

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, Treasurer

Old Business

- Approve Minutes of the June 26, 2025, Regular Board Meeting (Action)
- Director's Goals Update - Erica Rose, Library Director (Information)
- Strategic Plan Quarterly Update - Erica Rose, Library Director (Information)

- Audit Update - Erica Rose, Director (Information)
- Town of Severance IGA - Erica Rose, Library Director (Action)
- Updated Bylaws - Joe Williams, Library District Attorney (Discussion, Action)
- Updated SB 25-276 Policy - Jeromey Balderrama, Secretary (Information)

New Business

- Navigate Future Board Vacancies - Cole Gerstner, President (Information)
- eBook & eAudiobook Purchasing Presentation - Erica Rose, Library Director, Beth Fransen, Head of IT & Technical Services
- Library Standards: Collection - Jeromey Balderrama, Secretary (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Agency Joint Work Session, August 13, 2025, 5:30 p.m. - Severance Library
- Board of Trustees Regular Meeting, August 28, 2025, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, September 25, 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.

DIRECTOR'S REPORT - JUNE 2025

Districtwide Update - Library Director, Erica Rose

Highlights (attached to the Director's Goals)

- **Build Relationships in the Community**
 - Director Rose attended Coffee with Council (Town of Severance) and attended a Town of Severance (TOS) Board meeting to make introductions and extend a handshake to TOS board members.
 - Additional relationship development took place through a series of meetings with key stakeholders and community members, including local developer Martin Lind, City of Greeley Chief Operating Officer Blair Snow, and High Plains Director Matt Hort. Each shared a unique perspective of their community, the library, and its future.
- **Evaluate the Needs of our Service Community**
 - We formed a committee and worked to prepare for a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Survey. We will disseminate this to all staff as we prepare for an Organizational Study, Strategic Planning Work, and the next wave of Long-Range planning.
- **Enhance Operational and Organizational Efficiencies**
 - Salary Study adjustments (as approved by the Board in March) went into effect on June 1. This was a large lift for Finance and HR. Their excellent efforts ensured a smooth and accurate implementation.
 - Digital Communications Coordinator Brad Vogler collaborated closely with the administrative team to ensure compliance with [W3C Web Content Accessibility Guidelines \(WCAG 2.1\)](#) and with [Colorado HB 21-1110](#). A specialized consultant is auditing our website for compliance with accessibility standards. We introduced an "Accessibility Assistance" contact page for users seeking support, and a schedule of monthly scans was established to ensure ongoing maintenance.
- **Listen and Learn about our Library and Communities**
 - Director Rose and Head of Public Services, Casey Langiner-Pierce, attended the initial meeting for the Windsor Recreation Center's (WRC) Feasibility Study. WRC gathered a dynamic group of community members for this undertaking. RDG Planning & Design is facilitating this process.
 - Director Rose spent time at the Customer Service desk, learning CSS processes and enjoying the opportunity to engage with patrons. These types of drop-ins are very helpful in understanding as much as possible about the rhythm and workflows of different departments.
- **Opportunities and Challenges**
 - This month, our Facilities team welcomed Courier Driver Matt Bickler, and we are very pleased to announce that we are currently fully staffed.
 - Space for storage and staff continues to be a challenge at Windsor Library. Planning is underway to make key adjustments that better accommodate the needs of both patrons and staff.

- The Communications Department received notification from Facebook's MetaBusiness platform that the Library District's social media posts are now reaching a broader audience through expanded distribution. This recognition aligns with the June performance metrics for Facebook and Instagram, which show a 27% increase in impressions (56,543) and a 13% rise in engagements (2,868) across both platforms.
 - The Pikes Peak Meeting Room (Windsor Library) is showing signs of wear and tear. Head of IT/Tech Services, Beth Fransen, acquired bids to replace flooring, window coverings, and lighting during the December programming break.
 - **Current and Ongoing**
 - Final warranty tweaks for Severance continue as work is completed to replace shifting concrete and noisy door rollers.
 - The Imagination Room will be converted into a meeting room for which the public will have day-of access. Our meeting rooms are in high demand, and this change will support the needs of afternoon and evening meetings, while also providing a much-needed space for staff meetings as we convert the Huddle Room into shared office spaces.
 - Trustees Balderrama and Barringer, along with Director Rose and Executive Operations Coordinator Natalie Wagner, attended a community forum focused on City of Greeley (COG) planning. The event featured consultant/speaker Jeff Speck, who will assist COG in generating a regional plan, focused on '[walkable communities](#)'.
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Public Services Update - Head of Public Services, Casey Lansing-Pierce

Highlights

- We kicked off our 2025 Summer Adventure Program (SAP) on June 2 with our highest-attended launch yet. The event began with a family-friendly color run (in partnership with Run Windsor) around Blue Spruce Pond in Severance -- around 1,000 community members were splashed with vibrant colors in their snazzy Color Run t-shirts. Afterwards, approximately 1,035 attendees participated in hands-on, creative activities, including squirt gun art, wand-making, temporary tattoos, and a foam party, at the Severance Library. This joyful event brought the community together, setting the tone for a summer of adventure.
- We were thrilled to obtain sponsorships from TBK Bank, CLD Foundation, Domino's of Severance, Fransen Pittman, and Bank of Colorado, in order to help make the event possible. **Sponsorships for this year's kickoff event totalled \$4,000.**

- Our summer programming continues to excel, both in quality and attendance, as reflected in the impressive turnout for programs like the teen murder mystery, Color Theory, Unicorn Adventures, From Egg to Chrysalis, Reptiles and Amphibians, Jazz at the Library, and Wicked: Outdoor Movie. Several of our most popular SAP programs have drawn over 100 attendees. This increased attendance is largely due to offering back-to-back, open-house-style sessions and raising the attendance limits.

Opportunities and Challenges

- Adult Services hosted a successful SAP kick-off event on Saturday, June 7, renting out Sip n' Flip, a local arcade bar in downtown Windsor. Attendees enjoyed free arcade games and a complimentary dirty soda upon registration. This event marked the first time the Adult Services team organized its own SAP kick-off, and its positive reception has opened doors for future partnerships with Sip n' Flip.
 - In June, our Youth Services team welcomed Amanda McKee, who joined us during what is shaping up to be the busiest summer in CLD history. Amanda brings remarkable enthusiasm and professionalism, and she is a key asset in developing early literacy programs at our libraries. However, onboarding and training a new employee during this peak season proved challenging for Diana Hyland and Becca Sharp.
 - Our presence at the Windsor Farmer's Market greatly expanded, tripling our reach compared to last year. We engage with an average of 175 people, a substantial increase from last year's average of 50. Through this outreach, we are actively registering individuals for library cards and/or SAP.
 - The Pub Trivia program made a welcome return in June, this time at a new Windsor location — Peculiar Ales. The event drew 55 enthusiastic players, a strong turnout as we established this new partnership and venue. Feedback from attendees was overwhelmingly positive, and the energy in the room reflected the program's continued popularity. We're excited to see attendance grow as word spreads and the new location becomes a familiar favorite.
 - With summertime comes outdoor programming -- and, occasionally, inclement weather that requires us to quickly pivot. So far this season, a few programs such as Jazz at the Library and Tween Time: Color Your Closet have been impacted by weather-related changes. Fortunately, our comprehensive weather protocol ensures that Public Services staff are prepared to respond efficiently, helping us avoid last-minute scrambling and maintain a smooth experience for participants.
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IT & Technical Services Update - Head of IT & Technical Services, Beth Gallinger

Highlights

- To support staff during the Marmot transition, the IT team created an informational video explaining what the change means and how it will impact operations. In addition, we are meeting with all departments to answer questions, provide reassurance, and ensure a smooth transition. An accompanying FAQ document has also been developed to address common concerns and provide clear, accessible information. The kick-off for the IT and Technical Services staff working on the project will take place in July, with staff training scheduled for September and October.
- At the Windsor Library, data drops were installed in the Children's and Teen areas, enabling all public computers in those spaces to be fully wired for improved connectivity. Additionally, we initiated work on the new PA system to enhance building-wide communication.
- As part of our ongoing professional development efforts, the IT team participated in a training session focused on communication and conflict resolution. The training was led by a representative from MINES, our Employee Assistance Program (EAP) provider, and took place at the Ash location. This session provided valuable tools and strategies to support effective team dynamics and workplace interactions.

Opportunities and Challenges

- Brad Vogler (Webmaster), Jesse Feavel (Library Information Technology), and Beth Gallinger (Head of IT/Technical Services) met to discuss the AI capabilities of our ticketing system, HappyFox, and how these features could be used to enhance the public's ability to search for and access information about library resources. The team is exploring options for integrating this functionality into the library website, with initial testing planned to assess its potential and effectiveness.
 - We have received the contract from Marmot for review and are excited to move forward with the process. Signing the agreement will officially initiate our transition, and we have already begun initial discussions regarding a timeline for implementation.
 - Our E-Rate application remains under active review, which means we are currently unable to finalize timelines or begin associated services. This delay affects our ability to move forward with planned technology and infrastructure enhancements tied to E-Rate funding, including the rescheduling of both the Comcast service upgrades and the mobile hotspot upgrades. We are closely monitoring the application status and will share updates as new information becomes available.
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Customer Services Update - Head of Customer Service, Amanda Brian

Highlights

- The first day of the Summer Adventure Program is always exciting for the Customer Service department as it represents a huge uptick in circulation. On June 2, Windsor had nearly 1,000 checkouts, and Severance had 400 checkouts. Both these numbers represent a 30% increase from the average daily checkouts.
- In June, we hired two new Customer Service Specialists. Please welcome Caitlin Gharrity to Severance and Ernie Nelson to Windsor.

Opportunities and Challenges

- The parking lot at Severance was closed from June 3 to June 6 for maintenance. However, having the parking lot closed for the entire first week of Summer Adventure was not an ideal time, as it appeared that we were closed. Placing our 'Open' sign in front of the parking lot cones was our solution to avoid confusion.
- Did you know that Windsor offers Test Proctoring services to the public? You can find the service on our website: <https://clearviewlibrary.org/services/other#test-proctoring>. Customer Service Supervisor Kailin Kelley and Customer Service Lead Anna Matl act as proctors at the Windsor Library. Kailin reported that this summer, we have had the opportunity to serve more patrons as there has been an increase in students taking online summer courses.

About the Dashboards:

- Percentages in blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2021, with the end of the line being the most recent month. Severance sparklines begin with the library's opening in April 2024.

About the Metrics:

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

Patrons Served		
June 2025	vs. May 2025	vs. June 2024
Windsor Patrons 11,943	13.40%	10.20%
Severance Patrons 6,194	60.92%	27.19%
Off-site Patrons 1,525	-29.33%	15.79%
Total Patrons 19,662	18.88%	15.49%

Circulation		
June 2025	vs. May 2025	vs. June 2024
Windsor Circs 25,674	14.85%	-1.77%
Severance Circs 7,614	15.64%	-5.73%
Off-site Circs 2,079	33.35%	-2.39%
Total Circs 35,367	15.96%	-2.69%
Digital Circs 13,963	-1.34%	22.81%
Database Usage 1,717	-78.36%	184.27%

Notes
<p>The start of the Summer Adventure Program brought in more patrons, and increased circulation.</p> <p>Database usage predictably decreased with the end of the school year, though not as dramatically as it did last June.</p> <p>Digital circulations maintained their growth over the previous year.</p>

Program Attendees		
June 2025	vs. May 2025	vs. June 2024
Windsor Attendees 1,706	-3.40%	36.92%
Severance Attendees 2,808	179.40%	60.46%
Off-site Attendees 1,745	146.47%	109.23%
Total Attendees 6,259	79.91%	62.78%

Number of Programs		
June 2025	vs. May 2025	vs. June 2024
Windsor Programs 42	-28.81%	-32.26%
Severance Programs 36	-2.70%	-21.74%
Off-site Programs 42	7.69%	-4.55%
Total Programs 120	-11.11%	-21.57%

Program Waitlists		
June 2025	vs. May 2025	vs. June 2024
Waitlisted People 188	59.32%	-42.51%
Waitlisted Programs 9	-55.00%	-72.73%

Notes
<p>Despite fewer programs, program attendees increased significantly. The programs that were offered in June were big events and well-attended. Program waitlists increased in comparison to May, but focused on only a few popular programs. Even still, fewer people were waitlisted than last June.</p>

*Totals include online programs.

Cardholders		
June 2025	vs. May 2025	vs. June 2024
Active Cardholders 6,432	2.85%	8.83%
New Cardholders 430	48.79%	0.23%

Meeting Rooms		
June 2025	vs. May 2025	vs. June 2024
Windsor 42.80%	5.65%	21.04%
Severance 30.80%	5.12%	56.74%

Website Stats		
June 2025	vs. May 2025	vs. June 2024
Pageviews 44,452	9.10%	29.63%

Notes
<p>There were a lot of new card sign-ups at all locations in June. Meeting room use went up slightly compared to May, mostly due to patron bookings, and increased significantly in comparison to last June, also mainly due to patron bookings.</p>

LIAISON REPORTS - JULY 2025

Town of Windsor - Board Member Lainie Peltz

- Constitution Week is September 13-21, 2025. Look for various events throughout the week.
- Citizens' Academy Applications are due August 8, 2025. More information can be found at: [2025 Windsor Citizen Academy](#).
- Residents are encouraged to take our Housing Needs Assessment Survey: [Windsor Housing Needs Assessment and Housing Action Plan](#).
- The Town will be hosting a blood drive through Vitalant on September 8, 2025. There are plenty of times available to donate blood: [Vitalant, make an appointment](#)
- Town events such as Movies in the Park, the summer concerts on Thursday nights, and the Farmer's Market are still going strong! <https://www.recreationliveshere.com/>
- 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 - JUNE 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 both available and measurable. Expenditures, other than debt service payments, are recorded when the liability is incurred.

Investments

The average monthly yield for June in Colotrust is 4.3728%, down .07% from May.

Fund Balance

The total increase in fund balance through June is \$2,688,096, 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 94% of the budget and on target to meet or exceed the budget amounts.

Operating Expenses

Expenditures are at 40% of the operating budget, with 50% of the year elapsed through June. 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 that 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 - June 30	Total 2025 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	6,574,586	6,779,261	(204,675)	96.98%
3051 Other Income	311,913	423,492	(111,579)	73.65%
3120 Specific Ownership Tax	145,257	300,000	(154,743)	48.42%
3672 Contributions	3,750	-	3,750	0.00%
Total Income	\$ 7,035,506	\$ 7,502,753	\$ (467,246)	93.77%
Gross Profit	\$ 7,035,506	\$ 7,502,753	\$ (467,246)	93.77%
Expenses				
3901 Benefits	419,453	1,049,655	(630,202)	39.96%
4011 Salaries	1,369,112	3,217,983	(1,848,871)	42.55%
4049 Operating Expenses	429,747	812,995	(383,248)	52.86%
4051 Public Relations	58,762	137,874	(79,112)	42.62%
4052 Programming	52,223	98,000	(45,777)	53.29%
4087 Materials	233,084	511,500	(278,416)	45.57%
4088 IT	67,325	279,598	(212,273)	24.08%
4089 Vehicles	5,134	26,250	(21,116)	19.56%
4710 Land/Building Improvements	-	150,000	(150,000)	0.00%
4723 Lease Payment	53,257	361,486	(308,229)	14.73%
Total Expenses	\$ 2,688,096	\$ 6,645,341	\$ (3,957,245)	40.45%
Net Operating Income	\$ 4,347,410	\$ 857,412	\$ 3,489,998	507.04%
Net Income	\$ 4,347,410	\$ 857,412	\$ 3,489,998	507.04%

Clearview Library District
Balance Sheet
As of June 30, 2025

	<u>Total</u>
Assets	
Current Assets	
Cash/Investments	14,432,755
Other Current Assets	1,136,936
Total Current Assets	\$ 15,569,690
Other Assets	-
Total Assets	\$ 15,569,690
Liabilities and Equity	
Liabilities	
Accounts Payable	50,554
Other Current Liabilities	39,365
Total for Liabilities	\$ 89,919
Equity	
Restricted	135,000
Committed	5,885,349
Unrestricted, Unassigned	5,112,013
Net Income	4,347,410
Total Equity	\$ 15,479,772
TOTAL LIABILITIES AND EQUITY	\$ 15,569,690

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, and Attorney Bill Garcia

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

Staff: Director Erica Rose, Executive Operations Coordinator Natalie Wagner, and Library Information Technologist Jesse Feavel

Review of Agenda

Nothing at this time.

Public Input

Nothing at this time.

Director's Report - Erica Rose, Library Director

- Introduction of Staff
 - Youth Services Assistant Amanda McKee
- Communication and Monthly Statistics
 - Director Rose reported on the Director's Report, highlighting community meetings, new hires, Bookmobile Day, eContent cleanup, ADA training, and branding guides.
 - Director Rose shared updates. A record-breaking announcement of over 2,000 Summer Adventure Program registrants, HB 21-1110 compliance, and the end of the Summer Adventure Program carnival will be held on Saturday, August 2, from noon to 3:00 p.m. at the Windsor Library.

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 the Library District received \$3,000 in contributions toward the 2025 Summer Adventure

Program and that salary adjustments will take place in June, in accordance with the previously approved salary study plan.

Motion by Jeromey Balderrama, second by Ron Dunworth, to accept the Treasurer's Report as presented for May 2025; motion passed unanimously.

Friends & Foundation Report - Lisa Gagliardi

Lisa reported that the F&F are creating plans for a Silent Reading Retreat that will be held in the fall. The F&F are looking at expanding Clearview Reads to a two-day event. Kendra offered to help with donations. The F&F are working on employee appreciation for the Clearview Library District staff.

Old Business

- Approve Minutes of the May 29, 2025, Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Lisa Gagliardi, to approve minutes of the May 29, 2025, Regular Board Meeting; motion passed unanimously.
- Audit Update - Erica Rose, Library Director
 - Director Rose reported filing an extension and that it was approved with a new due date in September.
- Main St. Property Update - Erica Rose
 - Director Rose reported that there is no update at this time.

New Business

- Library Board Bylaws: Annual Review and Suggested Updates - Bill Garcia, Library Attorney
 - Attorney Garcia reported on two submitted amendments in Article 5, one by Cole and one by Jeromey. These suggested updates were presented tonight, at the June regular board meeting, and therefore can be voted on at the July regular board meeting.
 - There was some discussion regarding Board Alternate terms, and Attorney Garcia will review these.
- Approve Proposed 2026 Holiday Closures - Erica Rose, Library Director
 - Director Rose reported on the proposed closures and that no changes or updates have been made for 2026.
 - Motion by Kendra Adams, second by Ron Dunworth, to approve the proposed 2026 Holiday Closures; motion passed unanimously.
- Town of Severance IGA - Erica Rose, Library Director
 - Director Rose asked the board to approve the Town of Severance IGA, included in the board packet. Attorney Garcia has already reviewed the IGA. This agreement is for a five-year term and has a cost of \$7,500. The board discussed the IGA and requested to review Exhibit A, which was not attached to the submitted IGA.
 - Kendra asked to table this agreement until having received Exhibit A and an invoice from the Town of Severance. The board would like to sign the agreement,

but would like to see the invoice first. Additionally, it was noted that the Town of Severance reserves the right to censor messages on the sign.

- **Strategic Planning - Erica Rose, Library Director**
 - Director Rose reported having conversations with Trustees about future strategic planning. Director Rose spoke of creating an addendum and a new plan for 2026. Focusing on data gathering and research, relationship building, and strategizing, helping to create a robust strategic plan.
- **Policy Committee Update/Schedule for the Remainder of 2025 - Jeromey Balderrama, Secretary**
 - Jeromey reported on the need to re-evaluate certain financial policies, working alongside staff and Treasurer Gagliardi. Jeromey spoke of how sometimes policy work involves adapting policy due to circumstances, and reviewing policies as normal. Director Rose spoke of the updated CORA policy. The new rate that you can charge for CORA work – Jeromey suggests referencing it as an addendum because it's timely.
- **SB 25-276 Policy - Bill Garcia, Library Attorney**
 - 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 reported that SB 25-276 passed and was signed on May 23, 2025. This new policy must be in place by September 1, 2025.
 - Attorney Garcia said there is a lot in this statute. In the event of a change (down the road), Garcia suggested a separate policy as given to the board. Attorney Garcia said there is time to work on this policy.
- **Colorado Public Library Standards: Library Services and Programs – Jeromey Balderrama, Secretary**
 - Jeromey presented a slideshow reviewing Library Services and Programs that encompassed a survey that was sent to Trustees (5), Director Rose, and staff (14). The results showcased that the Library District is doing well in programming, interacting with the community, providing outreach services, providing technology, website access, and internet availability. Among areas for growth are safety and security, and Erica spoke of additional training and continuous training on these topics for the future.

Upcoming Agenda

Policies

IGA Update

Presentation on Digital Collection

Bylaw Update

State Grant

Adjourn

Motion by Jeromey Balderrama, second by Lisa Gagliardi, to adjourn; motion passed unanimously. The meeting adjourned at 7:04 p.m.

Upcoming Meetings

- Agency Joint Work Session, August 13, 2025, 5:30 p.m. - Severance Library
- 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

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Communication

Q2 2025: Report - Updates



Goal: Increase awareness of the Library District's operations, services, and programs.



Progress on Goal Action Steps:

Update the Library District's Marketing Plan.

Marketing channels and workflows were refined with new tools like a marketing request form and a district-wide campaign planning checklist. These resources, combined with insights from brand refresh workshops, will guide marketing objectives, strategies, and evaluation plans next quarter.

Make revisions and updates to the Library District's website.

A new Adult Services webpage was launched with improved layout, content flow, navigation, and visuals, along with an updated event calendar. An accessibility audit began to ensure compliance with WCAG 2.1 and Colorado HB 21-1110, including automated/manual reviews, a new contact page for assistance, and plans for monthly scans to maintain accessibility.

Explore radio advertising.

Digital audio ad planning is progressing with platform selection, budget setting, and promotional theme development. Staff members are preparing scripts and assessing voice-over options in English and Spanish. The next steps include finalizing scripts, securing voice-overs, and selecting digital assets. The campaign is set to launch in Q3 to expand the Library District's outreach via audio platforms.

Explore clearer ways to provide usage data to the public.

As part of the Community Impact campaign, Library District data on patrons served, website visits, Bookmobile usage, and program participation were shared on social media. The three posts collectively averaged 400 impressions (a 17% increase from Q1) with a strong 4% engagement rate, surpassing the 1-2% industry benchmark.



Communication

Q2 2025: Report - Updates



Progress on Goal Action Steps (Continued):

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

Anecdotal insights from various groups, including active senior adults and the Teen Advisory Group, were compiled into a centralized, accessible internal document. This resource will support staff across departments in identifying effective communication channels and understanding the interests of key audience segments, thereby improving outreach and engagement.

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

Efforts to expand the Library District's presence at community clubs, board meetings, and civic groups continued. The Library Director was invited to present at two community organization meetings—one in April to a local political group and another in May as a guest speaker at the Rotary Club of Windsor. These presentations highlighted the Library District's growth in patron engagement and circulation from 2020 to 2024, its commitment to fiscal transparency, and the community impact of programs like the Summer Adventure Program.

IT / Technology

Q2 2025: Report - Updates



Goal 1: Improve access and visibility of the Library District's Explore Kit collection, eResources, and other non-traditional library materials.



Progress on Goal 1 Action Steps:

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

Explore kit tag template have been rebranded and the Explore Kit collection has been refreshed. We also introduced hold ratio guidelines for the kits to help ensure that patrons can receive their holds in a timely and equitable manner. These updates support improved access and enhance the overall user experience during the busy summer season.



IT / Technology

Q2 2025: Report - Updates



Goal 1 (Continued) - Action Steps Completed:

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

Goal 1 & Action Step Completed. We are now in our evaluation phase to keep improving functionality.

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

Goal 1 & Action Step Completed.



Goal 2: Improve the school library card program to increase access to library resources in Weld RE-4 classrooms.



Progress on Goal 2 Action Steps:

Work with Weld RE-4 to simplify the registration process.

This initiative has been rebranded as "Educator Cards". Preparation and research for the initiative continued, focusing on gathering feedback from Weld RE-4 School District stakeholders. This information will shape the structure and launch of this service, ensuring that it is appealing and accessible to educators, and accurately managed as a collaborative effort between Clearview Library District and Weld RE-4 School District.

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

Staff coordinated a series of field trips to Windsor Library to engage local educators and students by providing them with interactive learning experiences. During their visits, elementary students toured the library, participated in story times, and learned about key programs and resources, including the district's upcoming Summer Adventure Program.



Partnerships

Q2 2025: Report - Updates



Goal: Build and strengthen partnerships with community organizations.



Progress on Goal Action Steps:

Review and evaluate all current partnerships.

Efforts continued on evaluating the Library District's current partnerships. A formal partnership audit is underway to evaluate existing collaborations, identify areas for improvement, and inform future planning and decision-making.

Establish a Memorandum of Understanding (MOU) with all major partners.

The Weld RE-4 MOU wrapped up between the CLD and Weld RE-4 working teams in May; tentative plans to put the document in front of our organization's respective lawyers and Board of Trustees are expected to take place in Fall 2025. We're hopeful for final approval and implementation shortly thereafter. Initial conversations have taken place with the Windsor Parks and Recreation regarding establishing an MOU, and key staff have been identified as having a role in initial conversations.

Programming

Q2 2025: Report - Updates



Goal: Community members of all ages will have increased access to an array of diverse programs that enhance their quality of life.



Progress on Goal Action Steps:

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

Library leadership determined that this need initiative should be pushed to 2026. An addendum to the current strategic plan is in development in order to extend for the current plan to 2026, allowing time for more intentional research, community analysis, data gathering and strategizing.



Partnerships

Q2 2025: Report - Updates



Progress on Goal Action Steps (Continued):

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

The program assessment framework has been finalized and successfully implemented. Recent administrative discussions have led to the identification of several quality and succinct program debriefs and assessments each month. These approaches are realistic audit processes for busy staff while still allowing for effective and productive program assessment.



Goal 1 Action Step Completed:

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

Space

Q2 2025: Report - Updates



Goal 1: Build a library in Severance that meets the needs of the community.



Goal 1 Action Steps Completed:

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

Goal 1 & Action Step Completed.

Open the building for the public by April 2024.

Goal 1 & Action Step Completed. The Grand Opening and Ribbon Cutting Ceremony was held on April 6, 2024, with over 700 attendees.



Space

Q2 2025: Report - Updates



Goal 2: Community members will be aware of meeting spaces that are available for their use.



Progress on Goal 2 Action Steps:

Launch a social media campaign to promote library meeting rooms.

A promotional campaign was launched to highlight the availability of after-hours meeting room reservations at the Severance Library. The campaign included social media posts that collectively received 726 impressions and a 7% engagement rate, significantly exceeding industry benchmarks. In addition to digital outreach, a news story was featured on the Library District's website, and a promotional announcement appeared in the summer issue of the Town of Severance's e-newsletter.



Goal 2 Action Steps Completed:

Simplify the booking process.

Goal 2 & Action Step Completed.



Goal 3: Evaluate the use of Library District facilities.



Progress on Goal 3 Action Steps:

Monitor the use of collaborative spaces at the Windsor Library... as well as the meeting rooms, spaces, and areas in the new Severance Library.

Planning and preparation to expand after-hours meeting room access to the Windsor Library continues, and is expected to be in place by Fall 2025.



Space

Q2 2025: Report - Updates



Goal 4: The Library District will continue to assess the needs of our growing population.



Progress on Goal 4 Action Steps:

Gather and analyze data to support future Long Range Planning efforts.

The administrative team prepared to launch a staff-wide SWOT analysis to gather perspectives and feedback from our internal stakeholders in order to help shape our future planning.

Continue conversations with developers and governments.

Successful conversations took place with the Windsor Recreation Center. Both entities expressed eagerness to revitalize a sustained partnership which will have a significant impact on programming, partnerships, and training.

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

Library leadership determined that this initiative should be pushed to 2026. An addendum to the current strategic plan is in development in order to extend the current plan to 2026, allowing time for more intentional research, community analysis, data gathering, and strategizing.

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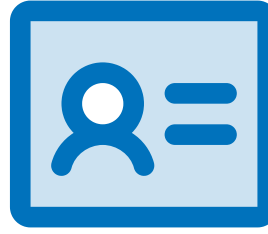
54,382

Library Location Visits
(Total)



6,289 Monthly Library Card Users (Avg.)

1,081 New Library Cards Issued



29,290

Library Card Holders (Total)



Physical Circulation

97,108 Items Checked Out (Total)

71,393 Windsor Library

20,308 Severance Library

4,903 Bookmobile



Digital Circulation

41,494 Digital Check Outs (Total)

24,671 Database Sessions

3,211 Monthly Virtual
eBorrowers (Avg.)



15,271 Program and Event
Attendees (Total)

26% Program Attendance
Increased Since Q1

442 Programs Offered



748 Library Meeting Room
Reservations (Total)

503 Windsor Library

245 Severance Library



3,261 Library Public Computer
Sessions (Total)

612 Monthly Library Public
Computer Users (Avg.)



1,079 Monthly Library WiFi
Usage (Avg.)



119,228 Library Website
Pageviews (Total)

58% Unique Email Open
Rate



5,350 Social Media
Followers (Total)

6,828 Post Engagements



MEMORANDUM

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

Date: July 31, 2025
Re: Town of Severance IGA
Item 4.5: Old 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 that the board consider and approve the signing of this Agreement.

Attachments

Intergovernmental Agreement Regarding Signage to include Exhibit A

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”) and the Clearview Library District (“Library 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 and the Library District shall 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

By: _____ Date
Its:

ATTEST:

By: _____ Date
Its:

Exhibit A

Sign Project Costs

DNAV, Inc. Invoice



OUTDOOR LED DISPLAY AND INSTALLATION PROPOSAL

PRESENTED BY



Prepared by:

Daniel Hyatt
DNAV
Direct: 303.931.3010
daniel@dnavinc.com

Submitted on: June 10, 2024

Prepared for:

The Town of Severance
3 South Timber Ridge Parkway
Severance, Colorado 80546

Town of Severance Outdoor LED Sign

Bringing Your Vision to Reality



To Whom It May Concern,

DNAV is pleased to provide this proposal for an outdoor sign reimagining project for the Town Hall at the Town of Severance, Colorado.

DNAV is a nationwide engineering solutions company deeply engrained in technology. Severance is the home of many members of the DNAV leadership team. The company offers solutions including conceptualizing, designing and integrating public, commercial and government facilities. DNAV is a local Severance company with a desire to maximize the visual appeal of our community.

This proposal outlines project goals for the removal of the existing outdoor sign structure above the existing brick foundational structure, and installation of a two-sided 12' 7" wide by 6' 3" extremely high resolution LED display that offers cutting edge technology, exceeding future standards. The two-sided display is capable of HD video playback viewed from as close as 12 feet.

DNAV will project manage the installation, including permitting, installation of structural mounting hardware, installation of the LED display, upgrade of electrical wiring from the Severance Town Hall to the LED display, electrical termination by a licensed electrician, replacement of United States of America flag light and painting of the foundational concrete and brickwork.

The DNAV graphics design team will provide an initial graphics design package for the commissioning of the LED display. DNAV will provide a monthly graphics design update package to maintain a high quality visual appeal with timely information. The graphics design service is provided free of charge for one year with the acceptance of this proposal.

I am available to provide answers to questions related to this project.

Sincerely,

Daniel J.M. Hyatt
Principal, DNAV Inc.

DNAV Turnkey Experience



DNAV is unique in its end-to-end capability of design, manufacturing and installation of LED displays. Key projects include high resolution outdoor video walls, augmented reality movie sets and network broadcast studios. Each LED project requires detailed conceptualization, planning and project management with an understanding of project goals. DNAV is highly experienced in all required disciplines with proven engineering expertise.



Altitude Sports, Denver, CO



Paramount Studios - CBS News, New York, NY



Manhattan Beach Studios, Los Angeles, CA



Epic Waters Park, Grand Prairie, TX

Project Management



DNAV Project Management Plan:

- Pre-project consulting through written documentation, virtual meetings and planned on-site meetings with project stakeholders
- Mobilization of crew, equipment and installation hardware to the Town of Severance
- OSHA Safety briefing and requirements including PPE, sign-in sheets and documentation
- Power down of existing power circuit for United States of America Flag
- Decommissioning of existing sign, pillars and general hardware above concrete planter top
- Installation of vertical beams within existing brick structure for support of new LED display
- Installation of new 240v rated cabling and control cable through existing conduit
- Licensed electrician will provide new breaker and terminations as required by display and code
- Install dual sided LED display
- Licensed electrician will connect electrical termination to dual sided LED display
- Licensed electrician will install and connect new LED light for United States of America flag
- Paint existing brick base white
- Install LED display software
- DNAV graphic designer will design templates and initial LED display messages
- Train staff on use and steps to request graphics updates from DNAV
- Confirm proper operation of display
- Clean work area
- Demobilize
- ***This proposal includes all required travel, per diem and lodging

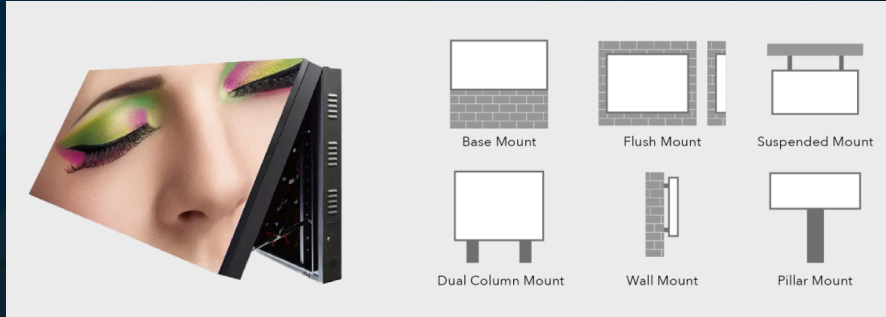
LED Display Hardware



Proposed Equipment:

Ultra High Resolution Outdoor Display | 12' 7" w x 6' 3" h

Pitch: 2.9mm | HD Resolution from 15 feet viewing distance



Existing Sign:



The new Town of Severance LED display sign will provide an outlet to deliver important information to the community. DNAV's graphic design team will work with community leaders to deliver high quality visual appeal.

Severance LED Display Conceptualization



Project Timeline



Dates in this timeline are estimations only and subject to change as the project progresses.

Proposed Start Date (Consulting): 6/15/2024

Proposed Installation To Begin: 8/15/2024

Estimated Completion Date: 8/22/2024

Planning phase:

Workflow needs, equipment inventory and planning for site work

Complete by 6/20/2024

Project Management phase:

Mobilization, decommissioning of existing structure, installation of new LED display and training.

Complete by 8/22/2024

Wrap up

Provide all documentation, wiring schedules and training documents.

Completed by 8/30/2024



WARRANTY

Installation Warranty: Two-Years On-Site

It is the desire of DNAV to provide an unmatched level of customer service.

Most support issues can be resolved via remote login, virtual meeting or a phone call. For issues that require replacement of DNAV installed equipment, DNAV will provide travel, per diem, lodging and on-site time to the Town of Severance for no cost to for a term of two-years following the project closeout.

Graphic Design and Training: Lifetime Training | One year complimentary graphic design.

DNAV will provide initial graphic design templates and graphics for the new LED Display. For a period of one-year after the project closeout, DNAV will provide up to 15 updates monthly to on-screen content for no additional charge. DNAV will provide training to Town of Severance staff during the initial commissioning of the display. DNAV will provide additional training upon request for the lifetime of the LED display.

Equipment Parts Warranty: Five year hardware warranty

The proposed LED display and associated control system carries a 5 year parts warranty.

Project Fees

Planning

Meetings with project stakeholders

Site documentation and equipment pre-programming

Included with Project Management.

Project Management: \$18,500

Project management installation materials, consumables, structural hardware and equipment to complete project in a turnkey fashion.

***Permitting fees are not included.*

***Includes commissioning and training.*

***Includes electrician for termination of code required electrical connection.*

***Travel, per diem and lodging are included.*

***Shipping, crating and delivery of materials to the job site are included.*

Equipment Total: \$27,300

Total of all equipment required to complete project as outlined. Dual LED Displays, LED control hardware, software and control interface.

***Shipping, crating and delivery of materials to the job site are included.*

Contingency: \$4,500

Contingency for required permitting, sod repair and unexpected hardware requirements to complete the project.

Total Project Cost, Less Contingency, As Proposed: \$45,800

Terms: 50% down payment. 50% at the completion of the project.

Federal Immigration Authority Contact Policy

The policies outlined herein are in compliance with Colorado law. (C.R.S. § 24-74-103 et. seq.). This policy outlines the main features of the law, and the District's application of those laws.

Colorado's Civil Rights Immigration Protection Statutes

The major provisions of the state's Civil Rights Immigration Protections statutes are as follows:

Personal Identifying Information Disclosure Prohibitions.

C.R.S. § 24-74-103 (1) requires that a political subdivision employee shall not disclose, or make accessible, personal identifying information that is not otherwise publicly available for the purpose of investigating for, participating in, cooperating with, or assisting in federal immigration enforcement, including enforcement of civil immigration laws and 8 U.S.C. § 1325 or 1326 unless the information is necessary to comply with political subdivision duties, or as required to comply with a court issued subpoena, warrant or order.

Compliance With Criminal Investigations.

C.R.S. § 24-74-103 (2) requires that the above restrictions not interfere with investigations or proceedings that are authorized by judicial process, or to restrict a political subdivision employee from fully investigating, participating in, cooperating with, or assisting federal law enforcement agencies in criminal investigations. Furthermore, records released pursuant to the following do not violate the updated statute:

- A) A subpoena issued by a federal judge or a federal magistrate.
- B) An order issued by a federal judge or a federal magistrate.
- C) A warrant issued by a federal judge or a federal magistrate.
- D) The consent of the of the patron through a valid release of information.
- E) The consent of the patron's parent or legal guardian through a valid release of information.

Reduction of Personal Information Collected.

Political Subdivision employees shall not inquire into, or request documentation to ascertain, a person's immigration status for the purpose of identifying if the person has complied with federal immigration laws, except as required by state or federal law or as needed to perform political subdivision duties. More specifically, Publicly Supported Libraries, and employees thereof, shall not collect the following:

- A) Place of birth
- B) Immigration or citizenship status; or
- C) Information from passports, permanent resident cards, alien registration cards, or employment authorization documents.

The only exception that the statute provides is when collecting the above information as necessary to perform duties, or to verify a person's eligibility for a government funded program if verification is a necessary condition of government funding or participation.

Required Procedures upon Request for Information.

Upon a request for information from a federal official pursuant to the above, the first and last name of the person leading the federal immigration enforcement, employer, badge number, and a copy of the subpoena, warrant, or order issued by a federal judge shall be requested. An employee must be designated and notified upon a request for access to information by federal immigration authorities. The subject of request must be notified of the federal immigration authorities' request for information.

Enforceability.

A publicly supported library that is found to have intentionally violated these provisions is subjected to an injunction and a civil penalty of up to \$50,000 for each violation.

District Application

Personal Identifying Information Disclosure Prohibitions.

The District protects personal information to prevent unauthorized dissemination, as outlined in the Privacy of User Records Policy.

All personal information collected by the District is confidential, and the District will not provide any personal information to any outside authority or agency absent compliance with a criminal investigation, including but not limited to federal immigration authorities and their associates in the process of a civil investigation. Furthermore, District employees will not facilitate federal immigration authorities' access to a patron who may be physically present in a District library at the time of the request.

Compliance with Criminal Investigations.

The District will comply with a federal immigration authority's request for information and release records or provide access when authorities can provide at least one of the following:

- A) A subpoena issued by a federal judge or federal magistrate.
- B) An order issued by a federal judge or federal magistrate.
- C) A warrant issued by a federal judge or federal magistrate.

The District will also release records to federal immigration authorities when the District can obtain:

- A) The consent of the patron concerned through a valid release of information; or
- B) The consent of the patron's parents or legal guardian through a valid release of information.

A patron wishing to consent will need to fill out an information release form.

If a federal immigration authority is unable to present any of the above requirements, or there is no valid consent waiver on file, then the request for information or access will be denied.

Upon the receipt of such documents, or the receipt of a valid consent waiver, the District will provide such information as is permitted in the warrant, subpoena, or order, including information about a patron's parent, relative, or guardian.

The District will also provide or consent to access of district property that is not ordinarily accessible to the public, provided that authorities have provided documentation from a federal judge allowing for such access. Individuals not employed by the District, excluding those working in a voluntary capacity, shall not be allowed in staff areas, except when necessary for reasonable library operations.

The requested information will be provided to the authorities in the form in which it was requested.

Reduction of Personal Information Collected.

As outlined in the Personal Information Protection Policy, the district works to avoid or minimize the capture or storage of patron personal information. However, the District collects certain residential and personal information in the process of obtaining a library card, as outlined in the Circulation Policy.

In applying for a library card, distinctions are made based on residential status. District employees may inquire into, as necessary, information regarding an individual's place of residence in this process but should not inquire into immigration status or that individual's place of birth.

When collecting personal information from a patron in the library card application process or in any other situation, a District employee or staff member shall not ask patrons about their immigration status for the purpose of identifying if the person has complied with federal immigration laws.

Procedures Upon a Request for Information.

Upon receiving a request for information from a federal immigration authority, whether orally or in writing, District employees will ascertain whether the authorities possess any federal judge subpoena, warrant, order, or whether consent exists to release the information. Until this can be confirmed, no information should be released to any authorities. A request made without presenting any of the above should be denied.

Once the request has been received, employees shall

- Request and document the first and last name of the person leading the authorities, employer, badge number, contact information, and obtain a copy of the subpoena, warrant, or order that allows access. All information obtained should be placed in the incident report.
- Report any request for information or access to the Director's office, regardless of whether the request was denied.

Following a federal immigration authority's request for information or access to a patron,

- The Executive Director's Office will communicate with the patron who was the subject of the request to make them aware of the request.
- If the patron is under the age of 18, the Office will communicate with either the parent, legal guardian, or relative of the patron about whom the request was made.
- The employee who receives the request, or managing librarian on duty, shall file an incident report containing, at minimum, the details of the request and the contact information of the lead individual of the request.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Library Director
From: Cole Gerstner, Library Board President

Date: July 31, 2025
Re: Navigate Future Board Vacancies
Item 5.1: New Business

Background / Discussion

There will be three open Board of Trustees positions in January 2026. A review of the recruiting and appointment process specified in the Clearview Library District Board of Trustees Bylaws is timely given these pending vacancies.

MEMORANDUM

To: Library Board of Trustees

Via: Erica Rose, Library Director

From: Erica Rose, Library Director, Beth Fransen, Head of IT & Tech Services

Date: July 31, 2025

Re: eBook & eAudiobook Purchasing Presentation

Item 5.2: New Business

Background / Discussion

Across libraries, the demand for digital materials (e-books and streaming media) is increasing, and there is a high cost associated with these items. The eBook & eAudiobook Purchasing Presentation will supply information about how these issues impact Clearview Library District, ensuring stakeholders are aware of this key library issue and its impact on fiduciary decisions.