

## 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 August 28, 2025, Regular Board Meeting (Action)
- Strategic Planning - Jeromey Balderrama, Secretary (Action)
- Organizational Study Update- Erica Rose, Director (Information)
- Board Openings Update - Erica Rose, Director (Information)

**New Business**

- Audit Report Presentation - Erica Rose, Director, and Sarah Watson, Financial Administrator (Information)
- Summer Adventure Program Update - Casey Lansinger-Pierce, Head of Public Services (Information)
- Budget Policy and Procurement Policy - Jeromey Balderrama (Action)
- Colorado Public Library Standards: Community Engagement - Jeromey Balderrama, Secretary (Information)
- Colorado Association of Libraries Conference Reports - Erica Rose, Director, Jeromey Balderrama, Secretary, and Casey Lansinger-Pierce, Head of Public Services

**Upcoming Agenda****Adjourn**

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**Upcoming Meetings**

- Board of Trustees Regular Meeting, October 30, 2025, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, November 20, 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 - AUGUST 2025

### *Districtwide Highlights - Director Erica Rose*

- **Build Relationships in the Community**
  - Director Rose engaged in early discussions with the principal of Skyview Elementary School to discuss developing programs that provide literacy support to families and children in West Greeley.
  - The [August 2025 issue of Windsor City Lifestyle Magazine, themed "Kids and Pets,"](#) featured a three-page article on the PAWS for Reading program, written by Marketing and Communications Assistant Hailey Fry and Communications Specialist Christine Henschler. The publication highlighted the program's impact and showcased the district's commitment to equity in early literacy initiatives. Additionally, the team prepared for the launch of the District's first digital audio streaming advertising campaign through AudioGo, promoting Library Card Sign-Up Month (Sept. 1–30).
- **Evaluate the Needs of our Service Community**
  - The Executive Leadership team conducted an audit of the spaces at Windsor Library and the Bookmobile, determining changes that will enhance the User Experience. Gentle tweaks will be made over the coming months, including the rearrangement of shelving, furniture, and collections, as well as deep cleaning, painting, signage, and cosmetic updates.
  - The Long Range Planning Committee, which includes Trustees Dunworth and Adams, met with Director Rose in mid-August to share the committee's history and provide advice on its future.
- **Enhance Operational and Organizational Efficiencies**
  - Digital Communications Coordinator Brad Vogler reported steady progress in website accessibility efforts with a current focus on checking and tagging PDFs. Additionally, Vogler developed a Staff Picks webpage to boost visibility and engagement for the physical collection.
  - HR Generalist Tracy Barger organized a well-received Supervisor training, facilitated by our Employer Assistance Program (MINES).
- **Listen and Learn about our Library and Communities**
  - The Administrative team gathered for a series of retreat meetings, which focused on team building, strategic planning, and preparation for the Organizational Study RFP.
  - Executive Operations Coordinator Natalie Wagner facilitated planning for a Joint Agency Meeting, hosted by Clearview Library District. Representatives from the Town of Windsor, the Town of Severance, and the Weld RE-4 School District attended to collaborate and share updates.
  - Financial Administrator Sarah Watson continued work on the audit and began preparing for the budget. Untangling the nuances of the new tax law and its impact on CLD funding has been a challenge, requiring meetings with the Weld County Assessor and Clearview Library District's legal council.

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

### **Highlights**

- August concluded with the Summer Adventure Program achieving record-breaking registration numbers. We had 2,698 participants across all age groups, with a remarkable 43% completing the program.
- Staff from several departments worked at Windsor's annual Harvest Festival event in late August/early September. As always, we bring the bookmobile and feature several family-friendly activities for our community to enjoy. A staff member is dedicated to a table providing library information and answering questions about the District. Throughout the weekend, we interacted with just under 3,000 community members at our table, and we saw 1,020 individuals board the bookmobile.
- Community interaction at the annual Severance Days event in late August saw a thrilling 78% increase. The bookmobile participated in the event's parade, which was followed by a festival that included vendors, food, and entertainment.
- Heather's Summer Carnival, our annual end-of-summer wrap-up event, was once again a great success, drawing just over 400 attendees. This year, Youth Services Supervisor Diana Hyland, the event coordinator, introduced a waterslide and bouncy house specifically for children aged five and under. The Public Services team is currently evaluating all summer events and programs, including the Carnival, to determine potential adjustments for next year, given the volume and caliber of our offerings.
- As a token of our appreciation for completing the Summer Adventure Program survey, one fortunate participant received a hot-air balloon ride at the Harvest Festival. This incentive, coordinated through our Harvest Festival sponsorship, proved to be an engaging method for gathering valuable community feedback.

### **Opportunities and Challenges**

- Clearview Library District's educational programs are now officially recognized enrichment opportunities for Colorado Homeschool Enrichment (CHE) students. This partnership arose from requests from our current patrons, who are also part of the CHE community. A formal agreement was signed in early September and will be communicated to CHE families, allowing their students to receive enrichment hours for attending our programs.
- Our afterschool bookmobile stops resumed, serving 229 students and assisting with 121 circulations. We are currently visiting Orchard Hill, Hollister Lake, Range View, and Grandview Elementary Schools.
- Our new Educator Cards launched successfully, with Youth Services Supervising Librarian Becca Sharp representing Clearview at a Weld RE-4 School District professional development day. She also attended the school district's annual Convocation event alongside Mobile Services Supervisor Katie Lofton. The Educator Cards have been very well received, and word of mouth is helping this initiative grow. Cards are now being created for educators at institutions such as Aims Community College and American Legacy Academy, in addition to the Weld RE-4 School District.

- Adult Services Supervising Librarian Courtney Harris represented the Library District at a joint event hosted by the Windsor-Severance Historical Society and the Severance Chamber of Commerce. This engagement led to valuable new connections that could benefit future programming initiatives.
  - Director Rose and Casey Lansinger-Pierce met with Deputy Director of Parks, Recreation & Culture Tara Fotsch to begin discussions on a formal MOU between organizations. This was the first of several planned meetings. An additional meeting is scheduled for early October to include more staff for brainstorming the terms of our strategic partnership.
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### ***IT & Technical Services Update - Head of IT & Technical Services Beth Fransen***

#### **Highlights**

- In August, IT and Technical Services initiated the most significant phase of our migration to Marmot by completing all data mapping for the new Integrated Library System (ILS), Sierra. This process involved carefully reviewing and aligning our bibliographic, patron, and circulation data with Marmot's system requirements to ensure a smooth and accurate transfer. Data mapping is one of the most complex and time-intensive parts of the migration, laying the foundation for successful testing and eventual go-live. With this critical step completed, we are well on track for the next stages of the project, including test loads, staff training, and final migration.
- E-Rate funding for upgraded network equipment, network connections, and faster-speed internet was approved in August. This funding will strengthen the library's technology infrastructure, providing more reliable connectivity for staff and patrons while supporting the increased demands of modern library services.
- IT assisted with the relocation of Adult Services and Youth Services into new spaces at the Windsor Library. The team coordinated the disconnection, movement, and reconnection of computers, phones, and peripheral equipment to ensure that both departments were fully functional in their new areas. Their support helped minimize downtime for staff and ensured a seamless transition in the updated spaces.
- Beth Fransen presented at the August Library Board meeting on the topic of migrating fines and fees as part of the transition to the Marmot consortium. Beth explained the workload and complications that migrating these items would create for staff and recommended that fines and fees not be carried forward into the new system. The board approved this recommendation, which reduces the burden on staff during the migration and allows the new Sierra system to launch with a clean slate.
- In August, Library Information Technologist Jesse Feveal and IT Assistant Amanda Matl taught technology classes at Eagle's Nest and at the Windsor Library. Attendance at these sessions remains strong, reflecting the community's ongoing interest in technology support and learning opportunities. Altogether, staff assisted 22 individuals this month with their technology needs.

## Opportunities and Challenges

- The migration period has been a very busy time for staff. With the additional workload and preparation required, many staff members are working extra hours and experiencing increased stress levels. Change is always a challenging process, and this transition has required significant effort across departments. Leadership continues to monitor staff capacity and provide support to help balance the demands of this important project.
  - Beth Fransen met with Customer Service Specialists (CSS) staff and the courier service to plan the workflow for handling physical items once the district is part of the Marmot consortium. These discussions focused on how items will be processed, routed, and delivered within the new system to ensure efficiency and consistency. Beth also worked with staff to anticipate potential issues that may arise as the physical movement of our collection increases, so that they can be identified and addressed quickly. By working through the details in advance, we developed a clear plan that will support staff in managing materials smoothly and provide patrons with reliable access to items across the consortium.
  - Following a recent Windows update, the 3D printer at the Severance Library experienced significant issues that disrupted its operation. Staff are actively working on rebuilding and reconfiguring the printer to restore functionality. Although this process is time-intensive, we anticipate having the printer back in service soon, which will allow patrons to continue accessing this resource.
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## ***Customer Services Update - Head of Customer Service Amanda Brian***

### Highlights

- The Customer Service team at the Severance Library received a wonderful compliment from a patron. The patron relayed the following: "My 3rd-grade son recently told me that he likes the library because it feels like home and he can just relax and feel comfortable here." We love hearing this because we strive to make our libraries inviting for all!"
- On August 4, Notary Services moved from the Administrative Services Building to the Severance Library. Customer Service Supervisor Rob Wygal oversees this service. Customer Service Lead Anna Matl has recently received her notary certification. Between Rob and Anna, the district will be able to offer this service during most open hours. This is great for patrons as it adds evening and Saturday availability, offering more flexible booking options.
- The Customer Services team at both libraries tackled large weeding projects. The team at the Severance Library is weeding the Adult Fiction and Non-Fiction collections. And, the team at Windsor Library weeded CDs and two older video game system formats from the video game collection. These weeding projects are preparing us to reduce overcrowded shelves and help relocate some collections to make them more visible, which should increase the circulation of those collections.

### **Opportunities and Challenges**

- In August, both Windsor and Severance Libraries had the opportunity to evaluate staff hours. One 24-hour part-time employee at Windsor Library needed to reduce their hours to 14. Instead of filling the 10-hour vacancy, we worked on adjusting the schedule. At the Severance Library, Rob evaluated the Saturday schedule, as Saturdays continue to be one of the slowest days of the week. He was able to streamline staff on Saturdays to better utilize the hours during the week when we are busier.
- One of my goals for this year has been to examine how our spaces are utilized. I have been wanting to highlight better, Explore Kits, and create better lines of sight in the children's area. At the beginning of August, the Administration team was able to meet before opening, walk the spaces, and brainstorm ideas. Since then, we have begun implementing these ideas. We are mid-way through the process, and I am already excited with how this project is taking shape. The work will be fully completed in September, and next month's report will certainly include the final result as a highlight!

Library Location Visits		
Aug 2025	vs. July 2025	vs. Aug 2024
Windsor Patrons 11,446	-10.16%	0.38%
Severance Patrons 4,322	-17.80%	19.69%
Off-site Patrons 4,610	155.68%	160.30%
Total Patrons 20,378	2.91%	21.41%

Notes and Definitions
<p>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.</p> <p>Since the Harvest Festival took place partly in August this year, off-site patron counts were much higher than last August. That boost of patrons, plus growth at Severance, contributed to a patron count 20% higher than last August.</p>

Physical Circulation		
Aug 2025	vs. July 2025	vs. Aug 2024
Windsor Circs 25,687	-6.02%	-0.25%
Severance Circs 7,868	-3.25%	17.86%
Off-site Circs 1,985	-15.93%	58.04%
Total Phys. Circs 35,540	-6.04%	5.51%

Notes and Definitions
<p>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.</p> <p>Total physical circulations decreased slightly from July, which is typical for August. August was still the second highest month of 2025 so far. There was a slight increase over last year.</p>

Digital Circulation		
Aug 2025	vs. July 2025	vs. Aug 2024
Virtual Borrowers 3,394	0.59%	30.19%
Digital Circs 15,001	-2.96%	23.28%
Database Usage 1,038	-7.24%	49.14%

Notes and Definitions
<p>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.</p> <p>Virtual borrowers and circulations increased significantly from last year. While database usage remained in its summer low-point, it was higher than last August due to usage of Niche Academy, ProQuest, and PebbleGo.</p>



Program Attendees		
Aug 2025	vs. July 2025	vs. Aug 2024
Windsor Attendees 1,613	-8.25%	-4.73%
Severance Attendees 1,110	-33.89%	25.14%
Off-site Attendees 634	-24.70%	-14.90%
Total Attendees 3,357	-22.29%	0.48%

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>While there were fewer programs than in August 2024, the amount of attendees stayed the same. The smaller amount of better-attended programs meant that there were fewer and shorter waitlists.</p>

Number of Programs		
Aug 2025	vs. July 2025	vs. Aug 2024
Windsor Programs 39	-26.42%	-13.33%
Severance Programs 31	-20.51%	-16.22%
Off-site Programs 27	-44.90%	-6.90%
Total Programs 97	-32.64%	-14.16%

Program Waitlists		
Aug 2025	vs. July 2025	vs. Aug 2024
Waitlisted People 48	-29.41%	-55.56%
Waitlisted Programs 11	-26.67%	-50.00%

\*Totals include online programs.

Cardholders		
Aug 2025	vs. July 2025	vs. Aug 2024
Active Cardholders 8,355	20.93%	38.49%
New Cardholders 419	-5.42%	3.71%

Notes and Definitions
<p>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.</p> <p>The increase in patron activity may be due to the overdue fine deletion project; it is possible that a fine deletion counted as patron activity.</p>

Meeting Rooms		
Aug 2025	vs. July 2025	vs. Aug 2024
Windsor 28.04%	-37.99%	-32.42%
Severance 27.19%	-17.73%	-0.66%

Notes and Definitions
<p>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.</p> <p>With the addition of the Imagination Room as a meeting room option, the amount of available meeting room hours increased, meaning the a typical number of bookings would make up a smaller percentage of available meeting room time. However, there were also fewer bookings made for library events and patron use.</p>

Digital Engagement		
Aug 2025	vs. July 2025	vs. Aug 2024
Website Pageviews 38,388	-9.30%	-0.39%
Email Open Rate 60.20%	20.16%	6.74%
Engagements 2,210	2.46%	135.11%
Social Media Followers 5,416	0.43%	4.94%

Notes and Definitions
<p>Website Pageview: this represents the number of times a page on the library website was visited.</p> <p>Email Open Rate: this is the unique open rate found in Savannah, and does not include special email campaigns.</p> <p>Engagements: this is the number of times someone engaged with a post on social media. Facebook and Instagram are seeing a steady rise in video content, which is driving more interactions and overall social media engagement.</p> <p>Social Media Followers: the total number of followers on Facebook and Instagram, combined. Our follower growth on both platforms indicates we're retaining our audience and expanding our reach.</p>

## LIAISON REPORTS - SEPTEMBER 2025

### Town of Windsor - Board Member Lainie Peltz

- The Town Board is in the middle of its 2026 budget process. The final vote will be at the end of November, but any of our work sessions are open to the public.
- Our wastewater treatment facilities' expansions are on track, with an estimated opening in 2028.
- CR 70 extension from CR 19 to SH 257 is about 50% in its design. Construction start is still TBD, but things are progressing.
- Lots of railroad crossing improvements are in progress. Main Street crossing is scheduled for early October and will require a 12-day closure. Sign up for alerts from the town at [windsorgov.com](https://windsorgov.com)
- There should be a new traffic signal at 7th St. and Riverplace, south of Eastman Park, by the end of the year.
- The Community Development Building has been fully remodeled and is open for operation at its new location, 200 N. 11th St., Windsor (formerly the Windsor Police Department). Planning, Engineering, Economic Development, and Water Resources teams are now all housed in one place.
- Fall volunteer opportunities are available, including the [Community Park Cleanup on September 27](#) from 9:00 a.m. to 12:00 p.m. at Poudre Heights Park, 1670 Green River Drive, Windsor. Learn more: [windsorgov.com/397/Volunteer-Program](https://windsorgov.com/397/Volunteer-Program)
- The official Town of Windsor newsletter
  - [Windsor Matters](#)
  - [Events](#)

### 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 - AUGUST 2025

### **Statement Overview:**

The financials include the 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 August in Colotrust is 4.3688%.

### **Fund Balance:**

The total increase in fund balance through August is \$3,704,094, primarily due to the timing of property taxes 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 97.6% of the budget and on target to meet or exceed the budget amounts.

### **Operating Expenses:**

Total expenditures are at 54.45% of the operating budget, with 67% of the year elapsed through August. 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 to date include 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 year-end.

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

	Total			
	Actuals January 1 - August 31	Total 2025 Budget	Over/Under Budget	% of Budget
<b>Income</b>				
3050 Property Tax	6,680,092	6,779,261	(99,169)	98.54%
3051 Other Income	439,899	423,492	16,407	103.87%
3120 Specific Ownership Tax	198,693	300,000	(101,307)	66.23%
3672 Contributions	3,750	0	3,750	0.00%
Total Income	<b>\$ 7,322,433</b>	<b>\$ 7,502,753</b>	<b>\$ (180,319)</b>	<b>97.60%</b>
Gross Profit	<b>\$ 7,322,433</b>	<b>\$ 7,502,753</b>	<b>\$ (180,319)</b>	<b>97.60%</b>
<b>Expenses</b>				
3901 Benefits	573,614	1,049,655	(476,041)	54.65%
4011 Salaries	1,874,225	3,217,983	(1,343,758)	58.24%
4049 Operating Expenses	530,588	812,995	(282,407)	65.26%
4051 Public Relations	74,122	137,874	(63,752)	53.76%
4052 Programming	70,569	98,000	(27,431)	72.01%
4087 Materials	319,895	511,500	(191,605)	62.54%
4088 IT	103,062	279,598	(176,536)	36.86%
4089 Vehicles	10,203	26,250	(16,047)	38.87%
4710 Land/Building Improvements	0	150,000	(150,000)	0.00%
4723 Lease Payment	53,257	361,486	(308,229)	14.73%
9000 Capital Outlay	8,803	0	8,803	0.00%
Total Expenses	<b>\$ 3,618,340</b>	<b>\$ 6,645,341</b>	<b>\$ (3,027,002)</b>	<b>54.45%</b>
Net Operating Income	<b>\$ 3,704,094</b>	<b>\$ 857,412</b>	<b>\$ 2,846,682</b>	<b>432.01%</b>
Net Income	<b>\$ 3,704,094</b>	<b>\$ 857,412</b>	<b>\$ 2,846,682</b>	<b>432.01%</b>

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

Distribution account	Total
<b>Assets</b>	
<b>Current Assets</b>	
Cash/Investments	14,856,836
Other Current Assets	88,388
<b>Total for Current Assets</b>	<b>\$ 14,945,224</b>
<b>Other Assets</b>	-
<b>Total for Assets</b>	<b>\$ 14,945,224</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
Accounts Payable	67,296
Other Current Liabilities	41,472
<b>Total for Liabilities</b>	<b>\$ 108,768</b>
<b>Equity</b>	
Restricted	135,000
Committed	5,885,349
Unrestricted, Unassigned	5,112,013
Net Income	3,704,094
<b>Total for Equity</b>	<b>\$ 14,836,456</b>
<b>Total for Liabilities and Equity</b>	<b>\$ 14,945,224</b>

## DRAFT MINUTES

### Call to Order

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

### Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### Roll Call

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

Absent: Treasurer Lisa Gagliardi, Weld RE-4 School District Liaison Jennifer Hansen, City of Greeley Liaison Dale Hall

Staff: Director Erica Rose, Head of IT & Technical Services Beth Fransen, Executive Operations Coordinator Natalie Wagner, and Library Information Technologist Ed May

### Review of Agenda

Director Rose asked to move Old Business: Fine Removal/Marmot Migration Updates to after the Approval of the Minutes. President Gerstner approved.

### Public Input

Nothing at this time.

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

Director Rose read out loud a patron's kind remarks and appreciation for the Clearview Library District and its staff. Director Rose shared that the PAWS for Reading program was featured in *Windsor City Lifestyle* magazine, "[Wagging Tails, Growing Readers](#)". Director Rose reported on work in progress across departments, including a tour of the library district by Director Rose for Colorado State Library Leadership Senior Consultant Polly Gallagher. Additional highlights can be found in the Director's Report.

Director Rose reported on district statistics, including that digital circulation is up almost 30%, library location visits are up 7.86%, the number of new cardholders is up 15% year-over-year, social media engagement is up 102% year-over-year, and program attendance is holding steady. Additional statistics can be found in the Director's Report.

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

Liaison reports can be found in the board packet. Lainie reported attending the Ridgeline Middle School opening, that the 7<sup>th</sup> Street Bridge has a one-lane closure, and that Harvest Fest is this weekend. Craig fielded questions on land that was annexed, and that a planned

subdivision, to be developed across Harmony Road from the Severance Library, is still in negotiations with North Weld Water.

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

In Trustee Gagliardi's absence, President Gerstern reported that the Treasurer's Report can be found in the board packet.

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

**Friends & Foundation Report** - Lisa Gagliardi

In Trustee Gagliardi's absence, Director Rose reported that the F&F are excited about the [Read & Retreat](#) as they continue to plan and prepare for this event. Any funds raised will go towards the library district's 1,000 Books Before Kindergarten program. The F&F continues to research software replacement, is looking for new members, and has announced that President Blair Pakowski has retired from the foundation. Director Rose announced that F&F plans to sponsor massage chairs for the library district staff at the upcoming October Staff Day.

**Old Business**

- Approve Minutes of the July 31, 2025, Regular Board Meeting
  - Minutes were approved.
  - Motion by Ron Dunworth, second by Cherilyn Barringer, to approve minutes of the July 31, 2025, Regular Board Meeting with the condition of striking the last two sentences, from Old Business SB 25-276 Policy section three. [If the policy isn't implemented, the library district would be open to being fined. The fine is \$50,000]; motion passed unanimously.
- Audit Update - Erica Rose, Director
  - Director Rose reported making good progress on the audit. A draft copy is expected to be received by Director Ros by Friday, August 29, 2025
- Strategic Plan Quarterly Update – Erica Rose, Director
  - Director Rose reported on the addendum to the 2024-2025 Strategic Plan for 2026, and that the board should see a draft of that addendum at the October regular board meeting.
- Updated Bylaws – Bill Garcia, Library District Attorney
  - Attorney Garcia thanked President Gerstner for changing the one word in Section 4.1 from 'appoint' to 'have'.
  - Kendra and Jeromey updated that they would like to turn requests into norms or a stance, rather than adding to the Bylaws.
  - Motion by Kendra Adams, second by Jeromey Balderrama, to approve the second reading of the Bylaws updates; motion passed unanimously.
- Updated SB 25-276 Policy – Bill Garcia, Library District Attorney



- President Gerstner asked if this policy is moving forward or being removed from the agenda. Jeromey summarized that the board members were not comfortable approving the policy. Jeromey requested that the board approve the policy to ensure compliance with SB 25-276 Policy.
- The board discussed the policy, training staff on existing policies and procedures, and record-keeping on requests, so that the library district can adhere to its policies and allow the Director to handle procedures in accordance with existing policy.
- Jeromey Balderrama made a motion to adopt the policy. There was no second; therefore, the directive failed. Jeromey requested direction from the board to further develop this policy. Board members will follow up with Jeromey.
- **Fine Removal/Marmot Migration Updates - Erica Rose, Director, and Head of IT & Technical Services, Beth Fransen**
  - Beth shared a slideshow presentation that went through the technical challenges, the staff & patron impact, and industry best practices of not migrating fines, as well as the financial considerations of costs associated with migrating this type of data (exporting fines with full details). Beth recommended to the board that it is best not to migrate fines into the new ILS system, Sierra.
  - Motion by Cherilyn Barringer, second by Jeromey Balderrama, to approve not to migrate fines/fees into the new ILS system, Sierra; motion passed unanimously. President Gerstner voted no.

### **New Business**

- **Board Openings - Erica Rose, Director**
  - Erica reported on the work being done in preparation for the upcoming interview process, noting that applications are due by September 29. The planned interview date is October 23, with a backup date of October 25.
  - President Gerstner said that he will be representing the board on the Interview Committee. Jeromey and Ron express interest in being the Trustee to represent the board.
- **State Grant to Libraries - Erica Rose, Director**
  - Erica reported on State Grant funding and the amount received in June, which was \$13,000.
- **Retention Policy - Jeromey Balderrama, Secretary**
  - Erica reported on the Retention Policy, emphasizing the importance of record-keeping and the various types of records involved.
  - Jeromey reported that the policy defers to the state manual as written by the State Archivist.

- Motion by Kendra Adams, second by Cherilyn Barringer, to adopt the Records Retention Policy and to adopt Resolution 25-02; motion passed unanimously.
- Colorado Public Library Standards: Standards for Library Staff - Jeromey Balderrama, Secretary
  - Jeromey reported that this month is focused on how the library district works with its staff. Jeromey shared a slideshow presentation that summarized the results of both the Trustee and Management staff surveys.

**Upcoming Agenda**

Budget Policy

Procurement Policy

Audit Update

Summer Adventure Program Update

**Adjourn**

Motion by Jeromey Balderrama, second by Kendra Adams, to adjourn; motion passed unanimously. The meeting adjourned at 7:19 p.m.

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**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.*

## MEMORANDUM

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

**Date:** September 25, 2025

**Re:** Strategic Planning

**Item 4.2:** Old Business

### **Background / Discussion**

The addendum for the 2024/2025 Strategic Plan was developed in collaboration with the Clearview Library District administrative team and the chair of the strategic planning committee, Trustee Balderrama. All parties worked to ensure it aligns with our operational capabilities, current strategic plan, and 2026 priorities. It is offered for the board's review and feedback.

# Addendum to the 2024-2025 Strategic Plan: A One-Year Extension (2026)

This addendum outlines the Clearview Library District's strategic focus for 2026, extending the existing plan by one year. The Library Board has approved this extension to allow the district to dedicate time to research, data collection, and the foundational work required to create a new, more comprehensive five-year strategic plan.

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## Continuing to Work on Existing Goals

The district will continue to advance the goals and action steps outlined in the 2024-2025 Strategic Plan in 2026. These focus areas include:

- **Communication**

- **Goal: Increase awareness of the library district's operations, services, and programs.**
- **Outcome: Residents will gain an understanding of library district services, the importance of the library district to the community, the needs of the library district, and its governance and funding.**
- **Action Steps:**
  - Update the library district's Marketing Plan.
  - Make revisions and updates to the library district's website.
  - Explore radio advertising to increase awareness of the services provided by the library district.
  - Explore more effective ways to share library usage data with the public.
  - Tap into various groups, such as active senior adults and the Teen Advisory Group, to find the best avenues of communication and interests.
  - Reinstitute Beyond the Books, the Library District's citizen leadership academy, and Library Road Shows.
  - Enhance public presentations on a variety of topics at clubs, board meetings, and other civic groups.
- **2026 Additional Action Steps**
  - Strengthen storytelling and community impact.
  - Showcase and leverage community partnerships.
  - Expand community outreach through multi-channel campaigns.

- Optimize the library district's digital presence in the community.
- Prioritize data-driven decisions.

## ● IT/Technology

- **Goal: Improve access and visibility of Clearview Library District's Explore Kit collection, eResources, and other non-traditional library materials.**
- **Outcome: Residents will be able to easily find items of interest, both physical and digital, by searching the library district's online catalog.**
- **Action Steps:**
  - Purchase and implement a Discovery Layer for the library district's online catalog.
  - Provide photos and descriptions of items in Explore Kits for the library district's online catalog.
  - Increase the visibility of the Explore Kit collection within the libraries.
- **2026 Additional Action Steps**
  - Reassess collection budgets to align with demand and changing trends in information consumption.
  - Explore a Maker in Residence program.
- **Goal: Improve the school library card program to increase access to library resources in Weld RE-4 School District classrooms.**
- **Outcome: Teachers, parents, and students will gain a better understanding of the school library card program. Teachers and students will have easier access to library resources through the school card program, and library databases will experience increased usage as a result of wider access in classrooms.**
- **Action Steps:**
  - Work with Weld RE-4 School District to simplify the registration process.
  - Educate teachers and other school staff on the process and resources available.
- **2026 Additional Action Steps**

- Continue to build out the Educator Card program.

- **Partnerships**

- **Goal: Build and strengthen partnerships with community organizations.**
- **Outcome: Partnerships will be formalized with clearly understood responsibilities and benefits to each party. New partnerships will also be established.**
- **Action Steps:**
  - Review and evaluate all current partnerships.
  - Establish a Memorandum of Understanding with all major partners.
- **2026 Additional Action Steps**
  - Establish Strategic Partnership criteria and policy.
  - Invite and promote strategic partnerships with key organizations in the community.

- **Programming**

- **Goal: Community members of all ages will have increased access to a diverse array of programs that enhance their quality of life.**
- **Outcome: Programs will be easier to attend.**
- **Action Steps:**
  - The District is meeting the needs and wants of the community through library programs and services.
  - Increase access to programs by offering a variety of registration and attendance options, and by considering the scheduling of programs to best accommodate both working and non-working parents and caregivers.
  - Formalize the program assessment process and identify a threshold for discontinuing or re-assessing available programs.
- **2026 Additional Action Steps**
  - Increase access to adult programming at the Severance Library.
  - Seek programming opportunities that support the small business community.

- **Space**

- **Goal: Build a library in Severance that meets the needs of the community.**
- **Outcome: The library district will provide increased access to residents in the northern part of the District.**
- **Action Steps:**
  - Work with the contractor to complete the building project by the spring of 2024.
  - Open the building for the public by April 2024.
- **Goal: Community members will be aware of the meeting spaces available for their use.**
- **Outcome: Increased use of meeting rooms.**
- **Action Steps:**
  - Launch a social media campaign to promote library meeting rooms.
  - Advertise meeting room space in local publications.
  - Simplify the booking process
  - Expand After Hours access at the Windsor Library.
- **2026 Additional Action Steps:**
  - Promote After Hours access at the Windsor Library.
- **Goal: Evaluate the use of Clearview Library District facilities.**
- **Outcome: Newly created spaces will be used as intended or reinvented for uses that meet the community's needs.**
- **Action Steps:**
  - Monitor the use of newly created spaces at the Windsor Library, such as the Imagination Room, meeting rooms, and Teen Space, as well as the meeting rooms, spaces, and areas at Severance Library.
- **2026 Additional Action Steps**

- Assess the feasibility of creating a dedicated MakerSpace at both libraries.
  - Evaluate physical space and design for the collections in both libraries.
  - Seek options for enhancing collaborative spaces at the Windsor Library.
  - Consider ways to reorganize the youth spaces at the Windsor Library.
  - Implement cosmetic upgrades to the bookmobile.
  - Evaluate the need for more service points at the Windsor Library.
- **Goal:** The library district will, over time, increase the square footage per capita to accommodate a growing population.
  - **Outcome:** Community members will have spaces that cultivate curiosity, enlighten the mind, and strengthen the community.
  - **Action Steps:**
    - The Long-range Planning Committee will continue to meet.
    - Continue conversations with developers and governments.
    - Seek opportunities for shared spaces.
    - Report to the public regularly on progress.

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## Research and Data Collection for a New Plan

In addition to allowing continued and expanded work on the existing Goals, the 2026 extension will provide a dedicated period for in-depth research, data collection, and community analysis, which will enhance the understanding of the various demographics throughout the District and potential needs for library services. Additionally, this critical information will inform a more robust and responsive strategic plan for the future. The library will focus on:

- **Community Analysis:** Hire a consultant to initiate a community assessment to understand the community's needs and wants through library programs and services.
- **Census Information:** Review recent census data to gain a better understanding of the community's demographics and growth trends.
- **Demographic Insights:** Collaborate with local and state demographers, as well as other experts, to gather information about the diverse needs of various community segments, including families, teens, active adults, and cultural groups. This ensures our services are inclusive and equitable.
- **Internal evaluation:** Lean into the expertise that exists within our staff to conduct comprehensive reviews of our services, spaces, systems, and structure. This internal reflection will guide future strategy and planning.



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## Designing a Comprehensive Five-Year Plan

This one-year addendum provides the necessary time to carefully design and implement a new five-year strategic plan. Our goal is to move from a two-year plan to a long-term, comprehensive strategy that can guide the library's growth for the next half decade. This will involve:

- **Strategic Planning Committee:** Forming a new, diverse committee, led by Clearview Library District staff, with representatives from key stakeholders and various community institutions and populations.
- **Public Input:** Seeking public feedback to ensure the new plan reflects the evolving needs of our community.
- **Defining Goals:** Developing a clear set of goals and action steps that will guide the library district's budget, staffing, and operations over the next five years.

By dedicating 2026 to this crucial research and foundational work, we can ensure the next strategic plan will be well-informed, effective, and capable of guiding the Clearview Library District in its mission to cultivate curiosity, enlighten the mind, and strengthen the community.

## MEMORANDUM

**To:** Library Board of Trustees

**From:** Erica Rose, Director

**Date:** September 25, 2025

**Re:** Audit Report Presentation

**Item 5.1:** New Business

### **Background / Discussion**

The Library District is required to conduct an annual audit of its financial records. Hinkle and Company conducted the 2024 audit and will file it with the State of Colorado on September 30, 2025. The Audit Committee (Board Treasurer, Lisa Gagliardi, Board Trustee Ron Dunworth, Director Erica Rose, and Financial Administrator Sarah Watson) met via Google Meet with Mr. Hinkle on Thursday, September 18, at 5:30 pm to review the audit and MDNA draft.

## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Erica Rose, Director

**From:** Casey Lansinger-Pierce, Head of Public Services

**Date:** September 25, 2025

**Re:** Summer Adventure Program Update

**Item 5.2:** New Business

### **Background / Discussion**

The Summer Adventure Program is one of the library district's most prominent programs. Head of Public Services, Casey Lansinger-Pierce, will provide a presentation highlighting the key milestones and reflections from this year's Summer Adventure Program.

## MEMORANDUM

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

**Date:** September 25, 2025  
**Re:** Budget Policy and Procurement Policy  
**Item 5.3:** New Business

### **Background / Discussion**

The Clearview Library District prioritizes both regular policy reviews and fiscal responsibility. In light of this, a new Budget policy is proposed to communicate the principles and logistics that guide the District's budget process. Additionally, a review of the Procurement Policy took place as part of the calendar rotation that guides our policy review.

### **Recommendation**

The Management Team and the Policy Committee recommend the adoption of the newly proposed Budget Policy, along with the suggested updates to the existing Procurement Policy.

# Budget Policy

It is the policy of the Clearview Library District to ensure responsible and transparent management of financial resources through structured budgeting, reporting, and oversight processes.

## **Purpose and Authority**

The Director and Board of Trustees are responsible for overseeing the financial health of the District. The Board ensures that funds are managed ethically, transparently, and in compliance with applicable local and state regulations.

## **Budget Development**

The Library Director will prepare a draft annual budget in coordination with District staff, including Department Heads and the Financial Administrator. Budget development will begin several months before the end of the fiscal year to ensure compliance with the Local Government Budget Law of Colorado (C.R.S. 29-1-101 et seq.).

Budgets will reflect the District's operational needs and strategic goals. A proposed budget will be given to the Board (C.R.S. 29-1-105) and made available to the public, noticed online and in print (C.R.S. 29-1-106(1)). Once approved, the budget will be submitted to the Department of Local Affairs (DOLA) C.R.S. 29-1-113 (1) no later than January 31.

## Revenue and Reserve Policies

The primary source of funding for the District is property tax revenue. Revenue is also generated through state and federal grants, and private donations through the Clearview Library Friends and Foundation.

The District will strive to maintain the following reserve funds:

- Operating reserves of six months of budgeted operating expenditures
- Any other reserves as required by the Taxpayers Bill of Rights (TABOR) or state/local mandates.
- Long-term planning (to meet our debt service or for future investment)
- Capital building repair and replacement of at least 10% of the audited gross capital asset value for the district.

## Budget Revisions

When anticipated expenditures may exceed the annual appropriation, budget revisions may take place as proposed by the library director. The revision process will follow the same process and requirements as listed in Budget Development.

## Reporting

Monthly financial statements comparing actual expenditures to the approved budget will be presented to the Board. Financial statements will be made public and will be posted online on The District website.

## **Budget Calendar**

The District maintains a budget calendar in compliance with state and local laws and follows a fiscal year of January 1-December 31. Public notice for the upcoming budget is provided by October 15th each year. The budget is approved by the Board by December 31 and filed with the State by January 31 of the new year.

### **[Calendar Addendum](#)**

# Procurement Policy

This policy sets forth the requirements and restrictions that govern purchases of goods and services for the Clearview Library District (The District). The intent of this policy is to employ prudent, time-efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the district's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making and flexibility for staff to function effectively in the public's interest. It is the goal of the District to extend honest, courteous, and impartial treatment to all vendors.

## Responsibilities

The District uses competitive buying, sound vendor relationships, and adherence to the policies adopted by the Board of Trustees. Additionally, the District will adhere to all federal requirements related to grant funding, including but not limited to, time cycles for expending funds, reporting, and record-keeping. In general, purchasing responsibilities are as follows: The Library Director has the delegated authority to approve or disapprove purchases according to the guidelines stated herein, and to create procedures for efficient execution of this policy. The Library Director or designee is responsible for administering procedural purchasing tasks within a centralized procurement framework.

## Purchase Processes

All purchases and expenditures must comply with the documentation and approval requirements listed in the following chart. When procuring ongoing goods or services, the District will utilize the annual expenditure amount as the purchase value when applying the purchase limits. Purchases cannot be split in order to avoid the approval process. The District will consider the annual cost of services as the purchase value



<b>Purchase Limits</b>	<b>Approval Level</b>
\$0-\$999	Department Head approval
\$1000-\$4,999	Department Head and Director notification
\$5000-\$49,999	Director approval
\$50,000 and above	Library Board approval

### **Quotes \$5,000- \$49,998**

- The District staff will invite quotes from persons, firms, or corporations.
- The District will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. The District reserves the right to reject any quotes and to accept the proposal that is in its best interest.

### **Requests for formal competitive solicitation greater than \$50,000**

- A solicitation will be published on The District's website and posted to a competitive bidding platform
- The District will determine the best value by considering timing, quality, quantity, price, vendor performance, and any other relevant criteria. The District reserves the right to reject any proposal and to accept the proposal that is in its best interest.
- The library director may repeatedly reject all bids and again may submit to the same or other persons, firms, or corporations the request for proposals (or invitation to bid), and/or again publish notice of the proposed purchase.

## **When Competitive Solicitation is not Required**

- Library materials (e.g., books, periodicals, audiovisual materials, e-materials), printing services, computing and networking, etc., may be sourced by vendor rather than item by item.
- A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the District's best interests. Purchase may then be made on the basis of prices established by negotiation.
- The District is eligible to purchase commodities under existing contracts negotiated by federal, state, local and cooperative systems such as the Colorado Library Consortium (CLIC).
- Services (gas, electricity, telephone, etc.) purchased from a public utility at a price or rate determined by the applicable government authority.
- The District may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of The District to do so.

## **Local Vendor Preference**

It is the preference of The District to solicit vendors located in Northern Colorado. Local vendors may be given a five percent price allowance in order to encourage local purchasing. When selecting a local vendor over an out-of-area vendor, all other factors used to determine best value must be equal.

## **Emergency Purchases**

In the event of an unforeseen emergency that necessitates purchases be made immediately, portions of this policy can be waived with approval by the library director as long as the policy is adhered to as closely as conditions permit.

## Conflict of Interest

No District employee, member of the employee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the employee or a member of the employee's family will be allowed to sell goods or services to The District without the prior written consent of the library director. Any proposed transaction exceeding a cumulative total of \$10,000 per fiscal year shall be disclosed to the Library Board Treasurer and President immediately.

No member of the Board, member of the trustee's family (spouse, parents, brothers, sisters, children, or any other immediate relative), or entity owned by the trustee or a member of the trustee's family will be allowed to sell goods or services to Clearview Library District without the prior approval of the Board. Trustees must comply with Article XXIX of the Colorado Constitution (Amendment 41) and may not accept a fee, gift, other valuable item, or service for personal use from any person or organization of greater value than the current limit set by the state.

Under no circumstances shall an employee or Trustee accept a gift of any value when such fee, gift, valuable item, or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with The District.

## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Erica Rose, Director

**From:** Jeromey Balderrama, Secretary

**Date:** September 25, 2025

**Re:** Colorado Public Library Standards: Community Engagement

**Item 5.4:** New Business

### **Background / Discussion**

During the CALCON 2024 Conference, the [Colorado Public Library Standards](#) were discussed at a session. Since March 2025, the library board has reviewed a standard at regular board meetings, using an agreed-upon evaluation system.

## MEMORANDUM

**To:** Library Board of Trustees

**From:** Erica Rose, Director

**Date:** September 25, 2025

**Re:** Colorado Association of Libraries Conference Reports

**Item 5.5:** New Business

### **Background / Discussion**

The Colorado Association of Libraries Conference (CALCON) is held annually. This conference is valuable for both staff and board members who can attend. Several staff and one board member attended the 2025 conference. An overview of the conference and summary of key takeaways will be provided to the Board of Trustees.