

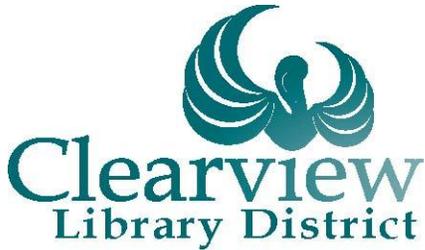
# **Clearview Library Board of Trustees – Personnel Committee Meeting**

**Mon, Aug. 20th, 4:00 pm**

**Windsor-Severance Library**

## **Agenda**

- 1. Personnel Manual**
- 2. Request to Hire – Substitute Circulation  
Assistant and Library Shelver(s)**
- 3. Bonus for for Holiday Work**
- 4. Health Insurance**



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## LIBRARY BOARD MEETING Tuesday, Aug 28, 2012 - Agenda

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CALL TO ORDER

PUBLIC INPUT

REVIEW OF AGENDA

DIRECTOR'S REPORT

Monthly Statistics

TREASURER'S REPORT

COMMUNICATIONS

PERSONNEL COMMITTEE REPORT

Presentation of the Personnel Manual

OLD BUSINESS

Tour Office Expansion  
Audit Report  
Strategic Planning – Final Draft

NEW BUSINESS

Presentation on Burgeon Group – Hillary Dodge  
Legality of giving public funds to private groups – Jo Anne Hagen  
Annual Legal Review  
Preliminary budget discussion/estimate of revenue

CONSENT AGENDA

UPCOMING AGENDA

APPROVAL OF MINUTES

ADJOURN, Next Meeting Sept. 25, 2012



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## DIRECTOR'S REPORT

LIBRARY BOARD MEETING Tuesday, August 28, 2012

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### July Highlights -

On July 13<sup>th</sup>, Consultant June Garcia, met with key staff to work on Activities Training for our new strategic plan. Ms. Garcia led the staff through several exercises where they listed current activities that support the new goals and objectives and potential activities. After listing the activities, staff was given a method of evaluating the effectiveness to determine which things should remain and which need to be dropped. The staff will find this training very helpful as we move through the next phase of strategic planning.

The Windsor Fine Arts Festival was held on July 27<sup>th</sup>-29<sup>th</sup> at Boardwalk Park in Windsor. The library staff and trustee Bev Menke were on hand to encourage the public to try their hand at book stacking. Sixty-five adults and children were intrigued and willing to give it a try. The library awarded prizes to the best stacks, pictures are posted on our new website. The bookmobile was also at the Festival, inviting people to come on board and see what the BoMo has to offer.

Summer Reading came to a very successful conclusion with the Star Wars party and the Summer Carnival. Over ninety children attended the Star Wars party. Ninety-five kids of all ages were treated to an afternoon of fun in the Library parking lot on Saturday, July 28<sup>th</sup>. The number of children who participated in the program was encouraging, see the attached brochure.

Andrea Cleland, Hillary Dodge, Ally Godina, Ann Kling, and Diane Montgomery attended the ALA Virtual Conference which is an online extension of the ALA Annual Conference. The most intriguing sessions had to do with the Allen County Library TekVenture Maker Station, Designing User Experiences, The State of Ebook Borrowing in Libraries, and Libraries in a Post Print World.

Kudos to Lynne MacNeill, our bookkeeper, for spending a lot of time entering the time card information for the month of July for all of our employees into the new online time card system, TimeForce. With help from Shari Thompson and Hillary Dodge, the information was entered, the payroll was processed and everyone got a check on payday! Lynne is still refining the system and hopes that it will be much smoother for the next payroll.

The Library District welcomed two new employees who will start the first week of August; Barbara Jones will be joining the Technical Services Dept. as a Technical Services Assistant and Michelle Pohlen will be joining the Outreach Dept. as an Outreach Assistant.

## **Programming Highlights in July:**

**Star Wars Party** – To the strains of the theme from the original Star Wars movie, ninety-two children paraded through the library after making light sabers from foam pool toys, and making gooey treats that included KitKat bars.

**Rocket Works** – Seventy-six children had an opportunity to making objects to launch which is always a favorite past-time for kids!

**Upcycled Alien Contest** – Seventeen children used ordinary everyday items to design the most creative looking aliens ever and be entered into a contest.

**Forensics** – Fourteen teens attended the library's very own CSI program presented by the Denver Museum of Science.

### **Up Next:**

Severance Days

Office Remodel Completion

Tech Audit with Carson Block

## **Monthly Reports of the Managers**

### **Adult Services - July, 2012**

Assistant Library Director, Diane Montgomery

Encompasses: Adult Services, Circulation, Reference

STAFF

Managers continue to work on Strategic Planning.

Staff were trained to use TimeForce, time keeping system.

Circulation staff assisted with book stacking at the Fine Arts Festival.

I participated in the ALA Virtual Conference; sessions included - *Start With a "Way We Serve Statement:" Design a Library User Experience the Way the Pros do; One-Stop Center: The Multiple Roles of the Public Library, Today and Tomorrow; One-Stop Center: The Multiple Roles of the Public Library, Today and Tomorrow; Thinking Entrepreneurially: What Libraries Can Learn from Startups and Other Innovative Organizations; The State of eBook Borrowing from Libraries*

### COLLECTION

Patrons may now place a recommended book or media on the shelf along with Staff recommendations.

Inventory and weeding is ongoing in non-fiction collections; current status is weed/inventory complete through NF 700 section.

The dvd collection is receiving genre labels; tv series are being sorted out and shelved separately.

## PROGRAMMING

Adult Summer Reading Program Final Stats:	
Patrons Registered	129
Completed	29
Staff Registered	13
Completed	11

Valorie Bongers was the winner of Nook Color.

MISCELLANEOUS - 24 staff received training from Brad or Hannah on the new website

## UP NEXT

Scheduling Fall Programming  
Complete non-fiction inventory and weeding  
Investigate shared e-book collections offered through CLIC (3M System)

## Outreach Services - July, 2012

Ally Godina, Outreach Manager

### Overview:

July has been our busiest month so far for outreach programming events, although the heat has been a challenge this month we are going strong. The bookmobile now runs seven days a week with weekend and night availability being a new focus.

We have a new partnership with the Timberline Church- Windsor on Sundays mornings and we are getting great feedback and plenty of visitors onto the BoMo. On the first and third Friday of every month Outreach staff member Clare is reading aloud at Bright Assisted living. Another new favorite stop in our schedule is Saturdays. They have become wild card days where outreach staff finds where the fun is happening and makes sure the BoMo is there and ready to check-out.

We are enjoying summer but already have our sights ahead and are preparing new and exciting things for fall school stops.

### Highlighted Events:

- Fine Arts Festival: Library staff and Library Board were hard at work on Saturday and Sunday encouraging attendees to get creative and stack some books. We had over 65 entries for our Bookstacking competition, with many being group entries. We awarded prizes to the top three children's entries and the top adult entry. Many people were

interested in buying the books instead of stacking them, which might be a great idea for next year.

- Outreach staff has been busy attending all the local Back to school Nights and have signed up over 75 new cards in just a few nights.
- Kendra, Ally and Hillary conducted interviews for a new part-time staff member. In hopes of expanding our evening time slots we hired Michelle Pohlen to join the Outreach team.

### **Marketing:**

- Clare wrote BoMo section for the library newsletter that will feature special events and a monthly riddle contest.
- Clare and Ally are researching signage for the BoMo and table runners for back to school nights to look more inviting and professional.

### **Maintenance:**

- Made several trips to First Class Auto Repair this month for maintenance:
  - Awning arm was damaged, still needs to be replaced.
  - Air Conditioning compressor went out, it was replaced but needs to be relooked at.
  - Antennae came off Bookmobile, still needs to be replaced.
  - Generator was serviced.
  - Back door lock needs to be replaced.
- Bruce looked into closer and more affordable options for servicing the generator.
  - After getting two price quotes- starting in September we will go to RV world.

### **Professional Development:**

- Ally trained Outreach staff on Social media and using the Outreach iPhone to better market the library.
- Hannah from Technical Services gave outreach a two hour training session on E-books.
- Ally attended ALA virtual conference.
- Weekly staff meetings are held to ensure staff is well informed.

### **Up Next**

- The bookmobile and library staff will be at the Severance Day Parade on August 18<sup>th</sup>. We will be driving in the parade, handing out schedules and conducting a survey to ensure we are meeting the needs of the Severance community.

Shari Thompson, Technical Services Manager

- ✓ Shari Thompson and Brad Vogler demonstrated the newly designed website for the Library Board at the July 2012 board meeting. Shari is project manager and Brad is web designer for the creation of the new Clearview Library District website. The launch date for the new site is Monday, August. 6, 2012. This completes a July 2012 library goal.
- ✓ Hannah Jamieson continues to train public service staff and patrons in the use of kindles, nooks, and iPads. Instruction was given on the basics of all e-readers and related information. A new training session for staff has been created covering connecting to the wireless network and wireless printing. Also printed instructions have been created to further assist both staff and patrons.
- ✓ Barbara Jones will be joining the Technical Services staff as a Technical Services Assistant beginning in August.

## Youth Services - July, 2012

Hillary Dodge, Youth Services Manager

<b>Little Ones (0-5)</b>	<b>Number of Sessions</b>	<b>Number of Attendees</b>
Babies & Books	8	190
Wee Read	6	200
Books Before Bed	1	11
Crafty Tales Family Storytime	1	5
Severance Storytimes	4	59
<b>Total</b>	<b>20</b>	<b>465</b>
<b>Children</b>		
Paws for Reading	14	22
Read With Me	0	0
"Reading Bugs" Book Club	5	50
"BeTween the Lines" Book Club	5	40
Lego Club	1	19

Video Game Night	1	36
Star Wars Party	1	92
Summer Crafts	6	207
Summer Movies	2	19
Game Day	1	21
Rocket Works	2	76
Tinker Time	1	3
Upcycled Alien Contest	1	17
<b>Total</b>	<b>40</b>	<b>602</b>

## Teens

Teen Creative Writing	4	15
Forensics	1	14
Local Music Symposium	1	10
Felties	1	15
<b>Total</b>	<b>7</b>	<b>54</b>

## Events

End of Summer Carnival	1	95
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<b>TOTAL PROGRAMMING</b>	<b>68</b>	<b>1216</b>
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## Highlights

- 2012's overall program attendance has surpassed 2011's attendance by 13%. Our 2012 goal was to surpass 2011 attendance by 5%. This goal has been met and exceeded.
- 2012 Storytime attendance has surpassed 2011's attendance by 22%.
- Storytime themes: 4<sup>th</sup> of July, Summer, Water and Bathtime, Bugs, You Choose, Cowpokes, Alphabet, Silly Animals, Boys vs. Girls, Birds, and the Letters "P" through "S."
- Youth and Outreach staff temporarily relocated to the small meeting rooms while construction began on the office remodel. Project completion is expected in August. Hillary continues to work with Rick Hood on the project.

- Deb surpassed a 2012 goal by 167%. Goal: "Increase volunteer hours during the months of May through July from 343(2011) to 430." Actual 2012 volunteer hours: 719.
- Andrea began compiling the storytime-in-a-bag collection.
- Andrea attended Broomfield library's Early Literacy fair.
- Hillary was accepted into YALSA's mentor program as a mentor.
- Youth Services Staff received ebook device training from Hannah Jamieson, Technical Services.
- Youth staff attended 11 webinars this month.
- 34 volunteers contributed 343 hours of time.

## **Displays**

**Children's** - Dream Big Read, Beach Time, Active and Healthy, Fish

**Juvenile** - Happy Birthday USA

**Young Adult** - Into the Woods

**Other** - Road Trip with Audio Books, Whirligigs (sensory)

## July Progress Toward Goals

	2010 <u>Actual</u>	2011 <u>Actual</u>	2012 <u>Goal</u>	2012 vs. <u>2011</u>	<u>Current Month</u>		<u>Year to Date</u>		<u>% of 12 Goal</u>
					<u>2012</u>	<u>% vs '11</u>	<u>2012</u>	<u>% vs. 2011</u>	
<b>Goal 1: Visibility and service</b>									
Active card users	6,568	6,570	6,964	6%	NA	NA	6,120	14%	88%
% of population	30.5%	30.0%	31.1%				27.4%		
Homepage visitors	NA	NA	140,000	NA	11,801	39%	80,778	186%	58%
Patrons served (1)	169,522	187,273	197,782	6%	20698	32%	127,977	17%	65%
WSL	164,547	164,964	169,913	3%	18210	24%	113,781	16%	67%
Bookmobile	0	12,714	13,477	6%	1364	79%	9,811	52%	73%
Outreach	4,975	9,595	14,393	50%	1,124	286%	4,385	-17%	30%
<b>Goal 2: Satisfaction and service</b>									
Program attendance	10,252	16,206	21,523	33%	2,279	80%	11,742	24%	55%
% of population	47.7%	73.9%	96.2%				52.5%		
WSL	6,499	6,611	7,130	8%	1,155	18%	7,357	76%	103%
WSL Adult	1,519	674	896	33%	0	-100%	715	37%	80%
WSL YA	374	936	983	5%	88	-52%	725	40%	74%
WSL Child	4,606	5,001	5,251	5%	1067	44%	5,917	88%	113%
Outreach	3,741	9,595	14,393	50%	1,124	286%	4,385	-17%	30%
Computer users									
Users	NA	NA	5,000	NA	na*	NA	1,887	NA	38%
User Sessions	NA	NA	19,000	NA	2,386	NA	10,923	NA	57%
*Envisionware implemented statistics not available.									
<b>Goal 3: Circulation and data base</b>									
Physical circulation	215,690	227,592	233,641	3%	26,436	31%	152,759	16%	65%
Phys circ per card user	32.8	34.6	33.5				25.0		
WSL	215,690	209,518	215,804	3%	24,834	28%	140,839	15%	65%
WSL Adult	104,946	104,157	107,282	3%	11855	35%	68,754	18%	64%
WSL Children	110,744	105,361	108,522	3%	12979	23%	72,085	13%	66%
Bookmobile	862	16,828	17,838	6%	1602	105%	11,920	41%	67%
Active virtual borrowers	774	1,307	1,534	17%	293	169%	2,069	182%	135%
% of active card users	11.8%	19.9%	22.0%				33.8%		
Virtual circulation	NA	3,774	4,944	31%	1179	417%	6838	251%	138%
% of physical circulation	NA	1.7%	2.1%		4%		4%		
Data base usage	NA	7,841	8,939	14%	235	16%	6451	45%	72%

**Goal 1: Increase visibility of the library and serve an increasing percentage of the population**

**Goal 2: Retain and improve a high level of user satisfaction with an emphasis on customer service**

**Goal 3: Achieve higher circulation with an increasing virtual share, and increase data base usage**

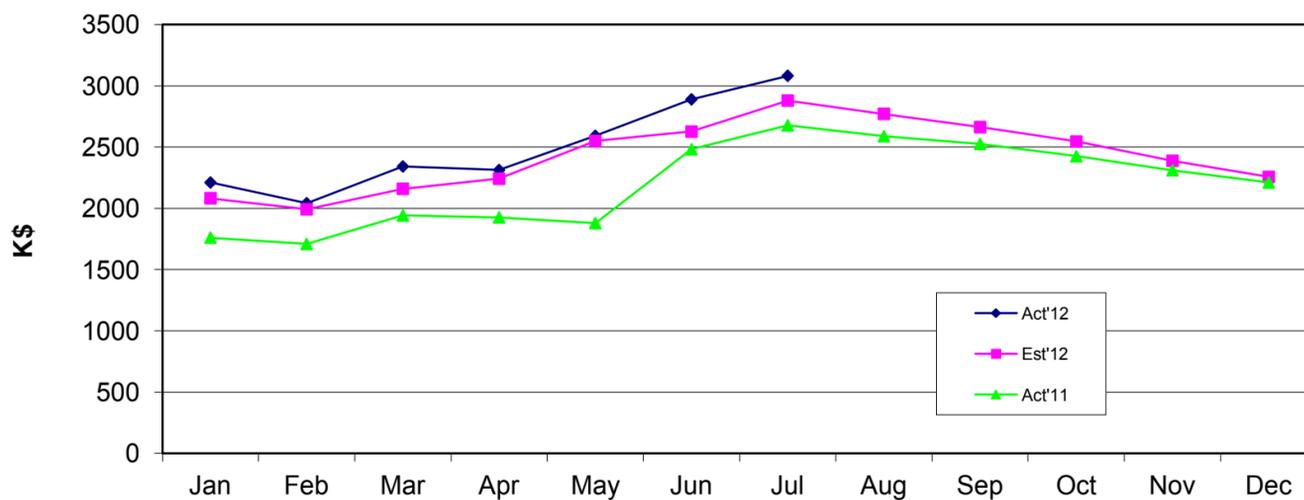
## Clearview Library Fund Balances

July 31, 2012

		Bank and Fund Statements			Balance Sheet
		June	Interest, Purch, Redemp, Checks	July	July
<b>Operating</b>					
First National Bank -General	0.00%	\$0	\$0	\$0	\$0
Bank of Colorado	0.00%	\$105,996	(\$12,980)	\$93,017	\$71,694
Colo Trust Prime 4003	0.04%	\$1,155,243	\$204,741	\$1,359,985	\$1,359,985
		\$1,261,240	\$191,761	\$1,453,001	\$1,431,678
<b>Debt Service</b>					
Colo Trust Prime 4002	0.04%	\$0	\$0	\$0	\$0
<b>General Reserve</b>					
Colorado East Bank CD	2.50%	\$233,567	\$0	\$233,567	\$233,567
Colostrust General Fund 4005	0.04%	\$632,534	\$20	\$632,554	\$632,554
		\$866,101	\$20	\$866,121	\$866,121
<b>Capital Reserve</b>					
Colo Trust Prime 4001	0.04%	\$199,749	\$7	\$199,756	\$199,756
<b>Long-Term Building</b>					
Farmers Bank Money Mkt	0.70%	\$228,635	\$132	\$228,766	\$228,766
Colo Trust Prime 4004	0.04%	\$334,343	\$11	\$334,354	\$334,354
		\$562,978	\$142	\$563,120	\$563,120
<b>Total</b>		\$2,890,068	\$191,931	\$3,081,999	\$3,060,676

<b>Weld County Tax Distribution for July deposited in August</b>	<b>\$30,928</b>
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### Cash On Hand



# Clearview Library District

## July 2012 Year-to-Date Results

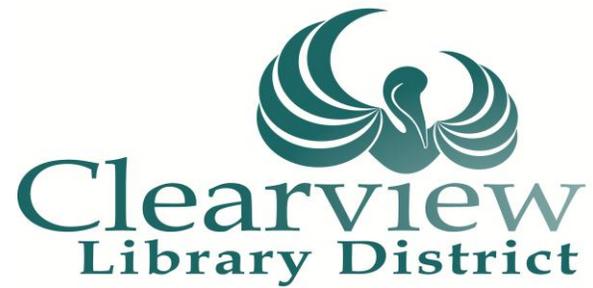
Revenue	July	YTD	Budget	YTD as % of Budget
General property tax	\$10,290	\$1,614,645	\$1,684,156	95.9%
Other revenue	\$11,088	\$28,863	\$20,000	144.3%
Specific ownership tax	\$11,947	\$73,552	\$100,000	73.6%
<b>Grand Total</b>	<b>\$33,325</b>	<b>\$1,717,060</b>	<b>\$1,804,156</b>	<b>95.2%</b>

### Expenditures

Salaries	\$63,281	\$439,351	\$946,671	46.4%
Related expenses	\$12,003	\$95,811	\$159,633	60.0%
Materials/periodicals	\$8,778	\$77,422	\$139,000	55.7%
Bookmobile costs	\$760	\$8,697	\$22,892	38.0%
Building costs	\$4,879	\$45,779	\$71,000	64.5%
Capital outlays	\$12,040	\$17,349	\$45,000	38.6%
County treasurer's fee	\$296	\$24,588	\$27,550	89.2%
Electronic Databases	\$4,150	\$4,201	\$32,000	13.1%
Operating supplies	\$3,324	\$22,885	\$45,000	50.9%
Programming	\$2,680	\$10,823	\$17,000	63.7%
Public relations	\$63	\$15,130	\$20,000	75.6%
Software/tech support	\$3,940	\$39,769	\$88,000	45.2%
Other Expenses	\$3,753	\$31,660	\$144,331	21.9%
<b>Grand Total</b>	<b>\$119,947</b>	<b>\$833,464</b>	<b>\$1,758,077</b>	<b>47.4%</b>

Net Revenues & Expenditures	(\$86,622)	\$883,596	\$46,079
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Expand Your Horizons



***Clearview Library District***  
***Strategic Plan 2013 - 2015***

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# Message from the Library Board President

We are pleased to share our strategy and goals with you.

With the arrival of our new Director, Ann Kling, late last year, the board decided that 2012 would be the perfect time to review and update our multi-year strategy. We wanted to carefully consider what our priorities should be for the next few years, set challenging but achievable goals, and determine what resources and competencies will be required to achieve those goals. We started by bringing together a group of citizens who helped us identify needs and priorities. Then the board and staff reviewed and refined those priorities. Last, the Director and her staff set specific, measurable multi-year goals for each priority and reviewed whether we currently have the ability to deliver those goals, identifying any additional competencies or resources that we will need. This work will serve as the basis for our annual budgets and will provide a foundation for longer-term facilities planning which we will begin to address in 2013.

So, please do look it over and feel free to share any comments or suggestions with Ann or any board members. I would particularly like to thank the community members who served on our planning committee and are listed below.

**Penny Ballman** – Windsor Housing Authority  
**Mackenzie Bigler** – Student, RE4  
**Sandy Brug** – Museum and Historical Society Representative  
**Michael Buckley** – Fifty Plus Marketplace News  
**Melissa Chew** – Town of Windsor, Parks and Recreation  
**Michal Connors** – Windsor Chamber of Commerce  
**Nancy Cox** – Windsor Charter Academy  
**Walker Drake** – Student, RE4

**Clare Hartmann** - Realtor  
**Carol Heinkel** – Library Foundation  
**Jennifer Maley** - RE4 School District  
**Keith Olszewski** – Walk of Life Counseling  
**Desiree Sandoval** – School to Work Alliance Program  
**David Vance** – Library Board President  
**Sam Webb** – Home School Parent  
**Jennie Whittington** – Mother of Young Children

I also want to acknowledge the hard work of Ann and her staff, who put a great deal of time and thought into the strategy, and our consultant in this important undertaking, June Garcia.

With your continued help, support, and active engagement, we look forward to improving your library experience and making our great library even better.

Dave Vance  
President, Clearview Library District Board of Trustees

## 2012 Clearview Library District Board of Trustees

**David Vance**, President  
**Kelly Hall**, Vice-President  
**Scott Wildman**, Treasurer  
**Bev Menke**, Trustee  
**Joann Perko**, Trustee  
**Tempy Bowman**, RE4 Liaison  
**Robert Bishop-Cotner**, Windsor Town Board Liaison  
**Tim Reichel**, Severance Town Board Liaison

## 2012 Clearview Library District Staff

**Cari Borchert** – Outreach Assistant  
**Ryan Brunner** - Shelver  
**Dennis Bruns** – Bookmobile Driver  
**Andrea Cleland** - Early Literacy Librarian  
**Karen Deane** – Youth Services Assistant  
**Hillary Dodge** – Youth Services Manager  
**Bruce Florquist** – Bookmobile Driver  
**Ann Giesick** – Library Assistant  
**Ally Godina** – Outreach Manager  
**Madelyn Hammel** – Circulation Assistant  
**Monica Hatch** – Circulation Assistant  
**Nanette Hoelmer** – Circulation Substitute  
**Hannah Jamieson** – Technical Services Assistant  
**Barbara Jones** – Technical Services Assistant  
**Deb Kauffman** – Youth Services Assistant  
**Jacob Kauffman** - Shelver  
**Ann Kling** - Director

**Pam Lambert** – Circulation Services Assistant  
**John Latham** – Circulation Services Assistant  
**Lynne MacNeill** - Bookkeeper  
**Clare Mahoney** – Outreach Services  
**Jessie Meschievitz** – Circulation Substitute  
**Kendra Miller** – Outreach Assistant  
**Diane Montgomery** – Assistant Director/Adult Services Manager  
**Pam Parish** – Library Assistant  
**James Parker** – Substitute Bookmobile Driver  
**Michelle Pohlen** – Outreach Assistant  
**Heather Seely** – Youth Services Assistant  
**Shari Thompson** – Technical Services Manager  
**Nathan Triz** – Assistant Circulation Manager  
**Brad Vogler** – Technical Services Assistant  
**Natalie Wagner** – Circulation Services Assistant  
**Meg Watson** – Circulation Services Assistant



## Executive Summary

*In our fast-changing world, progress is too often seen as a zero-sum game, where innovation inevitably comes at the expense of the old. Yet libraries are showing that innovation always brings opportunity, too. While retaining its traditional functions, the library of the future will be home to myriad informational experiences, where great ideas happen, and people have the tools and facilities to act on them.*

Thomas Frey, Futurist



In 2012, the Board of Trustees authorized the development of a strategic plan. With a new director, Ann Kling, on board, and with the changes in the way the public perceive and use their libraries, it became apparent it was time to develop a new strategic plan. The Board engaged the services of Consultant June Garcia. Ms. Garcia worked with The Board, the Director and staff to recruit community members for a Community Strategic Planning Committee ( Appendix A). The Committee held 2 full day meetings in April and May. The Service Priorities listed below were recommended by the Committee based on those meetings in which the Committee conducted a SWOT ( Strengths, Weaknesses, Opportunities and Threats) analysis of the community ( Appendix D) and formed Community Vision Statements ( Appendix C). A public meeting to review the work of the committee was held on May 14<sup>th</sup>.

## Service Priorities

Based on the input from the Community Planning Committee and the residents who attended the community meeting, the Library Board adopted the following service priorities, shown in alphabetical order, for 2013 – 2015:

- **Connect to the Online World: Public Internet Access** – Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.
- **Create Young Readers: Early Literacy** - Preschool children will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

In the absence of clearly defined goals, we become strangely loyal to performing daily trivia until ultimately we become enslaved by it.

--Robert Heinlein

- **Express Creativity: Create and Share Content** – Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.
- **Satisfy Curiosity: Lifelong Learning** – Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
- **Stimulate Imagination: Reading, Viewing, and Listening for Pleasure** – Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices among the options.

## Goals

Goals describe the benefits that local residents will receive from the library. They provide the framework that will be used to enhance the library's organizational capacity and to ensure that the library's limited resources are allocated in the most effective ways.

1. Young children (age five and under) will have materials, services, and programs designed to ensure that they will develop a lifelong love of books and reading.
2. Children (ages 6 – 12) will have the resources they need to satisfy their curiosity and explore topics of personal interest.
3. Children (ages 6 – 12) will have materials and programs that engage their imaginations and provide pleasurable reading, viewing, and listening experiences.
4. Teens (age 13 and older) will have materials and programs that respond to their current interests and provide pleasurable reading, viewing, and listening experiences.
5. Adults and teens will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
6. Adults will have convenient, timely access to a variety of new and popular materials.
7. Everyone will have high-speed access to the resources and services available through the Internet.
8. Residents will be able to use the latest technologies to express and share their creativity with others.

Each of these proposed goals is supported by two to seven objectives, which describe the way that progress toward reaching the goal will be measured. The recommended measures include increases in the circulation of the library's collections, increases in program attendance and library usage, increases in the use of the library's technology resources, and positive public reactions to the library services, programs, collections, and staff interactions. These measures will help the Board of Trustees, the library staff, and community residents assess the library's effectiveness.



## **What These Goals Mean for the People Served by the Clearview Library District: Services and Programs**

Parents who visit a pediatrician's office in our community for their infant's first well baby appointment will be given a packet containing a library card application for their baby, a board book, several handouts on the importance of reading and interacting verbally with their infant and a schedule of programs for young children. Parents and caregivers will bring infants to the library for the Books and Babies program. Preschoolers will attend story hour both inside the library, on the Bookmobile and at other locations in the community. Young children and their caregivers will have access to board books and picture books in the re-designed children's area of the library which will allow for more interaction between children and their adults. Young children will have their first taste of ebooks through Tumblebooks and will have perhaps their first computer experience on the library's AWE (computers specifically designed with software for young children) computers.

Older children will find entertaining books, music, video, and material that satisfies their need to explore topics that are of interest to them. The Summer Reading Program will provide children with an opportunity to keep up their reading skills by offering exciting programs and craft activities. Children will be able to create book and movie trailers using recording technology. An animation station will be available for kids to create their own animated films. A newly redesigned children's page on the Library's website will provide a venue to showcase the creations.

Teens will find current popular fiction, including graphic novels and manga (A Japanese genre of cartoons and comic books typically having a science-fiction or fantasy theme). A zine (online magazine) will provide an outlet for their creativity. A music program that encourages young people to perform their own creations and listen to the creations of others will give teens in the community a way to share what is important to them.

Adults will have an outstanding collection of new fiction, non-fiction and movies to check out from the library as well as an enhanced collection of e-books to download. The Library will continue to provide access to downloadable music and audiobooks and will look for ways to increase on-line access to all forms of downloadable material.

One of the most exciting parts of this plan is the installation of a Creation Space. This space will allow teens and adults to create digital content and share it with others. Instruction will be available for those who would like to learn to use the new equipment.

Access to the internet and wireless access will continue to be important aspects of the Library's service. In addition, the library will look at ways to incorporate new technology, such as e-readers and other internet accessible devices into the library's collections.

## **The Blueprint for Change**

The way people use libraries is changing. Libraries are no longer the gatekeepers of information nor are they warehouses for the printed word. Information is ubiquitous and access to electronic formats from outside library walls is becoming more prevalent. In order to provide the people of Windsor, Severance and West Greeley with the services they need and desire for the next three years, the library needs a plan that lays the ground work, provides direction and yet is flexible enough to handle the rapidly changing world around us.

The Library has been a vital part of the community and will continue to be so. The Board and Director are committed to providing a library that is responsive to the needs of the community.



## Goals and Objectives



*Most library managers have never had all of the resources they require to meet all of the needs of the communities they serve. Good managers learn early in their careers that to provide quality library services they must make informed decisions from among a wide range of competing priorities.... Making these choices wasn't easy twenty years ago, and it has become more challenging every year since. However, while choosing is difficult, not choosing is fatal. Library managers who continue to do business the same way they did it last year and the year before are jeopardizing the very existence of the library itself.*

-- Managing for Results:  
Effective Resource Allocation for Public Libraries



### Goal 1

**Young children (age five and under) will have materials, services, and programs designed to ensure that they will develop a lifelong love of books and reading.**

#### Objectives:

- 1.1: By Dec. 31, 2015, the circulation of print material for young children will increase from 45,117 (FY11) to 60,000.
- 1.2: By Dec. 31, 2015, the number of young children (age five and under) attending a program in the library will increase from 2,595 (FY11) to 3,400.
- 1.3: By Dec. 31, 2015, the number of young children (age five and under) attending a program offered by the library at a non-library location will increase from 3,200 (FY11) to 3,800.
- 1.4: By Dec. 31, 2015, the number of young children (age five and under) participating in the Summer Reading Program will increase from 276 (FY11) to 425.
- 1.5: By Dec. 31, 2015, a minimum of 90% of parents and caregivers surveyed will indicate that the library's services for young children are very good or excellent.
- 1.6: By Dec. 31, 2015, the hits on the Tumblebooks site will increase from zero (FY11) to 2,600.
- 1.7: By Dec. 31, 2015, the number of young children with library cards will be at least 600.

**Selected Activities:**

- Offer in library and off-site programs for ages birth to five each week, such as:  
Baby lap sit  
Preschool storytimes  
Pajama storytime
- Help parents/caregivers and children to find materials
- Build and maintain a high quality collection of board books and picture books.
- Build and maintain a high quality collection of music and video suitable for young children.
- Partner with daycares/preschools to offer off-site programs via the bookmobile.
- Continue to partner with local pediatricians and the library Foundation to offer the Read and Grow program to encourage parents to obtain library cards for their babies.
- Create displays of library materials.
- Offer the Tumblebooks ebook library.
- Provide story-time in a bag for easy check-out by parents and daycare providers.
- Offer a summer reading program for little ones.
- Explore the option of a digital story-time on the library's website.
- Provide early learning computers.
- Create interactive displays.
- Create/distribute/evaluate customer satisfaction surveys.

**Goal 2**

**Children (ages 6 – 12) will have the resources they need to satisfy their curiosity and explore topics of personal interest.**

**Objectives:**

- 2.1: By Dec. 31, 2015, the circulation of non-fiction material for children ages 6-12 will increase from 10,162 (FY11) to 12,190.
- 2.2: By Dec. 31, 2015, a minimum of 90% of children surveyed who were looking for information or materials to explore a topic of personal interest will indicate that they found something of interest to them.

**Selected Activities:**

- Build a high quality, current non-fiction collection based on the interests of children ages six through twelve.

- Provide after-hours programs such as family nights, lock-ins, movie nights, etc.
- Provide special programs on topics of interest.
- Offer a tinker time program where children have the opportunity to create and invent.
- Offer a mad-scientist program to encourage science and math interests.
- Provide a Tech-Corner on the Bookmobile where children can create projects.
- Expand the Lego Club.
- Work with schools to provide tours and library card sign-up.
- Provide a video review station where children can review books, movies, games and activities that appeal to them.



### **Goal 3**

**Children (ages 6 – 12) will have materials and programs that engage their imaginations and provide pleasurable reading, viewing, and listening experiences.**

#### **Objectives**

- 3.1: By Dec. 31, 2015, the circulation of fiction for children ages 6-12 will increase from 10,002 (FY11) to 12,000.
- 3.2: By Dec. 31, 2015, the circulation of media (CDs, videos, DVDs, etc.) for children ages 6-12 will increase from 7,060 (FY11) to 9,800.
- 3.3: By Dec. 31, 2015, the number of children participating in a library sponsored or co-sponsored program will increase from 5,890 (FY11) to 7,300.
- 3.4: By Dec. 31, 2015, the number of children participating in the Summer Reading Program will increase from 581 (FY11) to 725.

#### **Selected Activities:**

- Build and maintain a current collection of books including graphic novels, music and movies.
- Expand and enhance the video game collection and video gaming programs.
- Provide personal gaming devices for in house use.
- Continue to offer the summer reading program.
- Continue to provide the PAWS program where children can read to a dog.
- Expand and enhance off-site programming to local

community agencies and the Recreation Center via the Outreach Dept.

- Offer video production equipment to produce book and media trailers.
- Offer a variety of programs including craft programs.
- Expand and enhance programs of interest to tweens.



## **Goal 4**

**Teens (age 13 and older) will have materials and programs that respond to their current interests and provide pleasurable reading, viewing, and listening experiences.**

### **Objectives:**

- 4.1: By Dec. 31, 2015, the circulation of fiction for teen age 13 and older will increase from 5,322 (FY11) to 6,600.
- 4.2: By Dec. 31, 2015, a minimum of 90% of teens surveyed will indicate that they found something good to read, listen to, or view at the library.
- 4.3: Annually, a minimum of 1,500 teens will attend a library sponsored or co-sponsored program.
- 4.4: Annually, a minimum of 85% of teens attending a library sponsored or co-sponsored program will evaluate the program as very good or excellent.
- 4.5: By Dec. 31, 2015, the number of teens participating in the Summer Reading Program will increase from 199 (FY11) to 250.

### **Selected Activities:**

- Build and maintain a collection of current, popular fiction, including graphic novels and manga (A Japanese genre of cartoons and comic books typically having a science-fiction or fantasy theme).
- Offer opportunities for teens to volunteer at the library such as serving on a Youth Advisory Council.
- Offer an innovative summer program that includes reading and other activities.
- Offer a video game collection and gaming nights.
- Create a zine (online magazine) that encourages teens to showcase their writing, music, video and other talents.
- Offer a diverse selection of programs of interest to teens.
- Provide video production equipment for the creation of movies and book trailers.
- Provide opportunities for local teens and musicians to share their music.



## **Goal 5**

**Adults and teens will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.**

### **Objectives:**

- 5.1: Annually, the circulation of adult non-fiction will be at least 17,000.
- 5.2: By Dec. 31, 2015, a minimum of 85% of teens surveyed who were looking for information or materials to explore a topic of personal interest will indicate that they found something of interest to them.
- 5.3: Annually, a minimum of 1,000 adults will participate in a library sponsored or co-sponsored program.
- 5.4: Annually, a minimum of 90% of adults who attended a library sponsored or co-sponsored program will evaluate the program as very good or excellent.
- 5.5: By Dec. 31, 2015, a minimum of 90% of adults surveyed will indicate staff was helpful in finding information or materials to explore a topic of personal interest.
- 5.6: By Dec. 31, 2015, a minimum of 90% of adults surveyed who were looking for information or materials to explore a topic of personal interest will indicate the library's collection was very good or excellent.

### **Selected Activities:**

- Build and maintain a current non-fiction collection of interest to teens and adults.
- Maintain the staff and patron picks collections.
- Provide reader's advisory services.
- Partner with organizations to provide programming.
- Display materials in an attractive, user-friendly way.
- Highlight topical collections.



## Goal 6

**Adults will have convenient, timely access to a variety of new and popular materials.**

### **Objectives:**

- 6.1: By Dec. 31, 2015, the circulation of adult fiction (print) will increase from 29,229 (FY11) to 35,000.
- 6.2: By Dec. 31, 2015, the circulation of adult media (CDs, videos, DVDs, etc.) will increase from 18,692 (FY11) to 24,300.
- 6.3: By Dec. 31, 2015, the circulation of e-books will increase from 1,833 (FY11) to 5,400.
- 6.4: Annually, the circulation of downloaded media will be at least 5,000.
- 6.5: Annually, a minimum of 120 adults will attend a technology class or receive one-on-one assistance to enable them to download materials from the library.
- 6.6: By Dec. 31, 2015, a minimum of 90% of adults surveyed will indicate that they found something good to read, listen to, or view at the library.
- 6.7: By Dec. 31, 2015, a minimum of 90% of adults surveyed will indicate that they received the material they reserved in a timely manner.

### **Selected Activities:**

- Build and maintain a collection of popular fiction, graphic novels, manga, video and music.
- Provide multiple copies and formats of popular materials.
- Fill patron requests through purchase or interlibrary loan.
- Explore offering ebook devices for circulation.
- Offer downloadable music through Freegal.
- Offer downloadable ebooks and e-audio through Overdrive.
- Continue to build the e-book collection.



## **Goal 7**

**Everyone will have high-speed access to the resources and services available through the Internet.**

### **Objectives:**

- 7.1: By Dec. 31, 2015, the number of PC sessions will increase from 17,126 (FY11) to 19,700.
- 7.2: By Dec. 31, 2015 the number of internet enabled devices for public use within the library will increase from 0 (FY11) to 15.
- 7.3: Annually the number of people who connect to the Internet via the Library's Wi-Fi access will be 4,800.
- 7.4: By Dec. 31, 2015, a minimum of 90% residents surveyed will indicate the library's Internet services are very good or excellent.
- 7.5: By Dec. 31, 2015, a minimum of 90% of web site users surveyed will rate the Library's web site as informative and easy to use.
- 7.6: By Dec. 31, 2015, the number of hits on the library's web site will increase from 84,879 (FY11) to 97,600.

### **Selected Activities:**

- Continue to offer computers with Internet access for public use.
- Continue to provide wifi and wifi printing.
- Offer Internet enabled devices for in-house use.
- Provide instruction in the use of e-readers and tablets.
- Assist patrons with computer/internet issues.

## **Goal 8**

**Residents will be able to use the latest technologies to express and share their creativity with others.**

### **Objectives:**

- 8.1: Annually, a minimum of 300 residents will attend a training session in the use of technologies that can be used to create or share content.
- 8.2: Annually, a minimum of 500 residents will use library provided equipment or technology to create content.
- 8.3: Annually, a minimum of 90% of residents who attended a training session on how to use technology to create content will indicate that the training session was very good or excellent.

**Selected Activities:**

- Create a space that includes computers, software.
- Offer Internet access which allows patrons to create content.
- Offer classes to learn the use of equipment to create content.
- Offer drop-in hours for individuals to learn how to use equipment.
- Provide flip cameras for in-house use.
- Provide an animation station for children to create animated videos



## Organizational Competencies and Initiatives

Organizational Competencies will help the Library achieve its service goals. While service goals provide direct benefit to community residents, organizational competencies provide indirect benefit to community residents by improving the Library's effectiveness and efficiency.

Organizational competencies have been identified in 11 key areas:

- Collections
- External partnerships
- Facilities
- Finance
- Marketing and public relations
- Measurement and evaluation
- Operational efficiencies
- Organizational structure
- Policies
- Technology
- Training and staff development

Two or more initiatives accompany each organizational competency. These initiatives are projects that must be completed if their respective organizational competency is to be achieved. Each initiative has a date during the strategic planning period by which the initiative should be completed.

### Collections



#### ***Organizational Competency 1***

The Clearview Library District will develop and maintain collections that reflect and support established service priorities.

Initiative 1.1: By December 31, 2012, thoroughly weed the adult, young adult and juvenile collections and establish a regular weeding schedule.

Initiative 1.2: By May 31, 2013, draft a collection development policy.

Initiative 1.3: By December 31, 2012, evaluate the use of the audiobook collections and determine which format should be retained.

Initiative 1.4: By April 30, 2013, identify criteria for selecting and retaining databases.

Initiative 1.5: By April 30, 2013, identify on-line magazine subscription sources and sample patrons for interest.

Initiative 1.6: By June 30, 2014 evaluate companies offering e-books and determine best option.



## External partnerships

### ***Organizational Competency 2***

The Clearview Library District will actively seek partnerships with organizations and institutions to enable the library to better serve its customers and achieve its service goals.

Initiative 2.1: By January 31, 2013, identify all the organizations and agencies with which the library has a formal or informal partnership.

Initiative 2.2: By February 28, 2013, develop and distribute criteria that will be used to assess partnership opportunities.

Initiative 2.3: By May 31, 2013, initiate a review and approval process for the establishment of new partnerships.

## Facilities

### ***Organizational Competency 3***

The Clearview Library District will operate an attractive and welcoming facility.

Initiative 3.1: By September 30, 2013, reorganize the Children's Area to allow better display of materials and more open space for programming.

Initiative 3.2: By June 30, 2015, evaluate the current library building for usage and space to determine if it adequately meets the community's needs.

Initiative 3.3: By August 1, 2013, draft a plan for the reorganization of the Young Adult space to include space for technology.

Initiative 3.4: By May 31, 2014, reorganize the young adult space to allow for access to technology.

## Finance

### **Organizational Competency 4**

The Clearview Library District will expend its financial resources in a fiscally responsible manner in support of its approved service goals and strategic initiatives.

Initiative 4.1: By January 31, 2013, distribute a Budget Fast Facts (business/credit card size) to Board members, staff, and volunteers.

Initiative 4.2: By July 31, 2013, provide information to board members and designated staff regarding their legal responsibilities for public and donated funds.

Initiative 4.3: By September 30, 2013, review current and proposed budget allocations for alignment with the priorities in the strategic plan and reallocate if appropriate.

## Marketing and public relations

### **Organizational Competency 5**

The Clearview Library District will promote library services through a variety of print, electronic and media opportunities.

Initiative 5.1: By June 30, 2013, expand the use of social networks to provide information about library services and programs.

Initiative 5.2: By April 30, 2013 develop and implement an action strategy to advertise and market library services and programs.

Initiative 5.3: By December 31, 2013, develop and implement criteria to assess the effectiveness of marketing and public relations activities.



## Measurement and evaluation

### **Organizational Competency 6**

The Clearview Library District will incorporate measurement and evaluation into its operational practices.

Initiative 6.1: By September 30, 2012, review process by which library use data is collected, compiled and distributed, and revise process as necessary to ensure that data is collected to support the strategic plan.



Initiative 6.2: By March 15, 2013, submit library data to the Public Library Association for inclusion in the Public Library Data Service.

## Operational efficiencies

### **Organizational Competency 7**

The Clearview Library District will utilize technologies and processes that improve access to information, enhance customer service, and maximize efficient service delivery.



Initiative 7.1: By August 31, 2013, evaluate office space for the Circulation and Technical Services staff and recommend changes for improved and efficient use of space.

Initiative 7.2: By February 28, 2013, offer patrons the ability to pay for fines and fees with a credit card.

Initiative 7.3: By June 30, 2014, evaluate Bookmobile services to determine usage and community need.

Initiative 7.4: By August 31, 2013, redesign the Circulation Desk Area to encourage more self-check usage and to improve efficiency of materials return.

## Organizational structure

### **Organizational Competency 8**

The Clearview Library District will establish and maintain an organizational structure that supports its service priorities.

Initiative 8.1: By April 30, 2013, review and revise all of the current job descriptions.

Initiative 8.2: By May 31, 2013, determine if additional classifications need to be created, and if so develop job descriptions for them.



## Policies

### **Organizational Competency 9**

The Clearview Library District will operate within a policy framework that reflects the organization's values and promotes effective and efficient service delivery.

Initiative 9.1: By November 30, 2012, provide policy refresher training for all staff.

Initiative 9.2: By November 30, 2012, post on the Library's web site the policies that are of

greatest interest to the public.

## Technology

### **Organizational Competency 10**

The Clearview Library District will utilize technology to enhance customer service and maximize staff efficiency

Initiative 10.1: By August 1, 2012, launch a new web site that is easy to use and encourages interaction between customers and staff.

Initiative 10.2: By August 31, 2012, implement a method to quantify the number of Wi-Fi sessions.

Initiative 10.3: By October 31, 2012, complete a Technology Audit that supports the efficient and effective delivery of service in accordance with the strategic plan.

Initiative 10.4: By March 31, 2013, purchase and install equipment to support the Express Creativity service response.



## Training and staff development

### **Organizational Competency 11**

The Clearview Library District will recruit, train, and deploy staff that provide and support quality customer service for all library users.

Initiative 11.1: By September 30, 2012, train all staff to use Nooks, Kindles, and iPads to download e-books from the Library's collection with the expectation that everyone will be able to help patrons.

Initiative 11.2: By June 31, 2013, train all staff to provide friendly, responsive, personalized customer service.

Initiative 11.3: By March 31, 2013, train selected staff to use the technology required to support the Express Creativity service response



## Next Steps

The Library Trustees and the staff of the Clearview Library District will



- Distribute the Strategic Plan to elected officials in the communities served by the library.
- Distribute the Strategic Plan to key stakeholders, including but not limited to, members of the Community Planning Committee, Library Foundation, local media, the Colorado State Library, and library staff.
- Post the Strategic Plan on the library's web site so it is readily accessible to all community residents.
- Request an opportunity to discuss the Strategic Plan with representatives of the local media.
- Reallocate resources to ensure that the goals and objectives in the Strategic Plan are achieved.
- Identify potential partners and collaborate with them to achieve the goals and objectives in the Strategic Plan.
- Report regularly on the progress that has been made in achieving the goals and objectives and the organizational competencies and initiatives.



## Appendix A: Community Planning Committee

The Clearview Library District extends its sincere appreciation to the following community residents who generously gave their time and talent to assist with development of this Strategic Plan:

**Penny Ballman** – Windsor Housing Authority  
**Mackenzie Bigler** – Student, RE4  
**Sandy Brug** – Museum and Historical Society Representative  
**Michael Buckley** – Fifty Plus Marketplace News  
**Melissa Chew** – Town of Windsor, Parks and Recreation  
**Michal Connors** – Windsor Chamber of Commerce  
**Nancy Cox** – Windsor Charter Academy  
**Walker Drake** – Student, RE4

**Clare Hartmann** – Realtor  
**Carol Heinkel** – Library Foundation  
**Jennifer Maley** – RE4 School District  
**Keith Olszewski** – Walk of Life Counseling  
**Desiree Sandoval** – School to Work Alliance Program  
**David Vance** – Library Board President  
**Sam Webb** – Home School Parent  
**Jennie Whittington** – Mother of Young Children





## Appendix B: Planning Process Overview

The *Strategic Planning for Results* process is based on three key assumptions that the Board and library management believe to be true. Those assumptions are:

- Excellence must be defined locally. It results when library services match community needs, interests, and priorities.
- Excellence is possible for both small and large libraries. It rests more on commitment than on unlimited resources.
- Excellence is a moving target. Even when achieved, excellence must be continually maintained. If you are coasting, the only way you can go is downhill.

The *Strategic Planning for Results* process is collaborative and includes community stakeholders as well as staff and board members. The members of the library board appointed 16 local residents to serve on the Community Planning Committee. The committee members were carefully selected to represent the major constituencies in the district. The names of the individuals who gave of their time and expertise to assist the library in this important endeavor can be found in Appendix A.

The Community Planning Committee served in an advisory capacity to the Board of Trustees. During two all-day meetings, they identified a vision for the future of the communities served by the library, described the current conditions in those communities, and defined what needs to happen to reach the future they described in the vision. The Community Vision Statement of the Committee is included in Appendix C. The SWOT ( Strengths, Weaknesses, Opportunities, Threats) is included in Appendix D.

Committee members then carefully considered a variety of services that the library could provide to help meet the needs and move the communities toward the identified vision. During their first meeting the committee members identified possible service priorities. Between the first and second meetings of the committee, library management held meetings during which interested library staff members were given the opportunity to discuss the potential implications of the committee's recommendation. The Board also hosted a community meeting to receive input from local residents prior to selecting the service priorities for this plan.



## Appendix C: Community Vision Statements

The Community Planning Committee was asked to picture the communities served by the Clearview Library District ten years from now. They were asked to imagine that the communities and their people have been successful beyond belief. Each community is a place everyone is proud to call home. They were asked to describe what makes the community so wonderful. Their vision is as follows:

All children will have access to activities that engage and inspire them, including educational, recreational, and leisure activities.

Every child (Pre-K – teens) will reach his or her full potential, educationally and in service to the community.

Every child (Pre-K to teens) will have a sense of belonging and will contribute from a sense of ownership.

Young teens (those who can't drive yet) need to be connected to the community.

Seniors will have access to a variety of programs and activities that are inclusive and engaging.

Seniors feel valued by the community and are of value to the community.

Seniors are encouraged to continue to contribute and feel a sense of belonging in the community.

Families will receive encouragement to utilize educational opportunities for their children and themselves.

All residents will have alternative forms of educational opportunity to help prepare them to be contributing members of our community.

Every person has access to current technology and the training to use it and is able to use the technology to communicate.

Everyone will have access to public transportation to get around the community and to go elsewhere.

Everyone will have access to opportunities to participate in the discussions and decision-making on current community issues.

All people will have the social interaction skills, opportunities, and feel valued so they are able to contribute to the community

Residents will have access to a community center that offers a wide variety of planned and impromptu activities.

Residents will value and use the cultural venues and activities that are currently available.

Residents will have the opportunity to participate in a wide variety of inter-generational activities and programs.

Residents will safe guard and value the history and traditions of their communities.

Residents will recognize the value of local resources such as the Flour Mill and will find creative ways to make them popular destinations or of use again, instead of being vacant.

Residents will develop a respect for diversity.

Everyone will have the opportunity to learn another language.

All residents will have access to affordable housing, regardless of whether they wish to rent or purchase.

Job seekers will have a wide-variety of resources and employment opportunities.

Residents will be able to live and work in the community.

Residents will be able to find a variety of good paying jobs so they can return home after finishing college.

Residents can obtain the desired services and goods in the community, or nearby, so they don't have to travel far to get them.

The towns of Windsor and Severance will invite and support reasonable business, residential, and industrial growth.

Windsor will have a thriving downtown.



## Appendix D: Community SWOT

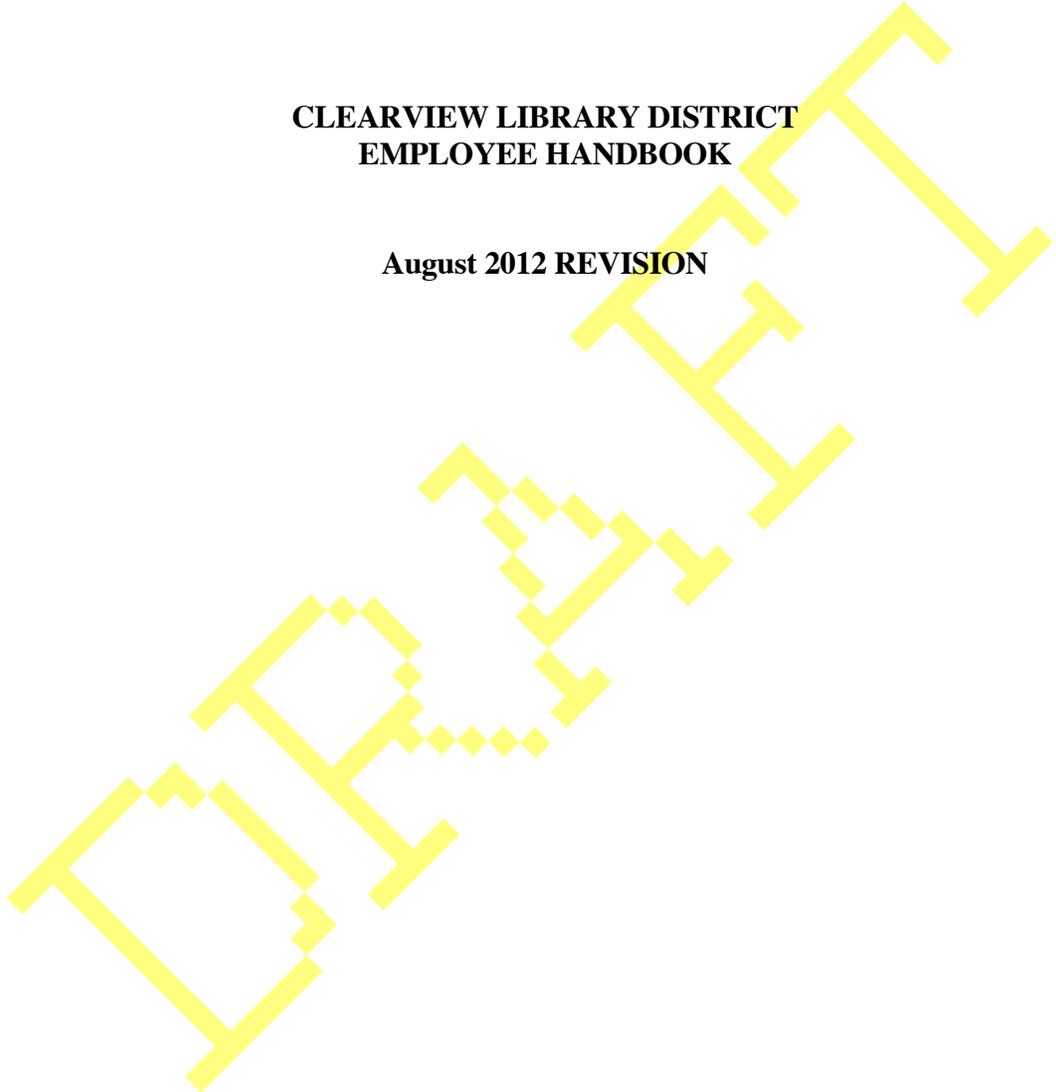
The Community Planning Committee was asked to identify the strengths, weaknesses, opportunities, and threats that will affect the community's ability to achieve the vision statements they previously identified.

<b>Conditions that Support Achieving Your Vision for the Community</b>	<b>Conditions that Will Make it Difficult to Achieve Your Vision for the Community</b>
<p><b>Community Strengths</b></p> <ul style="list-style-type: none"> <li>• Good infrastructure</li> <li>• Good schools</li> <li>• Small town feel</li> <li>• Geographic location</li> <li>• Close community</li> <li>• Good community identity</li> <li>• Our people</li> <li>• Good people move here</li> <li>• Strong vision of local organizations such as Chamber and Library</li> <li>• Strong history</li> <li>• Good health care</li> <li>• Safe – low crime rate</li> <li>• Strong economic base</li> <li>• Educated population</li> <li>• Clean and neat</li> <li>• Offers culturally diverse opportunities</li> <li>• Lots of activities</li> <li>• Potential</li> <li>• Faith-based resources</li> <li>• Grounded</li> <li>• Well-maintained parks</li> <li>• New green industries moving in</li> <li>• Fit/active community</li> <li>• Parks, lakes, trails</li> <li>• Vote to support community efforts such as schools and libraries</li> <li>• Responsible to one another</li> <li>• Good communication and</li> </ul>	<p><b>Community Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Lack of diversity</li> <li>• Job base – people work out of town or leave</li> <li>• Image of perfect community – impedes moving forward on some issues</li> <li>• Social/geographic divisions</li> <li>• Numerous geographic and political entities – including 2 counties</li> <li>• Disconnected/sense of isolation from other parts of community</li> <li>• Lack of retail and other services in town</li> <li>• Lack of community input/citizen involvement</li> <li>• Lack of public transportation</li> <li>• Residents emotionally linked elsewhere</li> <li>• Lack of affordable housing</li> <li>• No indoor swimming pool</li> <li>• Bedroom community</li> <li>• Sometimes too tight knit</li> <li>• Not enough activities for teens</li> <li>• Lack of awareness of some activities</li> <li>• Industrial growth – taxes available resources – type/quantity of growth</li> <li>• Potential increase in drop out rate</li> <li>• Mosquitos</li> </ul>

<p>collaboration between key agencies</p> <ul style="list-style-type: none"> <li>• Quality leadership – elected and appointed</li> <li>• Agreeable climate</li> <li>• Pelicans and eagles</li> <li>• Bedroom community</li> <li>• Library</li> <li>• Friendly</li> </ul>	
<p><b>External Opportunities</b></p> <ul style="list-style-type: none"> <li>• Well positioned for economy to grow as recovery continues</li> <li>• Other services moving in</li> <li>• Easy access to higher education</li> <li>• Opportunity to use university as source for public programs, GED, cultural activities etc.</li> <li>• Great Western Industrial Park</li> <li>• Potential to attract more green industries</li> <li>• Can community to other cities for work</li> <li>• Proximity of Fort Collins and other cities</li> <li>• Government grants/programs</li> <li>• Columbine – jobs etc.</li> <li>• Budweiser Sport Center</li> <li>• Major hospital nearby</li> <li>• Numerous recreation opportunities nearby – hunting, fishing, skiing etc.</li> <li>• Rockies</li> <li>• Close to I-25 and other major highways</li> <li>• Cost of gas makes residents stay closer to home</li> <li>• Collaborate with other communities</li> <li>• Freeway interchange getting fixed</li> <li>• Easy access to technology such as high-speed Internet and fiber, but not in every area yet</li> <li>• Nearby access to shopping</li> </ul>	<p><b>External Threats</b></p> <ul style="list-style-type: none"> <li>• Water usage</li> <li>• Land developers not connected to the community</li> <li>• National economy</li> <li>• Big box stores</li> <li>• Threat to farming, as land is sold to developers etc.</li> <li>• Surrounded by other communities – results in competition for businesses</li> <li>• Larger communities frequently are more successful at attracting business so tax dollars go there instead of staying local</li> <li>• Potential cuts in school funding due to state economy</li> <li>• Overgrowth</li> <li>• Political climate – all levels including national</li> <li>• Environmental issues – impacting quality</li> <li>• Oil and gas – unknown impact on environment and water table</li> <li>• Climate change</li> <li>• Green space diminishing as cities get closer together</li> <li>• Global economy</li> </ul>

**CLEARVIEW LIBRARY DISTRICT  
EMPLOYEE HANDBOOK**

**August 2012 REVISION**



**ACKNOWLEDGMENT OF RECEIPT**

I have received a copy of the Clearview Library District’s Employee Handbook (the “Handbook”). I understand I must read and become familiar with the contents of the Handbook as it outlines my responsibilities, benefits, and Library guidelines. If I have questions, I understand that I should talk to my direct Supervisor, Department Head or the Director.

Further, I understand:

- This Handbook represents a brief summary of some of the more important Library guidelines. Consequently, the Handbook is not all-inclusive. The Library Director is the only person who can modify the Employee Handbook.
- I agree to preserve the secrecy of all confidential information belonging to the Library, both while I am employed by the Library and afterwards, and I will not take or misuse confidential information at anytime. I also agree that, on the Library’s request or on termination of my employment, I will promptly return to the Library all of its property, specifically including all documents, disks, or other computer media or other materials in my possession or under my control that belong to the Library.

I UNDERSTAND AND AGREE THAT THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT EITHER EXPRESSED OR IMPLIED. I KNOW THAT MY EMPLOYMENT WITH THE LIBRARY IS “EMPLOYMENT AT WILL” AND I DO NOT HAVE A PROTECTED PROPERTY INTEREST IN CONTINUED EMPLOYMENT WITH THE LIBRARY.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## EMPLOYMENT WITH THE CLEARVIEW LIBRARY DISTRICT

Welcome to the Clearview Library District (the “Library”). As a new employee of the Library, I believe it is important for you to have a basic understanding of the structure of the Library organization. The Library is a special taxing district and serves clients in the Town of Windsor, the Town of Severance, and West Greeley. The Library’s boundaries are the same as the RE4 School District. It operates according to State of Colorado Statutes governing libraries and special taxing districts. The Library activities and records are subject to the Colorado Open Records and Open Meetings Acts.

The governing body of the Library consists of the Library Board of Trustees, selected from the areas served by the Library. The Board President presides over meetings of the Library Board and is recognized as the head of the Library for all ceremonial purposes. As Library Director, I am appointed by the Library Board, and act as the chief administrative officer (CAO) of the Library. I am responsible for the day-to-day management of the organization, among other executive level duties, establishing and implementing rules and regulations for Library employees and for appointing, removing and establishing the duties of all employees who work for the Library.

The purpose of this Handbook is to better acquaint you with the Library and its policies and procedures, and is not intended to be all-inclusive. If you have questions after reading this Handbook, please talk with your immediate supervisor. An employee handbook cannot anticipate every circumstance or question. Also, the need may arise to change the guidelines described in this Handbook. The Library therefore reserves the right to change, discontinue, or modify this Handbook or any policies, benefits, or procedures whenever such action is determined to be in the Library’s best interests without prior notice. Department standards and work rules may be established to apply these policies to unique situations that occur in certain departments. Note that this edition replaces all previously issued editions.

THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT EITHER EXPRESSED OR IMPLIED. NOTWITHSTANDING ANY PROVISION OF LAW TO THE CONTRARY, ALL EMPLOYMENT AT THE LIBRARY IS “EMPLOYMENT AT WILL”. EMPLOYEES DO NOT HAVE A PROTECTED PROPERTY INTEREST IN CONTINUED EMPLOYMENT WITH THE LIBRARY. You have the right to end your work relationship with the Library with or without notice or cause. Employees in their introductory period or seasonal, part-time, or temporary employees may be separated from their employment relationship with the Library at any time, with or without notice or cause, and such separation is not subject to the Disciplinary Policies or Procedures contained in this Handbook.

We welcome you to the Clearview District Library Team.

Sincerely,

Ann Kling  
Director, Clearview Library District

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Library is committed to a policy of equal employment opportunity for all applicants and employees and seeks to fill positions with the best-qualified individuals available. Employees will be considered for promotion in terms of present performance, specialized background, and potential, among other considerations. Length of service will be considered only when two or more applicants possess equal qualifications. The Library does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by applicable laws and is committed to providing a work environment that is free from prejudice, intimidation or unlawful harassment. In addition, the Library prohibits any retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. This policy applies to all employees, including officials, managers, supervisors, co-workers, and non-employees such as clients, vendors, consultants, volunteers and others.

If you believe that there has been any violation of this policy, please report it promptly in accordance with the procedure set forth in the Handbook. The Library will promptly investigate all such complaints and take appropriate action.

## **SECTION 1: EMPLOYEE CONDUCT**

### **1.1 General Provisions**

Employees of the Library must conduct themselves appropriately and in a manner that reflects favorably upon the Library. The Library expects all employees to observe the highest standards of conduct and integrity in the performance of their duties. As an employee of the Library, you have been hired to perform a service for the Clearview Library District. Creating and maintaining a good relationship with the public is of primary importance. As an employee you should make every effort to handle citizen requests and concerns in a timely and courteous manner. The Library expects its employees' attire and grooming to project an image of respectful service to the community, and may establish reasonable dress and grooming standards applied consistently to promote the Library's mission.

In addition, employees should be aware that the Library reserves the right to take appropriate action in response to off-duty conduct of employees which impairs working relationships or has a negative impact on the Library's ability to perform its' functions.

### **1.2 Code of Ethics**

Employment with the Library is a public trust imposing responsibilities to conserve resources, funds and materials. In accordance with that principle, Library employees are expected to act in the best interest of the Library and in accordance with the *Code of Ethics for Public Officials and Employees*, Appendix B of this Handbook. The *Code of Ethics* provides standards designed to avoid conflicts of interest between Library employees and the Library and the appearance of any such conflicts and should be reviewed carefully. For example, no employee of the Library may participate in any Library procurement decisions affecting their personal financial interest or those of their immediate family and Library employees and their families are not to accept or solicit gifts or gratuities as a result of the employee's duties or responsibilities.

The Code of Ethics also establishes a process by which employees may obtain guidance regarding potential ethical issues and a course of action for resolving disputes in a manner that is fair to all of the parties involved.

### **1.3 Confidential Information**

Library employees are prohibited from using confidential information gained as a result of their Library employment for personal gain or benefit, or to benefit friends, relatives, or acquaintances. In addition, no employee shall violate the privacy of others by discussing confidential information acquired in the course of their employment except as required by their official duties.

### **1.4 Professionalism**

Employees are expected to exhibit professionalism and respect for co-workers, supervisors,

managers, the public with whom they work, and others with whom they come in contact in the course of their Library employment. Unprofessional behavior may be cause for disciplinary action including termination.

### **1.5 Outside Employment**

An employee may accept outside employment as long as (i) there is no interference with Library work; (ii) efficiency and performance of the employee's position are not adversely affected; and (iii) the outside employment does not create a conflict of interest or the appearance of a conflict of interest. An employee may not engage in outside business activities during regular working hours. In addition, employees may not use Library property, equipment, supplies, or assets for other businesses. Employees **must obtain prior written approval** from their supervisor and Library Director prior to accepting outside employment.

If the Library Director or Supervisor later determines that the employee's outside employment does create a conflict of interest with his/her position with the Library or interferes with the performance of duties, the Library Director may order it terminated.

### **1.6 Political Activity**

Library employees have the same right to engage in political activity as any other citizen, however, such political activity may not be pursued in the workplace.

### **1.7 Harassment**

The Library prohibits harassment based on race, color, sex, religion, age, national origin, disability, veteran status, or any other status protected by applicable laws. Unlawful harassment may include verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, or otherwise adversely affects an individual's employment. An employee who believes that unlawful harassment is taking place must properly notify the Library by following the Complaint Procedures in Section 1.9 of this Handbook.

### **1.8 Workplace Violence**

The Library prohibits violence of any kind in the workplace including, without limitation, physical abuse, property destruction, threatening remarks or behaviors and possession of weapons in the workplace. Threats or violence must be notified to the Library using the Complaint Procedures in Section 1.9 of this Handbook.

**IN THE EVENT OF AN EMERGENCY, WHEN THERE IS NO SUPERVISOR, MANAGER OR DIRECTOR AVAILABLE ON THE LIBRARY PREMISES OR EASILY REACHABLE, AND THE EMERGENCY INVOLVES IMMINENT VIOLENCE OR A THREAT OF VIOLENCE EMPLOYEES ARE DIRECTED TO CALL 911.**

## **1.9 Complaint Procedures**

**In order to effectively investigate and deal with harassment, improper behavior or violence, the Library must first know that such acts have been or about to be undertaken. Any employee who believes that he or she is being subjected to harassment or violence is required to use and adhere to the following complaint procedure.**

- (a) The employee must report the acts to his or her immediate supervisor, department head or to the Library Director as appropriate.**
- (b) The notification may be verbal or written; however, written notification describing the incident(s) clearly is preferred.**
- (c) A prompt investigation will be undertaken. Confidentiality of all involved will be preserved when it is possible or reasonable to do so.**
- (d) The complaining employee may (but the Library is not required to) be advised of the investigation results.**
- (e) No employee may be subject to retaliation for making a complaint or participating in the investigatory process. Any retaliation is improper and must be reported using this Complaint Procedure.**

## **1.10 Alcohol and Drug Abuse**

The Library has adopted the Drug and Alcohol Testing and Drug Free Workplace Act (the Drug Policies) and the requirements thereof. All persons will be subject to drug and alcohol testing and a background check at such time as they have received a *bona fide* offer of employment from the Library. Other conditions for drug and alcohol testing are specifically outlined in Appendix A of this Handbook. Violators of the Drug Policies will be subject to discipline including termination.

As part of any disciplinary action, the Library Director may consider any written recommendation concerning rehabilitation from a Substance Abuse Professional (SAP). Upon such recommendation, the Library Director may, in his/her sole discretion, afford the employee an opportunity to undertake the rehabilitation recommended by the SAP. The employee will be required to use existing vacation and sick leave and thereafter, may be placed on unpaid leave. If rehabilitation is approved and required as part of any disciplinary action, and the employee is unable to return to work within sixty (60) days, the employee may be terminated.

## **1.11 Driver's Licenses**

Some positions with the Library require that employees have valid driver's licenses as a condition of continued employment. In order to comply with requirements placed on the Library by its insurance carrier, an employee may be requested at any time to show proof of a valid driver's license during his or her employment if they are required to drive a Library vehicle. Change in driver's license status (revocation, suspension, etc.) must be reported to the employee's supervisor immediately. If the possession of a valid license will affect performance of an employee's duties for the Library, the employee may be terminated immediately.

### **1.12 Employment of Spouses and Relatives**

While the Library considers all applicants on the basis of his/her qualifications for a Library position, in the matter of hiring employees related to one another, the following conditions apply:

1. Relatives include the employee's spouse, spouse's parents or step-parents, children or step-children, siblings or step-siblings, grandparents, aunts, uncles, nieces and nephews.
2. Related employees may be considered for positions that do not violate the following conditions.
3. No spouse or relative may exercise supervisory, appointment, dismissal or disciplinary authority over another spouse or relative;
4. No spouse or relative can audit, verify, receive or be entrusted with monies received or handled by the other spouse or relative; and
5. No spouse or relative may have access to the other spouse's or relative's confidential employment information, including medical information, payroll or personnel records.
6. If employees become related after hiring the above conditions apply.

### **1.13 Use of Library Property and Equipment**

Library property and equipment is to be used only for official Library business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, or directives. No employee shall remove Library property or equipment from Library premises or work sites without proper authorization.

Any employee who misappropriates Library property or equipment, or who steals, abuses, misuses, damages or destroys Library property or equipment shall be subject to discipline up to and including termination.

#### **1.13 (a) Use of Telephone, Fax and Voicemail**

Employees may occasionally need to make or receive personal phone calls and faxes while at work or for emergency reasons. Employees may occasionally use Library phones and fax machines for personal reasons so long as such use, in the discretion of the supervisor, is not excessive, disruptive, does not require the payment of long distance or directory assistance charges or is otherwise a violation of the public trust. Employees may not use cellular phones for personal reasons except as otherwise provided by written departmental policy. Supervisors may monitor phone calls and faxes of employees for the purpose of determining whether the call is business or personal in nature. **Employees should not expect nor do they have an expectation of privacy in the content of phone calls or faxes on Library equipment.** Such phone calls may be monitored and recorded, with or without notice or consent by the employee's supervisor or the Library Director. All materials sent or received on Library fax machines are deemed to be Library property and are subject to inspection and copying by supervisors and other officials with or without notice or consent.

Employees may receive and leave personal messages on the Library voicemail system so long as such use, in the discretion of the supervisor, is not excessive, disruptive or otherwise a violation of public trust. **Employees do not have and should not have an expectation of privacy in voicemail messages which they send or receive because all information on the voicemail**

system may be reviewed and copied by the employee's supervisor with or without notice or consent. Employees should therefore exercise good judgment in using the voicemail system.

### **1.13 (b) Use of Computer, Internet Usage and Electronic Mail Communication System, Use of Social Media and Blogging**

In order to comply with applicable Colorado law, the Library has adopted an electronic mail communications system (e-mail) policy that applies to all Library employees. E-mail is an **electronic message that is transmitted between two or more computers or electronic terminals**, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. E-mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

**Library employees do not have and should have no expectation of privacy in sending or receiving information via e-mail or in any information stored in Library computers or related to the use of Library computers.** All computer files, including e-mails, are the property of the Library, regardless of their physical location or the form in which they are maintained. E-mail communications are subject to the Colorado Open Records Act, and the Library reserves the sole and exclusive right to access and disclose any e-mail messages sent or received by employees. The Library Director may authorize the monitoring of an employee's computer, including e-mail and internet communications use with or without notice, when the Library Director has reason to believe that an employee is misusing or abusing e-mail or internet privileges or is violating any other Library policy.

The Library allows incidental personal use of its electronic communication systems subject to the following conditions and restrictions:

1. Personal use must be infrequent and must not involve any prohibited activity, interfere with the productivity of employees or their co-workers, consume system resources or storage capacity on an ongoing basis, involve large file transfers, or otherwise deplete the system resources available for Library purposes. Installation or storage of copyrighted software, files, audio, video, or any other protected material is prohibited unless the Library owns a license for the copyrighted material. Employees who have personally purchased licenses for copyrighted material listed above may use it on Library equipment only if it is approved by the IT Department and stored on CD, DVD, flash drive, or other portable media. Such material may not be copied onto Library hard drives or equipment.
2. Employees are not permitted to listen to or watch live radio and video (streaming audio and streaming video) for the general public. Requests for training via streaming video or audio should be directed to the IT Department.
3. All electronic communications are subject to storage retrieval and inspection by the Library at any time. Library management has the right of access to all information entered into its computer systems and has the right to override passwords.
4. Tampering with e-mail or other information in Library computer systems is prohibited.
5. All hardware and software purchases must be done in coordination with the IT Department.

6. Employees may not install hardware components or other equipment on Library computers unless they are authorized to do so.
7. It is improper to use e-mail or the Internet to conduct outside business activities, gamble, or view sexually explicit or other inappropriate material. Sending, forwarding, or saving offensive messages, graphic images, or communications, such as those including discriminatory references to race, color, religion, sex, national origin, age, or disability; obscene or defamatory material; or annoying or harassing other individuals is prohibited. E-mail should not be used to solicit for outside business ventures; to promote political or religious causes; to distribute or store chain letters, jokes, or solicitations; or to offer to buy or sell goods.
8. All Library computer system passwords must be treated as confidential information and must be protected from inadvertent or improper disclosure.
9. Passwords and computer systems must be protected from loss, contamination or destruction of information.
10. Employees are required to adhere to all policies and directives of the IT Department concerning the use of computer equipment.
11. Violation of the above requirements may result in discipline including termination.

### **1.13(c) Use of Social Media and Blogging**

It is improper for an employee to use any Library confidential information in social media exchanges or blogs unless such information has been released to the public. If an employee is unsure whether or not the material s/he wishes to post has been released s/he may contact his/her supervisor or the Library Director. Library logos and trademarks may not be used without express permission in writing from the Library Director. This is to prevent the appearance that an employee speaks for or represents the Library in an official capacity.

The employee must use respectful language when discussing employment or relations with the Library and employees, patrons, clients, and others associated with the Library. The use of copyrighted materials without permission of the copyright holder, use of profane language, unfounded or derogatory statements, or misrepresentation is not viewed favorably by the Library and can result in disciplinary action up to and including employment termination.

The Library encourages employees to write knowledgeably, accurately, and use appropriate professionalism. Employee messages reflect on the employee's professionalism and the Library's reputation. Honor the privacy rights of other employees by seeking appropriate permission before writing about or displaying internal happenings that might be considered to be a breach of privacy and confidentiality.

An employee may not use his/her position with the Library to sell any product or service. This includes, but is not limited to training, books, products, and freelance writing. If in doubt, talk with a supervisor or the Library Director about using your credentials as a Library employee in promoting the sale of products or services.

Recognize that a Library employee is legally liable for anything s/he writes or presents online. Employees can be disciplined by the Library for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create harm. An employee is also responsible to co-employees, the public and any individual or company that views online commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

### **1.13(d) Software**

The Library will comply with and support federal and state law governing software use. Federal law prohibits any unlicensed duplication of copyrighted software, except for backup purposes. Violation of this policy may result in discipline up to and including termination of employment.

All software will be utilized according to its applicable license agreement. Any unlicensed or unauthorized software, regardless of use, should and will be immediately removed from Library computers. For the purpose of this policy, unauthorized software refers to any software, licensed or not, which is installed without prior consent of the IT Department. Any employee who illegally reproduces, shares, downloads, uses, or obtains (by any other means) unauthorized software will be subject to disciplinary action.

The Library IT staff will conduct regular software audits to ensure compliance with applicable laws and regulations and Library policy. All requested software may be evaluated by the Information Technology Department to ensure the software will not interfere with either the network or certified environments currently in place. For the purposes of central software license management, all software purchases should be made through the IT Department. In situations where software is a component of a larger system purchase, the purchaser will be responsible for delivering proof of license and purchase to the IT Department.

No games, other than those delivered with the authorized operating system, will be allowed on Library computers. Any existing unapproved games must be removed.

No screensavers, except those delivered with the computer or relevant operating system, will be allowed on Library computers. Users may set their background and/or wallpaper as they choose providing they use only licensed or non-copyrighted materials. Backgrounds or wallpapers that include any inappropriate content will not be allowed under any circumstances.

Software downloads from the Internet are prohibited without prior consent of an employee's supervisor and the IT Department. This includes music, video, shareware, freeware, and demo versions of software. Documentation and license, if applicable, relating to the software must be provided to the IT Department.

Whenever possible, software installations should be performed by the Information Technology Department. In addition, whenever possible, all software CDs or other media should be kept by the Information Technology Department.

Any computer system issue or purchase not covered in the above policy should be forwarded to the IT Department for review.

**AS FREQUENTLY NOTED ABOVE, EMPLOYEES HAVE NO EXPECTATION OF PRIVACY IN ANY PERSONAL INFORMATION THEY GENERATE, CREATE OR STORE ON**

LIBRARY COMPUTERS OR ELECTRONIC MAIL SYSTEMS BECAUSE ALL SUCH INFORMATION IS SUBJECT TO INSPECTION AND COPYING BY THE LIBRARY WITH OR WITHOUT NOTICE OR CONSENT.

### **1.14 Use of Library-Owned Vehicles**

Library-owned vehicles shall be used for official Library business only. An employee authorized to drive a Library Vehicle must have a valid Colorado operator's license which designates the type of equipment an employee is authorized to operate. An employee operating a vehicle shall observe all traffic laws, wear a seatbelt and require all passengers to wear seatbelts, use common sense and good judgment and drive courteously at all times. The Library will not pay tickets, parking tickets, penalties or fines, and to the extent permitted by law, the Library may require an employee to pay for any vehicle damage, insurance deductible or a liability the employee incurs or for which the employee or the Library is liable.

The Library may investigate the driving records and insurability of all employees who drive the Library's vehicles.

#### **1.14(a) Travel to other communities**

All trips in Library vehicles must be for Library business. Where a trip encompasses an overnight stay, a weekend or holiday, the Library vehicle may not be used during that time unless the employee is conducting job-related business.

#### **1.14(b) Accidents involving Library Vehicles**

In cases where an accident involving another vehicle occurs in a Library-owned vehicle, the employee involved in the accident must call police to the scene and report the accident to his/her supervisor immediately. If possible, note all details regarding the accident, collect as names of witnesses, other vehicle(s), driver's license and insurance company information. Photographs should be taken as soon as practical. If the employee is injured in a Library-owned vehicle such injury must be reported to the Library Director within 24 hours of that injury.

Confine discussion regarding the accident to your supervisor, police, Library insurance representative and other authorized Library personnel.

## ***SECTION 2: HIRING***

### **2.1 Internal Announcement of Available Positions**

The following procedure will be followed for internal announcements of available positions.

- (1) Open positions will be internally posted for five (5) days;
- (2) Interested internal candidates need only to submit a Letter of Interest to the Director within those five (5) days.

- (3) If no Letter of Interest is received from an internal candidate within the five (5) day posting period, or if there are no qualified internal candidates, the position may be posted for external applicants.

## **2.2 Introductory Period**

The Introductory Period allows the library Director and other staff to train, observe and evaluate an employee's work in order to determine fitness for a position. All employees are subject to an Introductory Period of 3 months which may be extended to 6 months at the discretion of the Library Director. All employees will be evaluated at the end of their Introductory Period regarding continued employment. During the Introductory Period if the Director determines that the employee's performance is unsatisfactory the Director, at his/her sole discretion, may extend the Introductory Period, reassign the employee or terminate the employee without notice.

# ***SECTION 3: COMPENSATION***

## **3.1 Performance Evaluations**

The Library will evaluate all employees at least annually. More frequent evaluations may be scheduled where the need for such greater frequency exists.

## **3.2 Compensation Requirements**

The Library pays at least minimum wages to all employees. Employees cannot waive their rights to collect compensation they are owed under the Fair Labor Standards Act or the Colorado Wage Claim Act. Your individual compensation and your position description are contained in the Employee Orientation Packet.

## **3.3 Time Records**

The method of recording time applicable to the employee's specific position is covered in the Employee Orientation Packet.

## **3.4 Required Forms**

Required employment forms, such as W-4, W-2 and I-9 forms are contained in the Employee Orientation Packet.

# ***SECTION 4: HOURS OF WORK AND OVERTIME***

## **4.1 Employee Status**

The Library employs exempt, non exempt, permanent and temporary, full-time and part-time employees. Your status as an employee is contained in your Employee Orientation Packet together with your job description and compensation information.

## **4.2 Overtime**

Overtime will be paid to employees eligible for overtime compensation. **However, all overtime must be approved in advance by the Library Director before it is worked by the employee.**

### **4.3 Compensatory time is not granted for any reason.**

## **SECTION 5: HOLIDAYS AND LEAVES**

### **5.1 Holidays**

The Library has nine paid holidays annually. These holidays are determined by the Library Board of Trustees at its June meeting. Holidays may vary from year to year according to Library requirements. You will be advised of the Holidays after the June Board Meeting.

#### **Floating Holidays**

The Library is open on President's Day and the day after Thanksgiving. Full-time and salaried employees will be granted 2 floating holidays to be taken during the calendar year. The 2 floating holidays are included in the 9 paid holidays mentioned above.

**Personal Day: Full time employees are granted one personal day to be used however he/she desires. Personal Days are not vacation or sick leave and the employee is not compensated for Personal Days not used at the time of termination of employment. The use of a Personal Day requires reasonable advance notice to the employee's supervisor, manager or the Director.**

### **5.2 Vacation**

Vacation leave is earned by all permanent full- and part-time employees. Temporary and substitute employees do not accrue vacation leave. Vacation leave is available to be taken after six months' employment with the Library.

Full-time employees accrue vacation as set forth in Table 1 below.

Part-time employees accrue vacation on a pro-rated basis based on the number of hours worked during the year divided by 52.

**Table 1. Schedule of vacation time earned based on years of employment:**

<b>Years Employed</b>	<b>Vacation Weeks earned annually (hours/week can vary for part time employees)</b>
.5	1
1	2 (includes 1 week earned at 6 months)
2	2
3	2
4	3
5	3
6	3

7	3
8	3
9	3
10	4
Over 10 years	4

Unused Vacation may be carried over for one year following the accrual of those hours. If not used in the year following the accrual thereof, the unused hours will be forfeited.

Vacation time of more than one day should be requested via “Request for Time Off” form at least three weeks in advance, when possible, and approved by the Library Director or the employee’s direct supervisor. Dates requested may not be guaranteed based on work load and/or other employee requests.

**5.4 Sick Leave/Disability Leave**

The Library provides full time employees paid leave of absence at the rate of eight hours for each calendar month of full time employment (Sick Leave). Sick Leave is also granted to all part time employees at the rate of the average number of hours worked per day that month. For example, if a part-time employee averages 4 hours/day during the month, he/she will accrue 4 hours of sick leave. Sick leave earned for that month = the # of hours worked that month / # of work days in the month. (Figures are rounded to the nearest half hour.) Temporary and substitute employees do not accrue any sick leave.

Employees who are too sick to work should notify their supervisor as soon as they know they will be unable to report for a scheduled work period.

The Library will reasonably accommodate an employee who, under applicable law, has an illness that is a disability. Employees who need leaves or other accommodation due to illnesses that may be disabilities should complete and submit an Illness/Disability Leave and Accommodation Request.

Employees are not paid for any unused illness leave when their employment terminates.

A written verification of an illness from the employee's personal physician may be required following an absence of **three** or more days for an employee's illness, and should indicate that the employee is unable to participate in all the employee's duties for the Library. A written verification of an illness may also be required for any illness leave taken on a Monday or Friday or on the day before or the day after a holiday.

**5.5 Unpaid Personal Leaves**

Library full- and part-time permanent employees may be granted unpaid personal leaves for substantial personal reasons, provided such time off does not materially affect the normal conduct of Library operations or costs. An unpaid personal leave may range from a few hours to days. Beyond days, an unpaid leave of absence may be used, if the employee is eligible for

that benefit and the unpaid leave is approved.

### **5.6 Personal Leave for Protection from Domestic Abuse or Violent Crimes**

Any Library employee who has been employed full time for at least 12 months and who is the victim of domestic abuse, stalking or sexual assault, as defined by applicable law, or any other crime that a court finds to be an act of domestic violence may request up to three working days of leave from work in any twelve-month period, without pay providing the employee has exhausted all vacation or sick leave prior to requesting this type of Personal Leave.

Whenever possible, except in cases of imminent danger to the health or safety of the employee, an employee seeking leave under this policy must provide the Library with reasonable advance notice of the need for this leave.

The Library may, in its sole discretion, require employees who request this leave to provide copies of documents confirming the reason for their request, such as any police report or court order confirming the underlying facts.

### **5.7 Discretionary Leave of Absence**

Employees who are not eligible for another type of leave may submit a written request for an unpaid discretionary leave of absence to their supervisors. The Library will consider such requests on a case-by-case basis. Subject to applicable law and the requirements of any applicable insurance plan, the Library may, in its sole discretion, choose not to continue health insurance and other benefits to any employees while on an unpaid discretionary leave of absence. Although the Library may, in its sole discretion, attempt to reinstate an employee who wants to return to work after an unpaid discretionary leave of absence, the Library cannot guarantee reinstatement.

### **5.8 Disability Accommodation**

The Company will reasonably accommodate an employee who, under applicable law, has an illness that is a disability. Employees who need leaves or other accommodation due to illnesses that may be disabilities should complete and submit an Illness/Disability Leave and Accommodation Request to his/her supervisor.

### **5.9 Pregnancy, Childbirth and Adoption Leave**

Vacation and Sick Leave may be used for Pregnancy, Childbirth and Adoption Leave except the employee does not need to be ill to use this leave.

### **5.10 Funeral or Bereavement Leave**

Full-time employees are permitted up to three days (pro-rated for part-time employees) paid leave in the event of the deaths of any of the following relatives: Spouse, Parent, Parent-in-law, Grandparent, Child, Sibling, Grandchild, Daughter-in-law or Son-in-law. Any additional time off should be requested as vacation or an Unpaid Personal Leave. Whenever possible, an employee's

supervisor must approve a funeral leave in advance.

### **5.11 Jury Duty Leave**

Employees who receive a jury duty summons must submit a copy of the summons to their supervisor. Employees who are on jury duty will be paid their regular salaries during the term of jury duty. Time served on jury duty will not be considered vacation or any other type of leave. Employees must report to work immediately on dismissal of the jury, including any dismissals during the course of the duty, and should give their supervisor a copy of the record of jury service the Court provides together with checks for jury duty endorsed to the Library.

### **5.12 Military Leave**

The Library complies with all applicable laws governing leaves for military service. Employees should check with management if they have any question about military leave.

### **5.13 Voting Leave**

During each state and national election, an employee who is (1) a registered voter for that election and (2) whose work schedule on an election day means the employee will not have at least three hours outside of work to vote in that election is allowed up to two hours of paid time on Election Day to vote. Employees are encouraged to vote before or after work, but, if it is necessary to use work time, the time to vote must be taken at the beginning or the end of the work day. Employees should give their supervisors as much advance notice as possible if they will miss any work time to vote.

### **5.14 Administrative Leave**

A full-time employee who is under investigation for misconduct may be placed on paid or unpaid (at the discretion of the Library Board) administrative leave pending the results of the investigation.

## ***SECTION 6: BENEFITS***

### **6.1 Health Benefits**

**As of the publication of this Employee Handbook, Library employee health benefits are under study.**

### **6.2 Worker's Compensation**

All employees are covered by the Workman's Compensation Act which provides that any employee receiving a job-related disease or injury is eligible for disability income and medical care. Benefits will be paid as provided in the Colorado State Law.

All on the job injuries must be reported to the library Director Supervisor within twenty- four hours of the injury. The employee's personal physician will serve as medical provider for work related injuries. The employee must not change doctors unless referred by the first physician or with written authorizations from the State Compensation Insurance Fund. No compensation

is paid unless the employee is off work because of injury and under the doctor's care and direction in accordance with the law.

All injuries or occupational diseases must be reported to the Division of Labor on a provided form within ten days after notice of knowledge of injury or disease. Duplicate benefits can not be collected if the claim is covered by Workman's Compensation.

### **6.3 Retirement**

Emergencies notwithstanding, request for retirement should be made to the Library Director at least 60 days prior to the desired retirement date. An employee who plans to retire will be paid for all accrued and unused vacation leave at the termination of their employment. Retirement benefits are paid through PERA in accordance with PERA rules and regulations. A current PERA Handbook is available for further information.

## ***SECTION 7: EMPLOYEE DEVELOPMENT & TRAVEL***

### **7.1 Conferences, Meetings and Seminars**

#### **Conferences**

The Board of the Clearview Library District encourages staff members to attend and participate in the various conferences, seminars, and other educational opportunities that are available to the library community. When funds are available, registration, lodging, travel expenses as well as the then-current per diem allowance (as determined by the Director) for food will be paid for by the Library for employees who attend conferences. Employees must request prior approval from the Director and register at the early bird rate.

- (a) **Per Diem Expenses.** Employees attending conferences will be allowed a per diem food allowance. Employees must turn in receipts for reimbursement not to exceed the per diem. Alcoholic beverages are not eligible for reimbursement.
- (b) **Airport parking:** Parking at the airport will be reimbursed up to \$7.00 per day.

#### **Meetings, Seminars and Workshops/Return to Work**

If a meeting is not scheduled for a full day and the employee would normally be scheduled to work a full day on the day of the meeting, the employee should return to work to complete his/her shift.

Mileage to attend meetings will be reimbursed from the Library to the meeting destination and back to the Library.

Registration costs will be paid when there are funds available for such registration, where the topic of the meeting, seminar or workshop is related to employee's work, and the registration has been pre-approved by the Director.

When attendance at a meeting, workshop or seminar is required by the Library, the Library will pay registration costs.

## **7.2 Travel Policy**

If a Library employee desires reimbursement for travel costs including without limitation: food, lodging or transportation or mileage, and these arrangements must be approved in advance by the Director. Employees desiring to travel for Library business must submit a travel request to the Director no later than two weeks prior to the travel date. The Director has sole discretion in the approval of such plans.

## **7.3 Tuition Reimbursement for Academic Classes**

An employee may request, prior to enrollment in a course of study or class or training program that the Library contribute toward the course of study, class or training. The request must receive prior approval from the Director. Approval or denial of the request will be based upon job-relatedness of the course, availability of the funds, and future benefit to the Library. Funds will not be granted for expenses relating to books, supplies, or transportation.

**Degree Programs.** Tuition reimbursement may be available provided that the degree program is related to the employee's position at the Library and funds are available for such assistance. The Library Director may approve up to a maximum of \$1000 per year reimbursement for the costs of tuition provided the employee maintains a B or better in the courses taken and provides proof of such grades to the Director.

## **7.4 Professional Dues**

Exempt employees and full-time librarians will receive reimbursement up to \$300 for professional memberships to the American Library Assn, the Public Library Assn, the Colorado Assn of Libraries or any other professional organization that furthers their professional knowledge. Full-time non-librarian staff will receive up to \$100 for membership in the Colorado Assn. of Libraries.

# ***SECTION 8: SAFETY AND HEALTH***

## **8.1 Safety Standards and Worker Compensation**

All employees shall observe all safety rules at all times. Workers' compensation insurance is the sole remedy for on-the-job injuries. A notice about workers' compensation insurance and job-related injuries and illnesses is posted in the Library break room. All work-related injuries must be reported as required under Section 6.2 of this Employee Handbook.

## **SECTION 9: DISCIPLINE**

### **9.1 Discipline**

The Library retains the right to take such disciplinary action as is reasonable, necessary and appropriate in any given instance. The Library Disciplinary Policy and Procedures as set forth in this Employee Handbook are intended to place employees on notice that unacceptable conduct will result in disciplinary action. It is not possible by policies or procedures to anticipate every circumstance that may legitimately require disciplinary action. Accordingly, the Library retains the right to take any reasonable and necessary disciplinary action whether or not such action is specifically set forth or anticipated by this policy and procedures.

The Disciplinary Policy and Procedures do not apply to employees during their introductory period or seasonal or temporary employees. With regard to such employees, the Library may (but is not required to) terminate the employment relationship at will, with or without cause, and with or without following any these Disciplinary Policies or Procedures.

### **9.2 Disciplinary Rules**

The following conduct may result in disciplinary action, up to and including termination of employment. Please note that the Library in its judgment and discretion may take disciplinary action for conduct even if that conduct is NOT specifically included in this list when appropriate under the circumstances:

- Excessive absenteeism or repeated tardiness.
- Unsatisfactory job performance.
- Refusal or inability to work cooperatively with co-workers or supervisors.
- Insubordination.
- Dishonesty.
- Negligent or willful destruction, abuse, or misuse of Library property.
- Violation of specific rules set forth in this Employee Handbook or Appendices.
- Abuse of sick leave.
- Absence without leave, which shall be deemed to include failure to notify of injury or sick leave.
- Discourtesy to the public or unprofessional behavior.
- Conviction of a felony or serious misdemeanor.
- Unauthorized possession of firearms or dangerous weapons on Library property.
- Violation of safety rules, directives or practices.
- Leaving assigned work area without prior authorization.
- Disclosure to unauthorized persons of any confidential information gained through employment with the Library.
- Falsification of or material omission from an employment application, payroll records, time reports or other Library documents.
- Inducing or encouraging any employee of the Library to violate any Library rule, policy or directive.

- Loss of any license, certificate or other credential required for the performance of a job responsibility.

### **9.3 Disciplinary Action**

Although not required to follow any formal order or system of discipline, the Library may, in its discretion, impose progressively severe discipline. Less severe forms of discipline need not be used whenever the Library deems that circumstances warrant more severe action.

#### **Disciplinary action may include:**

- a. An oral written warning or reprimand.
- b. A written reprimand placed in the employee's personnel file. Employees shall be required to acknowledge the receipt of a written reprimand and may provide written explanations or responses thereto for placement in the employee's personnel file.
- c. Administrative Leave Without Pay. A suspension without pay shall be accompanied by a written explanation signed by the employee's supervisor and shall be included in the employee's personnel file. Employees shall be required to acknowledge a suspension without pay and may provide written explanations or responses thereto for placement in the employee's personnel file.
- d. Performance Improvement Plan. This is a written plan to remedy the employee's behavior or performance which has brought about the discipline.
- e. Demotion. A demotion shall be accompanied by a written statement from the employee's supervisor and shall be included in the employee's personnel file. Employees shall be required to acknowledge a demotion and may provide written explanations or responses thereto for placement in the employee's personnel file.
- f. Termination.

This list is not exhaustive, and other measures or disciplines may be imposed on a case-by-case basis.

### **9.4 Pre-Disciplinary Hearing Procedure**

Prior to the imposition of an administrative leave without pay, demotion, or termination pursuant to 9.3 an employee shall be given notice and an opportunity to be heard in accordance with the following procedure:

- a.) Written notice. The employee's supervisor shall present the employee with a memorandum generally containing the following types of information:

- Description of the performance problem, misconduct, or reason for recommended action;
- Type of discipline or action being considered;
- Date, time and location of a hearing before the employee's department head for the employee's response to the memorandum;
- Notice that the employee may have legal representation at the hearing and notice that the employee may waive the hearing;
- Signature line for the employee to acknowledge receipt of the memorandum.

b.) **Hearing.**

A hearing before the employee's department head will be held to provide the employee with the opportunity to be heard, to respond concerning the matters found within the Written Notice referenced under sub-section (a) above, and to present information regarding the proposed discipline or action. The employee may have legal representation at this hearing. The employee may waive this hearing. Failure of the employee to appear at the hearing before the Department Head following receipt of notice shall be deemed a waiver of the right to such hearing. The Department Head hearing shall be electronically recorded and shall constitute the record of the hearing, together with any documents or things expressly incorporated into the record at the Department Head hearing. If either the Library or the employee requests stenographic recording of the Department Head hearing, the cost of such recording and transcription will be borne by the requesting party. In the event the employee waives the Department Head hearing, the record for purposes of review under Section 10 below shall consist of the Written Notice described in Section 9.4 (a) above, any record made by the Library at the Department Head hearing, and the written decision of the Department Head as provided in sub-section (c) below.

c.) **Decision following hearing.**

A written decision whether or not to impose the discipline or action shall be made by the Department Head and provided to the employee within three (3) working days after conclusion of the hearing. Depending on the decision, the employee may thereafter proceed in accordance with the provisions of Section 10 of this Handbook.

## ***SECTION 10: POST-DISCIPLINARY PROCEDURE OF EMPLOYMENT ACTIONS***

### **10.1 Applicability**

The procedure set forth in this section shall apply only to suspension of an employee without pay for more than three (3) days, demotion, or termination. This procedure shall not apply to the Library Director, employees classified as Department Heads, employees in their introductory period, seasonal/temporary employees, or to any reductions in force actions.

### **10.2 Post-Disciplinary Procedure shall consist of the following:**

**Step 1:** The employee may within five (5) working days of the receipt of a decision under Section 9.4 (C), or eight (8) working days after the waiver of a pre-disciplinary hearing, request in writing that the Library Director or Library Director's designee review the record of the Department Head hearing as described in Section 9.4 (B) above. Such written request shall be tendered to the Director, and shall specify the nature of the requested review and the policy or policies at issue. Such review shall be held as soon as practical after the request is received. If requested by the Library Director or Library Director's designee, the employee shall be permitted to present relevant information to the Library Director or Library Director's designee in support of his or her position.

**Step 2:** The Library Director or the Library Director designee shall contact the employee within 3 days of receipt of the request for appeal to set a time and date for a personal hearing with the employee.

**Step 3:** The Library Director or Library Director Designee will issue a written decision within thirty (30) days of receipt of the employee's written request for review.

Any appeal or further review of the Library Director's or Library Director's designee's decision shall be subject to the provisions of Rule 106(a)(4) of the Colorado Rules of Civil Procedure and shall be conducted before an independent hearing officer.

The employee may be represented at the appeal hearing by an attorney, and the hearing shall be recorded by electronic means or by the employment of a certified reporter. The hearing shall be conducted pursuant to hearing procedures established by the independent hearing officer.

Following the hearing, the independent hearing officer shall issue a written decision that determines, based upon the evidence presented, whether or not the action that gave rise to the appeal was for cause. The hearing officer shall not have any power to modify the action. The hearing officer's decision shall be rendered within fifteen (15) days of the date of the hearing.

Any appeal of the independent hearing officer's decision shall be subject to the provisions of Colorado Rules of Civil Procedure 106(a)(4).

### **10.3 Extensions of Time**

The time limits for taking any action under this policy may be extended by agreement between the Library and the employee.



## **SECTION 11: EMPLOYEE RECORDS**

### **11.1 Personnel File**

The Library maintains personnel records containing information on each employee to meet state and federal legal requirements and to help assure efficient personnel administration. The Library maintains confidentiality of such records as required by law. Personnel files belong to the Library and may not be removed or copied without authorization. Current employees may view their personnel file only during normal working hours in the presence of the employee responsible for this function. Your file may also be reviewed by your direct supervisor, Department Head, Library Director, Library Director's Designee, and Library Attorney.

The Library will not release any documents from the personnel file, except as required by the Open Records Act, without a written request from the employee designating the documents to be released and the person or entity to which the release is to be made, and indemnifying and holding harmless the Library from any liability, claims, and demands resulting from such release.

Each employee is responsible for notifying his/her supervisor of any change in name, address, telephone number, marital status, beneficiaries, number of dependents, status affecting the Library's employment of relatives policy, insurance status of dependents, and other pertinent information.

## **Appendix A. Drug and Alcohol Testing**

The United States Department of Transportation has adopted regulations that require drug and alcohol testing for workers who perform “safety-sensitive functions” in certain transportation industries. The covered jobs or industries include commercial trucks and vehicles, school buses, mass transit, pipeline operators, maritime vessels, railroads and airlines. The Omnibus Transportation Employee Testing Act of 1991 required these regulations, which were effective as of January 1, 1995 for employers with 50 or more employees and as of January 1, 1996 for smaller employers. The rules preempt inconsistent state and local laws.

The rules require drug and alcohol testing in six situations:

- (1) Pre-employment testing before starting a safety-sensitive job;
- (2) Post-accident testing for employees involved in an accident in which alcohol or drug use could have been a factor;
- (3) Random testing of current employees at an adjustable, industry-wide rate;
- (4) Reasonable suspicion testing where an employer has reason to suspect drug or alcohol use;
- (5) Return-to-duties testing for employees who previously tested above the permissible limits; and
- (6) Follow-up testing at least six times in the first year after returning from treatment.

Employers must remove employees from work who test positive for illegal drugs or whose blood alcohol level is .04% or higher and have such employees evaluated by a substance abuse professional concerning the appropriateness of treatment. Employees with blood alcohol levels between .02% and .04% must be removed from duty for at least eight hours or until they pass another test.

The Department of Transportation rules also require covered employers to conduct background checks of applicants for positions involving driving commercial motor vehicles. Prospective employers must contact previous employers and request information on positive test results and test refusals for a preceding two year period.

Regulatory amendments adopted in 1996 clarify that employers are only required to request records generated by tests conducted under Department of Transportation rules and not those conducted under other authority. The amendments further provide that employers must make a “good faith effort” to obtain these testing records within 14 days after the date that the employer first uses the driver for safety-sensitive functions.

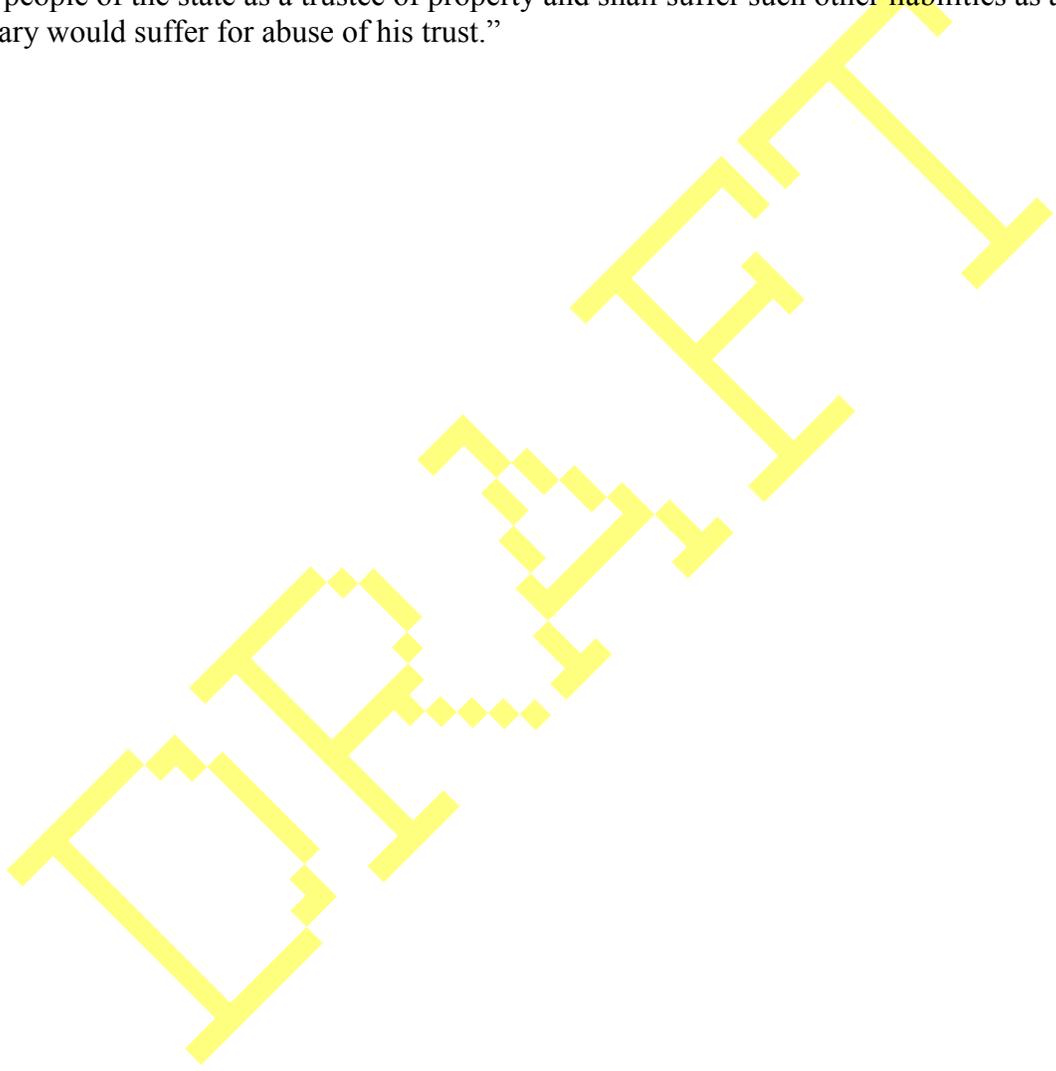
The Drug-Free Workplace Act of 1988 requires employers it covers to certify that they will maintain a drug-free workplace as a condition of eligibility for receiving: (1) any federal contract of \$25,000 or more; or (2) any federal grant regardless of amount. While this Act does not require or regulate drug testing, employers who adopt a testing program certainly would be acting in a manner consistent with the Act’s goal of eliminating drug use in the workplace.

**Appendix B. Colorado “Code of Ethics” for Public Officials and Employees**

Violation of Public Trust and Fiduciary Duty

The Code of Ethics identifies several rules of conduct for local government officials and employees. Violation of these rules is declared to be a breach of fiduciary duty and the public trust. [C.R.S. 24-18-103(2)]

A local government official or employee whose conduct departs from his fiduciary duty is “liable to the people of the state as a trustee of property and shall suffer such other liabilities as a private fiduciary would suffer for abuse of his trust.”



# MINUTES OF THE CLEARVIEW LIBRARY BOARD MEETING Tuesday, Aug 28, 2012

PRIOR TO THE MEETING: The Board Members and representatives toured the newly remodeled Library Office area.

## CALL TO ORDER

Present: President Vance called the meeting to order at 5:45 P.M.

In attendance: Trustees David Vance, Scott Wildman, Joann Perko

Absent: Kelly Hall, Bev Menke

Tempy Bowman, RE4 School District Representative

Robert Bishop-Cotner, Town of Windsor Representative

Jo Anne Hagen, Counsel

## PUBLIC INPUT

None

## REVIEW OF AGENDA

Moved Presentation on Burgeon Group to beginning of meeting.

## DIRECTOR'S REPORT

Director Kling discussed the Library's participation in the Labor Day Parade and the Harvest Festival.

### Monthly Statistics

Director Kling presented the monthly statistics which showed good improvement and increased program attendance and participation. New programs, such as the Zombie Crawl in October are being introduced to encourage young adult participation in Library Projects.

## TREASURER'S REPORT

Treasurer Wildman reported on the Library financials, budget tracking and revenue-expenditure statement.

Discussion ensued regarding the managers' participation in monitoring their Departments.

## COMMUNICATIONS

The Library received a thank you from the Charter School for furnishings.

## PERSONNEL COMMITTEE REPORT

The following actions were taken by the Personnel Committee in August:

Approved posting of positions for substitute circulation assistant and two shelvers.

Approved bonus pay for employees working the Harvest Festival.

Continued investigation of health and short-term disability insurance.

Transmitted the new Employee Manual to the Board. Request that the Board members review the manual. The staff is reviewing the manual for clarity, and the Manual will be reviewed thereafter and modified as required.

## OLD BUSINESS

The Board toured the new office expansion prior to the meeting, and commented on the improvements.

#### Audit Report

Treasurer Wildman reported on the audit which will be turned in before the September 30 deadline.

#### Strategic Planning – Final Draft

Director Kling discussed the finalization of the Strategic Plan which will be published on the Library website.

Move Wildman, second Perko to approve the Strategic Plan, approve publication of the Plan on the website and advise the Strategic Planning Committee that their task has been completed. Unanimous.

#### NEW BUSINESS

Legality of giving public funds to private groups – Jo Anne Hagen advised the Board that public funds may not be used to support private endeavors under the laws of Colorado.

#### Annual Legal Review

The Board conducted its annual Legal Review including discussion about new legislation, laws, rules and regulations and suggested a contract database be developed for future review.

#### 2013 Budget Planning

Director Kling presented the preliminary assumptions for the 2013 Budget. The Joint Meeting with the Town and attendant public presentation are planned for early November. The first reading of the 2013 Budget is scheduled for the September meeting.

#### Long Term Facilities Planning

The Board discussed growth and locational needs relevant to long term planning. Asked the Director to inquire as the availability of June Garcia to assist in that planning. Move Perko, second Wildman to approve up to \$5000.00 for Ms. Garcia's services. Unanimous

Town of Windsor representative Bishop-Cotner presented the Board with a copy of the Town of Windsor Strategic Plan.

#### CONSENT AGENDA

Move Perko, Second Wildman to approve the Treasurer's Report. Unanimous

#### UPCOMING AGENDA

First Reading of the 2013 Budget

#### APPROVAL OF MINUTES

Move Wildman, second Perko to adjourn. Unanimous.

ADJOURN, Next Meeting Sept. 25, 2012