

AGENDA

Call to Order

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

[Zoom]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

Director's Report - Beth Gallinger, Interim Library Director

- Communication
- Monthly Statistics

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - Erin Mitchell, Financial/HR Specialist

Friends & Foundation Report - Rochelle Brotsky, Secretary**Old Business**

- Approve Minutes of the July 25, 2024, Regular Board Meeting (Action)
- Approve Minutes of the August 1, 2024, Special Board Meeting (Action)
- Approve Minutes of the August 17, 2024, Special Board Meeting (Action)
- Library Board Openings Update - Beth Gallinger, Interim Library Director

New Business

- Approve Application of State Grant to Libraries - Beth Gallinger, Interim Library Director (Action)
- Ad Hoc Committee to Determine the Feasibility of a Sign for the Main St. Property Update - Beth Gallinger, Interim Library Director, Erin Mitchell, Financial/HR Specialist, Trustees Ron Dunworth and Kendra Adams (Discussion)
- Potential New Staff Position - Jeromey Balderrama, Board President (Discussion)

Executive Session 1

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property.

Executive Session 2

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing personnel matters relating to the director search.

New Business

- Nominate Finalist(s) for the Position of Library Director - Trustees Cole Gerstner and Kendra Adams (Possible Action)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, September 26, 2024, 5:30 p.m. – Windsor Library and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.

DIRECTOR'S REPORT - July 2024

Districtwide Update - Interim Library Director Beth Gallinger

Highlights

- On July 27, a party was held at the Severance Library to honor Director Ann Kling's service to the Clearview Library District and the library community as a whole. Staff, Trustees, family, and friends celebrated the stellar career and well deserved retirement of Director Kling.
- Due to the renovation at Severance Town Hall, groups that would typically use Town Hall for their meetings have been using the Severance Library after-hours meeting spaces to hold meetings. It has been a success with no door or technical issues. Staff will be making a few changes to the internal processes but plan to launch after-hours access to the Severance Library in the near future.

Opportunities

- Trustees Kendra Adams and Cole Gerstner continue to work on the Director Search committee. July 7 was the closing date for the job posting. Seventeen people applied for the position. The committee conducted preliminary Zoom interviews for five candidates on July 16 and 17. Final interviews will be held on August 16 and 17.
- We were contacted by Centennial Area Health Education Center to display their recently launched traveling mental health educational exhibit, Be Mindful - It Matters. Aims Community College, in Greeley, was the first host site and the exhibit has also been taken to Front Range Community College, Erie Library, Northeastern Junior College, the Northern Colorado Health Summit, Melissa Memorial Hospital, and the town of Wray. Learn more about the project (and the organization) at <https://www.cahec.org/bmim>.

Challenges

- Staffing has been a challenge for several departments. With Director Kling's retirement and the termination of the Facilities and Fleet Maintenance Supervisor, IT and Tech Services Manager Gallinger will be filling in for all three positions. Also, the Customer Service Department has been down 40+ hours during the busiest time of the year - Summer Adventure.

Personnel

- Director Ann Kling retired on July 31.
- Lalo Maysonet was terminated from the district on July 30, and his job will be reposted.
- Trevor Wagner was promoted to an IT Assistant from the Customer Service Lead position.
- No July All Staff meeting was held.

Board of Trustees Meeting Highlights - July 2024

- This was Director Ann Kling's last Clearview Library District Board meeting. She led the

district for a fabulous 12+ years and left some big shoes to fill!

- An amended 2024 budget was passed to account for construction costs that were expected to be billed in 2023 but delayed until 2024.
- Library staff provided the 2nd Quarter updates to the Clearview Library District Strategic Plan.
- An Ad Hoc Committee was created to determine the feasibility of a sign for library district properties. Library staff, Clearview Library District Trustees, and Friends and Foundation members will meet to discuss this topic and report back to the board by the end of 2024.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- Summer Adventure Program wound down towards the end of July (the official last day of the program was August 2). We are thrilled with the final registration and completion numbers and will make them available at the September board meeting. Currently we are working on creating surveys for staff and patrons in order to gather feedback. We weigh this feedback heavily into our planning for next summer.
- We offered a family movie night program at Severance Library toward the end of July with a screening of the movie Wonka. This event was hugely successful with 45 individuals in attendance, some of which were families that are new to the library district.

Opportunities

- Several staff members, including Katie Lofton, Becca Sharp, Natalie Wagner, Chrissie Hensler, and Casey Lansinger-Pierce, met to discuss ordering new branded items, such as swag give-aways and marketing/event items, i.e., branded tablecloths, canopy covers, etc. With our recent brand refresh, these items had not been ordered with our new logo and color scheme, and they are critical with big events like Severance Days and Windsor Harvest Festival coming up. These new items are starting to trickle in and so far, everything looks amazing and will serve us well for years to come.
- Based on a suggestion from Adult Services Assistant Rebecca Robbins, we offered a Summer Adventure Program sign-up table at High Hops during Pub Trivia in July. Staff members Becca Sharp and Amy McFadden helped staff the desk. The initial goal was to register at least 10 adults during the event; we are pleased to report that Amy and Becca registered 14 adults total. Due to the success, we will be sure to offer this next summer as well.
- The special Summer Adventure Program-themed program that we offered every Monday for ages 0-5 continues to be a huge success. This year we offered everything from a petting zoo to tractor visits; these programs were well attended with the tractor event alone welcoming just under 200 individuals.
- As part of a new change of service we are implementing for our lobby stops at Good Samaritan, we invited the residents to visit the Windsor Library. 11 residents came and

were so excited to be in a library again. Many had not seen the Windsor Library since the remodel.

Challenges

- As the Clearview Library District is invited to more community events, and as those events grow in size, we are having a harder and harder time staffing said events with just our Mobile Services team, which currently comprises one full-time supervisor, three full-time mobile services assistants, one part-time assistant, and one full-time hybrid. We believe that all staff members in Public Services should be involved with outreach, but even then, we are having a hard time filling all of the shifts we need covered. Katie Lofton and Casey Lansinger-Pierce have been talking through this challenge and are considering different ways to approach event staffing more efficiently.
- Certain programs offered at Severance Library continue to see disappointing numbers. These programs are unlikely to continue so that we can make room for programs that Severance residents would be inclined to attend. Adult Services is currently working on a survey for Severance residents that will gauge what type of programming they would attend. We have found that - so far - the sweet spot in Severance seems to be early literacy and family programming. Programming for other age groups has been slow to start.

IT & Technical Services Update - IT & Technical Services Manager Beth Gallinger

Highlights

- We introduced the new self checks at the Windsor Library. IT worked with the self check and credit card processing vendors and got everything up and running. We are trying out Basecamp, a new web based self check service, that is designed to have better response times and better reporting. The new self checks are very sleek and modern and match what we have at Severance Library.
- Amanda Matl and Trevor Wagner both became full time IT Assistants on July 1. They have done an amazing job at adapting to the life of IT and tackling new challenges. We are thrilled to have them on our team.

Opportunities

- The IT team completed their second endpoint manager software demonstration with PDQ. Reviews have been positive and we were able to complete some of our core requirements over the four week demo such as remotely updating and controlling the Clearview Library District's meeting room iPads.
- The IT team met with the Youth Services department and got fantastic feedback on technology improvements, upgrades, and features they would like to see added to the Clearview Library District, such as 3D printing programs, makerspace kits, etc.
- We have been demoing a 3D scanner to go with our 3D printers. This would allow staff and patrons to scan 3D items such as a broken knob and 3D print a new one. It is really

amazing technology and relatively inexpensive, but the computer that runs the software needs to be powerful enough to run it and that piece of equipment is the expensive part.

Challenges

- While we are very excited about launching Pika, development has been slower than expected. We are trying our best not to become impatient with the wait but the restraints of our current catalog compared to the new functionality make it difficult to wait.
 - With the introduction of Pika, our discovery layer, every single catalog error shows. Technical Services staff have been tirelessly going through lists of items and clearing up records.
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Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- Anna Matl was promoted to the Customer Service Lead position.
- Customer Service Supervisor Rob Wygal reports a large increase in holds arriving daily at Severance Library through the courier system. Communications Specialist Christine Henschler worked with Rob to create signage that would make the Severance Library more visible. There is a new large banner that can be seen from Harmony Road and an open/closed sign for the front entrance area. We think these signs will help bring more visibility to the community and continue to increase the foot traffic inside the building.
- The Severance Library also held its first after hours meeting room booking with the Severance Town Hall. The event helped us to better understand what worked and didn't work, and it puts us one step closer to offering these rooms to the community.

Opportunities

- The Windsor Library had new furniture delivered at the end of July. We also made room near the customer service desk for the 3D printer that will be arriving soon. With the new furniture arriving, we used the opportunity to condense and move a few of our collections. Oversize books are now located in the Quiet Space area. The CDs were condensed and moved closer to the DVD section, and travel books were interfiled with non-fiction.
- The removal of game cubes at the Windsor Library has proven to be successful with patrons. We see a lot of video games being requested by the Severance Library. Originally, we weren't going to have a video game section at the Severance Library due to the lack of a game cube, but I am now seeing that an opportunity to have a permanent video collection at the Severance Library would probably be a popular addition.

Challenges

- Due to unforeseen circumstances, the Windsor Customer Service Specialist team was

without one of our 40 hour employees, which is challenging at any given time, but especially hard during the summer when we are at our busiest with the Summer Adventure Program. The team did an amazing job keeping up with the larger than normal volume of materials and making sure all patrons were still receiving excellent service!

- Summer is also a time filled with vacations, and that can be a challenge when you are a small team like the Customer Service Specialist team at the Severance Library. As a small team of five (including Customer Service Supervisor Rob Wygal), whenever even two people are on vacation, for example, the fourth week in July, they have to be very creative with how they schedule their time. I appreciate the flexibility of their whole team and how they are often willing to rearrange their schedules to make sure there is enough coverage!
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Communications Update - Communications Specialist Christine Henschler

Highlights

- July marked the first full month of using our new Savannah email platform from OrangeBoy Inc., which allows us to build and deliver customized messages to patrons based on their interests and create long-term engagement campaigns. Our Digital Communications Coordinator, Brad Vogler, oversaw the transition to OrangeBoy, integrating branding assets and developing email templates and segments. Brad and Communications Assistant Jessica held meetings with Public Services staff to discuss advantages, a content overview, deadlines, and best practices. In July, 6,667 messages were sent. The open rate was 59.61%, and the click rate was 5.13%.
- In July, the Adventure Pass web page received the third-highest number of visits on the library district's website, with a total of 943 pageviews. The passes were promoted through age-specific Bingo Card challenges during the Summer Adventure Program, in Library Programming and Hold Notices email campaigns, and on the homepage of the library district's website.
- The Clearview Library District's Facebook page reached an exciting milestone in June, surpassing 4,000 followers to reach a total of 4,017 followers at the end of the month. By the end of July, our Facebook following increased by 7% to 4,031. The district's Instagram followers grew by 0.6% in July, totaling 1,132 followers compared to 1,125 in June.

Opportunities

- NOCO Style City Scene emails highlighted six Clearview Library District events and programs in July, submitted by the Communications Specialist: three adult programs and three community/family programs, all featured on four additional online community calendars. These weekly emails and community calendars will continually feature Clearview Library District events and programs.
- Windsor City Lifestyle Magazine's Publisher, Misty Dockins, requested that a promotional

video for the magazine be filmed at the Severance Library. This video will showcase the facility and provide valuable exposure for the Clearview Library District.

- Starting on August 1, the Town of Severance (TOS) will send quarterly newsletters to all its residents. For the mailing, we were given the opportunity to feature a Library District promotional advertisement. In July, the Communication Specialist designed the ad with the theme "Explore Your Library," highlighting resources, offerings, and Severance Library hours. The upcoming mailing will feature the submitted ad.

Challenges

- In July, Jessica Columbo transitioned from part-time to full-time as the Communications Assistant, and in June, Brad Vogler transitioned from three-quarter time to full-time as the Digital Communications Coordinator. The increased work hours have been beneficial, but new and existing priorities have quickly absorbed the additional time. The Communications team continues collaborating, strategizing, and adapting to address ongoing and new challenges.
 - Due to recent changes in the Communications team's schedule and duties, there has been confusion about whom the staff should contact for their requests. The Digital Communications Coordinator and Communications Specialist are scheduled to meet to create a clear and easily accessible contact information resource for staff. This resource will be made available to staff on the internal intranet homepage and also shared with Clearview Library District Administrators and Supervisors.
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July 2024 Usage Stats

Key Takeaways:

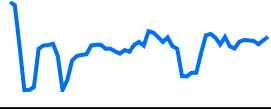

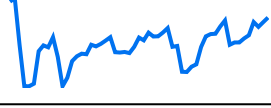
- Many stats showed significant increase in comparison to the same time last year, most likely due to the addition of the Severance branch. Windsor and off-site usage showed small decreases in some areas, but the overall totals were still much higher than last year. This suggests that some patrons may have switched their main library use to Severance, but also that the Severance library has brought in new users.
- The district offered many more programs both in comparison to the previous month and the same month last year, bringing in a large number of program attendees. Even still, waitlists continued to be longer than ever.
- Digital circulation continued its slow but steady growth.
- The increase in Severance meeting room use came mostly from staff bookings.
- Database usage continued in its summer slump; however, usage was still higher than last year due to *The New York Times* usage; the library's access to *The New York Times* was promoted on the website homepage.

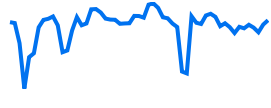

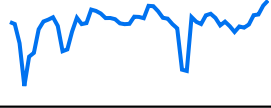


About the Dashboards:




- Percentages in blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2020 (with the exception of programming stats, which start with January 2021), with the end of the line being the most recent month.




About the Metrics:

- Patrons Served: This metric counts the number of people who physically visit the library in four possible ways: entering the Windsor Library or Severance Library buildings, visiting the Bookmobile, and attending Outreach events. "Off-site" visitors are a combination of the Bookmobile and Outreach patron counts.
- Circulation: Circulation includes the checkouts and renewals of all physical items, checkouts and renewals of downloadable and streaming content, and database usage. Off-site circulations are from the Bookmobile, BAM (Books and More), and the administration office.
- Programs: Program attendance is the combined count of attendees to in-person and virtual programs. This section also includes the total number of virtual and in-person programs, and a count of waitlisted patrons for programs at full capacity.
- Cardholders: Active cardholders had some kind of activity associated with their library account in the past month, including checkouts, renewals, and virtual borrowing. New cardholders are patrons who signed up for a new card in the past month.
- Meeting Rooms: This is the number of hours that patron-bookable meeting rooms were reserved in comparison to the total number of hours those meeting rooms were available, represented as a percentage.
- Website Stats: Pageviews represents the number of times a page on the library website was visited.



Patrons Served			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Windsor Patrons 11,601	7.04%	-5.16%	
Severance Patrons 5,483	12.59%	N/A	N/A
Off-site Patrons 1,164	-11.62%	-28.55%	
Total Patrons 18,248	7.18%	31.65%	



Circulation			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Windsor Circs 27,829	6.48%	-8.34%	
Severance Circs 8,768	8.56%	N/A	N/A
Off-site Circs 1,969	-7.56%	-17.79%	
Total Circs 38,566	6.12%	17.73%	
Digital Circs 12,115	6.55%	9.76%	
Database Usage 973	61.09%	103.13%	


Program Attendees			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Windsor Attendees 1,366	9.63%	19.82%	
Severance Attendees 1,747	-0.17%	N/A	N/A
Off-site Attendees 1,102	32.13%	-10.84%	
Total Attendees 4,260	11.23%	71.70%	


Number of Programs			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Windsor Programs 67	8.06%	34.00%	
Severance Programs 63	36.96%	N/A	N/A
Off-site Programs 55	25.00%	-6.78%	
Total Programs 189	24.34%	62.93%	

*Totals include online programs.

Program Waitlists			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Waitlisted People 292	-10.70%	323.19%	
Waitlisted Programs 35	6.06%	66.67%	

Cardholders			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Active Cardholders 6,137	3.84%	21.79%	
New Cardholders 385	-10.26%	37.99%	

Meeting Rooms			
July 2024	vs. June 2024	vs. July 2023	Sparklines From Aug '23
Windsor 35.11%	-0.71%	N/A	
Severance 25.73%	30.94%	N/A	N/A

Website Stats			
July 2024	vs. June 2024	vs. July 2023	Sparklines
Pageviews 34,909	1.80%	31.74%	

REPORTS OF THE LIAISONS - AUGUST 2024

Lainie Peltz - Town of Windsor

- The Town Board has authorized the creation of an Ad Hoc Charter Committee to review our Town Charter and propose changes where necessary. Citizens from each voting district are encourage to apply: <https://windsorgov.com/CivicAlerts.aspx?AID=1620>
- We broke ground on the Jacoby Meadows Senior Housing complex which will provide 62 units for low income Seniors.
- The new Police Department building is fully open. The Public Ribbon Cutting will occur on Sept. 13 at 1 p.m.
- Coffee with the Mayor has resumed on the 2nd Friday of the month at the Windsor Community Rec Center at 10 a.m. The October Coffee will be held at the new Police Station.

Jennifer Hansen - Weld RE-4 School District

- First Day of School was Thursday 8/15 and Weld RE-4 started our 24-25 year with 8,500 students!
- Lots of Excitement from students, teachers and staff, everyone was ready to get back to school!
- Join Us for Ribbon Cuttings:
 - Hollister Lake: Wednesday 5:00-6:30 p.m.
 - Orchard Hill: Thursday 5:00-6:30 p.m.
- Building Updates
 - CR15 Middle School is taking shape.
 - SMS expansion is underway and coming along nicely.
 - SHS CTE center is slated to be done by December 1.
 - All district buildings will be receiving improvements with funds from Bond money.
- The Board did approve the District Office addition in a vote on Monday night.

Craig Joseph- Town of Severance

- **Town Scoop** - The Official Town of Severance Newsletter
 - [August 2024 Town Scoop](#)
 - [Severance Scoop 2024 Special Edition](#)

Dale Hall - City of Greeley

- No report/will not attend.

TREASURER'S REPORT - JULY 2024

The financials include a Statement of Revenue and Expenditures and Balance Sheet.

The average monthly yield for July in Colotrust is 5.4221%.

The revised budget as adopted by the board at the July meeting is reflected in the monthly financial report.

Operating Revenue is at 99% of budget and on target to meet or exceed budget amounts.

Operating Expenditures are at 47% of the operating budget.

- General operating expenditures are at 74% of the budget. This is due to Severance Grand Opening, Director Search expenses, additional insurance coverage, increased water bills at the Severance branch, and fees that correlate with the timing of the property tax received.
- All other expenditures are projected to be within budget.

Other Sources and Uses

- The District realized the remaining revenue of \$263k for a grant on the Severance construction.
- The construction costs for the Severance Branch are at \$2.4 million to date.

Change in Fund Balance

- The District is showing a \$3.8 million increase in fund balance through July. Due to the fact that our revenues are 99% earned, this value will decrease and be more in line with the revised budget as we incur costs through the end of the year.

The balance sheet is presented in a government format that shows current assets, current liabilities and fund balance. Fund balance is the available resources of the organization as of the end of the month. Fund balance is shown in three categories - restricted, committed, and unrestricted or unassigned.

The 2023 audit is complete and filed with the state. The audit committee met on August 22nd to review with the auditor and we received an unmodified "clean" opinion.

Clearview Library District
July 2024 Financials

	Jul 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$68,115	\$8,326,455	\$8,233,544	101%
Specific Ownership Tax	\$26,731	\$168,677	\$245,000	69%
Other Income	\$60,151	\$361,119	\$424,586	85%
Total Operating Revenue	\$154,996	\$8,856,251	\$8,903,130	99%
<u>Expenditures</u>				
Salaries and Wages	\$218,507	\$1,448,529	\$2,899,805	50%
Benefits	\$61,591	\$431,519	\$1,021,325	42%
Operating	\$52,593	\$513,226	\$690,505	74%
Materials	\$30,600	\$232,436	\$509,500	46%
IT	\$14,649	\$70,973	\$253,200	28%
Programming	\$2,328	\$36,995	\$87,500	42%
Public Relations	\$6,126	\$49,065	\$124,643	39%
Vehicles	\$2,160	\$9,462	\$26,000	36%
Capital Existing	\$1,800	\$49,312	\$250,000	20%
Lease Payment - Branch	\$0	\$55,803	\$356,606	16%
Total Operating Expense	\$390,355	\$2,897,320	\$6,219,084	47%
Operating Revenue Over (Under) Expenditures	(\$235,359)	\$5,958,931	\$2,684,046	222%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$263,008	100%
Capital - Expansion	(\$5,794)	(\$2,398,911)	(\$3,119,735)	77%
Total Other Financing Sources (Uses)	(\$5,794)	(\$2,135,903)	(\$2,856,727)	0%
Net Increase (Decrease) to Fund Balance	(\$241,153)	\$3,823,028	(\$172,681)	222%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of July 31, 2024

ASSETS

Current Assets

Checking/Savings

Total Checking/Savings	13,230,486.24
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Other Current Assets

1151 · Current Prop. Taxes Rec.	5,736,273.00
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1165 · Other receivables	590.00
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1170 · Prepaid Expenses	19,572.71
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Total Other Current Assets	<u>5,756,435.71</u>
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Total Current Assets	<u>18,986,921.95</u>
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TOTAL ASSETS	<u><u>18,986,921.95</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · *Accounts Payable	106,891.46
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Total Accounts Payable	<u>106,891.46</u>
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Other Current Liabilities

2112 · Employee Health Insurance Payab	40.94
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2115 · Pera Life Insurance	702.91
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2200 · Deferred Revenue - Property	5,736,273.00
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Total Other Current Liabilities	<u>5,737,016.85</u>
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Total Current Liabilities	<u>5,843,908.31</u>
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Total Liabilities	5,843,908.31
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Equity

2860 · Non-Spendable

2860.01 · Prepaid Items	19,573.00
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Total 2860 · Non-Spendable	<u>19,573.00</u>
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2861 · Restricted

2861.01 · TABOR Requirement	135,000.00
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Total 2861 · Restricted	<u>135,000.00</u>
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2862 · Committed

2862.01 · Operating Reserve	2,228,240.00
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2862.02 · Capital Reserve	1,210,651.00
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2862.03 · Long-Term Building	2,446,458.00
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Total 2862 · Committed	<u>5,885,349.00</u>
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2863 · Unrestricted, Unassigned	3,280,063.44
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Net Income	3,823,028.20
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Total Equity	<u>13,143,013.64</u>
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TOTAL LIABILITIES & EQUITY	<u><u>18,986,921.95</u></u>
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DRAFT MINUTES

Call to Order

President Jeromey Balderrama called the meeting to order at 5:34 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph, and Attorney Bill Garcia

Absent: City of Greeley Liaison Dale Hall

Staff: Library Director Ann Kling, Interim Director Beth Gallinger, Public Services Manager Casey Lansinger-Pierce, Communications Specialist Christine Henschler, Office Manager Natalie Wagner, and Financial/HR Specialist Erin Mitchell

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status until Trustee Rochelle Brotsky joined the meeting. Trustee Brotsky joined the meeting at 5:41 p.m.

Review of Agenda

No changes were made.

Public Input

No public comment was given.

Director's Report - Ann Kling, Library Director

- Communication and Monthly Statistics
 - Director Kling referenced the Director's Report and asked if there were any questions. There were no questions at this time.
 - Kendra congratulated staff on the Summer Adventure Program kick-off event.

Follow-Up Questions to Board/Liaison Reports

Jennifer Hansen talked about the ribbon cutting for Hollister Lake and Orchard Hill Elementary Schools. Director Kling announced that some of the Town of Severance meetings have been held at Severance Library due to the Town of Severance's meeting room being under renovation.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported on revenue, operating expenses, budget adjustment, interest earnings are holding strong, and property tax initiative updates.

Motion by Kendra Adams, second by Cole Gerstner, to accept the Treasurer's Report as presented for June 2024; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported that at the F&F's last meeting they enjoyed a presentation on the Clearview Library District's 1,000 Books Before Kindergarten program. Rochelle reported that the F&F are collaborating on Clearview Reads with a possible historical fiction tie-in; planning this year's Blind Date with a Book, which will include books for youth and adults; and discussing establishing a Friends Book Club.

Old Business

- Approve Minutes of the June 27, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve minutes of the June 27, 2024, Regular Board Meeting; motion passed unanimously.
- Updated Bylaws - William Garcia, Library District Attorney
 - Attorney Garcia reviewed the Bylaws redlines on page 6 section 5.1 and section 5.2. Adding the language of the agenda of meetings primarily be posted on the website and secondarily at the Windsor Library and Severance Library locations.
 - Attorney Garcia suggests reviewing these as a yearly resolution.
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to approve the amended Bylaws; motion passed unanimously.

New Business

- Amended 2024 Budget - Ann Kling, Library Director
 - Director Kling reported that when the budget was submitted in January 2024 the library district didn't have all the construction invoices. At present, all the invoices have been received and paid. There was more expended than budgeted for so there needs to be an amended 2024 budget.
 - Jeromey asked if there is any public comment about the amended budget. There was no public comment given.

- Motion by Kendra Adams, second by Rochelle Brotsky, to approve Resolution 24-05: Resolution to Adopt the Budget; motion passed unanimously.
- Jeromey asked if there is any public comment about the appropriate sums of money. There was no public comment given.
- Motion by Kendra Adams, second by Rochelle Brotsky, to approve Resolution 24-06: Resolution to Appropriate Sums of Money; motion passed unanimously.
- Update on Growth in the District - Ann Kling, Library Director
 - Director Kling reported on the Town of Windsor and Town of Severance growth numbers as represented in the board packet. The City of Greeley's numbers were not available at the time of the board meeting.
- Strategic Plan - 2nd Quarter Update - Ann Kling, Library Director
 - Director Kling updated the board on progress made towards the Strategic Plan, Together Forward, as reported on in the board packet. Interim Director Gallinger spoke about the upcoming new discovery layer, Pika.
- Request for an Ad Hoc Committee to Determine the Feasibility of a Sign for the Main St. Property - Trustee Ron Dunworth
 - Ron shared a slideshow presentation and spoke about the idea of having a sign to advertise library programs and events on the Main Street property. This idea originated from a Long Range Planning Committee meeting.
 - Attorney Garcia stated that signs for private companies work best to state what you are looking for and feasibility of the sign(s).
 - President Balderrama approved the request for an ad hoc committee, appointing Trustees Ron Dunworth and Kendra Adams, Interim Director Gallinger, and potential Friends and Foundation members.

Jeromey brought cupcakes in honor of Director Kling's last board meeting. Jeromey announced a thirty-second recess to grab a cupcake.

- Ann Kling's Last Board Meeting - Ann Kling, Library Director
 - Director Kling remarked that it has been a joy to work with library boards, the Town of Windsor, the Town of Severance, and West Greeley over the years. Director Kling spoke of her time working within the library district, and that it's been a really good time and a lot of fun. Having graduated with a degree in Library Sciences in May 1974, Director Kling has been working in public libraries for 50 years! Jeromey expressed many thanks on behalf of the present library board and all prior library boards.

Executive Session 1

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing personnel matters relating to the director search.

Executive Session 2

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property.

Motion by Cole Gerstner, second by Ron Dunworth, to go into An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing personnel matters relating to the director search and to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property; motion passed unanimously at 7:00 p.m.

President Balderrama announced a 5-minute recess, and then the Executive Session would begin.

President Balderrama called the regular board meeting to order at 9:24 p.m. Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Rochelle Brotsky, Ron Dunworth, Kendra Adams, Attorney Garcia, Ann Kling, Beth Gallinger, Natalie Wagner, and Erin Mitchell.

Upcoming Agenda

Audit Committee Report
Library Board Openings Update
Report of Building Project Costs

President Balderrama made a declaration in regards to C.R.S. § 24-6-402 (4)(f) to expand the Director Search committee to include all library board members.

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 9:27 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, August 29, 2024, 5:30 p.m. – Severance Library and Zoom.

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.

DRAFT MINUTES

Call to Order

President Jeromey Balderrama called the meeting to order at 5:42 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, and Attorney Bill Garcia (joined online)

Absent: Vice-President Cole Gerstner, Trustee Kendra Adams

Staff: Library Interim Director Beth Gallinger and Office Manager Natalie Wagner

President Jeromey Balderrama elevated Trustee Lisa Gagliardi to voting status.

Review of Agenda

No changes were made.

Public Input

No public comment was given.

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property.

Motion by Ron Dunworth, second by Rochelle Brotsky, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property; motion passed unanimously at 5:46 p.m. The board went directly into executive session.

President Balderrama called the special meeting to order at 5:59 p.m. Present: Jeromey Balderrama, Lisa Gagliardi, Rochelle Brotsky, Ron Dunworth, Attorney Garcia (online), Beth Gallinger, and Natalie Wagner

Old Business

- Lot Holding Company Development of Their Main St. Property: Consideration of a Development Cost-Sharing Agreement - Jeromey Balderrama, Board President
 - Jeromey gave a short synopsis of Lot Holdings, LLC approaching Clearview Library District to potentially enter into a cost-sharing agreement in regards to installing infrastructure on the Main St. property. A draft agreement was provided to the board. Lisa stated that doing a supplemental budget with the state would be needed if the library district moves forward with an agreement.
 - Attorney Garcia reviewed the agreement and provided redline additions. Attorney Garcia reported that it is a cost sharing agreement and that the percentage at 10% is in keeping with common business practices in this region.
 - Jeromey stated that there are no plans for the Clearview Library District to build on the Main St. property at this time.
 - Motion by Lisa Gagliardi, seconded by Ron Dunworth, to approve the cost sharing agreement as presented; motion passed unanimously.
- Statement from the Library Board - Jeromey Balderrama, Board President
 - The board reviewed and discussed a statement from the Library Board in regards to the cost sharing agreement between Lot Holdings, LLC and the Clearview Library District.

Attorney Garcia asked to be excused from the meeting at 6:09 p.m.

- The board will issue a press release, Clearview Library District - Public Statement Main Street Property Improvements, once there is a signed executed agreement. President Balderrama will sign the document when it is ready.

Adjourn

Motion by Ron Dunworth, seconded by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 6:18 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, August 29, 2024, 5:30 p.m. – Severance Library and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.

DRAFT

DRAFT MINUTES

Call to Order

President Jeromey Balderrama called the meeting to order at 8:14 a.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner, Treasurer Lisa Gagliardi, Secretary Rochelle Brotsky, Trustee Ron Dunworth, Trustee Kendra Adams, and June Garcia of June Garcia LLC

Staff: Office Manager Natalie Wagner and Financial/HR Specialist Erin Mitchell

Review of Agenda

Jeromey requested to add a briefing by June Garcia.

Motion by Kendra Adams, second by Cole Gerstner, to approve the amended agenda; motion passed unanimously.

Public Input

No public comment was given.

June Garcia briefed the board on the candidate interview proceedings.

President Jeromey Balderrama announced he was on-call for work. Jeromey asked Vice-President Cole Gerstner to run the meeting should he need to step out.

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing personnel matters - Director Candidate Interviews.

Motion by Cole Gerstner, second by Kendra Adams, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing personnel matters - Director Candidate Interviews; motion passed unanimously at 8:22 a.m. The board went into executive session at 8:30 a.m.

President Balderrama called the special meeting to order at 5:13 p.m. Present: Jeromey Balderrama, Cole Gerstner, Lisa Gagliardi, Rochelle Brotsky, Ron Dunworth, Kendra Adams, and June Garcia

New Business

- Nominate Finalist(s) for the Position of Library Director - Trustees Cole Gerstner and Kendra Adams
 - Motion by Cole Gerstner, second by Rochelle Brotsky, to table Nominate Finalist(s) for the Position of Library Director until a future meeting; motion passed unanimously.

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 5:14 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, August 29, 2024, 5:30 p.m. – Severance Library and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.

MEMORANDUM

To: Library Board of Trustees

From: Beth Gallinger, Interim Library Director

Date: August 29, 2024

Re: Approve Application of State Grant to Libraries

Item 5.1: New Business

Background / Discussion

Each year, the library district has the opportunity to apply for state funds in a non-competitive grant process. The funds must be spent on library district materials for public use, including databases.

Budget Considerations

The grant funds extend the funds spent on collection development and stretch budget dollars.

Recommendation(s)

The Director and Management team recommend approval of the grant application.

Attachments

Grant Application

Program Selection and Eligibility

Clearview Library District (L008) Library - FY 2025 - State Grants to Libraries - Rev 0 - State Grant to Libraries

Please only select the option that matches your library type.

Please note that all questions with an asterisk(*) are required.

Academic Libraries - Post-secondary, colleges, universities.

Public Libraries

Contact Information

Name of Library/Library District	* Clearview Library District
Contact Person Name	* Beth Gallinger
Contact Person Title	* Interim Director
Contact Person Telephone	* 9705454175
Contact Person Email	* director@clearviewlibrary.org
Fiscal Contact Name (optional)	Erin Mitchell
Fiscal Contact Email (optional)	Erin@clearviewlibrary.org

This certifies that the library meets all requirements to receive funding. Please select Yes or No for each requirement:

Eligibility Requirements	Yes	No
1. Will utilize this funding to purchase eligible educational resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Legally established and operated under Colorado Library Law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Borrows and lends to other Colorado libraries without a charge.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Meets the Internet access by minors requirements in <u>C.R.S. 24-90-404(2)(D)(I,II,III)</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Staffing and service hours - has paid staff available in the library for a minimum of 20 hours each week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Reporting - will submit report to State Library by July 31, 2025.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Maintenance of Effort Requirements

Funding is designed to supplement, not supplant, local funding for libraries. To be eligible, applicants must demonstrate that receiving these funds do not decrease existing local revenue sources.

Please provide the following library collection budget information for your current fiscal year and the previous three years of actual expenditures. Library collection budgets include print, electronic, and other circulating library materials. It does not include related expenses such as salary or processing fees. Do not include State Grants to Libraries or other grants as part of your collection budget.

-If library budget operates on a calendar year (January-December), enter information for the year that is first listed, for example the current/planned year would be January-December 2024.

If the FY24-25 (planned) library collection budget is less than the average of the previous three years, the Colorado State Library may contact you for additional information to determine your eligibility.

	Library collection expenditures, not including any grants (i.e., State Grants to Libraries) to the library for collections
FY21-22	* \$ 266,549.00
FY22-23	* \$ 291,806.00

FY23-24	* \$	339,610.00
FY24-25 (planned)	* \$	509,500.00

School Libraries (K-12)

Allowable Use of Funds

Please find the allowable use of funds on the [How State Grants Can Be Used - an Eligible Uses Checklist](#) webpage.

Clearview Library District (L008) Library - FY 2025 - State Grants to Libraries - Rev 0 - State Grant to Libraries

Program Assurances

Please note that all questions with an asterisk(*) are required.

* **The applicant hereby applies for and, if awarded, accepts the State Grants to Libraries funds requested in this application. In consideration of the receipt of these grant funds, the applicant agrees that the General Assurances form for all state funds and the terms therein are specifically incorporated by reference in this application. The applicant also certifies that all program and pertinent administrative requirements will be met. In addition, grantees that accept funding agree to the following assurances:**

* **Duplication of Benefits**

Federal or State funds generally cannot be used to pay for the exact same cost or activity already paid for from another source of funding. This is sometimes referred to as a prohibition on duplication of benefits (DOB), or "double-dipping." Entities using multiple funding sources should be aware of the different authorities and program requirements for each funding source, being careful to avoid DOB in instances where they are paying for similar costs or activities from multiple sources. (2CFR200.302) Subrecipients should avoid a duplication of benefits for any federal or state award. A duplication of benefits occurs when the amount of the assistance (i.e., funding) to a beneficiary exceeds the total allowable assistance (i.e., based on the total allocable expenses) to that beneficiary for that purpose.

1. Applicant certifies no duplication of benefits resulting in this funding will occur. If awarded, the Awardee (applicant) will notify in writing CDE should this occur.

* **Fraud, Waste, and Abuse**

Recipients of grant funds are responsible for taking steps to reduce fraud, waste, and abuse. Fraud Waste and Abuse can come in many forms, such as:

-Embezzlement, bribery, or other public corruption involving federal or state funds; Serious mismanagement involving federal or state programs or funds;

-Theft or misuse of Federal student aid to include knowledge of fraud, waste, or abuse involving a financial aid administrator or other entity official(s), or knowledge of fraud, waste, or abuse involving a student loan servicer or collection agency;

-Knowledge that your entity is not complying with regulations or laws involving Federal student aid or other federal or state program or operation requirements;

-Conflicts of interest-violation of arm's length agreements;

-Contract and procurement irregularities;

-Theft or abuse of government property; Employee misconduct;

-or Ethics violations by officials.

Entities are required to have a procedure or methodology for timely reporting, in writing, of any noted violations that may potentially affect the federal or state award. (2CFR200.113)

2. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of fraud, waste and abuse with these, or any funds within their agency, and if an instance occurs. If awarded, the Awardee (applicant) will notify CDE in writing.

* **Conflict of Interest**

The applicant hereby certifies that, to the best of its knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract or grant resulting from this award that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. The applicant further certifies that it has and will continue to exercise due diligence in identifying and removing or mitigating, to the Government's or Colorado Department of Education's satisfaction, such conflict of interest (or apparent conflict of interest).

3. Applicant certifies there are sufficient internal controls in place to reduce or eliminate the possibility of any conflicts of interest with these, or any funds within their agency. If awarded, the Awardee (applicant) will notify CDE in writing. (2CFR200.112)

The Colorado Department of Education may terminate a grant award upon thirty days' notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in GAINS and approved by CDE before modifications are made to the expenditures.

* **Certification**

Applicant does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of certifications. Furthermore, all applicable statutes, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability of funds distributed for this project. All records necessary to substantiate these items will be available for review by state and federal monitoring staff. All progress reports and the final report requested through this grant program will be filed on time.


Budget

Clearview Library District (L008) Library - FY 2025 - State Grants to Libraries - Rev 0 - State Grant to Libraries

Object Code	Total
0800 - Other	\$0.00
	Total \$0.00
	Allocation \$13,080.00
	Remaining \$13,080.00

Budget Overview

Clearview Library District (L008) Library - FY 2025 - State Grants to Libraries - Rev 0 - State Grant to Libraries


Filter by Location: All - \$0.00 

Object Code	Function Code	Total
Total		0.00
	Allocation	13,080.00
	Remaining	13,080.00

Related Documents

Clearview Library District (L008) Library - FY 2025 - State Grants to Libraries - Rev 0 - State Grant to Libraries

Optional Documents

Type	Document Template	Document/Link
State Grants to Libraries Multiple Signatures Upload	 State Grants to Libraries Multiple Signatures	

State Grants to Libraries Multiple Signatures Page

Instructions: use this form to obtain the required signature/s for your library type for those that do not have access to approve through GAINS. Signatures can be digital or wet/handwritten. After obtaining required signatures, upload the form in GAINS in the "Related Documents" section.

Required signatures/approvals for:

Academic libraries:

- Provost, Dean of Academic Affairs, or other designated authority as appropriate, and
- The library director

Public libraries:

- Library Board Chair, authorized governing authority, or other designated authority as appropriate, and
- The library director

School Libraries (K-12):

- District Board Chair, Superintendent, or other designated authority, and
- Designated library coordinator (when applicable).

1. Approver Name:

Approver Title:

Signature:

2. Approver Name:

Approver Title:

Signature: