

## AGENDA

### Call to Order

### Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### Roll Call

### Review of Agenda

### Public Input

[ In Person ]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes.

[ Zoom ]

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

### Director's Report, November and December - Erica Rose, Library Director

- Introduction of Staff
- Communication and Monthly Statistics

### Follow-Up Questions to Board/Liaison Reports

### Treasurer's Report - Lisa Gagliardi, Treasurer

### Friends & Foundation Report - Lisa Gagliardi

### Old Business

- Approve Minutes of the May 29, 2025, Regular Board Meeting (Action)
- Audit Update - Erica Rose, Library Director
- Main St. Property Update - Erica Rose, Library Director (Information)

**New Business**

- Library Board Bylaws: Annual Review and Suggested Updates - Bill Garcia, Library Attorney (Information)
- Approve Proposed 2026 Holiday Closures - Erica Rose, Library Director (Action)
- Town of Severance IGA - Erica Rose, Library Director (Action)
- Strategic Planning - Erica Rose, Library Director (Information)
- Policy Committee Update/Schedule for the Remainder of 2025 - Jeromey Balderrama, Secretary (Information)
- SB 25-276 Policy - Bill Garcia, Library Attorney (Information)
- Colorado Public Library Standards: Library Services and Programs - Jeromey Balderrama, Secretary (Information)

**Upcoming Agenda****Adjourn**

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, July 31, 2025, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, August 28, 2025, 5:30 p.m. – Severance Library and Zoom

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

## DIRECTOR'S REPORT - MAY 2025

*Districtwide Update - Library Director Erica Rose*

### Highlights (attached to the Director's Goals)

- **Build relationships in the community**
    - This month afforded Director Rose several opportunities to meet with key community members and stakeholders, including:
      - Town of Windsor Manager Shane Hale
      - Volunteers of America representative Mark Roberts
      - High Plains Director Matt Hort
      - Main Street property developer John Hall (in partnership with Board members Cole Gerstner and Lisa Gagliardi)
    - Director Rose gave a formal presentation to the Windsor Rotary Club on May 8. It was a small but enthusiastic group, and the presentation was well received.
  - **Evaluate the needs of our service community**
    - Director Rose and Head of Public Services Casey Lansinger-Pierce spent significant time reviewing data and brainstorming about the adult services structure to guide a successful search for a new Adult Services Librarian. These efforts were fruitful (see Public Services updates below), and the future is bright.
  - **Enhance operational and organizational efficiencies**
    - We welcomed HR Generalist Tracy Barger in early May. Tracy and Finance Administrator Sarah Watson began work on an internal audit of benefits, accruals, payroll, and other internal processes. This work will be ongoing for the next several months.
    - The Director, Finance Administrator, and HR Generalist began preparing for the pending market salary adjustments, which are scheduled to take place on June 1, 2025.
    - An initial, informational meeting took place with the auditor, Jim Hinkle. It was determined that a request for extension is advised to ensure a more comfortable audit timeline.
  - **Listen and learn about our library and communities**
    - Director Rose prioritized attending some long-standing programs to show support and get a sense of the logistics and rhythm that drive different programs.
  - **Opportunities and Challenges**
    - Staff workspaces and storage at Windsor Library are very tight. Executive leadership is evaluating how things might be reorganized to create better use of the space and enhance workflows.
  - **Board of Trustees Meeting Highlights - May 2025**
    - Fine-free for all materials passed, along with an update to the Checkout Policy.
    - The Board reviewed Colorado Public Library Standards specific to Finance and Budget.
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## ***Public Services Update - Head of Public Services Casey Lansinger-Pierce***

### **Highlights**

- Courtney Harris joined the Adult Services team in late May (just before the Summer Adventure Program) as the new Adult Services Supervising Librarian. The team is excited to grow adult services under Courtney's guidance and explore new avenues for programs and events.
- Ongoing discussions between the Weld RE-4 School District and the library district regarding an educator-specific library card continued throughout May. The current goal is to implement this card for the 2025/2026 school year. This initiative will not only enhance our valued relationship with the Weld RE-4 School District but will also benefit educators residing within the District's boundaries, even if they work outside of the Weld RE-4 School District.
- Our yearly Bookmobile Day took place on May 17 at Windsor Library. A diverse crowd of 225 attendees enjoyed a range of entertainment. Highlights included performances by the School of Rock, face painting, bounce houses, and the much-anticipated Chili Cook-Off. This multigenerational program is an exceptional community-gathering event.

### **Opportunities and Challenges**

- Interviews were held to fill an open Mobile Services Assistant position vacated by Caleb Shaver. We were delighted to welcome Carly Bowles, who began her employment in late May. Carly's prior experience includes youth outreach, particularly with at-risk groups.
  - We offered numerous school field trips to the Windsor Library in May. Students from Mountain View, Tozer, and Skyview Elementary schools visited us for a library information tour and a storytime led by a member of our Youth Services Department.
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## ***IT & Technical Services Update - Head of IT & Technical Services Beth Gallinger***

### **Highlights**

- We've completed a cleanup of EContent records in LEAP/Polaris, streamlining the process significantly. EContent is now automatically ingested into Pika, eliminating the need for manual entry. This automation has substantially reduced staff time and effort, allowing for more efficient management and ensuring the timely and consistent availability of digital materials to patrons.

### **Opportunities and Challenges**

- Our E-Rate application remains under active review. As a result, we are currently unable to finalize timelines or initiate the start of associated services. This delay impacts our ability to move forward on scheduled technology and infrastructure enhancements tied to E-Rate funding. We will continue to monitor the application status closely and provide updates as new information becomes available.
- At our recent Collection Development meeting, we discussed the potential advantages of switching from our current vendor, Ingram, to Baker & Taylor. Baker & Taylor offers stronger integration with the Sierra ILS, which we are scheduled to transition to in

October, particularly in terms of EDI (Electronic Data Interchange) compatibility. We will continue to explore this option.

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### ***Customer Services Update - Head of Customer Service Amanda Brian***

#### **Highlights**

- Customer Services completed a two-hour virtual training from the Rocky Mountain ADA organization titled 'Disability Awareness and Etiquette.'
- On May 21, the Customer Service teams for both Windsor and Severance Libraries were able to hold their first combined staff meeting since October. Thank you to Kaytlen Kidney, Jennifer Bradley, Tucker Valentine, and Trisha Parsons for covering our service desks! The highlight of the meeting was Customer Service Supervisor Kailin Kelley presenting a very fun trivia game that tested staff on their knowledge of library district policies.

#### **Opportunities and Challenges**

- May saw a significant slowdown in checkouts at both Windsor and Severance Libraries. While this can be challenging, we use it as an opportunity to weed out poor-condition books and reorganize spaces so that everything is tidy for the summer rush.
  - Unfortunately, the hybrid Customer Service Specialist position that we had been hopeful would be a good fit for both libraries became vacant again in May. As a result, we reviewed the position and have determined that it does not meet the needs of our department. We will be hiring two part-time Customer Service Specialist positions, one at each library in June. It is very challenging to head into the busy summer season with vacancies.
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### ***Communications Update - Communications Specialist Christine Henschler***

#### **Highlights**

- In May, the Communications team focused on preparing for the Summer Adventure Program (SAP). Bingo Card PDFs and customizable marketing templates were shared on Canva for efficient accessibility. Communications Specialist Christine Henschler ordered four new signs—two A-frames and two wind-resistant models—for all library locations to enhance communication about SAP check-in hours come June. Additionally, reusable foam core templates were created for the sign frames, offering a sustainable solution for future events and promoting long-term resourcefulness.
- The Communications Department published departmental Branding Quick Guides, complete with QR codes and links to Brand Kits and Project Request Forms, which streamline and articulate branding processes.
- Throughout May, Communications Assistant Haily Fry's social media strategy continued to achieve strong audience engagement, generating 44,637 impressions and 2,533

engagements across Facebook and Instagram, with a notable average engagement rate of 5.7%.

### **Opportunities and Challenges**

- Christine Henschler and Hailey Fry collaborated to prepare a three-page feature article on the PAWS for Reading program for the August issue of Windsor City Lifestyle.
- The Communications team scheduled brand refresh workshops for June with the Mobile Services, Youth Services, and Adult Services departments. These workshops will focus on updates, address staff needs and challenges, and promote cross-departmental collaboration.
- In May, the introduction of Canva Brand Controls disrupted staff workflows, necessitating troubleshooting and enhanced coordination and communication across departments.

Patrons Served		
May 2025	vs. Apr 2025	vs. May 2024
Windsor Patrons 10,532	-7.26%	5.47%
Severance Patrons 3,849	-2.63%	8.54%
Off-site Patrons 2,158	-24.86%	-3.75%
Total Patrons 16,539	-9.03%	4.85%

Circulation		
May 2025	vs. Apr 2025	vs. May 2024
Windsor Circs 22,355	-4.32%	-3.33%
Severance Circs 6,584	7.76%	-8.57%
Off-site Circs 1,559	-11.87%	-26.74%
Total Circs 30,498	-2.38%	-6.03%
Digital Circs 14,152	5.78%	19.48%
Database Usage 7,936	-47.16%	168.38%

Notes
<p>Total patron visits were slightly down from April, possibly because of the programming break. Since the off-site patron count was unusually high in April, May's count was comparatively much lower. However, the off-site patron count was still the second-highest it has been all year. Overall, patron counts were mostly level compared to last year.</p> <p>Total physical circulations were slightly down from the previous month and the same month last year, which is in line with the slightly lower patron counts. With the end of the school year, database usage dropped off, but remained significantly higher than last year due to PebbleGo and Tumblebooks usage. Digital circulations continued their upward trend.</p>

Program Attendees		
May 2025	vs. Apr 2025	vs. May 2024
Windsor Attendees <b>1,766</b>	-6.01%	<b>22.72%</b>
Severance Attendees <b>1,005</b>	-19.08%	-4.38%
Off-site Attendees <b>708</b>	-71.00%	-25.94%
Total Attendees <b>3,479</b>	-37.45%	<b>0.35%</b>

Number of Programs		
May 2025	vs. Apr 2025	vs. May 2024
Windsor Programs <b>59</b>	-24.36%	-7.81%
Severance Programs <b>37</b>	-22.92%	-2.63%
Off-site Programs <b>39</b>	-37.10%	-11.36%
Total Programs <b>135</b>	-28.19%	-8.78%

Program Waitlists		
May 2025	vs. Apr 2025	vs. May 2024
Waitlisted People <b>118</b>	<b>5.36%</b>	<b>63.89%</b>
Waitlisted Programs <b>20</b>	<b>5.26%</b>	<b>17.65%</b>

Notes
<p>There was a programming break in May, resulting in fewer programs offered than in April, and therefore fewer program attendees. Although slightly fewer programs were offered compared to last May, there were the same number of attendees. The decrease in off-site program attendance from April is accounted for by the Battle of the Books inflating April's count. Program waitlists continued to be higher than at the same point last year.</p>

\*Totals include online programs.

Cardholders		
May 2025	vs. Apr 2025	vs. May 2024
Active Cardholders <b>6,254</b>	<b>1.18%</b>	<b>6.94%</b>
New Cardholders <b>289</b>	<b>-20.17%</b>	<b>-28.82%</b>

Meeting Rooms		
May 2025	vs. Apr 2025	vs. May 2024
Windsor <b>40.51%</b>	<b>-5.62%</b>	<b>11.47%</b>
Severance <b>29.30%</b>	<b>-7.89%</b>	<b>113.87%</b>

Website Stats		
May 2025	vs. Apr 2025	vs. May 2024
Pageviews <b>40,744</b>	<b>19.72%</b>	<b>28.58%</b>

Notes
<p>Active cardholders remained steady. Severance had a lot of new card sign-ups in May 2024, which accounts for much of the difference from last year.</p> <p>Total meeting room bookings were slightly lower than in April, but continued to grow due to increased patron bookings.</p> <p>Website pageviews remained high.</p>

## LIAISON REPORTS - JUNE 2025

### Town of Windsor - Board Member Lainie Peltz

- The Kyger Reservoir is now open for non-motorized watercraft. Permits can be purchased online or at the Windsor Community Recreation Center. The Grand Opening is scheduled for June 30 at 4:30 p.m.
- New downtown parking map: <https://windsorgov.com/1410/Downtown-Parking>
- Lainie Peltz has been appointed to continue as the Windsor Town Board Liaison.
- The official Town of Windsor newsletter
  - [Windsor Matters](#)

### Weld RE-4 School District - Board Member Jennifer Hansen

- Weld RE-4 School District
  - [News Feed](#)
  - [Events](#)

### Town of Severance - Council Member Craig Joseph

- The official Town of Severance newsletter
  - [Severance Scoop](#)
- Community Events
  - [2025 Events](#)

### City of Greeley - Mayor Pro Tem Dale Hall

- Greeley City Scoop newsletter
  - [City Scoop](#)
- Greeley's Got it
  - [Visit Greeley](#)

## TREASURER'S REPORT - MAY 2025

### Statement Overview

The financials include Budget vs Actuals and Balance Sheet. For purposes of the basis of accounting, the District follows the modified accrual basis of accounting, where revenues are recorded once they are available and measurable. Expenditures, other than debt service payments, are recorded when the liability is incurred.

### Investments

The average monthly yield for May in Colotrust is 4.3728%, down .02% from April.

### Fund Balance

The total increase in fund balance through May is \$3,595,906, primarily due to the timing of property tax received in comparison to the timing of expenditures. The fund balance will decrease as the operating year continues and will be more in line with the budget.

### Revenue

Operating Revenue is at 78% of the budget and on target to meet or exceed the budget amounts. Contributions for the month of May include sponsorships for the Summer Adventure Program.

### Operating Expenses

Expenditures are at 34% of the operating budget, with 42% of the year elapsed through May. Lease payments on the Severance Library occur semi-annually, and there have been no capital expenditures to date. In addition, final salary adjustments were made in June, so the salary benefit amounts will be in line with the budget by the end of the year.

**Clearview Library District**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
 January - December 2025

	Actuals January 1 - May 31	Total 2025 Budget	Over/Under Budget	% of Budget
<b>Income</b>				
3050 Property Tax	5,445,844	6,779,261	(1,333,417)	80.33%
3051 Other Income	259,252	423,492	(164,240)	61.22%
3120 Specific Ownership Tax	120,132	300,000	(179,868)	40.04%
3672 Contributions	3,000	-	3,000	
<b>Total Income</b>	<b>\$ 5,828,228</b>	<b>\$ 7,502,753</b>	<b>\$ (1,674,525)</b>	<b>77.68%</b>
<b>Gross Profit</b>	<b>\$ 5,828,228</b>	<b>\$ 7,502,753</b>	<b>\$ (1,674,525)</b>	<b>77.68%</b>
<b>Expenses</b>				
3901 Benefits	349,709	1,049,655	(699,946)	33.32%
4011 Salaries	1,118,557	3,217,983	(2,099,426)	34.76%
4049 Operating Expenses	353,369	812,995	(459,626)	43.47%
4051 Public Relations	57,609	137,874	(80,265)	41.78%
4052 Programming	37,924	98,000	(60,076)	38.70%
4087 Materials	194,734	511,500	(316,766)	38.07%
4088 IT	62,957	279,598	(216,641)	22.52%
4089 Vehicles	4,205	26,250	(22,045)	16.02%
4710 Land/Building Improvements	-	150,000	(150,000)	0.00%
4723 Lease Payment	53,257	361,486	(308,229)	14.73%
<b>Total Expenses</b>	<b>\$ 2,232,322</b>	<b>\$ 6,645,341</b>	<b>\$ (4,413,019)</b>	<b>33.59%</b>
<b>Net Operating Income</b>	<b>\$ 3,595,906</b>	<b>\$ 857,412</b>	<b>\$ 2,738,494</b>	<b>419.39%</b>
<b>Net Income</b>	<b>\$ 3,595,906</b>	<b>\$ 857,412</b>	<b>\$ 2,738,494</b>	<b>419.39%</b>

**Clearview Library District**  
**Balance Sheet**  
As of May 31, 2025

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts	14,437,334
Accounts Receivable	2,500
Other Current Assets	373,036
<b>Total Current Assets</b>	<b>\$ 14,812,870</b>
Other Assets	-
<b>TOTAL ASSETS</b>	<b>\$ 14,812,870</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
Accounts Payable	38,018
Credit Cards	8,603
Other Current Liabilities	38,197
<b>Total Current Liabilities</b>	<b>\$ 84,818</b>
Long-Term Liabilities	-
<b>Total Liabilities</b>	<b>\$ 84,818</b>
<b>Equity</b>	
2860 Non-Spendable	-
2861 Restricted	135,000
2862 Committed	5,885,349
2863 Unrestricted, Unassigned	5,111,797
3000 Opening Bal Equity	-
32000 Retained Earnings	-
Net Income	3,595,906
<b>Total Equity</b>	<b>\$ 14,728,052</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 14,812,870</b>

## DRAFT MINUTES

### Call to Order

President Cole Gerstner called the meeting to order at 5:30 p.m.

### Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### Roll Call

Present: President Cole Gerstner, Vice-President Kendra Adams, Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama, Trustee Ron Dunworth, Trustee Cherilyn Barringer, Town of Windsor Liaison Lainie Peltz, and Attorney Bill Garcia

Absent: Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall

Staff: Director Erica Rose, Head of Public Services Casey Lansinger-Pierce, Financial Administrator Sarah Watson, Executive Operations Coordinator Natalie Wagner, and IT Assistant Trevor Wagner

### Review of Agenda

Director Rose asked to incorporate New Business: Audit Update into the Treasurer's Report.

### Public Input

Nothing at this time.

### Director's Report - Erica Rose, Library Director

- Introduction of Staff
  - HR Generalist Tracy Barger
- Communication and Monthly Statistics
  - Director Rose shared thank-you letters from Mountain View Elementary School students and pictures of a full bike rack at the Severance Library - school is out for the summer.
  - Director Rose spoke about her experience at the Library Director's Retreat held in Granby, CO.
  - Director Rose highlighted: the outreach team attended the United Way Children's Festival held in Greeley, CO; after-hours at the Severance Library are going very well; the Severance Library turned one year old in April, and patrons were able to fill out a birthday card for the library; the library district is receiving great feedback from the community about social media posts.
  - Director Rose touched on stats regarding programming and outreach, and added that staff will be tweaking stats for future board packets.

**Follow-Up Questions to Board/Liaison Reports**

Liaison reports can be found in the board packet.

**Treasurer's Report** - Lisa Gagliardi, Treasurer

Lisa reported that the Treasurer's Report can be found in the board packet. Lisa reported that it is routine for this time of year, where the revenue is exceeding projections based on the timing of property tax, and that operating expenditures are low, at 26%.

Motion by Kendra Adams, second by Jeromey Balderrama, to accept the Treasurer's Report as presented for April 2025; motion passed unanimously.

Director Rose updated the board on a meeting held with Auditor Jim Hinkle, herself, and Financial Administrator Sarah Watson. It was suggested to file for an extension instead of finishing by 7/31/2025, leaving time to continue working on an internal audit and QuickBooks since it was converted to online. The library district will file in September, and Director Rose will keep the board updated.

**Friends & Foundation Report** - Lisa Gagliardi

Lisa reported that the May meeting was a debriefing of the Clearview Reads event using Post-Event Analysis. There was a lot of positive feedback, and they are looking at larger location venues to welcome more attendees.

**Old Business**

- Approve Minutes of the April 24, 2025, Regular Board Meeting
  - Minutes were approved.
  - Motion by Kendra Adams, second by Lisa Gagliardi, to approve minutes of the April 24, 2025, Regular Board Meeting; motion passed unanimously.
- Main St. Property Update – Erica Rose, Library Director
  - Director Rose reported that the board received a summary from President Gerstner and Attorney Garcia before this meeting.

**New Business**

- Summer Adventure Program – Casey Lansinger-Pierce
  - Casey reported that this year's Summer Adventure Program is Color Our World. Casey shared a slideshow as she reported on previous year's stats, upcoming programs and events, sponsorships (local businesses), and the kick-off with a color run event held with run. *Windsor*, bingo cards, coupon prizes (donated from area businesses), increased access to programs, and so much more. Director Rose pointed out the scope of work and efforts put into the Summer Adventure Program by staff and gave them kudos for all they do.
- Check Out Information Policy - Erica Rose, Library Director
  - Jeromey shared a slide of the Check Out Information Policy and reported that the Policy Committee worked on amending this policy to be able to move to fine-free of all checked out materials/materials borrowed.

- The board discussed wording in the first section of the policy and the total balance amount a patron can incur before being prohibited from borrowing and renewing library materials.
- Motion by Kendra Adams, second by Lisa Gagliardi, to adopt the updated Check Out Information Policy with updated wording in the first section, modify the total balance to be \$25.00, and approve the library district going fine-free on all materials borrowed; motion passed. President Gerstner voted no.
- Colorado Public Library Standards: Budget – Jeromey Balderrama, Secretary
  - Jeromey presented a slideshow that encompassed a survey on budget and finance, which was sent to the Trustees and Director Rose. Jeromey summarized the results, starting with things that are accomplished exceptionally, then moved into priority or improvement items. Lisa spoke of the fund balance policy and potentially creating long-term five-year projections when budgeting. Erica said she has plans to do an internal audit on financial and purchasing policies with Financial Administrator Sarah Watson.
  - Next month's topics are Library Services and Programs.

### **Executive Session**

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

Motion by Jeromey Balderrama, second by Kendra Adams, to go into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e) for the purpose of determining matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators relative to the improvement of the Main St. Property; motion passed unanimously at 6:58 p.m. Cole announced a five-minute recess and then the board went directly into executive session. The board ended the executive session at 8:07 p.m.

President Gerstner called the regular board meeting to order at 8:08 p.m. and announced that everyone remained present.

Present: Cole Gerstner, Kendra Adams, Lisa Gagliardi, Jeromey Balderrama, Ron Dunworth, Cherilyn Barringer, Attorney Garcia, Erica Rose, Natalie Wagner, Trevor Wagner

### **Upcoming Agenda**

Annual Impact Report  
Severance IGA Update  
Strategic Planning  
Policy  
Colorado Public Library Standards

**Adjourn**

Motion by Jeromey Balderrama, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 8:09 p.m.

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, June 26, 2025, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, July 31, 2025, 5:30 p.m. – Windsor Library and Zoom

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

DRAFT

## MEMORANDUM

**To:** Library Board of Trustees  
**Via:** Erica Rose, Library Director  
**From:** Attorney Bill Garcia

**Date:** June 26, 2025  
**Re:** Annual Review of the Library Board Bylaws  
**Item 5.1:** New Business

### **Background / Discussion**

The Library Board of Trustees reviews its bylaws annually to determine if any changes are needed. Current suggested revisions are as follows:

- Article 4, Section 5 regarding the voting privileges of the Board Alternate
- Article 5, Section 2 regarding the status of the Ad Hoc Policy Committee

Draft revisions will be presented by the District's legal council.

### **Attachments**

Clearview Library District Board of Trustees Bylaws

**BYLAWS  
OF THE  
CLEARVIEW LIBRARY DISTRICT**

**ARTICLE 1  
NAME**

This organization shall be called “The Board of Trustees of the Clearview Library District” (the “Library Board”), existing by virtue of the provisions of Article 90 of Title 24 of the Colorado Revised Statutes of 1973, and exercising the powers and authority and assuming the responsibilities delegated to it under the aforementioned statutes.

**ARTICLE 2  
COMPOSITION OF THE LIBRARY BOARD**

Section 1

Appointment of Trustees; Term of Trustees

Section 1.1 The Trustees shall be appointed and shall serve pursuant to provisions of Colorado Revised Statutes § 24-90-108 and these Bylaws.

1.1.1 Each Library Board Trustee (“Trustee”) shall be appointed for a Term of three years (a “Term”), and such Term shall begin on January 1 and shall expire on the last day of December of the Trustee’s Term. Mid-year appointees shall begin immediately upon appointment.

1.1.2 The Library Board shall be composed of five Trustees. Vacancies shall be filled and Trustees shall be reappointed in accordance with Section 4 of these Bylaws.

1.1.3 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council may each appoint a representative to serve as a non-voting liaison (each a “Liaison”) to the Library Board. Liaisons should be members of their respective boards and/or residents of the Library District’s legal service area.

Section 1.2 Notification. On or before September 1 of each year the Library Board Secretary will notify the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council which Trustee Terms will expire that year.

Section 1.3 Qualification. Trustees shall be appointed in accordance with Colorado Library Law and must reside within the boundaries of the District's legal service area.

## Section 2 Salaries

A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be reimbursed to a Trustee in accordance with the Library Board Policies and Procedures then in place.

## Section 3 Removal

Section 3.1 A Trustee may be removed by the Library Board for the following reasons:

- 3.1.1 Three consecutive absences from regularly scheduled meetings of the Library Board not approved by the President of the Library Board.
- 3.1.2 Four absences from regularly scheduled meetings of the Library Board in any calendar year not approved by the President of the Library Board.
- 3.1.3 Any unethical or illegal activity that has an adverse effect on the library or the Library Board.
- 3.1.4 Any violation of a statute or ordinance which results in or could result in damage to the library's property or interest.

3.1.5 A breach of fiduciary responsibility to the Clearview Library District or the Library Board.

3.1.6 The Trustee relocates outside the boundaries of the District’s legal service area.

Section 3.2 A Trustee may be removed by the Windsor Town Board, the Severance Town Board, or the Weld RE-4 School District Board if each Board casts a majority vote for such removal upon a showing of good cause. For the purposes of this Section 3.2, good cause is defined as a breach of fiduciary responsibility to the Clearview Library District.

Section 3.3 A Trustee may resign his or her position on the Library Board immediately upon written notice to the President of the Library Board.

#### Section 4

#### Conditions for and Method of Selection of Trustees

Section 4.1 Trustees may be selected for the following reasons (“Vacancy” or “Vacancies”):

4.1.1 Vacancies – Expired Terms. Trustees shall be selected for the Library Board when a Trustee’s Term expires in accordance with Section 1.1 of these Bylaws; and

4.1.2 Vacancies – Unexpired Terms. Trustees shall be chosen to fill the unexpired Term of a departing Trustee. Upon resignation, death, or removal of a Trustee, an interview committee will be formed consisting of the remaining Library Board (the “Vacancy Interview Committee”). The Vacancy Interview Committee by a majority vote shall fill the vacancy for the remainder of the unexpired term without further ratification. The procedure for selection of candidates shall follow Sections 4.3.1 through 4.3.6.2

Section 4.2 Upon the creation of a Vacancy under 4.1.1, the President of the Library Board shall notify the Library Board, the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, the Greeley City Council and the Clearview Library District Friends & Foundation that a Vacancy exists and that the Library Interview

Committee (the “Interview Committee”) must be formed. The Interview Committee shall be selected as follows:

- 4.2.1 The Library Board shall appoint one of its currently serving Trustees to serve on the Interview Committee. The appointee from the Library Board shall be the Chair of the Interview Committee.
- 4.2.2 The Windsor Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.
- 4.2.3 The Severance Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.
- 4.2.4 The Weld RE-4 School District Board shall select one of its currently serving members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.
- 4.2.5 The Mayor of the City of Greeley shall select one of its currently serving Council Members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District’s legal service area within the Greeley City Limits to serve on the Interview Committee.
- 4.2.6 The President of the Clearview Library District Friends & Foundation shall appoint a member of its board who resides in the Clearview Library District’s legal service area to serve on the Interview Committee. The appointee from the Clearview Library District Friends & Foundation will initially be a non-voting member of the Interview Committee, however, shall be elevated to a voting member in the event of a failure to appoint a total of five (5) voting members to the Interview Committee by the deadline to submit applications for the Vacancy or in the event that a previously appointed member of the Interview Committee is not available to participate in the interviews.

4.2.7 The Library Director shall serve on the Interview Committee as a subject matter expert as well as be available to provide such advice and information as requested by the Interview Committee, but shall be a non-voting member.

4.2.8 The President of the Clearview Library District Friends & Foundation shall appoint a second member of its board who resides in the Clearview Library District's legal service area to serve as a non-voting member, unless and until, after the Vacancy application deadline has passed, there is an even number of voting members, the non-voting member may be elevated to a voting member by the Chair of the Interview Committee.

Section 4.3 All Vacancies shall be filled as follows:

4.3.1 The Library Board will advertise that a Vacancy exists.

4.3.2 The place of advertisement shall be the Library Board's newspaper of record that serves the Library District.

4.3.3 The advertisement of the Vacancy shall occur for three weeks and shall contain clear instructions as to the application process and any deadlines that are applicable to the application process.

4.3.4 Vacancies shall also be posted on the Clearview Library District website and on the bulletin board at all Clearview Library District sites, including the Bookmobile.

4.3.5 Interested candidates must complete a questionnaire which will be available at all Clearview Library District sites, including the Bookmobile and Clearview Library District website.

4.3.6 Interested candidates must submit the questionnaire and a letter of interest and any supporting information concerning his or her qualifications for candidacy. Completed questionnaires may be submitted to the information desk of the Clearview Library District at the Windsor Severance Library Site

or submitted electronically by email to [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org), or at such other sites as may be included in the Vacancy advertisements.

4.3.6.1 The candidate will, upon submittal of the questionnaire and supporting documentation, receive a receipt confirming the candidate's name and the date and time the application was submitted.

4.3.6.2 Applications submitted after the deadline stated in the advertisement(s) for Vacancy will not be considered by the Interview Committee.

4.3.6.3 Notwithstanding the foregoing, a majority of the Library Board may, at its discretion, recommend the candidacy of the Alternate to the Library Board as defined in Article 5 herein. In this event the Alternate shall be considered to have applied for the Vacancy.

Section 4.4 The Interview Committee, empaneled under Section 4.1.1 for any vacancy due to an expired term, will review the applications and select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

4.4.1 The Library Board President shall advise the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, and the Greeley City Council of the Interview Committee's selection.

4.4.2

The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council shall ratify the appointment of the Interview Committee's selection at their next regularly scheduled meeting, except that the failure of these boards to act within sixty days of receipt of such selection shall be considered a ratification of the appointment. A vote not to ratify the appointment by either the Windsor Town Board or the Weld RE-4 School District shall constitute denial of the appointment. In the event of denial of an appointment, the Interview Committee will be re-empaneled under 4.1.1.

4.4.3 Appointees will take office as follows:

4.4.3.1 If the appointee is filling an unexpired Term, the appointee shall take office immediately upon the majority vote of the Vacancy Interview Committee.

4.4.3.2 If the appointee is filling an expired Term, the appointee shall take office on January first of the following year.

4.4.3.3 Should a vacancy exist that would result in a majority of Trustees possessing terms ending in the same year, the length of the then-vacant term may, upon approval of the Library Board, be altered to a term of either two (2) or four (4) years. Such decision by the Library Board must be made by resolution prior to notice of the vacancy, as described in Section 4.3, above. The length of term shall be included in the advertisement of vacancy.

Section 4.5 Trustees who have fulfilled their Term are eligible for reappointment, provided that they apply through the process described in Article 2, Section 4.3 of these Bylaws, except that no Trustee shall serve more than two consecutive three-year terms in addition to any partial term. Tenure as an Alternate Trustee is exempt from the term limits in these Bylaws.

## Section 5 Meetings

Section 5.1 The Library Board shall hold a monthly meeting at any location owned or managed by the Library District or otherwise duly noticed in the agenda at 5:30 P.M. on the last Thursday of each month unless necessity requires otherwise. An agenda for each meeting will be posted no-less than twenty-four hours in advance of each regular meeting primarily on the Clearview Library District website and secondarily at the public library locations.

Section 5.2 Special meetings may be called by any Trustee with the consent of the President and by informing all other Trustees of the date, time, and place of such meeting, and the purpose for which the meeting is called, at least twenty-four hours prior to such meeting. An agenda will be posted no less than twenty-four hours in advance of the special

meeting primarily on the Clearview Library District website and secondarily at the public library locations.

Section 5.3 All meetings shall be open to the public except as otherwise provided in Colorado Revised Statutes § 24-6-402.

Section 5.4 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

Section 5.5 As soon as feasible after January 1 of each year but not to exceed the 10<sup>th</sup> of January, the Library Board shall have an organizational meeting to select officers and choose committee assignments for the coming year.

## Section 6

### Quorum

Section 6.1 Three-fifths of the total membership of the Library Board shall constitute a quorum necessary for the transaction for any business to come before any regular or special meeting. The act of the majority of the Trustees present at a regular or special meeting at which a quorum is present shall be an act of the Library Board.

Section 6.2 A Trustee is deemed to be present at a Library Board meeting if the Trustee is at the meeting in person or joins the meeting by electronic or telephonic means (or any other means permitted by Colorado Revised Statutes § 24-6-402(1)(b)) and is able to engage in discussion with the Library Board on the topic or topics on the Agenda.

Section 6.3 If a Trustee leaves during a Library Board meeting or is not present for a discussion of one or more items on the Agenda, such absence shall be noted in the Minutes of that Meeting.

## Section 7

### Powers and Responsibilities

Section 7.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 7.2 Under such policies, rules, and regulations as it may deem necessary, and upon such terms and conditions as may be agreed upon, the Library Board may allow non-residents of the governmental units which the Clearview Library District serves to use library materials and equipment, and may make exchange of books and other materials with any other library, either temporarily or permanently.

Section 8  
Proceedings

The current edition of Robert's Rules of Order shall govern the proceedings of the Library Board, with the exception of the Library District's investment policy requirement of a super majority for amendment.

**ARTICLE 3**  
**OFFICERS**

Section 1  
Designation of Officers

The officers of the Library Board shall consist of a President, a Vice President, a Secretary, a Treasurer, and any such other officers as the Library Board deems necessary. The offices of Secretary and Treasurer may be combined at the discretion of the Library Board.

Section 2  
Terms of Officers

Officers of the Library Board shall be elected by the Library Board at its organizational meeting in January and shall serve for a term of one year, to begin upon election at the organizational meeting and end on December 31<sup>st</sup> or the next organizational meeting, whichever is later.

Section 3  
Removal

Any officer may be removed by a majority vote of the Library Board whenever, in the Library Board's judgment, the best interests of the Clearview Library District will be served by such removal.

Section 4  
Vacancies

A Vacancy in any office, however occurring, may be filled by the Library Board for the unexpired portion of that officer's term as an officer.

Section 5  
President

The President shall, subject to the direction and supervision of the Library Board, be the principal executive officer of the Clearview Library District. The President shall preside at all meetings of the Library Board, shall sign any leases, deeds, mortgages, contracts, or other instruments which the Library Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board from time to time.

Section 6  
Vice President

The Vice President shall assist the President and shall perform such duties as may be assigned by the President or the Library Board. In the absence of the President, the Vice President shall have the powers and perform the duties of President.

Section 7  
Secretary

The Secretary shall oversee the keeping of the minutes of the meetings of the Library Board, and be custodian of the Library District records. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as, from time to time, may be assigned by the President of the Library Board.

Section 8  
Treasurer

Section 8.1 The Library Board shall be the custodian of the funds of the Clearview Library District.

Section 8.2 The Treasurer shall provide the monthly summary report on the funds to the full Board.

**ARTICLE 4  
LIBRARY DIRECTOR AND STAFF**

The Library Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Clearview Library District on behalf of the Library Board and under the Library Board's review and direction. The Director shall oversee the employment of and specify the duties of other employees and shall be responsible for the proper direction and supervision of the Clearview Library District staff, for the care and maintenance of Clearview Library District property, for an adequate and proper selection of library materials in keeping with stated policy of the Library Board, for the efficiency of Clearview Library District service to the public, and for the Clearview Library District financial operation within the limitations of the Clearview Library District budget.

**ARTICLE 5  
APPOINTMENT OF COMMITTEES, ALTERNATE TO THE BOARD**

Section 1  
Appointment

Section 1.1 The Library Board President may appoint committees comprised of Trustees and residents of the Library District, as appropriate, for such purposes as the business of the Library Board may require from time to time.

Section 1.2 A committee shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to the Library Board.

Section 2  
Standing Committees

Section 2.1 The following Standing Committees will be appointed at the first Library Board meeting of the year:

2.1.1 The Audit Committee, which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.

2.1.2 The Long-Term Planning Committee, which may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board.

2.1.3 The Personnel Committee, which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) when such actions may create public attention, lead to legal action, or require changes to appropriated budget funds, as determined in the discretion of the Library Director.

Section 2.2 All committees shall make a progress report to the Library Board at regularly scheduled meetings.

### Section 3 Advisory Nature

No committee will have other than advisory powers unless, by suitable action of the Library Board, such committee is granted the specific power to act.

### Section 4 Appointment of Alternate to the Board of Trustees

Section 4.1 The Library Board may, at its discretion, appoint one or more alternate trustees (jointly “Alternate Trustees” or individually (Alternate Trustee”) to the Library Board.

Section 4.2 The appointment of an alternate Trustee shall be subject to the appointment requirements of Article 2 of these Bylaws.

Section 4.3 All Alternate Trustees shall attend all meetings and work sessions except as otherwise specified by the President. Alternate Trustees shall receive notification of all meetings and work sessions in the same manner as Trustees are notified.

Section 4.4 Each Alternate Trustee shall be provided with all materials that are provided to the Library Board in anticipation of meetings and work sessions. The Alternate Trustees shall review all such materials and shall be prepared to participate at all meetings or work sessions.

Section 4.5 At the request of the President, an Alternate Trustee shall be seated as a voting member for the following purposes: a) To achieve a quorum in accordance with Article 2 Section 7 of these Bylaws; b) Having achieved a quorum, one or more Trustees is not in attendance at the time that a matter is the subject of official and formal action; or c) To achieve a quorum in the event a Trustee, for any reason including recusal, is unable to participate in the discussion and voting on a matter that is the subject of official and formal action.

4.5.1 In the event a conflict arises as to whether a Trustee or an Alternate Trustee is to be seated and accorded the right to vote on a matter, the Trustee in attendance shall be seated and the Alternate Trustee shall not be accorded a vote.

## Section 5 Capital Committee

Section 5.1 From time to time the Clearview Library District may consider certain large-scale capital projects that the appointment of a specific Capital Committee is necessary. In the event three-fifths of the Trustees present at any meeting vote to form a Capital Committee, such committee shall be formed according to the following provisions:

5.1.1 The Capital Committee shall consist of not more than two Trustees;

5.1.2 The Capital Committee shall dissolve upon a three-fifths vote of the Library Board, but in no event shall the Capital Committee exist for more than five years; and

Section 5.2 Nothing contained in this Section 5 is intended to limit the ability of the collective Library Board from removing a Trustee from the Capital Committee for cause in accordance with Article 2, Section 3 of these Bylaws.

**ARTICLE 6**  
**ADMINISTRATIVE PROVISIONS**

Section 1  
Fiscal Year

The fiscal year of the Clearview Library District shall begin on the first day of January of each year and shall end on the 31st day of December of each year.

Section 2  
Amendment

These Bylaws may be amended by a majority of the entire Library Board at any regular meeting or any special meeting called for that purpose, provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen days before the adoption of any amendments.

Section 3  
Construction

Section 3.1 The titles of sections in these Bylaws are for convenience or reference only and are not to be considered in construing these Bylaws.

Section 3.2 Unless the context of these Bylaws clearly requires otherwise: a) References to the plural include the singular, the singular the plural, and the part the whole; b) References to one gender include all genders; c) “or” has the inclusive meaning frequently identified with the phrase “and/or”; d) “including” has the inclusive meaning frequently identified with the phrase “including but not limited to” or “including without limitation”; and e) References to “hereunder”, “herein”, or “hereof” relate to these Bylaws as a whole.

Section 3.3 Any reference in these Bylaws to any statute, rule, regulation, or agreement, including these Bylaws, shall be deemed to include such statute, rule, regulation, or agreement as it may be modified, varied, amended, or supplemented from time to time unless otherwise specifically stated.

These Bylaws were adopted at regular meeting of the Board of Directors on the 27th day of February, 1986.

Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13,  
07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21, 10/27/22, 6/29/23, 7/25/24

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** June 26, 2025  
**Re:** Holiday Closures for 2026  
**Item 5.2:** New Business

### **Background / Discussion**

In June, the Library Board votes to approve holiday closures for the coming year.

### **Recommendation(s)**

The Director recommends adoption of the Holiday Closures for 2026.

### **Attachments**

Proposed Holiday Closures for 2026



## **2026 Proposed Holiday Closures for the Clearview Library District**

**January 1 (Thursday) - New Year's Day**

**April 5 (Sunday) - Easter Day**

**May 24, 25 (Sunday, Monday) - Memorial Day Weekend**

**July 4 (Saturday) - Independence Day**

**September 6, 7 (Sunday, Monday) - Labor Day Weekend**

(The Bookmobile will be at Main Park for the Harvest Festival on Sunday and Monday.)

**November 25 (Wednesday) - Close at 2 p.m.**

**November 26 (Thursday) - Thanksgiving Day**

**December 24, 25 (Thursday, Friday) - Christmas Eve Day and Christmas Day**

**December 31 (Thursday) Close at 2 p.m.**

The libraries are open to the public on Martin Luther King Jr. Day (January 19), Presidents' Day (February 16), Juneteenth (June 19), St. Frances Xavier Cabrini Day (October 5), Columbus Day (October 12), and Veterans' Day (November 11).

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** June 26, 2025  
**Re:** Town of Severance IGA  
**Item 5.3:** New Business

### **Background / Discussion**

The District and Town of Severance have had ongoing conversations to enter into an Intergovernmental Agreement for the use of the Digital Sign located at Severance Town Hall. The Weld RE-4 School District and Windsor Severance Fire Rescue have also been invited to enter into this agreement.

### **Recommendation(s)**

The Director requests board consideration and approval to sign this Agreement.

### **Attachments**

Intergovernmental Agreement Regarding Signage

## **INTERGOVERNMENTAL AGREEMENT REGARDING SIGNAGE**

This Intergovernmental Agreement Regarding Signage (the “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 (the “Effective Date”), by and between the Town of Severance, a Colorado home-rule municipality (the “Town”), the Weld County RE-4 School District (“School District”), the Clearview Library District (“Library District”) and the Windsor-Severance Fire District (“Fire District”) (each hereinafter referred to as a “Party” and collectively, the “Parties”).

**WHEREAS**, intergovernmental agreements between political subdivisions to provide functions and services including the sharing of costs of such functions or services are specifically authorized by C.R.S. § 29-1-203(1); and

**WHEREAS**, the Parties desire to enter into this Agreement to provide for the design, development, purchase, installation, usage, and maintenance of informational signage (“Sign Project”) within the Town; and

**WHEREAS**, the purpose of the Sign Project is to enhance communication with residents and visitors by providing real-time information with respect to local events of interest, road conditions, emergency alerts and other relevant information utilizing a sign featuring a LED dynamic digital display located on Town Hall property (the “Sign”); and

**WHEREAS**, the Parties desire to confirm their agreements and understandings with respect to the Sign Project, to identify the Parties’ responsibilities with respect to the allocation of costs for the Sign Project, the fees for usage of the Sign and content that may be displayed by Party licensees.

**NOW, THEREFORE**, in consideration of the foregoing recitals, and the following terms and conditions, the Parties hereby agree as follows:

1. **Responsibilities of the Town.**

**Contract for Design, Installation and Construction.** The Town will enter into a contract with DNAV, Inc. for the design, construction and installation of the Sign Project in accordance with the invoice attached hereto as Exhibit A and made a part hereof (“Sign Project Costs”). The Sign shall be have a dynamic LED digital display.

2. **Sign Project Costs, Ownership, Maintenance.** The Town shall pay 100% of the Sign Project Costs. The Town shall be the owner of the Sign with all rights appurtenant thereto. The Town shall be 100% responsible for all maintenance and related costs associated with the Sign including any required software updates.

3. **License Fees and Usage.** The School District, the Library District and or the Fire District shall each be each be entitled to a revocable license from the Town, as owner/licensor, to utilize the Sign for posting of information in accordance with the terms and conditions set forth below in subparagraphs 3a-3e below:

a. Payment of an advance fee by each Party/licensee to licensor Town of \$7,500 for each five (5) year period that each Party/licensee desires to utilize the Sign to post information;

b. Upon payment of the required advance fee, set forth in 3.a. above, each Party/licensee shall have the right to utilize 20% of the total dynamic display time;

c. All Party/licensee content shall be submitted to the Town for review and approval of the content by the Town in accordance with all applicable laws and regulations no more frequently than monthly except for Party/licensee requests based upon exigent circumstances as determined by the Town in its sole discretion;

d. The Town shall have the right to utilize any and all signage display time not utilized by the other Party/licensees. By way of example, if all of the other Party/licensee have paid for and are otherwise entitled to display time, the Town shall have 40% of the total display time; and

e. Any Party/licensee may request to renew its license for an additional 5-year term upon the same terms and conditions as stated above upon written notice to the Town at least 60 days prior to any existing term. The Town shall have the right, in its sole discretion, to grant or deny such request.

4. Term. This Agreement shall remain in full force and effect unless sooner terminated sooner by the Town in its sole discretion with respect to one or all of the Party/licensees.

5. Insurance. Each Party shall provide its own insurance coverage for claims arising from this Agreement.

6. Miscellaneous.

a. *Assignment*. This Agreement shall not be assigned by any Party in whole or in part without the prior written consent of the Town.

b. *Governing Law and Venue*. The laws of the State of Colorado shall govern this Agreement, and the exclusive venue for any legal proceeding arising out of this Agreement shall be in Weld County, Colorado.

c. *No Third-Party Beneficiaries*. There are no intended third-party beneficiaries to this Agreement.

d. *Severability*. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

e. *Governmental Immunity*. Nothing herein shall be construed as a waiver of any protections or immunities the Town or its employees, officials or attorneys or any of the Parties may have under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended.

f. *Integration.* This Agreement, together with all exhibits attached hereto (if any), constitute the entire understanding and agreement of the Parties, integrates all the terms and conditions mentioned herein or incidental thereto, and supersedes all negotiations or previous arrangements between the Parties with respect to any and all of the subject matter hereof.

g. *Subject to Annual Appropriation.* Consistent with Article X, § 20 of the Colorado Constitution, any financial obligations of either Party not performed during the current fiscal year are subject to annual appropriation, and thus any obligations of either Party hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement, or liability beyond the current fiscal year.

*[Signatures on Following Page]*

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**TOWN OF SEVERANCE**

**WELD COUNTY RE-4 SCHOOL DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

ATTEST:

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

**CLEARVIEW LIBRARY DISTRICT**

**WINDSOR-SEVERANCE FIRE DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

ATTEST:

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

\_\_\_\_\_  
By: \_\_\_\_\_ Date  
Its:

**Exhibit A**

Sign Project Costs

DNAV, Inc. Invoice

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** June 26, 2025  
**Re:** Strategic Planning  
**Item 5.4:** New Business

### **Background / Discussion**

The District's current Strategic Plan will expire in 2025, requiring a new plan for implementation in 2026. Past practice has been to develop two- to three-year strategic plans. Moving to a five-year strategic plan model would allow for a more robust, meaningful, and useful strategic plan. At this time, the District needs to do considerable research and information gathering in order to make data-driven decisions about the future of the district.

### **Recommendation:**

The Director and Strategic Planning committee will work together to create an addendum to the current Strategic Plan, extending the plan for one year. This addendum will communicate the District's intent to focus on research and data gathering in order to create a more robust, five year strategic plan, for implementation in 2026.

## MEMORANDUM

**To:** Library Board of Trustees  
**Via:** Erica Rose, Library Director  
**From:** Jeromey Balderrama, Secretary

**Date:** June 26, 2025

**Re:** Policy Committee Update/Schedule for the Remainder of 2025

**Item 5.5:** New Business

### **Background / Discussion**

The Policy Committee met on June 19, 2025. Trustee Jeromey Balderama and Alternate Cherilyn Barringer met with Director Rose to review the Policy Calendar and discuss the most pressing needs for policy revision.

### **Recommendation(s)**

The Policy Committee and the Director identified the current Financial Policies and the Records Request Policy as priorities. Per the District's attorney, there is also a recommendation for a new policy: The Federal Immigration Authority Contact Policy.

## MEMORANDUM

**To:** Library Board of Trustees  
**From:** Erica Rose, Library Director

**Date:** June 26, 2025  
**Re:** SB 25-276 Policy  
**Item 5.6:** New Business

### **Background / Discussion**

The Colorado General Assembly and Governor Polis approved new statutory language in SB 25-276 to limit state and local governments from assisting in federal immigration enforcement actions. Attorney Garcia has drafted a policy about this matter entitled: **The Federal Immigration Authority Contact Policy**. This policy will move through the formal policy review process and, upon approval, be posted on the district's website.