

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 September 25, 2025, Regular Board Meeting (Action)
- Strategic Plan Quarterly Update - Erica Rose, Director (Information)
- Director's Goals Update - Erica Rose, Director (Information)
- Organizational Study Update - Erica Rose, Director (Information)
- Board Openings Update - Cole Gerstner, Board President (Information)

- Budget Policy and Procurement Policy Updates - Jeromey Balderrama (Action)

New Business

- First Reading of the 2026 Clearview Library District Budget - Erica Rose, Director and Financial Administrator, Sarah Watson (Information)
- Strategy for Director Evaluation - Cole Gerstner, President (Information)
- Colorado Public Library Standards: Marketing and Public Relations - Jeromey Balderrama, Secretary (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, November 20, 2025, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, December 4, 2025, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Special Meeting, January 8, 2026, 5:30 p.m.
- Board of Trustees Regular Meeting, January 29, 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 - SEPTEMBER 2025

Districtwide Update - Director Erica Rose

Highlights

- **Build Relationships in the Community**

- September opened on a high note with the Harvest Festival Parade. Several staff members, Director Rose, and Trustee Balderrama walked in the parade on behalf of Clearview Library District (CLD). The warmth and enthusiasm from the crowd was heartwarming and inspiring.
- Director Rose and Head of Public Services Casey Langsinger-Pierce had a very productive discussion with the Director and Communications Specialist for the Severance Chamber. We are committed to future partnerships, cross-promotion, and mutual support. One key development is that we will co-host all Severance Business Spotlight events in 2026.
- Director Rose attended the ribbon-cutting for Windsor's newly remodeled Community Development Center. The space is beautiful and boasts a community room that is available for reservations.
- The Communications Team ran a recurring campaign from September 3 to 28 to promote two trustee positions and one alternate position on the Library Board of Trustees, raising significant awareness. The paid social campaign received 28,668 impressions, a 529% increase from 2024, and 283 engagements, a 279% increase. Additionally, the email sent to over 7,700 recipients had a 61% open rate with 242 clicks.
- Communications Specialist Christine Henschler and Library Director Rose finalized a contract with Indoor Media for four shopping-cart "mini-billboard" ads at Windsor King Soopers and Safeway stores. Christine completed ad templates with Indoor Media using district branding and custom photography; the ads were sent to print and are scheduled to run from November 2025 to November 2026, providing high-frequency exposure to local shoppers to increase awareness of library services and events.
- On September 1, the Communications Team launched the Library District's first AudioGo streaming digital ad campaign to promote Library Card Sign-Up Month. The campaign received strong engagement, generating 24,909 impressions and reaching 3,564 listeners, mostly on Pandora. This initiative expanded our advertising strategy by effectively targeting audiences within our service area through digital audio, demonstrating its value as a community outreach tool. AudioGo campaigns will run monthly, promoting district services, resources, and programs to boost community awareness and engagement.

- **Evaluate the Needs of our Service Community**

- Director Rose, Casey Langsinger-Pierce, and Youth Services Supervising Librarian Becca Sharp met with Weld Re-4's Title IX coordinator and the Weld Re-4 District Social Worker on September 22. This fruitful conversation focused on how to reach families and support education and literacy for West Greeley students.

- Casey Lansinger-Pierce attended the second feasibility meeting for the Windsor Recreation Center. This gathering of community stakeholders is an important opportunity for CLD to take part in building our community's future.
 - **Enhance Operational and Organizational Efficiencies**
 - Financial Administrator Sarah Watson successfully completed the 2024 audit (filed with the state on September 30th). Attention was immediately turned toward budget preparation. Director Rose and Sarah Watson met with each department head to determine budget needs, researched our budget history, and completed some forecasting of costs and projects.
 - It is the season for financial focus, and Director Rose and Sarah Watson met with Treasurer Gagliardi, Trustee Barringer, and Trustee Balderrama to continue work on the Budget and Procurement Policies.
 - Digital Communications Coordinator Brad Vogler addressed delays on the Staff Picks webpage after discovering that existing category filters hindered patron navigation; he implemented a tag-based system to enhance discoverability and developed a 3D-print submission form to replace email submissions—creating trackable tickets for the Tech Department and reducing spam losses. A remaining technical issue—ensuring file attachments work correctly in the new ticketing system—was escalated to Tech for validation before full implementation.
 - **Listen and Learn about our Library and Communities**
 - CLD continued to move through the final stages of the SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats). HR Generalist Tracy Barger facilitated department debrief meetings across the District.
 - Executive Operations Coordinator, Natalie Wagner, and Tracy Barger combined their expertise to plan out a robust and meaningful Staff Day on October 20th
-

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

Highlights

- In early September, Children and Family Librarian Trisha Parsons, Teen Librarian Amy McFadden, Early Literacy Librarian Nancy Milliken, and Adult Services Assistant Rebecca Robbins attended the annual Colorado Association of Libraries Conference, this year held in Breckenridge, CO. They found the sessions informative and made meaningful connections. Rebecca Robbins also served as a panelist for the Ageless Grace session, organized by Cristy Moran, former Colorado State Library Consultant.
- Adult Services Supervising Librarian Courtney Harris and Casey Lansinger-Pierce presented to the local chapter of the Daughters of the American Revolution on identifying misinformation, fake news, and AI-generated content. The presentation was very well received, and the group committed to attending the upcoming Join In Fair in November.

Opportunities and Challenges

- The newly implemented "one-off" programs, Thursdays at the Library and Afterschool Collective, have proven exceptionally popular. These programs were specifically designed as an alternative to our traditional series-based offerings, allowing us to quickly respond to trending interests and host large-scale, open-house style events, similar to our successful summer programming. For example, our September Bluey Party, inspired by the popular children's television show, attracted over 160 patrons. Tractor Time, offered at the Severance Library, saw nearly 300 attendees!
 - Constitution Week, observed from September 17-23, was a district focus, featuring two appropriately themed programs. On September 18, Casey Lansinger-Pierce and the Adult Services team presented "We The People: Understanding the U.S. Constitution." This program featured a distinguished panel -- a veteran, a journalist, and an attorney -- who shared insights on the Constitution's significance in their lives. The district hopes to host more such community discourse events in the future. Additionally, the district partnered with the Town of Windsor to hold a Constitution-themed storytime at the old schoolhouse.
 - Mobile Services Supervisor Katie Lofton is currently gathering contractor bids for various bookmobile enhancements, such as new flooring and cabinets.
 - The Adult Services team participated in the NoCo Brew Fest held in Severance. This was the team's first time at this event, and they engaged with 150 individuals, promoting the district and signing up new cardholders.
 - In September, an outdoor birdwatching program was canceled due to inclement weather. This was a rare occurrence, as programs are very seldom canceled. The program was promptly rescheduled.
-

IT & Technical Services Update - Director Erica Rose

Highlights

- Due to personnel changes, the IT and Technical Services team has been reconfigured. The IT team now reports to Director Rose, and the Technical Services team reports to Department Head Amanda Brian.
- In the midst of this transition, Jesse Feavel, Trevor Wagner, and Amanda Matl have put forth exceptional efforts to ensure there is no disruption to IT service and support for patrons and CLD staff.
- Collection Development Supervising Librarian Jennifer Bradley has been working closely with Mobile Services Supervisor Katie Lofton to audit the bookmobile collection and map out a plan for a collection refresh throughout 2026.
- Explore Kits were moved to a more prominent location in the Windsor Library to enhance visibility and allow for more effective, safer storage.

Opportunities and Challenges

- The launch of Marmot has been delayed due to several unforeseen circumstances: staffing shifts in the IT and Technical Services departments, and contractual friction between Marmot and Polaris (the current ILS provider). The launch has been delayed until January 2026, which affords CLD the opportunity to ensure robust preparation and enhanced training for all staff.
 - All members of the Technical Services and IT teams have done excellent work to continue to prepare for Marmot, identify gaps, and proactively move the project forward.
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Customer Services Update - Head of Customer Service Amanda Brian

Highlights

- In last month's opportunities and challenges section, moving collections and creating better sightlines at the Windsor Library were discussed. This project was completed in September. The lower shelving in the children's area creates a direct line of visibility across the library, which is great for staff and parents. The larger shelving was moved to the media area, where we have relocated the Explore Kits. This very popular collection now has more room and has new signage.
- The Severance Library had 10 after-hours meetings (a 30% booking rate) that included Girl Scouts, HOAs, and a book club. It is wonderful that this service is consistently being used.

Opportunities and Challenges

- The front door at the Severance Library remains a problem. The current issue is that the door sensor isn't always registering people walking up to the door, so that it won't open. The other challenge is that the door company has not been able to commit to a date for an assessment.
- Staff received some questions and concerns regarding the large weeding project at Severance Library. There were several reasons for the weeding project, as the original opening-day collection had very low circulation. By removing low-circulating items, we could condense the collection so patrons no longer have to reach the bottom shelves. It also allows us to purchase a more popular collection. We are excited to see new titles as they fill the shelves over the next few months!

Library Location Visits		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Windsor Patrons 11,027	-3.66%	7.43%
Severance Patrons 4,253	-1.60%	28.64%
Off-site Patrons 3,229	-29.96%	-45.26%
Total Patrons 18,509	-9.17%	-4.93%

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.

Since most of the Harvest Festival foot traffic took place in August instead of September this year, patron counts were comparatively lower.

Visits to the Windsor Library usually decrease from August to September, but the change was not as dramatic this year.

Physical Circulation		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Windsor Circs 23,970	-6.68%	-3.95%
Severance Circs 7,035	-10.59%	15.03%
Off-site Circs 2,144	8.01%	18.06%
Total Phys. Circs 33,149	-6.73%	0.79%

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 circulations were level compared to last year, and slightly lower compared to the previous month, which is typical for September.

Digital Circulation		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Virtual Borrowers 3,436	1.24%	28.02%
Digital Circs 14,699	-2.01%	23.56%
Database Usage 4,087	293.74%	-31.89%

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.

Digital circulations continued to show growth over last year. The slight decrease from August to September is typical for this time of year.

Database usage increased with the start of the school year. PebbleGo and EBSCO usage were higher last September, which mostly explains the decrease.

Program Attendees		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Windsor Attendees 1,738	7.75%	28.55%
Severance Attendees 1,483	33.60%	15.23%
Off-site Attendees 1,447	121.25%	29.66%
Total Attendees 4,718	39.71%	23.77%

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>More programs were held in September than in August, which increased the number of attendees, as well as the number of waitlisted programs. Despite having almost the same amount of programs as in September 2024, program attendance was over 20% higher. Waitlists have also been shrinking.</p>

Number of Programs		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Windsor Programs 49	25.64%	-22.22%
Severance Programs 42	35.48%	-14.29%
Off-site Programs 62	113.79%	40.91%
Total Programs 157	58.59%	-2.48%

Program Waitlists		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Waitlisted People 47	-2.08%	-65.69%
Waitlisted Programs 16	45.45%	-38.46%

*Totals include online programs.

Cardholders		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Active Cardholders 7,263	-13.07%	25.27%
New Cardholders 365	-12.89%	17.36%

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>Active cardholders remained high, but decreased from the unusually high number in August. There were fewer new cardholders compared to the previous month due to the majority of Educator Card sign-ups happening in August.</p>

Meeting Rooms		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Windsor 41.81%	49.11%	1.21%
Severance 34.34%	26.30%	23.21%

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>Meeting room usage returned to normal; bookings at Severance continued to grow in comparison to last year.</p>

Digital Engagement		
Sep 2025	vs. Aug 2025	vs. Sep 2024
Website Pageviews 40,373	5.17%	10.75%
Email Open Rate 59.50%	-1.16%	-1.98%
Engagements 2,287	3.48%	110.78%
Social Media Followers 5,450	0.63%	5.44%

Notes and Definitions
<p><i>Website Pageviews</i>: this represents the number of times a page on the library website was visited.</p> <p><i>Email Open Rate</i>: this is the unique open rate found in Savannah, and does not include special email campaigns.</p> <p><i>Engagements</i>: this is the number of times someone engaged with a post on social media.</p> <p><i>Social Media Followers</i>: the total number of followers on Facebook and Instagram, combined.</p> <p>The email open rate stayed mostly the same compared to last month and last year. The increase of video content on Facebook and Instagram has been boosting post interactions and overall social media engagement. Follower growth on both platforms indicates healthy retention and expanding reach.</p>

LIAISON REPORTS - OCTOBER 2025

Town of Windsor - Board Member Lainie Peltz

- 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 City Scoop Special Edition
 - [West Greeley Project Survey](#)
- Greeley's Got it
 - [Visit Greeley](#)

TREASURER'S REPORT - SEPTEMBER 2025

Statement Overview

The financials include a 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 September in Colotrust is 4.3688%.

Fund Balance

The total increase in fund balance through September is \$3,238,523, primarily due to the timing of property tax received in comparison to timing of expenditures. The fund balance will decrease as the operating year continues and will be more in line with the budget.

Fund Balance, as presented on the balance sheet, has been updated to the 2024 audit. Going forward, the timing of these entries to adequately reflect fund balance categories will take place upon adoption of the budget and comply with the reserve requirements outlined in policy. The draft budget policy is scheduled to be reviewed and adopted at the October 30, 2025, meeting.

Revenue

Operating Revenue is at 98.67% of the budget and on target to meet or exceed the budget amounts.

Operating Expenses

Total expenditures are at 62.67% of the operating budget, with 75% of the year elapsed through September. Lease payments on the Severance Library occur semi-annually. Programming expenditures are at 80% of the budget. Programming is 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 - September 30	Total 2025 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	6,720,684	6,779,261	(58,577)	99.14%
3051 Other Income	456,676	423,492	33,184	107.84%
3120 Specific Ownership Tax	225,845	300,000	(74,155)	75.28%
Total Income	\$ 7,403,205	\$ 7,502,753	\$ (99,548)	98.67%
Gross Profit	\$ 7,403,205	\$ 7,502,753	\$ (99,548)	98.67%
Expenses				
3901 Benefits	699,457	1,049,655	(350,198)	66.64%
4011 Salaries	2,147,884	3,217,983	(1,070,100)	66.75%
4049 Operating Expenses	593,282	812,995	(219,713)	72.97%
4051 Public Relations	82,803	137,874	(55,071)	60.06%
4052 Programming	78,533	98,000	(19,467)	80.14%
4087 Materials	354,922	511,500	(156,578)	69.39%
4088 IT	107,549	279,598	(172,049)	38.47%
4089 Vehicles	11,032	26,250	(15,219)	42.02%
4710 Land/Building Improvements	27,161	150,000	(122,839)	18.11%
4723 Lease Payment	53,257	361,486	(308,229)	14.73%
9000 Capital Outlay	8,803	-	8,803	0.00%
Total Expenses	\$ 4,164,682	\$ 6,645,341	\$ (2,480,659)	62.67%
Net Operating Income	\$ 3,238,523	\$ 857,412	\$ 2,381,111	377.71%
Net Income	\$ 3,238,523	\$ 857,412	\$ 2,381,111	377.71%

Balance Sheet
Clearview Library District
As of September 30, 2025

	Total
Assets	
Cash/Investments	14,482,395
Other Current Assets	32,409
Total for Current Assets	\$ 14,514,804
Other Assets	-
Total for Assets	\$ 14,514,804
 Liabilities and Equity	
Liabilities	
Accounts Payable	91,052
Other Current Liabilities	52,867
Total for Liabilities	\$ 143,919
 Equity	
Restricted	290,000
Committed	
Operating Reserve	2,349,194
Capital Reserve	1,276,367
Long-Term Building	2,579,257
Unrestricted, Unassigned	4,637,544
Net Income	3,238,523
Total for Equity	\$ 14,370,885
Total for Liabilities and Equity	\$ 14,514,804

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 (joined at 5:33 p.m.), Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama, Trustee Ron Dunworth, Trustee Alternate Cherilyn Barringer, Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, and Attorney Bill Garcia

Absent: Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall

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

Review of Agenda

Director Rose asked to move New Business: Colorado Association of Libraries Conference Reports to the top of the agenda. President Gerstner approved.

Public Input

Nothing at this time.

Director's Report - Erica Rose, Library Director

Director Rose shared a slide presentation highlighting the following: participation in the Windsor Harvest Festival and parade; Director Rose thanked staff who worked at this event and noted that almost 4,000 people were served between the Bookmobile and a booth; partnership discussions; administrative projects; the Summer Adventure Program – which broke records this year; participation in Severance Days and parade (with a 78% increase of people served); Marmot and Sierra prep work; customer service updates; E-Rate money received is approximately \$30,000; the library district will be closed on October 20 for Staff Day; a new marketing promotion using AudioGo; and shopping cart advertisement at the local King Soopers and Safeway.

Follow-Up Questions to Board/Liaison Reports

Liaison reports are available in the board packet. Lainie reported attending Eagle's Peak ribbon cutting, a new stoplight being installed at 7th St. and Riverplace Dr., and gave an update on the Hollister Lake Rd. Project. Jennifer reported that the Weld RE-4 School District will host a "Meet the Candidates" event on Tuesday, October 7, at Hollister Lake Elementary at 6:00 p.m.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that the Treasurer's Report is in the board packet. Lisa noted that operating revenue is as anticipated, being at 97.6%. The district is in line with revenue and expenses, and the Colorado Trust interest rate is still above 4%.

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

Friends & Foundation Report - Lisa Gagliardi

Lisa reported on the Read and Retreat event (over 50 people attended) held on September 27. A lot of work is going into this very successful event. Lisa reported that monthly meetings will now be held on the second Monday of each month, starting in November. The Clearview Reads author should be announced in October. Also in October, the F&F will be part of the Sip, Swap, and Shop for a Cause event on October 14 at Words of Windsor. The F&F are working hard at recruiting new members.

Old Business

- Approve Minutes of the August 28, 2025, Regular Board Meeting
 - Minutes were approved.
 - Motion by Kendra Adams, second by Ron Dunworth, to approve minutes of the August 28, 2025, Regular Board Meeting; motion passed unanimously.
- Strategic Planning - Jeromey Balderrama, Secretary
 - Director Rose reported that the Strategic Plan addendum is in the board packet. This was created from a SWOT analysis and staff work. The proposed work is highlighted in blue and are considered action steps.
 - Kendra encouraged the board and Director Rose to engage a consultant for the next Strategic Plan.
 - Motion by Lisa Gagliardi, second by Kendra Adams, to approve the Addendum to the 2024-2025 Strategic Plan: A One-Year Extension (2026); motion passed unanimously.
- Organizational Study Update- Erica Rose, Director
 - Director Rose reported posting an RFP for an Organizational Study and has already received interest.

- Board Openings Update - Erica Rose, Director
 - Director Rose reported that seven applications have been received so far; the deadline is September 28. Interviews are scheduled for Thursday, October 23, with Saturday, October 25, as a backup date.

New Business

- Audit Report Presentation - Erica Rose, Director, and Sarah Watson, Financial Administrator
 - Erica reported that the Audit Committee met on Thursday, September 18, via Google Meet. The committee consisted of Director Rose, Financial Administrator Sarah Watson, Treasurer Lisa Gagliardi, Trustee Ron Dunworth, and Jim Hinkle of Hinkle & Company. Sarah reported that the meeting went very well and appreciated Lisa and Ron's presence and shared knowledge.
 - Director Rose thanked Sarah for her hard work and noted that the process went smoothly because of her. The Board also expressed its gratitude to Sarah. Ron expressed his appreciation to Erica, Sarah, and Lisa for all their efforts.
- Summer Adventure Program Update - Casey Lansinger-Pierce, Head of Public Services
 - Casey delivered a slideshow about the record-breaking success of the Summer Adventure Program, Color Our World. She began her presentation by sharing impressive statistics: a 44% increase at the Kick-off event, a 38% rise in registrations, and a 49% boost in program completion. Casey touched on the many programs and prizes offered, patron involvement, and all the hard work staff contributed to this program.
 - Casey gave a shout-out to Communications Specialist Christine Henschler for her work and help with the slideshow presentation.

Cole announced a break at 7:08 p.m.

Cole called the board meeting back to order at 7:15 p.m.

- Budget Policy and Procurement Policy - Jeromey Balderrama
- Jeromey reminded the board about the work being done on financial policies. Director Rose mentioned that they reviewed other libraries to assess their current policies. The Budget and Procurement policies presented are designed to help align with best practices. The board discussed both policies and asked the policy committee questions. Kendra requested a second reading of the Budget Policy with proposed updates at the October board meeting. Additionally, suggestions were made regarding the Procurement Policy, and Cole asked to move it to next month's meeting to give Trustees more time to discuss it further with Director Rose.

- Colorado Public Library Standards: Community Engagement - Jeromey Balderrama, Secretary
 - Casey spoke on behalf of Public Services staff who attended the conference and reported on the following sessions: Children and Family Librarian Trisha Parsons highlighted 'Middle Grade Groups Up: Exploring the Rise of Early Teen Lit'; Early Literacy Librarian Nancy Milliken highlighted 'Supporting Your Neurodiversity Community'; Teen Librarian Amy McFadden highlighted 'Young Adult and Middle Grade Literature: Figuring Out Identity and the World Around Us.'
 - Adult Services Assistant Rebecca Robbins attended the conference and participated in a panel discussion titled "Ageless Grace for Brain Health at Libraries: Practitioners' Panel," which was part of the conference's focus on wellness and connection. Rebecca also highlighted the library district's adult programs.
 - Jeromey attended a Trustee Track and reported on Trustee Takeaways shared through a slideshow presentation. He thoroughly enjoyed the conference and shared a packet he received there. Jeromey discussed topics, sessions, and gaining a better understanding of how the Clearview Library District compares with other libraries in Colorado.
- Colorado Association of Libraries Conference Reports - Erica Rose, Director, Jeromey Balderrama, Secretary, and Casey Lansinger-Pierce, Head of Public Services
 - Jeromey reported that this standard is Community Engagement and mentioned that six trustees and 10 management staff responded. The results showed exceptionally strong community-wide connections. Director Rose thinks the library district excels at community engagement. After reviewing the results, there was a consensus that a Volunteer Policy should be created.

Upcoming Agenda

Strategic Plan Quarterly Update

Director's Goals

First Reading of the Budget

Budget Policy and Procurement Policy

Adjourn

Motion by Lisa Gagliardi, second by Jeromey Balderrama, to adjourn; motion passed unanimously. The meeting adjourned at 7:56 p.m.

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

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DRAFT



Communication

Q3 2025: Report - Updates



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



Progress on Goal Action Steps:

Update the Library District's Marketing Plan.

Updates to the Library District's marketing strategy focused on improving consistency, coordination, and brand alignment across all communications. A new *Community Event Checklist* was created to streamline large-scale event planning, ensure timely promotions, and connect marketing actions with strategic engagement goals. In addition, revised *Branding Color Guidelines* were added to the brand guide, clarifying departmental color use to strengthen brand cohesion, accessibility, and visual balance across all marketing materials.

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

The Library District completed global accessibility updates to its main website, improving compliance with web accessibility standards and enhancing usability for all patrons. Work continued on addressing page-specific accessibility issues and remediating posted PDF documents. Newly uploaded PDF documents were scanned to verify that tagging and structure updates effectively resolve any accessibility issues identified during testing, providing an inclusive and user-friendly online experience.

Explore clearer ways to provide usage data to the public.

In Q3, a monthly Statistics Meeting was launched under the Director's leadership to improve transparency and data accessibility by reviewing and refining data reporting practices across departments. Updated statistical summaries have been added to the website, including a new section that highlights digital engagement metrics, such as email open rates, social media engagement, and follower growth.

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

The Library District strengthened community engagement by building new connections and expanding outreach to key audiences. The Adult Services Supervising Librarian represented the organization at a joint event with the Windsor-Severance Historical Society and the Severance Chamber of Commerce, fostering partnerships that may inform future programming and messaging. The Library District also finalized an Intergovernmental Agreement with the Town of Severance, advancing plans to feature promotional content on the town's digital sign. Additionally, IT staff provided technology classes at the Eagle's Nest and Windsor Library, serving 22 participants and addressing the continued demand for digital learning opportunities among adult and senior audiences.



Communication

Q3 2025: Report - Updates



Progress on Goal Action Steps (Continued):

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

The Library Director initiated conversations with the principal of Skyview Elementary School to explore literacy-focused programming for families and children in West Greeley. Additionally, the Executive Operations Coordinator organized and facilitated a Joint Agency Meeting hosted by the Library District, bringing together representatives from the Town of Windsor, the Town of Severance, and the Weld RE-4 School District to exchange updates and strengthen interagency communication.



Goal Action Step Completed:

Explore radio advertising.

The first AudioGo campaign in Q3 expanded the Library District's advertising by reaching 3,564 listeners and generating 24,909 impressions, showcasing digital audio as a community outreach tool. Monthly campaigns will continue to promote services and programs to boost engagement.

IT / Technology

Q3 2025: Report - Updates



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



Progress on Goal 1 Action Steps:

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

Visibility and access to the Explore Kit collection were enhanced through its relocation to a more prominent area within the Windsor Library. Following a space assessment and planning session conducted by the Administration team in August, the relocation was completed in September. This improvement increased patron awareness and engagement with the Library District's hands-on learning resources.



IT / Technology

Q3 2025: Report - Updates



Goal 1 (Continued) - Action Steps Completed:

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

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

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

Goal 1 & Action Step Completed.



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



Progress on Goal 2 Action Steps:

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

The district successfully launched Educator Cards in partnership with the Weld RE-4 School District, enhancing access to library resources for local educators. This cross-departmental initiative involved collaboration among Communications, Public Services, Technical Services, and Administration, ensuring a smooth rollout. The cards were introduced at district professional development and convocation events and have been well received, expanding to include educators from Aims Community College, American Legacy Academy, daycares, and homeschool programs. This effort strengthened connections with educational institutions and broadened access to library services for diverse teaching communities.

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

Educational outreach was strengthened by establishing a formal partnership with Colorado Homeschool Enrichment (CHE). Under this agreement, the Library District's educational programs were officially recognized as enrichment opportunities, allowing CHE students to earn enrichment hours for participation.



Partnerships

Q3 2025: Report - Updates



Goal: Build and strengthen partnerships with community organizations.



Progress on Goal Action Steps:

Review and evaluate all current partnerships.

A Community Partners Meeting was held on August 13 with representatives from the Clearview Library District, the Town of Windsor, the Town of Severance, and the Weld RE-4 School District. The meeting provided an opportunity to assess current collaborations, share updates, and discuss future partnership goals.

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

Leadership met with the Town of Windsor's Parks, Recreation & Culture Department to begin defining the framework for a strategic partnership, with additional meetings scheduled to refine terms and finalize an MOU agreement by the end of Q1 of 2026. The MOU agreement between the Library District and Weld RE-4 School District is still in progress, with a projected finalization in early 2026. The Library Director and head of public services also met with the West Greeley District social worker to establish a formal partnership that supports families with school-aged children in the district's service area.

Programming

Q3 2025: Report - Updates



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



Progress on Goal Action Steps:

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

In September, the Library Board approved the Addendum to the 2024/25 Strategic Plan: A One-Year Extension (2026) to allow the district time for research and data collection needed to create a new five-year strategic plan. The Library District also issued the RFP in September to hire an external consultant to perform an objective assessment of organizational structure and alignment. The findings from this process will guide future strategic, long-range, and organizational planning efforts. The Organizational Study is a key preemptive step prior to initiating community assessment.



Partnerships

Q3 2025: Report - Updates



Goal 1 Action Steps Completed:

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

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

The program assessment framework was finalized and implemented in Q2 2025, establishing a consistent process for evaluating program effectiveness.

Space

Q3 2025: Report - Updates



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



Goal 1 Action Steps Completed:

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

Goal 1 & Action Step Completed.

Open the building for the public by April 2024.

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



Space

Q3 2025: Report - Updates



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



Progress on Goal 2 Action Steps:

Launch a social media campaign to promote library meeting rooms.

Efforts continued to expand the After Hours room reservation service at the Windsor Library, with access control installation and staff and patron training in progress. The goal is to launch the service by the end of Q4. The Library District finished planning a marketing campaign for Q4, themed "Your Space Awaits - Gather. Reflect. Connect." This campaign, developed in Q3 for a November launch, aims to promote reservable meeting spaces at Windsor and Severance libraries through local print and AudioGo streaming ads. It encourages community members to reserve library spaces for connection, creativity, and reflection during the holiday season.



Goal 2 Action Steps Completed:



Goal 3: Evaluate the use of Library District facilities.



Progress on Goal 3 Action Steps:

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

During Q3, the Executive Leadership Team completed an audit of the Windsor Library and Bookmobile spaces to identify improvements that enhance user experiences. Updates at Windsor Library included relocating the Adult and Youth Services departments, supported by IT to ensure a seamless technology transition, and refreshing the PAWS area with new furnishings and informational displays. The Imagination Room at Windsor Library was also converted into a dedicated meeting space, completed on August 10, to accommodate increased demand for afternoon and evening reservations.



Space

Q3 2025: Report - Updates



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



Progress on Goal 4 Action Steps:

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

The Long-Range Planning Committee met in August to review previous planning initiatives and determine the next steps for future community assessment efforts. Committee members evaluated past goals and outcomes and agreed that a new committee will be established to reflect upcoming Library District Board of Trustees position changes in 2026. This process began in Q3 and will continue into Q4, laying the groundwork for future strategic planning and community engagement activities.

Continue conversations with developers and governments.

Since the beginning of 2025, the Library Director has participated in ongoing quarterly meetings with community stakeholders in our service area to stay connected on community updates and opportunities for collaboration. In September, administration began planning a proposed space wishlist for inclusion in the Windsor Recreation Center's (WRC) Feasibility Study, facilitated by RDG Planning & Design. The proposed concept envisions a dynamic, flexible space that reflects Northern Colorado's active community while aligning with the Library District's mission to cultivate curiosity, strengthen community, and enlighten the mind.



Goal 4 Action Step Completed:

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

The Library Board approved the Addendum to the 2024/25 Strategic Plan: A One-Year Extension (2026) to allow additional time for research, data collection, and preparation of a new five-year strategic plan aligned with 2026 priorities.

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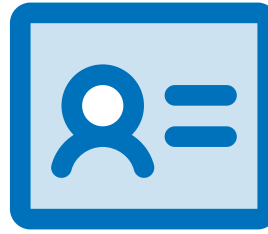
58,689

Library Location Visits
(Total)



7,509 Monthly Library Card Users (Avg.)

1,227 New Library Cards Issued



30,436

Library Card Holders (Total)



Physical Circulation

106,515 Items Checked Out (Total)

76,990 Windsor Library

23,035 Severance Library

5,982 Bookmobile



Digital Circulation

45,158 Digital Check Outs (Total)

6,244

Database Sessions



3,401

Monthly Virtual
eBorrowers (Avg.)

12,415 Program and Event
Attendees (Total)



400 Programs Offered

781 Library Meeting Room
Reservations (Total)



496 Windsor Library

285 Severance Library

3,647 Library Public Computer
Sessions (Total)



728 Monthly Library Public
Computer Users (Avg.)

121,084 Library Website
Pageviews (Total)



56%

Unique Email Open
Rate



1,108 Monthly Library WiFi
Usage (Avg.)



5,449

Social Media
Followers (Total)

6,655

Post Engagements

MEMORANDUM

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

Date: October 30, 2025
Re: Budget Policy and Procurement Policy
Item 4.6: Old 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. This is the second reading of these policies.

Recommendation

The Management Team and the Policy Committee recommend adopting the Budget Policy and the Procurement Policy with the edits from the September regular board meeting.

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 Colorado Local Government Budget Law (C.R.S. 29-1-101 et seq.).

Budgets will reflect the District's operational needs, strategic goals, and expected revenue. A proposed budget will be submitted to the Board (C.R.S. 29-1-105) and made available to the public, with notice provided 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) by January 31, in accordance with C.R.S. 29-1-113 (1).

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, as well as private donations, which can be made directly to the District or through the Clearview Library Friends and Foundation.

The District will strive to maintain the following reserve funds:

- Operating reserves of no less than 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 no less than 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 that runs from January 1 to 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

Purchase Limits	Approval Level
\$0-\$999	Department Head approval
\$1000-\$4,999	Department Head and Director notification
\$5000-\$30,000	Director approval
\$30,000 and above	Library Board approval

Purchases Exempt From Board Approval

The monthly payment of employee benefits, including but not limited to health and retirement plan contributions, is considered a recurring, non-discretionary operational expense. These payments are authorized through the Board of Trustees' formal adoption of the annual budget. Therefore, specific Board approval is not required for each monthly benefit payment.

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.
- Monthly
- 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 to 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

From: Erica Rose, Director

Date: October 30, 2025

Re: First Reading of the 2026 Clearview Library District Budget

Item 5.2: New Business

Background / Discussion

State law requires that a budget be prepared and delivered to the Board of Trustees by October 15. A budget hearing is scheduled at that time. The hearing will be held at the regular meeting of the Library Board on Thursday, October 30, 2025, at the Severance Library, 5 Timber Ridge Parkway, Severance, CO 80550.

Attachments

Budget Message - Draft 2026 Budget



Budget Message – 2026 Draft Budget *Clearview Library District*

October 15, 2025

It is with a sense of purpose and optimism that I present the proposed 2026 budget for our library district. This is more than a financial document; it is our roadmap for the coming year, designed to serve our community with intention and care.

Our work is guided by a simple but powerful mission: to **cultivate curiosity, strengthen the community, and enlighten the mind**. Every dollar in this proposed budget is a tool used to bring that mission to life for every library patron in the district.

In 2026, we will continue to advance the goals of the current Strategic Plan, ensuring the library remains a vibrant and essential resource. This budget directly supports five key areas of focus:

- **Communication:** Enhancing outreach to increase awareness of the resources and programs available.
- **Technology:** Providing reliable internet, access to a variety of devices, an extensive digital collection, and the technical assistance needed to thrive in a connected world.
- **Partnerships:** Deepening collaborations with local schools, organizations, and businesses to strengthen community fabric.
- **Programming:** Offering a rich variety of events for all ages.
- **Space:** Maintaining and improving library facilities to be welcoming and inspiring places for everyone to learn, connect, and discover.

Your Library District at a Glance

We are proud to serve a growing and dynamic population of over 60,000 residents across the vibrant communities of Windsor, Severance, and West Greeley. Access to knowledge and connection is provided through:

- **Locations:** The Windsor Library, the Severance Library, and the Bookmobile, which brings library services directly into neighborhoods.
- **Resources:** A diverse and expansive collection, extensive access to digital items like eBooks and audiobooks, multiple streaming services, our popular hands-on "Explore Kits", and a wealth of technology such as computers, 3D printing, and hotspots.
- **Staff:** A team of dedicated and talented professionals who are devoted to building relationships, facilitating meaningful programs and experiences, and providing excellent service across our communities.

Revenue

The library is every resident's investment, and we are dedicated to excellent stewardship of the public's trust and resources. The district is primarily funded by a **3.546 mill levy** assessed against property owners and businesses within the library district boundaries. The property assessment figure from Weld County for the 2026 budget cycle is \$2,090,204,225, which will generate \$7,411,864 in property tax revenue.



Revenue from sources other than property taxes total \$523,028. The total anticipated operating revenue for the Clearview Library District in 2026 is \$8,234,892. This represents a 10% increase from 2025 revenue.

Highlights of Operating Expenditures

Total Operating Expenditures for the district include but are not limited to materials, databases, facilities costs, operating supplies, programming, public relations, personnel expenses, technology, and software/technical support. The total estimated expenditures for 2026 are \$7,229,951. This represents a 9% increase from 2025, largely due to increased costs of materials and services.

Personnel Expenses are projected to be \$3,501,711 or 65% of the projected expenditures. The district will be adding staff to increase Community Engagement. This may include two librarian positions, and administrative support in IT and communication.

Materials are \$551,000 or 8% of the budget, and will be used to purchase additional physical materials, with a specific focus on refreshing our Bookmobile collection. The funds will also be used for eMaterial which continues to grow in popularity.

IT costs account for \$268,000 or 4% of the projected expenditures. The district anticipates increased costs for maintaining and replacing IT equipment and subscriptions, and will also be pursuing alternative options for a phone system.

Capital Expenses are projected at \$581,156 or 8% of the estimated expenditures. This includes a lease payment of \$361,156 for the Glacier Banks lease, which funded the construction costs of the Severance Library. The lease will be paid off in 2041 and may be paid off earlier if funding allows. Additional capital costs include purchasing a Community Engagement vehicle, remodeling the large meeting room at the Windsor Library to increase storage, refreshing service points at the Windsor Library, and installing new flooring and baseboards in the portions of the Windsor Library that are due for a refresh.

Operating Expenses are budgeted for \$806,097 or 11% of the projected expenditures. This is a 3% increase over 2025 budgeted expenditures. These costs are tied to the administrative and operational expenses of three buildings and a bookmobile. They will allow us to increase services in order accommodate population growth and increasing demand for programming and materials. This includes items such as utilities, insurance, security monitoring, auditing, legal, phone service, copiers, and other costs associated with running our facilities.



	2024 Actuals	2024 Revised Budget	2025 YTD (September)	2025 Budget	2025 Estimated	2026 Projected
<u>Revenue</u>						
Property Tax	8,407,729	8,233,544	6,764,681	6,779,261	6,779,261	7,411,864
Specific Ownership Tax	298,227	245,000	252,024	300,000	300,000	300,000
Other Income	590,397	424,586	456,901	423,492	423,492	523,028
Total Operating Revenue	9,296,353	8,903,130	7,473,607	7,502,753	7,502,753	8,234,892
<u>Expenditures</u>						
Salaries and Wages	2,512,411	2,899,805	2,147,884	3,217,983	2,863,845	3,501,711
Benefits	733,560	1,021,325	699,578	1,049,655	987,640	1,228,487
Operating	698,862	690,505	600,964	812,995	801,286	806,097
Materials	397,760	509,500	338,885	511,500	508,328	551,000
IT	222,354	253,200	107,188	279,598	160,781	268,000
Programming	75,934	87,500	75,970	98,000	101,294	109,500
Public Relations	99,302	124,643	83,703	137,874	125,554	160,000
Vehicles	20,741	26,000	11,042	26,250	15,588	25,500
Capital Existing	60,844	250,000	27,161	150,000	115,000	220,000
Lease Payment - Branch	356,606	356,606	53,257	361,486	361,486	361,156
Total Operating Expense	5,178,374	6,219,084	4,145,631	6,645,341	6,040,801	7,231,451
Operating Revenue Over (Under) Expenditures	4,117,979	2,684,046	3,327,975	857,412	1,461,952	1,003,441
<u>Other Financing Sources (Uses)</u>						
DOLA	263,008	263,008	-	-	-	-
Capital - Expansion	(2,591,003)	(1,823,042)	(8,803)	-	-	-
Total Other Financing Sources (Uses)	(2,327,995)	(1,560,034)	(8,803)	-	-	-
Net Increase (Decrease) to Fund Balance	1,789,984	1,124,012	3,319,172	857,412	1,461,952	1,003,441
Beginning Fund Balance	9,319,986	8,573,620	11,109,970	11,109,970	11,109,970	12,571,922
Ending Fund Balance	11,109,970	9,697,632	14,429,142	11,967,382	12,571,922	13,575,363

The public is invited to attend the budget hearing for the 2026 budget at 5:30 pm, October 30, 2025, at the regular meeting of the library board, Severance Library, 5 Timber Ridge Pkwy., Severance, CO 80550

Respectfully submitted,
 Erica Rose, Library Director
 October 15, 2025

MEMORANDUM

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

Date: October 30, 2025
Re: Strategy for Director Evaluation
Item 5.2: New Business

Background / Discussion

One of the primary responsibilities of the Library Board is to hire and evaluate the library director. The director's annual evaluation occurs at the end of the year. A member of the Board, typically the Vice President, is responsible for managing the logistics of this evaluation, including determining the evaluation framework and establishing a timeline.

MEMORANDUM

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

Date: October 30, 2025
Re: Colorado Public Library Standards: Marketing and Public Relations
Item 5.3: 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.