

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 - Lisa Gagliardi, Treasurer

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

- Approve Minutes of the September 26, 2024, Regular Board Meeting (Action)
- Summer Adventure Program Update - Casey Lansinger-Pierce, Public Services Manager (Information)
- Strategic Plan Quarterly Update - Beth Gallinger, Interim Library Director (Information)
- Quarterly Statistics - Beth Gallinger, Interim Library Director (Information)
- Salary Survey/Work Study Update - Beth Gallinger, Interim Library Director (Information)
- Library Board Openings Update - Beth Gallinger, Interim Library Director (Information)
- Main St. Property Update - Attorney Bill Garcia (Information) Executive Session

New Business

- 2025 Health Insurance/Benefit - Beth Gallinger, Interim Library Director, and Erin Mitchell, HR Specialist (Action)
- FMLI - Erin Mitchell, HR Specialist (Action)
- First Reading of the 2025 Clearview Library District Budget - Beth Gallinger, Interim Director (Information)
- 2025 Library Hours - Beth Gallinger, Interim Library Director (Action)

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.

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, November 21, 2024, 5:30 p.m. – Windsor Library and Zoom

- Board of Trustees Regular Meeting, December 5, 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.

DIRECTOR'S REPORT - September 2024

Districtwide Update - Interim Library Director Beth Gallinger

Highlights

- On September 3, we successfully launched our after-hours reservation program for the Severance Library. I am pleased to report that it has been met with considerable enthusiasm and engagement from our patrons. This initiative has not only increased access to our resources but has also fostered a sense of community among users who appreciate the opportunity to utilize the library during extended hours. As we continue to monitor the impact of after-hours reservations, we look forward to gathering feedback from patrons and exploring further enhancements that could improve accessibility and engagement. Thank you to everyone involved for their hard work and commitment to making this initiative a success. Customer Service Supervisor Rob Wygal and the staff at Severance Library have been instrumental in getting after-hours launched.
- We are currently following a structured process to develop our budget for the upcoming year, with the majority of the work scheduled for September. Financial Specialist Erin Mitchell is leading this initiative alongside Beth Gallinger, facilitating meetings with staff and departmental leaders to gather valuable input from all areas. This inclusive approach ensures that diverse perspectives are considered, allowing us to align our budgetary goals with the organization's needs. We appreciate everyone's participation in this important process as we work together to create a comprehensive and effective budget that supports our mission.

Opportunities

- A comprehensive staff salary study is currently underway, conducted in partnership with Graves Consulting. This initiative aims to evaluate our existing compensation structure, ensuring it is competitive, equitable, and aligned with industry standards. The study will involve a thorough analysis of current salary ranges, benefits, and market trends to provide valuable insights and recommendations. We appreciate your cooperation and engagement throughout this process as we work towards fostering a fair and rewarding work environment for all staff members. Further updates will be shared as the study progresses.
- We are conducting a comprehensive evaluation of our healthcare plan for 2025. HR Specialist Erin Mitchell has been actively collaborating with other special districts in the area to explore various options that will best serve our staff's needs. Her efforts aim to identify competitive and effective healthcare solutions, ensuring that our offerings remain comprehensive and aligned with industry standards. We appreciate Erin's dedication to this important initiative and look forward to sharing more details as the evaluation progresses.

Challenges

- We are currently behind on our facilities projects, primarily due to the ongoing construction and opening of Severance Library. Additionally, the mid-year leadership transition has contributed to delays. We are actively working to realign our efforts and appreciate your understanding as we address these challenges. Further updates will be provided as progress is made.

Board of Trustees Meeting Highlights - September 2024

- Budget and Staffing Assumptions for 2025: We talked about the upcoming budget and any changes we may have for 2025 including possible staffing changes.
- Salary Survey/Work Study: Beth Gallinger and Erin Mitchell have been working on a salary survey that will analyze positions at Clearview Library District and what their corresponding salaries should be. This will impact the budget for 2025.
- Board President Jeromey Balderrama and Public Services Manager Casey Lansinger-Pierce presented on sessions they attended at the Colorado Association of Libraries Conference in September. It sounds like they sat in on some really great presentations and it was a very useful conference for all staff that were able to go.

Public Services Update - Public Services Manager Casey Lansinger-Pierce

Highlights

- A handful of Public Services staff attended the Colorado Association of Libraries annual conference in Breckenridge in early September. We enjoyed sessions about evaluation, job crafting, teen services and collections, school/public library partnerships, and much more. It was one of the best CALCON offerings of the last few years and we are grateful that our library district and library board support professional development and our opportunity to attend this valuable conference.
- We hosted the Boredom Fighters for Clearview Homeschool Academy at Boardwalk Park. The Boredom Fighters is a non-profit organization that connects youth with music so as to foster self-expression and find purpose in their communities. We welcomed over 90 people to this fun, musical program.
- Windsor Harvest Festival was another huge success this year! Our team leaned into the Harvest Festival theme, small-town heroes. Our parade walkers wore capes and winged hats in the shape of books. We incorporated large flags and banners into the parade as well. We topped the previous number of attendees at our booth and bookmobile in Main Park. Overall, we saw a total of 3,410 people at our booth and 882 visited the bookmobile. That is an increase of 43% for the bookmobile and 36% for our booth.
- Windsor Grind was on September 7. This year we had a last-minute sponsor that helped us make the event special for participants by donating a generous amount of gift cards to Refuge Skate Shop in Greeley. This was also the first Windsor Grind where we allowed adults to compete in their own age bracket, which we would like to continue moving forward. We had 76 people at the event.

Opportunities

- Our Adult Services team offered a 3D Printing Workshop program targeted to an intergenerational audience. Students from the Windsor High School Robotics team led the class and were great with helping attendees learn the software.
- Children and Family Services Librarian Trisha Parsons and Mobile Services Assistant Christy Olson hosted a Mad Hatter Tea Party in September at the Severance Library. We had 60 total attendees and saw a great mix of grandparents and parents joining their kiddos.

Challenges

- We discontinued two Adult Programs that saw a consistently low turn-out, Sunrise Sip n' Craft and Yadda Yadda Yarn. Both programs were of a more passive nature and focused on creating community; however, despite our marketing efforts, we didn't see the attendance to justify continuing to offer either program. We continue to offer adult programs that are well-attended and are continuously brainstorming new ideas to bring more adults into the library.
- Oktoberfest was canceled by the Windsor Chamber of Commerce this year. We love to participate in this event and were disappointed about the cancellation. Our overall bookmobile stats will be lower from last September because of this.

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

Highlights

- Our IT department has been instrumental in the success of the after-hours reservations at Severance Library, dedicating significant time and effort to providing training and support for patrons. They have been consistently busy with bookings and inquiries, reflecting the high demand for these services. This proactive approach to assisting users has not only enhanced their experience but has also contributed to the overall positive reception of the program.
- The Deep Freeze Cloud solution has been successfully implemented at both locations, encompassing a total of 47 machines. This state-of-the-art save-state software allows patrons to utilize our computers while ensuring that any data or changes made during their session are completely wiped clean once they log off. This not only enhances the security and privacy of our users but also streamlines computer maintenance, ensuring that each session begins with a fresh environment.

Opportunities

- Training for Pika, our new discovery layer, has been successfully conducted for all staff, encompassing essential topics such as search strategies and patron account login procedures. We are enthusiastic about the upcoming launch in October, as Pika will enhance the user experience by streamlining access to our resources and improving

overall search capabilities. This initiative represents a significant advancement in how our patrons will interact with our library services, and we look forward to its positive impact on our community.

- Staff from Technical Services and Public Services received a demonstration of Library IQ. Library IQ is a data analytics tool focused on collection development and management in libraries. It provides insights into circulation statistics, patron preferences, and usage trends, enabling library professionals to make informed decisions about acquisitions and weeding. With visual dashboards and customizable reports, Library IQ helps identify gaps in collections and tailor resources to better meet community needs, ultimately enhancing user satisfaction and optimizing resource allocation. We are considering implementing it in 2025 to help with managing our collection at two branches.

Challenges

- Although PDQ—a software suite designed for endpoint management that simplifies the deployment, monitoring, and management of software across multiple computers—will significantly enhance the safety and reliability of our tablets, the implementation process has proven to be more time-consuming than anticipated. Now that we have established the necessary procedures, we expect the system to be much easier and clearer to use moving forward.
- The Laptop Refresh project is currently progressing more slowly than anticipated, primarily due to challenges in scheduling meetings with our busy staff. This initiative aims to replace all staff laptops that are over four years old, which represent the majority of our equipment. We appreciate everyone's patience and cooperation as we work to ensure that our technology meets the demands of our operations and supports staff productivity.

Customer Services Update - Customer Service Manager Amanda Brian

Highlights

- At the beginning of September, we finished the process of interfiling all the Mystery, Science Fiction, and Westerns so that all of Fiction is now by author only. While we understand that a lot of patrons enjoy browsing by genre, we found that a lot of authors write in several genres so this puts all their works together. It also means the browsing experience is the same at both Severance and Windsor Libraries since Severance Library is by author only. We have found that our shelves look tidier, and it will make shelving more efficient.
- With after-hours room reservations having gone live on September 3, Customer Service Supervisor Rob Wygal and Customer Service Lead Anna Matl were tasked with developing a procedure of how to input and track when patrons have received their 4-digit codes to enter the building after hours. They are using a Google spreadsheet to keep track of the numbers and when patrons have been contacted. The process is working well!

Opportunities

- For the first time in several months, the Customer Service teams at both Severance and Windsor Libraries are fully staffed! This gives the teams an extra opportunity to work on projects and for additional training.
- Once we interfiled Westerns, we were able to spread out the Graphic Novels to encompass both sides of the range instead of just one side. As a result, we are seeing increased visibility and circulation for this collection.

Challenges

- The interfiling of all Fiction at the Windsor Library was a big project and as a result, it has a place in highlights, opportunities, and challenges for the month! We knew it would be a big adjustment for some patrons who really loved being able to browse by genre. In anticipation of this, Customer Service Specialist Kaytlen Kidney created some talking points and instructions on how to use our catalog to search by genre to help staff by promoting the new layout. We did receive some feedback from patrons that they really miss the old way of browsing, but overall the feedback has been positive!
- The Severance Library saw some challenges with the road construction on Harmony Road for three weeks, which sometimes created confusion on which entrance to access. Also, the Severance Town Hall parking lot had to be repaved which took three days and created some limited access to the Severance Library's parking lot.

Communications Update - Communications Specialist Christine Henschler

Highlights

- Communications Assistant Jessica Colombo has collaborated with the Library District staff to produce dynamic content for our social media platforms. Notably, she created an engaging and successful reel promoting the new Chess Club program, which launched in early September. According to the September 2024 Social Media Post Performance Report, this reel achieved a 23.1% engagement rate, making it our top-performing post. This high level of engagement indicates that the reel resonated well with the community. The reels she is creating effectively highlight our library programs and services.
- The NOCO Style City Scene weekly emails, which highlight one to two of the Library District's programs and events and are regularly submitted by the Communications Specialist, play a crucial role in directing people to our website and raising awareness about them. In September, these emails, along with the Library District's marketing efforts, generated 829 direct interactions with our website, highlighting their significant role in boosting engagement.
- In recent months, members of the Friends & Foundation of the Library District Board have collaborated closely with the Communication Specialist on a rebranding initiative. The brand refresh, including a new logo, was completed in September and presented to the Foundation Board. The new logo, designed by the Communications Specialist with

feedback and insight from Foundation Board Members, is shown below in different color versions and aligns with the Library District's branding colors. This design intentionally mirrors the district's new logo, emphasizing the strong connection and unity between the two organizations.



Opportunities

- Digital Communications Coordinator Brad Vogler and the Communications Specialist collaborated with OrangeBoy to secure SmartyCat for Libby as an added email messaging feature for our Library District's patrons. This innovative automated messaging solution enhances our ability to engage with library users by promoting our Libby ebook and e-audiobook collections through targeted emails. By integrating the Curated List API from OverDrive, SmartyCat for Libby automates curated content delivery, ensuring patrons receive timely and relevant information. This advancement enriches our digital communication strategy, ultimately increasing access and awareness of our library's digital resources.
- The Communications Specialist has acquired two user-friendly, high-quality Canon cameras for each library. These cameras are available for staff to use in capturing photos during programs or for promotional purposes, such as displays, food preparation, or crafts. In addition to taking photos, these cameras can also record videos and offer wireless capabilities, including file viewing and transfer via Wi-Fi. This cross-functionality greatly enhances the ease with which departments can share visual content, thereby improving communication and promotion efforts across the library.
- Cordelia Anderson Consulting and the Communications Specialist successfully submitted a presentation proposal and were invited to present at the 2024 Library Marketing and Communications Conference in St. Louis on November 13th and 14th. Their "Taking a Community-Based Approach to Branding" session will highlight the Clearview Library District's recent brand refresh. This presentation will focus on planning, strategy, community input, and best practices, showcasing the district's innovative efforts.

Challenges

- Digital Communications Coordinator Brad Vogler has been diligently working to verify the Severance Library on Google Business for several months. Despite following all the

prescribed steps to claim the profile, this challenge arose from the lack of specific signage at the library's location and distant street signs, which impeded the required video verification. In September, Brad requested and submitted a copy of a utility bill, as Google instructed, to match the business profile's address. Despite these efforts, Google has yet to communicate further. This verification delay poses a challenge for our organization, impacting our online presence and accessibility to patrons seeking accurate information about the Severance Library.

September 2024 Usage Stats

Key Takeaways:




- The total patron count increased due to library presence at the Windsor Harvest Festival, and BAM (Books and More) starting up again with the new school year.
- With the programming break over, program stats increased in comparison to the previous month. The library district also offered more programs in comparison to the same time last year.
- Both physical and digital circulations remained fairly level in comparison to the previous month, but increased in comparison to the same time last year. Digital circulation has been trending upward all year, and the increase in physical circulation is likely due to the addition of the Severance branch.
- Database usage returned to normal with the start of the new school year, with most of the increase coming from PebbleGo and EBSCO.



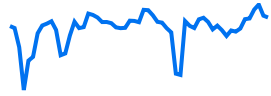
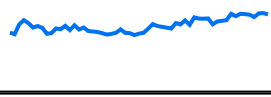
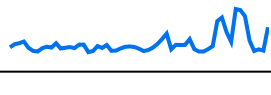
About the Dashboards:




- 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.

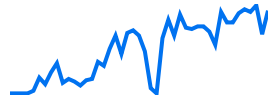
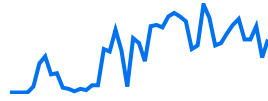

About the Metrics:

- 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			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Windsor Patrons 10,264	-9.99%	3.44%	
Severance Patrons 3,306	-8.45%	N/A	N/A
Off-site Patrons 5,899	233.09%	-0.84%	
Total Patrons 19,469	15.99%	22.66%	

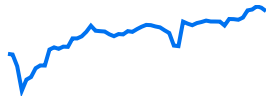

Circulation			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Windsor Circs 24,956	-3.09%	-2.17%	
Severance Circs 6,116	-8.39%	N/A	N/A
Off-site Circs 1,816	44.59%	-16.08%	
Total Circs 32,888	-2.36%	18.84%	
Digital Circs 11,896	-2.24%	20.08%	
Database Usage 6,001	762.21%	251.35%	

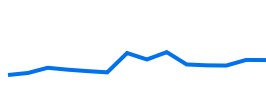
Program Attendees			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Windsor Attendees 1,352	-20.14%	93.97%	
Severance Attendees 1,287	45.10%	N/A	N/A
Off-site Attendees 1,116	75.47%	-3.71%	
Total Attendees 3,812	17.95%	94.29%	


Number of Programs			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Windsor Programs 63	40.00%	23.53%	
Severance Programs 49	32.43%	N/A	N/A
Off-site Programs 44	51.72%	12.82%	
Total Programs 161	42.48%	46.36%	

*Totals include online programs.

Program Waitlists			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Waitlisted People 137	26.85%	-25.54%	
Waitlisted Programs 26	18.18%	-21.21%	

Cardholders			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Active Cardholders 5,798	-3.90%	14.27%	
New Cardholders 311	-23.02%	-5.76%	

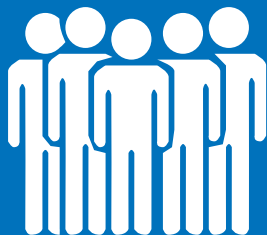
Meeting Rooms			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines From Aug '23
Windsor 41.31%	-0.43%	N/A	
Severance 27.87%	1.83%	N/A	N/A

Website Stats			
Sept 2024	vs. Aug 2024	vs. Sept 2023	Sparklines
Pageviews 36,455	-5.41%	43.03%	

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Patrons Served

54,502



Average Monthly Card Users

5,989



Total New Cards

1,100

Total Card Holders

31,179

Circulation

Physical

105,138

Virtual

36,179

Windsor

78,537

Average Monthly

Severance

21,560

Active Virtual

Bookmobile

4,547

Borrowers

2,636



Total Program Attendance

11,186

Number of Programs

452



Room Bookings by Patrons

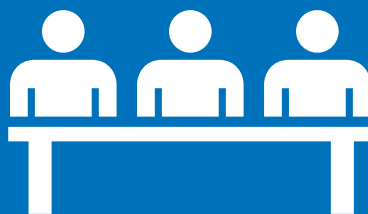
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Windsor

462

Severance

95



Average Monthly Computer Users

560

Average Monthly WiFi Usage

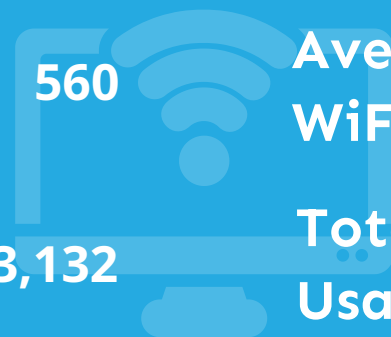
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Total Computer Sessions

3,132

Total Website Usage

109,903



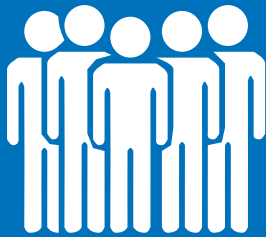
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2024

Patrons Served

142,256



Average Monthly Card Users

5,639



Total New Cards

3,322

Total Card Holders

31,179

Circulation

Physical

286,193

Virtual

106,939



Windsor

228,724

Average Monthly

Severance

41,563

Active Virtual

Bookmobile

15,906

Borrowers

2,518

Total Program Attendance

29,724

Number of Programs

1,225



Room Bookings by Patrons

1.552



Windsor

1,381

Severance

171

Average Monthly Computer Users

514

Average Monthly WiFi Usage

781

Total Computer Sessions

8,798

Total Website Usage

299,390

REPORTS OF THE LIAISONS - OCTOBER 2024

Lainie Peltz - Town of Windsor

- Please join us on 10/29 at 4 pm at the new Eastman Park Wetlands Experience on the south side of Eastman Park.
- Staff has presented a few open space options for possible acquisition and we hope to have more news in the next few months.
- The Citizens Academy is going well and has had a consistent attendance of about 20 people each week. Thank you to our Town Clerk, Karen Frawley, for organizing this new opportunity. I think we plan to offer it again next year.
- The Ad Hoc Charter Committee is going strong with good dialogue on all aspects of our charter. They should have their final recommendations to the Town Board by Dec 2nd so we can decide on the final wording for our Feb 2025 special election which will include the citizen-led marijuana petition.

Jennifer Hansen - Weld RE-4 School District

- **Bond/Project Updates-**
 - Ridgeline Middle School is 65% complete, looks like a Spring 2025 completion date.
 - SHS Classroom Expansion Spring 2025 completion date, which will include CTE kitchen and general ed classrooms.
 - SHS CTE Center- completion date November 2024 and will be ready for spring 2025 classes.
 - SMS Classroom Expansion- August 2025 completion.
- **Bond Oversight Projects-**
 - WMS Modernization- Includes HVAC and Roofing Replacement along with Modernization with a 10,000,000 budget. This project will be led by a committee.
 - District Office Expansion- 15,000,000 budget. This project will be led by a committee. Construction start date of March 2025 and completed by December 2025.
 - Other bond projects include:
 - WHS HVAC
 - Window Security Film
 - WHS Stadium Entrance
 - SHS BB/SB Plaza
 - Tozer Playground
 - Moving Modulars to different schools

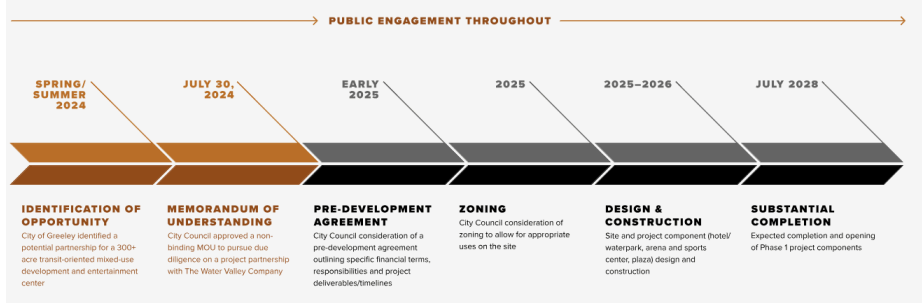
Craig Joseph- Town of Severance

- **Town Scoop - The Official Town of Severance Newsletter**
 - [October 2024 Town Scoop](#)

Dale Hall - City of Greeley (updated 10/25/24)
Potential West Greeley Development

At the Greeley City Council meeting on July 30, members of Council unanimously authorized the City Manager to sign a non-binding Memorandum of Understanding to pursue due diligence on a potential partnership with The Water Valley Company on the new development. A timeline and details can be seen at <https://greeleywestsideproject.com/>.

Phase 1 Process Timeline



Potential Development in 2025:

There are four new neighborhoods west of 83rd Avenue and north of 10th Street that will likely see home building in 2025. However, because of the unpredictable residential market currently, we do not have good estimates for how many homes will be actually be constructed in 2025. Neighborhoods include:

- o Union Colony – 1028 Multi family units and 350 single family homes at build out over the next several years
- o The Cache – 1900 multi family and 1800 single family at build out over the next several years
- o Lake Bluff – 340 MF and 840 SF at build out
- o Poudre Heights – 710 MF and 475 SF
- In terms of non-residential development, retail is expected to continue building out three of the four corners at 83rd Avenue and 10th Street over the next year or two to include a coffee shop, gas convenience stores, fast food and fast casual restaurants, and possibly a sit down restaurant.
- Additional development is occurring in west Greeley, but south of Hwy 34 and outside of the Clearview Library District.

TREASURER'S REPORT - SEPTEMBER 2024

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

The average monthly yield for September in Colotrust is 5.2684%

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

Operating Revenue is at 102% of budget and on target to meet or exceed budget amounts.

Expenditures are at 60% of the operating budget, with 75% of the year elapsed through August.

- General operating expenditures are at 86% 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 and the final payment was made in September.
- We are projecting to be under budget by approximately \$600k through the end of the year for capital expenditures. It is anticipated that the Main St. improvements will occur in 2025.

Change in Fund Balance

- The District is showing a \$3.2 million increase in fund balance through September. Due to the fact that our revenues are over 100% 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.

Clearview Library District
September 2024 Financials

	Sep 24	YTD	2024 Budget	% of Budget
<u>Revenue</u>				
Property Tax	\$1,941	\$8,360,078	\$8,233,544	102%
Specific Ownership Tax	\$26,005	\$251,113	\$245,000	102%
Other Income	\$57,176	\$478,613	\$424,586	113%
Total Operating Revenue	\$85,121	\$9,089,805	\$8,903,130	102%
<u>Expenditures</u>				
Salaries and Wages	\$208,138	\$1,883,425	\$2,899,805	65%
Benefits	\$64,466	\$558,467	\$1,021,325	55%
Operating	\$37,227	\$595,029	\$690,505	86%
Materials	\$35,114	\$302,838	\$509,500	59%
IT	\$1,117	\$99,301	\$253,200	39%
Programming	\$5,830	\$52,115	\$87,500	60%
Public Relations	\$5,282	\$77,744	\$124,643	62%
Vehicles	\$1,689	\$14,959	\$26,000	58%
Capital Existing	\$7,521	\$63,328	\$250,000	25%
Lease Payment - Branch	\$0	\$55,803	\$356,606	16%
Total Operating Expense	\$366,384	\$3,703,009	\$6,219,084	60%
Operating Revenue Over (Under) Expenditures	(\$281,263)	\$5,386,795	\$2,684,046	201%
<u>Other Financing Sources (Uses)</u>				
DOLA	\$0	\$263,008	\$263,008	100%
Capital - Expansion	(\$16,125)	(\$2,415,036)	(\$3,119,735)	77%
Total Other Financing Sources (Uses)	(\$16,125)	(\$2,152,028)	(\$2,856,727)	0%
Net Increase (Decrease) to Fund Balance	(\$297,388)	\$3,234,767	(\$172,681)	201%

CLEARVIEW LIBRARY DISTRICT

Balance Sheet

As of September 30, 2024

Sep 30, 24

ASSETS

Current Assets

Checking/Savings

Total Checking/Savings	12,650,323.36
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Other Current Assets

1165 - Other receivables	590.00
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1170 - Prepaid Expenses	19,572.71
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Total Other Current Assets	20,162.71
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Total Current Assets	12,670,486.07
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TOTAL ASSETS

12,670,486.07

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - *Accounts Payable	115,100.21
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Total Accounts Payable	115,100.21
------------------------	------------

Other Current Liabilities

2115 - Pera Life Insurance	633.30
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Total Other Current Liabilities	633.30
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Total Current Liabilities	115,733.51
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Total Liabilities	115,733.51
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Equity

2860 - Non-Spendable

2860.01 - Prepaid Items	19,572.71
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Total 2860 - Non-Spendable	19,572.71
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2861 - Restricted

2861.01 - TABOR Requirement	135,000.00
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Total 2861 - Restricted	135,000.00
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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	5,885,349.00
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2863 - Unrestricted, Unassigned	3,280,063.44
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Net Income	3,234,767.41
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Total Equity	12,554,752.56
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TOTAL LIABILITIES & EQUITY

12,670,486.07

DRAFT MINUTES

Call to Order

President Jeromey Balderrama called the meeting to order at 5:32 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Jeromey Balderrama, Vice-President Cole Gerstner (joined online), 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, and Attorney Bill Garcia (joined online)

Absent: Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall

Staff: Interim Director Beth Gallinger, Public Services Manager Casey Lansinger-Pierce, Office Manager Natalie Wagner, Financial/HR Specialist Erin Mitchell, and IT Assistant Trevor Wagner

Review of Agenda

Interim Director Gallinger requested that session: Summer Adventure Program Update be moved to the October Regular Board Meeting.

Kendra requested that session: Naming of the Clearview Library Director and Approval of the Director Employment Contract be moved to the top of the agenda.

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

Public Input

No public comment was given.

Director's Report - Beth Gallinger, Interim Library Director

- Communication and Monthly Statistics
 - Interim Director Gallinger referenced the Director's Report and asked if there were any questions. Any questions were answered in the meeting.

Follow-Up Questions to Board/Liaison Reports

Reports of the Liaisons can be found in the board packet.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that financials can be found in the board packet. Lisa gave an update on revenue, expenditures, total assets, and property taxes. Ron asked about the library district being debruced. Attorney Garcia said he would get the answer and follow up with board members. Motion by Ron Donworth, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for August 2024; motion passed unanimously.

Friends & Foundation Report - Rochelle Brotsky, Secretary

Rochelle reported on Blind Date with a Book, which is a good fundraiser for F&F, and that it will be at both libraries. Rochelle said an F&F email survey was conducted to assess how people would like to volunteer their time. Rochelle reported on Friendsgiving and that there will be a pie contest this year. Rochelle reported that the Author Talk event will be held on Saturday, April 26, 2025. Rochelle said the F&F are working on their master calendar, they are working on their new logo, and at their next meeting, they are voting to approve their budget. Also, the new President of the F&F will be Blair Pakowski, as current F&F President Erica Rose will be working at the Clearview Library District as the new Library Director.

Old Business

- Approve Minutes of the August 29, 2024, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cole Gerstner, second by Ron Dunworth, to approve minutes of the August 29, 2024, Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the September 9, 2024, Special Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Rochelle Brotsky, to approve minutes of the September 9, 2024 Special Board Meeting; motion passed unanimously.
- Summer Adventure Program Update - Casey Lansinger-Pierce, Public Services Manager
 - Moved to the October regular board meeting.
- Main St. Property Update from John Hall, Lot Holdings, LLC - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger reported contacting John Hall, Lot Holding LLC, and letting him know that Clearview Library District withdrew the existing contract and that the board would be working with him for hard numbers. John Hall let Director Gallinger know that CDOT is not allowing the installation of Greenspire Drive, at this time, due to the timing of the project and that winter weather conditions will be here soon. The water line is in process and everything else on the project is on track. The installation of Greenspire Drive is now projected for spring

2025. John Hall said that moving forward there are two options: agree on hard numbers of the costs except for the installation of Greenspire Drive; or wait until spring 2025. Either option is agreeable to John Hall.

- Discussion was held concerning the options, what they mean, and how they might affect the budget. Questions were raised about the legal necessity of the work required. Cole would like to know the legal requirements before proceeding. Attorney Garcia was asked to evaluate legal requirements and report back to the board. Jeromey asked to defer the conversation until questions have been addressed.

New Business

- **Budget and Staffing Assumptions for 2025 - Beth Gallinger, Interim Library Director**
 - Interim Director Gallinger reported that general property tax revenue will drop from \$8.2 mil to \$6.7 mil for 2025. The \$6.7 mil amount was received from the Weld County Assessor's Office. The library district has three buildings to operate in 2025, so operating expenses have increased. Staffing assumptions are to add two new positions and one Mobile Services Assistant position. Interim Director Gallinger recommends adjustments to Severance Library hours and an update to Windsor Library hours. These changes will mainly affect the Customer Service Department, however, there are no plans to hire additional staff to cover changing hours.
 - Interim Director Gallinger will be meeting with Trustees to discuss the 2025 budget before October 15, 2024.
- **Salary Survey/Work Study - Beth Gallinger, Interim Library Director**
 - Interim Director Gallinger reported that the salary survey is in process, by Graves Consulting, and there is an expectation of having preliminary numbers before the budget is due in October.
 - Ron asked about the employee benefits package. HR Specialist Erin Mitchell said she is investigating health insurance plans/options. Jeromey inquired about the salary survey regarding the 2025 budget. Interim Director Gallinger said the plan is to increase the budget to compensate for potential increases in staff wages.
 - Interim Director Gallinger said the work-study will proceed in 2025 once Director Rose is in place.
- **Colorado Association of Libraries Conference Reports - Jeromey Balderrama, Board President, Casey Lansinger-Pierce, Public Services Manager**
 - Jeromey and Casey shared their slide show presentations. They both thought it was an excellent conference for staff and Trustees to have attended. They also thanked the board for the opportunity to attend this conference.

- Casey talked about a session on Job Crafting and shared an activity that works through that. Casey also spoke about a session titled: What Can Evaluation Do For You? Casey noted this session was relevant as it applies to a portion of the Library District's current strategic plan. Jeromey also attended this session and he talked about the stats qualitative piece of programming and how it affects patrons.
- Jeromey reported on being in the Trustee Track and his takeaways. Jeromey encouraged board members to attend this conference. Jeromey highlighted Standards Required for Policies regarding Library Resources, SB24-216 and SB24-131, Concerning Carrying Firearms in Sensitive Spaces. Jeromey reported on the Colorado Public Library Standards, 2024-2025, and said he would share the link with board members.
- Approve the 2025 Library Board Calendar - Beth Gallinger, Interim Library Director
 - Interim Director Gallinger went over the 2025 Library Board calendar and asked about the first meeting of the year - to be held on January 2 or January 9. It was decided to hold the meeting on January 2.
 - Motion by Ron Dunwokrth, second by Kendra Adams, to approve the 2025 Library Board Calendar with the January 2 regular board meeting; motion passed unanimously.
- Naming of the Clearview Library Director and Approval of the Director Employment Contract - Jeromey Balderrama, Board President
 - Jeromey reported on the September 9 Special Board meeting in which the board named Erica Rose as the finalist. A background check and credit check were implemented. Jeromey approved the results. Jeromey engaged in contract negotiations with Erica. Erica signed the Library Director contract before this meeting. Director Rose will start on Monday, December 9, 2024.
 - Motion by Kendra Adams, second by Cole Gerstner, to approve the appointment of Erica Rose as the new Clearview Library District Library Director; motion passed unanimously.
 - The board has approved the hiring of Erica Rose as Library Director. Jeromey will sign Director Rose's contract. It will be a two-year contract.

Cole Gerstner appointed Rochelle Brotsky to head the Library Board Openings Interview Committee. Rochelle agreed. Cole reminded the board of the capability of having an F&F Board Member present on the committee. Interim Director Gallinger has reached out to the board liaisons to be on the Board Opening Interview Committee.

Beth announced waiting to hold Staff Day until Director Rose has arrived and to have that sometime in the new year. Beth reported that there will be a Staff Training Day on Monday, November 11, 2024 with the library district closed on this day.

Upcoming Agenda

First Reading of the 2025 Budget
Library Board Openings Update
Strategic Plan Quarterly Update
Salary Survey/Work Study Update

Adjourn

Motion by Kendra Adams, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 7:38 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, October 30, 2024, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, November 21, 2024, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, December 5, 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.

COMMUNICATION

Q3 REPORT - UPDATES



PROGRESS ON ACTION STEPS:

Update the Library District's Marketing Plan

As Q3 begins, ongoing efforts related to the branding overhaul and developing a comprehensive marketing strategy are progressing well. Key achievements include completing a district-wide promotional signage strategy to boost visibility and outreach. Additionally, an infographic has been created to outline outreach efforts with community calendars and timelines for improved stakeholder engagement. A crisis communications directory is being finalized to ensure effective communication during critical times. The Communications Specialist continues to outline and solidify robust content marketing strategies highlighting programming, events, resources, and services, leveraging cross-platform functionality for broader reach.

Make revisions and updates to the Library District's website

In Q3, much of the work to the site was preparation for the Pika transition. We've implemented and tested the updated search box and the new book carousels. We've also run a site link checker to identify individual links that need updated. We've also built and tested a new Icon Card callout to highlight statistics on individual pages across the site. We're working on finalizing new templates for images in our news articles. These will incorporate more colors from our new branding, to keep consistency but also differentiate the articles based on their content.

Explore radio advertising

In Q3, progress on broadcasting our Library District content on local radio stations was limited. We have shifted our focus to planning for 2025. Consequently, coordinating advertisements with radio station contacts is still in the initial stages.

Explore clearer ways to provide usage data to the public

In Q3, the Communications staff effectively utilized our Facebook and Instagram platforms to share informative posts and reels, showcasing 2023 statistics that highlight the Library District's impact, achievements, and community engagement.

Our first post showcased a few Bookmobile achievements: 143 Day attendees, 13,686 visitors, and 20,996 items borrowed, achieving engagement rates of 5.75% on Facebook and 6.07% on Instagram. The second post highlighted programming and event achievements with 1,240 programs and 24,758 attendees, achieving engagement rates of 4.76% on Facebook and 5.24% on Instagram. Our third post focused on communication efforts, noting 247 emails sent and a 43.6% open rate, yielding engagement rates of 1.6% on Facebook and 6.12% on Instagram.

These engagement rates significantly exceed typical industry standards (1-2% for Facebook and 1-3% for Instagram), indicating a strong connection with our audience. This success underlines the effectiveness of our social media strategy in increasing community interaction and awareness, proving the substantial impact of our Library initiatives.



ACTION STEPS IN PROGRESS:

Tap into various groups, such as active senior adults, the teen advisory group, etc., to find the best avenues of communication and interests.

Reinstitute Beyond the Books, the Library District's citizen leadership academy, and Library Road Shows.

Increase public presentations on a variety of topics related to the library at clubs, board meetings, and other civic groups.

IT/TECHNOLOGY

Q3 REPORT - UPDATES



PROGRESS ON GOAL 1 & ACTION STEPS:

Purchase and implement a Discovery Layer for the Library District's online catalog.

Staff training was held in September with a go live scheduled for October. The production site is up and running with Marmot staff putting finishing touches on the programming and Clearview staff testing and reporting any issues.

Provide photos and descriptions of items in Explore Kits for the Library District's online catalog.

Custom images have been uploaded to our production site and explore kits will be easily searched and viewed once Pika goes live.

Increase the visibility of the Explore Kit collection within the library.

IT staff have discussed ways we could increase visibility and believe that the discovery layer is the best way to increase knowledge online. IT plans to work with the communication team for new signage in the libraries.



PROGRESS ON GOAL 2 & ACTION STEPS:

Work with Weld-RE4 to simplify the registration process.

School cards are being discussed at the bi-monthly MOU meetings.



ACTION STEPS IN PROGRESS:

Educate teachers and other school staff on the process and resources available.

PARTNERSHIPS

Q3 REPORT - UPDATES



PROGRESS ON GOAL & ACTION STEPS:

Establish a Memorandum of Understanding with all major partners.

Bi-monthly meetings with one of Weld RE-4's District Librarians and CLD's Public Services Manager have been established with a goal of finalizing the MOU before the end of 2024. The current goal -- which may change as we continue discussions - is to have three major sections in the MOU: Programs/Visitations/Events, Communication, and School Card.



ACTION STEPS IN PROGRESS:

Review and evaluate all current partnerships.

PROGRAMMING

Q3 REPORT - UPDATES



PROGRESS ON GOAL 3 & ACTION STEPS:

Hire a consultant to initiate a community assessment to ensure the Library District is meeting the needs and wants of our community through library programs and services.

This goal will be initiated in 2025, once the library is under new leadership and has the resources (time, budget, etc.) to conduct a community-wide assessment.

Increase access to programs by providing an array of registration and attendance options and by considering the scheduling of programs in order to best accommodate working vs. non-working parents and/or caregivers.

Accomplished per last quarter's update. No further programs will be added to the list of programs that do not require registration at this time, though we will continue to assess programs that do not have registration and those that might be good candidates for no registration to ensure we are continuing to meet this goal.

Formalize the program assessment process and identify a threshold for discontinuing or re-assessing available programs.

After an inspiring CALCON session regarding program and service evaluation, the process to formalize qualitative assessment has begun. PS staff are discussing what this will look like and will begin by establishing desired program outcomes and an observation schedule.

SPACE

Q3 REPORT - UPDATES



PROGRESS ON GOAL 1 & ACTION STEPS:

Work with the contractor to complete the building project by the spring of 2024.

Goal Completed.

Open the building for the public by April 2024.

The Ribbon Cutting/Grand Opening was held on April 6, 2024, from 1-3 p.m. Over 700 people were in attendance. Goal Completed.



PROGRESS ON GOAL 2 & ACTION STEPS:

Launch a social media campaign to promote library meeting rooms.

In Q3, we focused on promoting 'After Hours' Meeting Room reservations at Severance Library, alongside other initiatives. We plan to boost our social media campaign later in Q4 and into 2025 to enhance community awareness of the meeting room options at both library locations.

Advertise meeting room space in local publications.

In Q3, the Communications team successfully designed and launched marketing materials to promote the new 'After Hours' Meeting Room availability at the Severance Library. In August 2024, print advertisements in MyWindsor and Windsor City Lifestyle Magazines promoted public meeting room reservations at both branches. A promotional photo and summary highlighting the Library District's meeting room availability was also featured in the "Business Monthly" section of the September edition of Windsor City Lifestyle. To further extend our outreach, the publisher of Windsor City Lifestyle filmed an advertisement at the Severance Library, showcasing its beautiful facilities and encouraging community engagement. These marketing efforts increased public awareness and access to our meeting spaces.

Simplify the booking process.

The booking of Cottonwood and Spruce at the Severance Library are now open for after hours. We have simplified the booking to accommodate this as well as the after hours approval and training.

SPACE

Q3 REPORT - UPDATES



PROGRESS ON GOAL 3 & ACTION STEPS:

Monitor the use of newly created spaces at the Windsor Library... as well as the meeting rooms, spaces and areas in the new library branch in Severance.

Having the Severance Library meeting rooms open after hours has increased visibility for the library's meeting spaces. This coupled with the Town of Severance Town Hall meeting spaces being closed has increased our reservations and demand significantly.



GOAL 4 ACTION STEPS IN PROGRESS:

The Long Range Planning Committee will continue to meet,

Continue conversations with developers and governments.

Seek opportunities for shared spaces.

Report to the public regularly on progress.

MEMORANDUM

To: Library Board of Trustees

From: Beth Gallinger, Interim Library Director

Date: October 30, 2024

Re: Salary Survey/Work Study Update

Item 4.5: Old Business

Background / Discussion

The salary study is currently in progress and preliminary results are beginning to emerge, but there are no concrete findings to present at this time.

The study aims to assess the library's compensation structure and ensure that it remains competitive and equitable. A thorough analysis is being conducted, and more comprehensive results will be available soon.

It is anticipated that a detailed presentation of the findings will be made at the November meeting. The Board's attention to this matter is appreciated, and the importance of fair compensation for library staff cannot be overstated.

MEMORANDUM

To: Library Board of Trustees

From: Beth Gallinger, Interim Library Director, and Erin Mitchell, HR Specialist

Date: October 30, 2024

Re: 2025 Health Insurance/Benefit

Item 5.2: New Business

Background / Discussion

Discussion on the employee benefits package. This topic is crucial for enhancing employee satisfaction and retention within our library. In particular, we will focus on healthcare payments and potential adjustments to our Paid Time Off (PTO) policy.

MEMORANDUM

To: Library Board of Trustees
Via: Beth Gallinger, Interim Library Director
From: Erin Mitchell, HR Specialist

Date: October 30, 2024
Re: FAML I
Item 5.1: New Business

Background / Discussion

Discussion on the possibility of the Clearview Library joining the Family and Medical Leave Insurance (FAML I) program. This state initiative offers valuable benefits that could enhance the library's employee support system.

Joining FAML I would provide employees with access to paid family and medical leave, allowing them to take necessary time off for personal or family health issues without the fear of losing income. This benefit could significantly improve employee morale and retention, demonstrating the library's commitment to staff well-being. It is important to evaluate how this aligns with the current benefits package and the overall needs of library employees.

MEMORANDUM

To: Library Board of Trustees

From: Beth Gallinger, Interim Library Director

Date: October 30, 2024

Re: First Reading of the 2024 Clearview Library District Budget

Item 5.3: New Business

Background / Discussion

State law requires that a budget be prepared and delivered to the Board of Trustees by October 15. A budget hearing is scheduled at that time. The hearing will be held at the regular meeting of the Library Board on Wednesday, October 30, 2024, at the Severance Library, 5 Timber Ridge Rd., Severance, CO 80550.

Attachments

Budget Message - Draft 2025 Budget



Budget Message – 2025 Draft Budget ***Clearview Library District***

October 15, 2024

Dear Clearview Library Board of Trustees and Clearview Library District Taxpayers:

It is my pleasure to submit to you the 2025 draft budget for the Clearview Library District. This budget was prepared by the interim library director with input from the Clearview Library District administrative team and library trustees.

In 2024, the library district successfully completed the third and final project outlined in its Facilities Plan, adopted by the Library Board in 2021. The construction of a new branch library in the Town of Severance commenced with a groundbreaking ceremony in May 2023, culminating in a grand opening on April 6, 2024.

As a result of this new branch, the district has experienced increased building operating and staffing costs in 2024, reflective of its growth. This trend is expected to continue into 2025 as the district operates three facilities.

Revenue

The Clearview Library District is funded by a mill levy assessed against property owners and businesses within the library district boundaries. The preliminary property assessment figure from Weld County for the 2025 budget cycle is \$1,907,555,060 which will generate \$6,764,190.24 in property tax revenue for the library district. This is a 20% decrease in property tax revenue from 2024. Revenue from sources other than property taxes is projected at \$723,080. The total anticipated operating revenue for the Clearview Library District for 2025 is \$7,487,270.24.

Highlights of Operating Expenditures

Projected operating expenditures for 2025 are \$6,644,929, a 10% increase over 2024 budgeted expenditures. As the district operates a branch in the Town of Severance for a full year in 2025 there will be increased costs for operations including wages, administration, programming, and materials.

Salaries and Benefits, \$4,284,625 or 64% of the projected expenditures. The district will be adding staff to operate the library in Severance at 40 hours a week. This will include two librarian positions and one mobile services position.

Materials, \$511,500 or 8% of the budget, will be used to purchase additional physical materials and eMaterials which continue to grow in popularity.



Lease Payment, \$361,486 or 5% of the projected expenditures. This is the annual payment plus interest on the Glacier Banks lease to fund the construction costs of the branch library in Severance. The lease will be paid off in 2041 and may be paid off earlier if funding allows.

IT, \$265,200 or 4% of the projected expenditures. The library district will be adding more technology resources for the patrons to check out and use during programs.

Capital for Existing Facilities \$150,500 or 2% of the projected expenditures. Security and energy saving improvements will be made to the district's existing facilities.

Operating \$812,995 or 12% of the projected expenditures. Operating expenses include items such as utilities, insurance, security monitoring, auditing, legal, phone service, copier and other costs associated with running our facilities.

	2023 Actuals	2024 Original Budget	2024 Revised Budget	2024 YTD (August)	2024 Estimated	2025 Projected
<u>Revenue</u>						
Property Tax	\$5,736,930	\$8,233,544	\$8,233,544	\$8,341,980	\$8,341,980	\$6,764,190
Specific Ownership Tax	\$244,106	\$245,000	\$245,000	\$196,893	\$295,339	\$300,000
Other Income	\$438,796	\$424,586	\$424,586	\$421,437	\$632,156	\$423,080
Total Operating Revenue	\$6,419,832	\$8,903,130	\$8,903,130	\$8,960,310	\$9,269,475	\$7,487,270
<u>Expenditures</u>						
Salaries and Wages	\$2,050,449	\$2,899,805	\$2,899,805	\$1,675,288	\$2,512,932	\$3,217,983
Benefits	\$525,767	\$1,021,325	\$1,021,325	\$495,945	\$743,918	\$1,063,641
Operating	\$409,410	\$690,505	\$690,505	\$551,792	\$827,688	\$812,995
Materials	\$338,665	\$509,500	\$509,500	\$267,055	\$400,583	\$511,500
IT	\$217,825	\$253,200	\$253,200	\$99,983	\$250,000	\$265,200
Programming	\$52,481	\$87,500	\$87,500	\$45,513	\$68,269	\$98,000
Public Relations	\$31,229	\$124,643	\$124,643	\$72,463	\$108,694	\$137,874
Vehicles	\$39,494	\$26,000	\$26,000	\$13,938	\$26,000	\$26,250
Capital Existing	\$49,977	\$61,997	\$150,000	\$41,997	\$150,000	\$150,000
Lease Payment - Branch	\$356,622	\$356,606	\$356,606	\$55,803	\$356,606	\$361,486
Total Operating Expense	\$4,071,919	\$6,031,081	\$6,119,084	\$3,319,778	\$5,444,690	\$6,644,929
Operating Revenue Over (Under) Expenditures	\$2,347,913	\$2,872,049	\$2,784,046	\$5,640,533	\$3,824,785	\$842,341
<u>Other Financing Sources (Uses)</u>						
DOLA	\$248,059	\$173,440	\$263,008	\$263,008	\$263,008	\$0
Capital - Expansion	(\$5,524,605)	(\$1,523,660)	(\$2,519,735)	(\$2,398,911)	(\$2,519,735)	(\$600,000)
Total Other Financing Sources (Uses)	(\$5,276,546)	(\$1,350,220)	(\$2,256,727)	(\$2,135,903)	(\$2,256,727)	(\$600,000)
Net Increase (Decrease) to Fund Balance	(\$2,928,633)	\$1,521,829	\$527,319	\$3,504,630	\$1,568,058	\$242,341
Beginning Fund Balance	\$12,213,684	\$9,285,051	\$9,285,051	\$9,285,051	\$9,285,051	\$10,853,109
Ending Fund Balance	\$9,285,051	\$10,806,880	\$9,812,370	\$12,789,681	\$10,853,109	\$11,095,450



The public is invited to attend the budget hearing for the 2024 budget at 5:30pm, October 30, 2024, at the regular meeting of the library board, Severance Library, 5 Timber Ridge Rd., Severance, CO 80550

Respectfully submitted,
Beth Gallinger, Interim Library Director
October 14, 2024

MEMORANDUM

To: Library Board of Trustees
From: Beth Gallinger, Interim Library Director

Date: October 30, 2024

Re: Hours

Item 5.4: New Business

Current Hours:

Windsor Library

Monday through Friday: 9 am–7 pm

Saturday: 9 am–5 pm

Sunday: 1 pm–5 pm

Severance Library

Monday: 9:30 am–6 pm

Tuesday: 11:00 am–7:00 pm

Wednesday: 9:30 am–6 pm

Thursday: Closed

Friday: 11 am–7:00 pm

Saturday: 10 am–5 pm

Sunday: Closed

Recommendation for 2025 - starting on December 30th

Windsor Library

Monday through Thursday: 9 am–7 pm

Friday - Saturday: 9 am–5 pm

Sunday: 1 pm–5 pm

Severance Library

Monday-Thursday: 9:30 am–6 pm

Friday-Saturday: 10 am–5 pm

Sunday: Closed