

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 - Erica Rose, Director

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - Lisa Gagliardi, Treasurer

Friends & Foundation Report - Lisa Gagliardi

Old Business

- Approve Minutes of the July 31, 2025, Regular Board Meeting (Action)
- Audit Update - Erica Rose, Director (Information)
- Strategic Planning - Erica Rose, Director (Information)
- Bylaws Updates - Bill Gracia, Library District Attorney (Action)
- SB 25-276 Policy - Bill Garcia, Library District Attorney (Action)

- Fine Removal/Marmot Migration Updates - Erica Rose, Director, and Head of IT & Technical Services, Beth Fransen (Action)

New Business

- Board Openings - Erica Rose, Director (Information)
- State Grant to Libraries - Erica Rose, Director (Information)
- Retention Policy - Jeromey Balderrama, Secretary (Action)
- Colorado Public Library Standards: Standards for Library Staff - Jeromey Balderrama, Secretary (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, September 25, 2025, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, October 30, 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 - AUGUST 2025

Districtwide Update - Director Erica Rose

Highlights (attached to the Director's Goals)

- **Build Relationships in the Community**
 - Director Rose was pleased to provide a District tour to Colorado State Library Leadership consultant, Polly Gallagher. Polly works with public libraries across the state and shared that she was stunned by the growth happening across our communities.
- **Evaluate the Needs of our Service Community**
 - Director Rose, Executive Operations Coordinator (EOC) Natalie Wagner, and board members Jeromey Balderrama and Cherilyn Barringer attended the Grow West Area Planning meeting on July 9. This event was well attended and provided invaluable information about Greeley's regional planning process and mindset for growth.
- **Enhance Operational and Organizational Efficiencies**
 - Director Rose, Financial Administrator Sarah Watson, and board members Lisa Gagliardi and Cherilyn Barringer continued work on a comprehensive review of the District's financial policies, focusing on Procurement and Budget, with the intent to pass these onto the policy committee for full board review in September.
 - EOC, Natalie Wagner, began to formalize a plan to move the District toward compliance with Special District Records Management standards.
 - Audit work is in full swing and includes our formal financial audit, along with an internal audit of our systems, benefits, and employee records. Clearview Library District's Finance and HR teams are working quickly and nimbly to handle these audits on top of their daily responsibilities.
- **Listen and Learn about our Library and Communities**
 - Director Rose instigated a district-wide SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. Almost all staff members completed initial surveys, and small groups are scheduled to meet in August. Feedback from this process will inform the upcoming organizational study, strategic planning, long-range planning, and 2026 goals for the Director and staff.
 - Director Rose and Financial Administrator Sarah Watson attended a Lunch and Learn hosted by the CO Public Finance Team. This event offered important information regarding changes in Colorado tax law. Additionally, tentative 2026 financial projections for each District were provided.
- **Opportunities and Challenges**
 - Led by Head of Public Services Casey Lansinger-Pierce, multiple teams collaborated to prepare for the August launch of our Educator Cards. This endeavor touches every department. Communications, Public Services, Technical Services, and Administration were nimble and flexible in preparing for this important partnership with the Weld RE-4 School District.

- Digital Communications Coordinator Brad Vogler received the initial audit draft and confirmed the website was largely in good standing, containing no severe-level flags. Remediation work has begun to bring us to the next level of quality and accessibility.
- Communications Specialist Christine Henschler has revamped the Clearview Library District Canva FAQs into a comprehensive Communications Guide containing tools, best practices, detailed tips, links, and QR codes to resources. Digital and print copies were planned to streamline staff workflows and improve brand consistency.
- **Current and Ongoing**
 - The Community Partners meeting took place on August 13 with representation from the Clearview Library District, the Town of Severance, Weld RE-4 School District, and the Town of Windsor. Executive Operations Coordinator Natalie Wagner worked tirelessly to orchestrate the logistics for this successful meeting.
 - Long-range Planning committee board members, Kendra Adams and Ron Dunworth, met on August 14 to discuss past long-range planning endeavors and identify next steps for the committee.

Highlights

- The Library District's Facebook and Instagram net followers grew 15.8% to 5,393 total followers in July, with Facebook net audience growth of +20 and Instagram net audience growth of +24, representing a 71% increase in net follower growth compared to June.
- The Library District's second biweekly adult programming email achieved a 63% open rate and a 7% click-through rate in July, placing it among the top-performing email messages for the month in terms of audience engagement and comparisons of campaign open rates.

Public Services Update - Head of Public Services Casey Lansinger-Pierce

Highlights

- The Summer Adventure Program continued its successful run into July, offering an impressive array of programs for all age groups. Community feedback consistently lauded the high quality of this summer's program offerings, a popularity reflected in our strong attendance figures. In July, we welcomed over 1,700 attendees at programs held in Windsor, over 1,600 attendees at programs held in Severance, and over 800 attendees at off-site programs.
- In July, Adult Services hosted a Maker Fair at the Severance Library. This event allowed various creatives to participate in a craft supply swap, experiment with and borrow our maker-focused Explore Kits, and observe live maker demonstrations. Programs like this are instrumental in bolstering our adult services presence within the Severance community. The craft supply swap portion of this event was so successful that we offered another round at the Windsor Library a couple of weeks later.

- In July, we were delighted to welcome our newest Youth Services Assistant, Clara Kelley. Clara brings a wealth of experience as an educator, having previously managed the library at her last school. We are confident that Clara will play a key role in leading several of our tween programs.

Opportunities and Challenges

- On July 15, Casey Lansinger-Pierce and Courtney Harris represented the library at the Severance Chamber Business Spotlight event held at SheBrews. These events are valuable for library staff to attend and network with current and prospective community partners, as well as to promote District activities. We are currently collaborating with the Severance Chamber to host a future Business Spotlight event at the Severance Library.
- An ongoing challenge has been supporting staff through overflowing workloads and multiple weekend shifts each month for outreach events and as MRP (Most Responsible Person). Katie Lofton and Casey Lansinger-Pierce are continuing their discussions on the outreach events attended by Public Services staff. The goal is to ensure these community events align with the District's mission and shared values.
- Due to record-breaking Summer Adventure Program registration and completion numbers, we experienced a shortage of final prizes (books for each age group) throughout July. This "good problem" led library staff to frequently visit local bookstores to restock inventory.

IT & Technical Services Update - Head of IT & Technical Services Beth Gallinger

Highlights

- As we count down to the Marmot launch, IT and Technical Services will provide weekly updates to keep preparations on track and staff informed. On July 23, IT, Technical Services, and Marmot staff held the official kickoff meeting—an important first step that set the stage for a smooth transition. The Marmot Q&A document is being continuously updated, now featuring a new Key Dates section, with additional information to be added as it becomes available.
- The official Go Live date is set for Tuesday, October 21, 2025. The day prior, Monday, October 20, the Clearview Library District will close for a "soft launch," allowing staff to focus on training, system review, and team activities while the IT team works alongside Marmot staff to ensure all systems are operational. Further details will be shared in upcoming weekly updates as we move toward this important milestone.
- A new public address (PA) system has been installed at the Windsor Library, matching the system already in place at the Severance Library. This upgrade enhances both communication and security, allowing staff to relay announcements clearly and respond quickly in emergencies.

- The recent IT training session at Eagles Nest 55+ was a success, drawing 15 attendees who engaged in hands-on learning and technology support. Attendees received guidance on a range of topics, from basic device use to accessing library digital resources, and feedback was overwhelmingly positive. Building on this momentum, additional training sessions are scheduled for Eagles Nest in August and beyond. These sessions will continue to expand technology skills, promote confidence in using digital tools, and strengthen connections between the library and the community we serve.
- Beth Fransen, Vince Cameron, and Jennifer Bradley met to conduct a comprehensive evaluation of the library district collection, focusing on both the remaining 2025 budget and planning priorities for 2026. The discussion included a review of current circulation data and popularity trends, identifying areas where patron demand is strongest. Based on these findings, the team will adjust the collection budget to more closely align with usage patterns, ensuring that funding is allocated to materials and formats with the highest impact. This approach is intended to maximize the value of the collection, improve patron satisfaction, and ensure that future acquisitions reflect the evolving interests and needs of the community.

Opportunities and Challenges

- E-Rate delays continue to pose challenges, particularly as many of our hotspots have expired and we are awaiting approval to purchase replacements. We are closely monitoring funding updates, with new waivers appearing to be processed each Thursday. At this point last year, all E-Rate funding had been finalized; however, for 2025, only about 60% of funding has been completed to date. In addition to hotspot replacements, this year's E-Rate funding will support faster internet connections at all library district locations and the purchase of new network equipment. These delays impact our ability to maintain critical connectivity resources for patrons, and we will continue to track progress to ensure timely acquisition once approvals are in place.
- Completing the access control system for the Windsor Library's after-hours service has proven to be a challenge. While the project is nearly finished, a few key components still need to be installed before we can launch. Scheduling contractors to complete the remaining work has proven difficult, which has delayed final implementation. We remain close to completion and are working to secure the necessary resources to move the project forward as quickly as possible.

Customer Services Update - Head of Customer Service Amanda Brian

Highlights

- As this year's Summer Adventure Program reached new record numbers, the Customer Service teams at both libraries enthusiastically promoted the program to patrons and helped with registrations and prize redemptions. The increase in patrons seeking help at the service desk and the steady flow of returned materials kept the Customer Service teams in constant motion this month!

- The after-hours room reservations at the Severance Library continue to grow in popularity, with an increase of nine after-hours meetings in July.

Opportunities and Challenges

- 3D printing has become one of the most popular services we offer, and this summer saw a huge increase in print submissions. Unfortunately, the 3D printer at the Severance Library was out of commission for several weeks, and the Customer Service team had to field inquiries from patrons wondering when their prints would be done. We are glad to have the 3D printer back up and running!
- Summer is so busy that the Customer Service teams often don't have time to work on their regularly scheduled side projects. As a result, we aren't able to spend as much time in the stacks tidying the shelves. Next summer, we'd like to see if our volunteers could help us with this endeavor to keep the libraries looking great!

Library Location Visits		
July 2025	vs. June 2025	vs. July 2024
Windsor Patrons 12,741	6.68%	9.83%
Severance Patrons 5,258	-15.11%	-4.10%
Off-site Patrons 1,683	10.36%	44.59%
Total Patrons 19,682	0.10%	7.86%

Notes and Definitions

Library Location Visits: 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.

Severance had no big event like in June, leading to a lower visitor count, but July was still its second highest month of this year. Off-site counts were up due to there being more outreach events.

Physical Circulation		
July 2025	vs. June 2025	vs. July 2024
Windsor Circs 27,333	6.46%	-1.78%
Severance Circs 8,132	6.80%	-7.25%
Off-site Circs 2,361	13.56%	19.91%
Total Phys. Circs 37,826	6.95%	-1.92%

Notes and Definitions

Physical Circulation: Physical circulation includes the checkouts and renewals of all physical items. Off-site circulations are from the Bookmobile, BAM (Books and More), and the administration office.

Total physical circs showed a slight increase over June, and were mostly level compared to July 2024.

Digital Circulation		
July 2025	vs. June 2025	vs. July 2024
Virtual Borrowers 3,374	2.96%	28.98%
Digital Circs 15,458	10.71%	27.59%
Database Usage 1,119	-34.83%	15.01%

Notes and Definitions

Digital Circulation: Digital circulation includes checkouts and renewals of downloadable and streaming content from Libby (Overdrive), Hoopla, Freegal, and Kanopy. Virtual borrowers are patrons who have used the aforementioned platforms in the past month.

Virtual borrowers and virtual borrowing continued to show growth over last year. Database usage continued its summer slump, but had higher usage than last year, mainly from ProQuest and Tumblebooks.

Program Attendees		
July 2025	vs. June 2025	vs. July 2024
Windsor Attendees 1,758	3.05%	28.70%
Severance Attendees 1,679	-40.21%	-3.89%
Off-site Attendees 842	-51.75%	-23.59%
Total Attendees 4,279	-31.63%	0.45%

Notes and Definitions
<p>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.</p> <p>July didn't have any large Severance or Off-site programs like there were in June, which accounts for most of the change in program attendees. However, total program attendance was level from last year, even despite there being fewer programs. Waitlisted programs were up from June's low number, but still low overall.</p>

Number of Programs		
July 2025	vs. June 2025	vs. July 2024
Windsor Programs 53	26.19%	-20.90%
Severance Programs 39	8.33%	-38.10%
Off-site Programs 49	16.67%	-10.91%
Total Programs 141	17.50%	-25.40%

Program Waitlists		
July 2025	vs. June 2025	vs. July 2024
Waitlisted People 68	-63.83%	-76.71%
Waitlisted Programs 15	66.67%	-57.14%

*Totals include online programs.

Cardholders		
July 2025	vs. June 2025	vs. July 2024
Active Cardholders 6,909	7.42%	12.58%
New Cardholders 443	3.02%	15.06%

Notes and Definitions

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		
July 2025	vs. June 2025	vs. July 2024
Windsor 45.22%	5.65%	28.80%
Severance 33.05%	7.31%	28.45%

Notes and Definitions

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.

Meeting room bookings continued to be popular with patrons in July.

Digital Engagement		
July 2025	vs. June 2025	vs. July 2024
Website Pageviews 42,323	-4.79%	21.24%
Email Open Rate 50.10%	-11.17%	-21.35%
Engagements 2,157	-24.79%	102.16%
Social Media Followers 5,393	0.84%	4.92%

Notes and Definitions

Website Pageview: this represents the number of times a page on the library website was visited.

Email Open Rate: this is the unique open rate found in Savannah, and does not include special email campaigns.

Engagements: this is the number of times someone engaged with a post on social media.

Social Media Followers: the total number of followers on Facebook and Instagram, combined.

LIAISON REPORTS - AUGUST 2025

Town of Windsor - Board Member Lainie Peltz

- Windsor Harvest Festival is Saturday, 8/30 - Monday, 9/1
- 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

- Severance Days are Friday, 8/22 - Sunday, 8/24
- 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](#)
 - [City Scoop Special Edition](#)
- Greeley's Got it
 - [Visit Greeley](#)

TREASURER'S REPORT - JULY 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 4.3719%.

Fund Balance

The total increase in fund balance through July is \$4,044,498, 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 96% of the budget and on target to meet or exceed the budget amounts.

Operating Expenses

Total expenditures are at 47% of the operating budget, with 58% of the year elapsed through July. Lease payments on the Severance Library occur semi-annually. Programming expenditures are typically heavy in the summer months and are expected to be within budget by the end of the year. Capital expenditures for July entailed furniture at the Administrative Services Building. Final salary adjustments were made in June, so the salary and benefit amounts will be more 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

	Total			
	Actuals January 1 July 31	Total 2025 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	6,617,066	6,779,261	(162,195)	97.61%
3051 Other Income	383,585	423,492	(39,907)	90.58%
3120 Specific Ownership Tax	171,436	300,000	(128,564)	57.15%
3672 Contributions	3,750	-	3,750	0.00%
Total Income	\$ 7,175,837	\$ 7,502,753	\$ (326,916)	95.64%
Gross Profit	\$ 7,175,837	\$ 7,502,753	\$ (326,916)	95.64%
Expenses				
3901 Benefits	493,146	1,049,655	(556,509)	46.98%
4011 Salaries	1,623,719	3,217,983	(1,594,264)	50.46%
4049 Operating Expenses	459,118	812,995	(353,877)	56.47%
4051 Public Relations	72,543	137,874	(65,331)	52.62%
4052 Programming	65,244	98,000	(32,756)	66.58%
4087 Materials	279,861	511,500	(231,639)	54.71%
4088 IT	75,986	279,598	(203,612)	27.18%
4089 Vehicles	6,671	26,250	(19,579)	25.41%
4710 Land/Building Improvements	-	150,000	(150,000)	0.00%
4723 Lease Payment	53,257	361,486	(308,229)	14.73%
9000 Capital Outlay	1,794	-	1,794	0.00%
Total Expenses	\$ 3,131,340	\$ 6,645,341	\$ (3,514,001)	47.12%
Net Operating Income	\$ 4,044,498	\$ 857,412	\$ 3,187,087	471.71%
Net Income	\$ 4,044,498	\$ 857,412	\$ 3,187,087	471.71%

Clearview Library District
Balance Sheet
As of July 31, 2025

	<u>Total</u>
Assets	
Current Assets	
Cash/Investments	15,224,963
Other Current Assets	69,511
Total for Current Assets	<u>\$ 15,294,473</u>
Other Assets	-
Total for Assets	<u><u>\$ 15,294,473</u></u>
Liabilities and Equity	
Liabilities	
Accounts Payable	80,854
Other Current Liabilities	36,760
Total for Liabilities	<u>\$ 117,614</u>
Equity	
Restricted	135,000
Committed	5,885,349
Unrestricted, Unassigned	5,112,013
Net Income	4,044,498
Total for Equity	<u>\$ 15,176,860</u>
Total for Liabilities and Equity	<u><u>\$ 15,294,473</u></u>

DRAFT MINUTES

Call to Order

President Cole Gerstner called the meeting to order at 5:32 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 (joined online), Trustee Ron Dunworth, Trustee Alternate Cherilyn Barringer, Town of Windsor Liaison Lainie Peltz, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall (joined online), and Attorney Joe Williams (joined online)

Absent: Weld RE-4 School District Liaison Jennifer Hansen

Staff: Director Erica Rose, Head of IT & Technical Services Beth Fransen, Executive Operations Coordinator Natalie Wagner, and IT Assistant Amanda Matl

Review of Agenda

Nothing at this time.

Public Input

Nothing at this time.

Director's Report - Erica Rose, Library Director

- Introduction of Staff
 - Courier Driver Matt Bicksler
 - Customer Service Specialist Caitlin Gharrity
 - Customer Service Specialist Ernie Nelson
 - Mobile Services Assistant Carly Bowles
 - Youth Services Assistant Clara Kelley
- Communication and Monthly Statistics
 - Director Rose reported on staff working through on a SWOT study and space and storage review across the district. Due to staff workspace constraints and having enough seats for everyone to work at the Windsor Library, a room that was used for staff meetings is being made into a staff workspace. The Imagination Room is being converted into a public meeting room.
 - Director Rose highlighted that the Summer Adventure Program registration is off the charts, Pub Trivia has returned and is happening at Peculier Ales located in downtown Windsor, E-Rate results from the State are still coming, IT staff preparing for Marmot, and Customer Service was very busy throughout the

summer, as well as the Comms team posting on social media and marketing programs.

- Director Rose added that test proctoring is done at the Windsor Library, and notary service is done at the Severance Library.
- Director Rose highlighted the library district's quarter two statistics.
- The Board thanked all staff for their hard work.

Follow-Up Questions to Board/Liaison Reports

Liaison reports can be found in the board packet. Additionally, Lainie reported that WCR 17 is open, the 7th St. bridge is almost ready, and WCR 72 is finishing up the work there. Craig reported on new subdivisions coming to Severance. Jeromey reported, on behalf of Dale Hale, on Greeley's Grow West Area Planning meeting, and that it was a really neat and great presentation. Trustee Alternate Cherilyn Barringer, Director Rose, and Executive Operations Coordinator Natalie Wagner attended as well.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that the Treasurer's Report can be found in the board packet. Lisa reported that June is similar to May, the timing of property taxes, and being on target to meet or exceed budget expenditures.

Motion by Ron Dunworth, second by Kendra Adams, to accept the Treasurer's Report as presented for June 2025; motion passed unanimously.

Friends & Foundation Report - Lisa Gagliardi

Lisa reported that the F&F has been discussing the Clearview Reads author. They voted to donate \$250 toward the Summer Adventure Reading Carnival. They are sending out a Save the Date for Saturday, September 27, Reading Retreat. There are 47 spots and \$40 per ticket; it's a four-hour event, and it's being held at the Windsor Library.

Old Business

- Approve Minutes of the June 26, 2025, Regular Board Meeting
 - Minutes were approved.
 - Motion by Lisa Gagliardi, second by Ron Dunworth, to approve minutes of the June 26, 2025, Regular Board Meeting; motion passed unanimously.
- Director's Goals Update – Erica Rose, Director
 - Director Rose referenced and talked about her SMART Goals for 2025. Director Rose welcomes board feedback and plans to meet with board members in August. Kendra asked Director Rose to share highlights she has since joining the library district. Erica responded about the love of collaboration with teams, about how staff engage and love our patrons, therefore being able to be a part of it all is what it's all about.
- Strategic Plan Quarterly Update – Erica Rose, Director
 - Director Rose reported on the Strategic Plan, progress with the Weld RE-4 School District MOU, the new Educator Card, the updates on the district website, successful social media posts, marketing materials, the conversion of the

Imagination Room into a meeting space, and there will be updates to the Pikes Peak meeting room.

- **Audit Update – Erica Rose, Director**
 - Director Rose reported that Jim Hinkle, of Hinkle & Company, has received the library district’s materials and has sent a request for additional materials. Financial Administrator Sarah Watson is working with Hinkle & Company, and the audit is moving along.
- **Town of Severance IGA - Erica Rose, Director**
 - Director Rose reported that the IGA with Exhibit A, pages 1 – 8 that are included, is in the board packet. Director Rose reported that Attorney Garcia has read and reviewed this agreement. Director Rose asked the Board to approve the agreement.
 - Motion by Ron Dunworth, second by Lisa Gagliardi, to approve and accept the Town of Severance IGA, Regular Board Meeting; motion passed unanimously.
- **Updated Bylaws – Joe Williams, Library District Attorney**
 - Joe reported that the Bylaws were discussed except for the single word change in Article 5, Section 4.1. This can be discussed today and then vote on all the changes, Article 5, Section 2.1.4, and Article 5, Section 4.5, at the August regular board meeting. This also allows for fifteen days to be met for Public Notice.
 - Kendra spoke about term limits for the board and suggested that there be term limits on offices (President, Vice President, Treasurer, Secretary). Recommending that 2 years (consecutive) of an office in a Trustee’s first term and one year of an office in a Trustee’s second term. Lisa added that placing term limits could force a Trustee into an office position that they may not be qualified for. Jeromey agreed that this could create a problem, so he suggested that the board follow norms. Ron gave an example of Lisa becoming Treasurer, as she is a good fit with her experience. Jeromey and Kendra agreed to get together to talk further on this and the consideration of creating a library board norms document.
- **Updated SB 25-276 Policy – Jeromey Balderrama, Secretary**
 - Jeromey gave a refresher on SB 25-276, the Federal Immigration Authority Contact Policy. Jeromey suggested having an open discussion on this policy and taking a vote at the August regular board meeting, as this policy must be in place by September 1, 2025.
 - Attorney Joe Williams reported that there needs to be a policy put in place to address the law and comply with the law. Recommends compliance without aid.
 - Board members discussed language within the policy and asked questions to Attorney Joe Williams.

New Business

- **Navigate Future Board Vacancies – Cole Gerstner, President**
 - Cole reported that two Trustee and the Trustee Alternate seats will be open. Cole asks the board to please talk within the community. Kendra suggested reaching out to previous candidates.

- eBook & eAudiobook Purchasing Presentation - Erica Rose, Director, and Beth Fransen, Head of IT & Technical Services
 - Director Rose reported on an article that Cole had shared with the board regarding the increase in digital materials costs and its impact on libraries. Director Rose said that some libraries have created additional requirements within their library for patron use, so that people would need to come into the library to get a library card for eMaterial checkouts.
 - Beth shared a slideshow presentation, Understanding eBook and eAudiobook Purchasing, on eMaterials, including how they are purchased, contracts with vendors, circulation counts, selection process, and budgeting now and in the future for these types of materials. The board found this presentation very informative, asked questions, and held a discussion. The board thanked Beth and Collection Development Supervising Librarian Jennifer Bradley for providing this presentation.
- Colorado Public Library Standards: Collections – Jeromey Balderrama, Secretary
 - Jeromey presented a slideshow reviewing collections that encompassed a survey that was sent to Trustees (5), Director Rose, and staff (10). The results showcased that the Library District is doing well in maintaining the ILS, having a wide variety of materials, removing fines, and fulfilling patron requests. Among areas for growth are looking at demographics to provide materials, the display of materials, and further reviewing items that were unknown to the survey takers.

Upcoming Agenda

SB 25-276 Policy

Bylaws Updates

Library Board Openings Update

Fine Removal / Marmot Migration

Adjourn

Motion by Kendra Adams, second by Jeromey Balderrama, to adjourn; motion passed unanimously. The meeting adjourned at 8:01 p.m.

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

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DRAFT

MEMORANDUM

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

Date: August 28, 2025
Re: Library Board Bylaws Updates
Item 4.4: Old Business

Background / Discussion

The Library Board of Trustees reviews its bylaws annually to determine if any changes are needed. Legal counsel has provided redlines for review that reflect suggested edits from the Board.

Attachments

Clearview Library District Board of Trustees Bylaws with Updates.

**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 RE4 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, 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 10th 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 31st 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.

2.1.4 The Policy Committee, which shall be charged with drafting and revising library policies for Library Board review and adoption.

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, ~~have~~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 ~~The Alternate Trustee shall have full voting privileges in the absence or recusal of a Trustee from official proceedings. 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: August 28, 2025
Re: SB 25-276 Policy Updates
Item 4.5: Old 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 is moving through the formal policy review process.

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.

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MEMORANDUM

To: Library Board of Trustees

Via: Erica Rose, Director

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

Date: August 28, 2025

Re: Fine Removal/Marmot Migration Updates

Item 4.6: Old Business

Background / Discussion

The Clearview Library District Board of Trustees voted to remove all fines from the Check Out Policy in May of 2025. In preparation for the migration to a new integrated library system and the Marmot Consortium, District staff requests board consideration of removing fine account balances versus transferring them to the new system.

MEMORANDUM

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

Date: August 28, 2025
Re: Records Retention Policy
Item 5.4: New Business

Background / Discussion

The Clearview Library District recognizes, as a public agency, having legal and practical obligations to practice records retention for many reasons: legal compliance, accountability and transparency, historical and archival value, operational efficiency, litigation and risk management, data security and privacy, and space and cost management.

Recommendation

The Management Team and the Policy Committee recommend adoption of the Records Retention Policy.

Attachments

Records Retention Policy

Records Retention Policy

The Clearview Library District recognizes the need for a comprehensive records retention schedule for the district's records, as well as the retention of those records that have long-term administrative, fiscal, and historical value. Retention refers to the length of time governmental agencies store information. The retention policy pertains to the organization's records and does not include personal information or "User Records" as defined in the [Privacy of User Records Policy](#).

Colorado's Retention Statute

Retention of government records is governed by Colorado Statute C.R.S. 24-80-101 et. seq.

- State Histories. Archive and Emblems and retention and disposition schedules promulgated by the Colorado State Archives.

The Colorado State Archives Special Districts Records Management Policy Manual identifies the period of time to retain records concerning facilities, finances, fleet, equipment, general administration, records governing body, historical district boundary and planning, licenses and permits, litigation and legal counsel, personnel, and property.

District Application

- In adopting the Colorado State Archives Special District Records Management Manual¹, the District agrees to use the retention periods stated in the manual.
- The District will maintain a schedule that identifies the types of documents, their retention periods, the responsible party, and actual availability. This is done for compliance and to facilitate requests under the Colorado Open Records Act (CORA).
- The statute on retention does not apply to library and museum materials contributed by private persons, nor to library records that would disclose the identity of a user. In these cases, the District's stance is to delete personal information that is no longer needed.

¹ See Appendix A for the link to the Colorado State Archives Special District Records Management Manual.

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Appendix A: Links to Colorado State Archives Special District Records Management Manual

Resource	Link
Colorado State Archives Special District Records Management Manual	https://archives.colorado.gov/records-management/special-districts-records-management

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Resolution 25-02

Resolution by the Clearview Library District Board of Directors Adopting the Colorado State Archivist Special Districts Record Retention Schedule

Whereas the Clearview Library District, being a public entity in the State of Colorado, has a legal obligation to responsibly manage the records of the library; and

Whereas the Clearview Library District requested and was granted approval to follow and use the Colorado Special Districts Records Management Schedule; and

Whereas following the Special Districts Records Management Schedule allows the Clearview Library District to properly store and dispose of the records of the library; and

Whereas the schedule and the State Archivist's approved inclusion of the Clearview Library District demonstrates that the Clearview Library District is in compliance with government regulations.

Now therefore be it resolved that the Clearview Library District Board of Directors hereby authorizes the Clearview Library District to adopt the Colorado Special Districts Record Retention Schedule as the library's Records Retention Policy.

Passed and adopted at a regular meeting of the Clearview Library District Board of Trustees on the _____ day of _____, 2025.

Cole Gerstner
Library Board President

Jeromey Balderrama
Secretary of the Board, Clearview Library District