

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 October 30, 2025, Regular Board Meeting (Action)
- Board Openings Update - Erica Rose, Director (Information)

New Business

- Resolution 2025-02: Adopt 2026 Budget - Erica Rose, Director (Action)

- Resolution 2025-03: Appropriate Sums of Money - Erica Rose, Director (Action)
- Resolution 2025-04: Set the Mill Levy - Erica Rose, Director (Action)
- Ratification of Coraggio Group - Erica Rose (Information)
- Approve the 2026 Library Board Calendar - Erica Rose, Director (Action)
- Board and Director's Evaluation - Cole Gerstner, President (Information)
- Resolution 2025-05: Appreciation: Kendra Adams - Erica Rose, Director (Action)
- Resolution 2025-05: Appreciation: Ron Dunworth - Erica Rose, Director (Action)

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Special Meeting, January 5, 2026, 5:30 p.m. - Severance Library and Zoom
- 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 - OCTOBER 2025

District and Administrative Highlights - Director Erica Rose

- **Build Relationships in the Community**
 - Head of Public Services Casey Lansinger-Pierce led a collaborative work session between the Clearview Library District (CLD) and the Windsor Recreation Center (WRC) to further develop the Memorandum of Understanding (MOU). This brainstorming event was a key step in mapping out a more intentional partnership with WRC staff.
 - Planning for **Staff Training Day** on October 20 was a joint effort between Executive Operations Coordinator Natalie Wagner, HR Generalist Tracy Barger, Casey Lansinger-Pierce, and Director Rose. This successful training day included work on CLD values, de-escalation training, connection with benefits providers, and final SWOT analysis conversations.
- **Evaluate the Needs of our Service Community**
 - The Request for Proposal (RFP) process for the Organizational Study has been finalized. Following interviews with leading firms on October 31, Corragio Group was selected to manage the project, with work commencing in the first week of November.
- **Enhance Operational and Organizational Efficiencies**
 - Financial Administrator Sarah Watson was focused on small group budget meetings with the board this month. Additionally, she spent considerable time addressing outstanding credits on patron accounts to ensure compliance with state law and adherence to financial best practices.
 - HR Generalist Tracy Barger had a busy month preparing for open enrollment and gathering information on CLD insurance coverage.
- **Listen and Learn about our Library and Communities**
 - Executive Operations Coordinator Natalie Wagner ensured seamless logistics for Library Board of Trustees interviews and played a crucial role in the Marmot project, identifying interlibrary loan workarounds in anticipation of the cessation of the Prospector service.
- **Opportunities and Challenges**
 - Director Rose worked to establish and support the separation of the IT and Technical Services departments. IT now reports to Director Rose, and Technical Services reports to Amanda Brian, Head of Customer Service. This move establishes an impactful symmetry between the behind-the-scenes work of Technical Services and the frontline focus of Customer Service.
 - This month was a very important time for learning about the Marmot project, identifying new project leads, enhancing communication across teams, and breathing new life into the initiative.

- **Communication**

- Digital Communications Coordinator Brad Vogler activated Crazy Egg's new Web Analytics on the District website, supplementing Google Analytics. The tool offers page-level heat maps and click tracking, providing actionable insights into which content and calls-to-action increase engagement and guiding content placement and UX improvements.
- OrangeBoy's Q3 Savannah Market Engagement report highlights the platform's key role in understanding community reach and shows a Market Penetration of 40% (active households divided by total households in the service area). This data has helped guide the Communications Team's targeting strategies and identify opportunities to increase awareness among the remaining 60% of households.
- Short-form video content boosted the Library District's social media performance in October, with video assets reaching 11,274 views (including 7,086 on Instagram Reels) and generating 56,705 impressions and 1,720 engagements. This shows that video was the primary contributor to reach and interact across the District's Facebook and Instagram channels.
- The Communications Department's October "Fall into Fun at Your Library" AudioGo campaign delivered impressive, locally targeted results. The campaign generated 26,469 impressions, reached 4,675 unique listeners, and received 107 clicks, with a 96.06% listen-through rate. The ad performed best on Pandora, with the highest listener concentration in Greeley, followed by Windsor and Severance. This demonstrated strong local reach and high completion rates, effectively supporting awareness of District programming.

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

Highlights

- In late October, Casey Lansinger-Pierce met with Lisa Myklak, Education and Communications Director of the Severance Chamber of Commerce, and Norma Perez, Executive Director of the Windsor Chamber of Commerce, to explore new and ongoing partnership opportunities. A key initiative resulting from these discussions is a collaborative business education series. This series will leverage local experts and promote the library district's business resources. Furthermore, beginning in 2026, the district will co-host the monthly Business Spotlight with the Severance Chamber of Commerce. These networking events are scheduled for the fourth Thursday of each month and will take place at the Severance Library.
- Casey Lansinger-Pierce led the initial meeting to draft the MOU with the Parks, Recreation, and Culture division of the Town of Windsor and selected library staff. We began by identifying shared values and strategic goals, which guided our proposal of four key focus areas for the MOU. The next meeting is scheduled for November 17, and we aim to have a draft ready for approval by the new year.

- Youth Services staff hosted almost 200 students from Ascent Classical Academy of Northern Colorado over two days at the Windsor Library. The students received a tour, library information, and storytime. Despite Ascent Classical Academy being located just outside our district, many students and staff were enthusiastic about signing up for library cards, with many already being library users.

Opportunities and Challenges

- Casey Lansinger-Pierce and Youth Services Supervising Librarian Becca Sharp met with Amanda Consol from Lutheran Family Services (LFS). Amanda reached out to partner with CLD to promote the need for foster families in Northern Colorado. Due to the library's extensive reach to diverse families, many organizations, like LFS, consider the library a primary partner for such initiatives. We plan to display flyers for LFS and have invited them to host an informational table at our Stay & Play program.
- In October, Youth Services Supervisor Diana Hyland resigned from her position. Her exceptional program oversight and facilitation were a great asset to the team, and her departure is keenly felt. After careful consideration of overlapping roles and responsibilities, the Youth Services Supervisor position will not be filled at this time. Youth Services Assistants will now report to Becca Sharp.
- This year, we once again partnered with the Town of Severance for a trick-or-treat event. Children, dressed in their costumes, visited Town Hall for candy before heading to the library for more treats. We had a total of just under 800 attendees.
- The Adult Services team collaborated with local agencies to provide one-on-one Medicare appointments. We've received positive anecdotal feedback regarding cost savings, including one patron who shared that their new plan, found with the help of an advisor, will save them \$2,000 next year.
- In navigating our partnership and establishing an MOU with the Weld RE-4 School District, we've decided to discontinue the BAM (Books and More) program at all secondary schools, except for Windsor Charter Academy. The school district librarian partners are collaborating with us to develop school visits and/or programming that better aligns with our mission and respective areas of expertise. While this presents a challenge, it also offers significant opportunities for growth.

IT Update - Director Erica Rose

Highlights

- The IT team has been working diligently to ensure prompt and positive responses to front-line IT needs, infusing a positive and refreshed approach to IT service across the district. Additionally, the team coordinated equipment upgrades for the Communication team to better handle intensive graphic design and media production work.

- Acting IT Supervisor Jesse Feavel coordinated with vendors to purchase and install a new TV in the Cottonwood meeting room at Severance Library. This showcase feature enhances the quality and usability of the space. Jesse also facilitated a smooth upgrade to internet speed at Windsor Library, Severance Library, and the Administrative Building, which increases capacity and efficiency at all locations.
- LIT II Trevor Wagner worked to gather bids for the upcoming security camera installation on the Bookmobile in early December. The team is also gathering bids for A/V equipment recalibration in the Pikes Peak meeting room to ensure the project is ready to proceed in early 2026.

Opportunities and Challenges

- The team is also concentrating on contract organization, budget alignment, and wrapping up outstanding projects—while tackling any “low-hanging fruit” that can be completed before the end of the year.
- Several new Explore Kits have arrived, including a portable air compressor and a STEM Early Childhood Pace Explores building set.

Customer Service and Technical Service Updates - Head of Customer Service Amanda Brian

Highlights

- On October 1, Amanda Brian attended the Marmot Access Services meeting held at the Boulder Public Library District's Main Library. Amanda was able to meet a representative from each library in the Marmot Library Network and learned what to expect as CLD joins this network. Amanda took a tour of the Louisville Public Library's workspace to see how they set up their workroom and was able to make a connection with the Loveland Public Library to send some of the CLD staff there in December for observation and training.
- We received four new shelving carts at the Windsor Library. This small but impactful update of carts was exciting for our staff, who had been using very old carts for many years. These new carts hold more and steer much better, making our job more efficient!
- On October 14, Amanda attended her first Tech Services meeting and is eager to work alongside Collection Development Supervising Librarian Jennifer Bradley and with the Tech Services team. The synergy between Tech Services (the team that orders and processes materials) and Customer Service (the team that helps patrons discover materials) is going to be a wonderful partnership.

Opportunities and Challenges

- Last month, a large weeding project was completed at the Severance Library, resulting in some empty shelves. Thus, a graphic novel collection has been added, located near the media area, further enhancing the Severance Library collection.
- The Severance Library front entrance door troubles continued throughout the month of October. Trustees Cole Gerstner and Ron Dunworth met with Customer Service Supervisor Rob Wygal and Facilities Supervisor Adam Mitchell to observe the problem. Everyone is cautiously optimistic that we are nearing a resolution to this issue.

- The children's section at both libraries will be receiving a new collection of materials called Vox Books. Vox Books are physical print books with embedded audiobook players that allow readers to listen to the audio as they read along with the text. Vox Books replace the juvenile audiobooks that were weeded out in August. The closing of the wholesaler Baker & Taylor caused some shipping delays, and these items are expected to be delivered by the end of November.

Library Location Visits		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Windsor Patrons 10,800	-2.06%	-3.05%
Severance Patrons 4,643	9.17%	28.86%
Off-site Patrons 6,744	108.86%	48.06%
Total Patrons 22,187	19.87%	14.97%

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.

The Bookmobile received the most visitors it has all year due to its presence at Trunk or Treat events at local schools and the Windsor Halloween Carnival. This boost in visitors contributed to the largest total patron count of the year.

Physical Circulation		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Windsor Circs 23,731	-1.00%	-0.97%
Severance Circs 6,703	-4.72%	3.12%
Off-site Circs 2,290	6.81%	6.02%
Total Phys. Circs 32,724	-1.28%	0.31%

Notes and Definitions

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

Total physical circulations remained mostly level in comparison to both the previous month and the previous year.

Digital Circulation		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Virtual Borrowers 3,479	1.25%	28.33%
Digital Circs 15,116	2.84%	10.94%
Database Usage 13,445	228.97%	-1.70%

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.

With school back in session PebbleGo usage picked back up again, leading to a huge increase in database usage over September. Digital borrowing continued its slow and steady month-to-month increase, and continued to show significant growth over last year.

Program Attendees		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Windsor Attendees 1,870	7.59%	17.17%
Severance Attendees 1,906	28.52%	3.42%
Off-site Attendees 1,733	19.77%	30.30%
Total Attendees 5,509	16.77%	15.35%

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>Many programs were held in October, resulting in a greater number of program attendees, as well as more waitlists.</p>

Number of Programs		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Windsor Programs 64	30.61%	4.92%
Severance Programs 47	11.90%	-11.32%
Off-site Programs 66	6.45%	29.41%
Total Programs 177	12.74%	6.63%

Program Waitlists		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Waitlisted People 98	108.51%	-37.58%
Waitlisted Programs 27	68.75%	-6.90%

*Totals include online programs.

Cardholders		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Active Cardholders 6,764	-6.87%	17.68%
New Cardholders 375	2.74%	15.03%

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 returned to average levels, while still showing growth compared to last year.</p>

Meeting Rooms		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Windsor 40.67%	-2.73%	-19.70%
Severance 47.18%	37.39%	65.02%

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 bookings at the Severance Library have shown consistent growth compared to 2024. This is the first time that Severance meeting rooms have been used a greater percentage of the time than at Windsor. The increase in use at Severance is mostly due to patron bookings; however, the majority of patron room bookings are still made at the Windsor location.</p>

Digital Engagement		
Oct 2025	vs. Sep 2025	vs. Oct 2024
Website Pageviews 38,761	-3.99%	5.08%
Email Open Rate 58.80%	-1.18%	-3.61%
Engagements 1,720	-24.79%	168.75%
Social Media Followers 5,477	0.50%	5.84%

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>Total engagements were slightly lower than in September due to fewer posts, while year-over-year engagement remains significantly higher, and impressions continue to grow.</p>

LIAISON REPORTS - NOVEMBER 2025

Town of Windsor - Board Member Lainie Peltz

- The official Town of Windsor newsletter
 - [Windsor Matters](#)
 - [Events](#)
- Monday, November 10 Town of Windsor Board Meeting
 - Last night's meetings we discussed budget revisions, our water/sewer/storm drainage utility rate increases for 2026, first readings for updates prompted by the Colorado state legislature re: landscaping standards, EV charging systems, the adoption of the 2024 International Building Codes, and a few more proposed amendments to our Home Rule Charter that we're hoping to have on the ballot for our April 2026 election.
 - We're getting close to getting the design of our Waste Water Treatment plant expansion to the point of being able to get more accurate costs and pursue funding in early 2026.
 - We're at about 50% design completion with Right Of Way valuations for Windsor Lake Road (WCR 70) from CR 19 west to Hwy 257. Start of construction is still TBD.
 - As part of our Pedestrian Safety Railroad crossing improvements, staff is adding a sidewalk on the west side of Hwy 257 from the cemetery south to Chestnut St.
 - The traffic signal at 7th St (CR 17) and Riverplace Dr (south of Eastman Park) is in process and should be completed before the end of the year.
 - The Railroad crossing improvement and quiet zone designation on CR 17, south of town, going up the hill, is almost done. The road is open; just a few final details are being finished.
 - CO 392 widening from Colorado Blvd (WCR 13) up to Highland Meadows Parkway is at about 65% design completion; however, we were not successful in receiving a grant to help build it out. Staff will continue to resubmit the project for a grant to help with the costs.
 - Staff is waiting on some final easement dedications in order to finish the sidewalk on the west side of CR 15 from Ridgeline Middle School up to Harmony Rd to allow safer access for The Ridge at Harmony residents and anyone else north of Harmony. Hoping to have the sidewalk installed by the end of the year.
 - The Town Board approved, via our consent calendar, the two Library Trustees and one Alternate Trustee who were selected.

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 - OCTOBER 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 October in Colotrust is 4.2445%.

Fund Balance

The total increase in fund balance through October is \$2,945,964, primarily due to the timing of property tax received in comparison to the timing of expenditures. The fund balance will decrease as the operating year continues and will be more in line with the budget.

Fund Balance, as presented on the balance sheet, has been updated to the 2024 audit. With year-end financials, fund balance categories will be updated to reflect appropriate balances based upon the following year's budget and comply with the reserve requirements outlined in budget policy.

Revenue

Operating Revenue is at 98.83% of the budget and on target to meet or exceed the budget amounts.

Operating Expenses

Total expenditures are at 68.38% of the operating budget, with 84% of the year elapsed through October. Lease payments on the Severance Library occur semi-annually; the second principal and interest payment will be made on December 1. Capital expenditures to date include furniture for the Administrative Services Building and firewall equipment and door upgrades for the Windsor Library. 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 - October 31	Total 2025 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	6,687,331	6,779,261	(91,930)	98.64%
3051 Other Income	548,422	423,492	124,930	129.50%
3120 Specific Ownership Tax	253,999	300,000	(46,001)	84.67%
Total Income	\$ 7,489,752	\$ 7,502,753	\$ (13,001)	99.83%
Gross Profit	\$ 7,489,752	\$ 7,502,753	\$ (13,001)	99.83%
Expenses				
3901 Benefits	766,764	1,049,655	(282,892)	73.05%
4011 Salaries	2,387,384	3,217,983	(830,599)	74.19%
4049 Operating Expenses	625,264	812,995	(187,731)	76.91%
4051 Public Relations	85,432	137,874	(52,442)	61.96%
4052 Programming	83,352	97,920	(14,568)	85.12%
4087 Materials	383,943	511,500	(127,557)	75.06%
4088 IT	111,206	279,598	(168,392)	39.77%
4089 Vehicles	11,222	26,330	(15,108)	42.62%
4710 Land/Building Improvements	22,448	136,484	(114,036)	16.45%
4720 Furniture and Equipment	4,624	4,624	-	100.00%
4721 Computer/Tech Equipment	89	89	-	100.00%
4723 Lease Payment	53,257	361,486	(308,229)	14.73%
9000 Capital Outlay	8,803	8,803	-	0.00%
Total Expenses	\$ 4,543,788	\$ 6,645,341	\$ (2,101,553)	68.38%
Net Operating Income	\$ 2,945,964	\$ 857,412	\$ 2,088,552	343.59%
Net Income	\$ 2,945,964	\$ 857,412	\$ 2,088,552	343.59%

Balance Sheet
Clearview Library District
As of October 31, 2025

Assets	
Cash/Investments	14,126,140
Other Current Assets	38,618
Total for Current Assets	\$ 14,164,758
Other Assets	-
Total for Assets	\$ 14,164,758
Liabilities and Equity	
Liabilities	
Accounts Payable	46,345
Credit Cards	4,239
Other Current Liabilities	35,847
Total for Liabilities	\$ 86,432
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	2,945,964
Total for Equity	\$ 14,078,326
 Total for Liabilities and Equity	 \$ 14,164,758

DRAFT MINUTES

Call to Order

President Cole Gerstner called the meeting to order at 5:35 p.m.

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Present: President Cole Gerstner, Vice-President Kendra Adams, Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama, Trustee Ron Dunworth, Trustee Alternate Cherilyn Barringer, Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Dale Hall (joined online), and Attorney Bill Garcia

Absent:

Staff: Director Erica Rose, Executive Operations Coordinator Natalie Wagner, Financial Administrator Sarah Watson, and Acting IT Supervisor Jesse Feavel

Review of Agenda

Director Rose asked to move the Director's Report to after the session. Old Business: Approve Minutes of the September 25, 2025, Regular Board Meeting. President Gerstner approved.

Public Input

Nothing at this time.

Director's Report - Erica Rose, Library Director

Director Rose began her presentation with a video of Staff Day, which was held in September. Director Rose shared a slide presentation highlighting: the 2024 Audit is complete; an REP for a new auditor is live; having conversations with the Weld RE-4 School District and the Windsor Recreation Center; the SWOT analysis is almost complete; Board interviews were held; Windsor Harvest Fest participation was a win and is being reviewed for next year; one-off programming is going great; IT/Tech Services team received kudos for maintaining workload through transitions; Marmot Library Network go-live date moved to February; the Severance Library entrance doors are being reviewed; September Stats are proving that the Severance Library usage keeps growing; social media engagement is up 110%.

Follow-Up Questions to Board/Liaison Reports

Liaison reports are available in the board packet. Lainie reported that the Town of Windsor passed the Second Reading of what's allowed on the roadways, the red light cameras (7th St. & Main St.), and that CDOT is evaluating intersections on Main St.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that the Treasurer's Report is in the board packet. Lisa noted that there is nothing significant in comparison to August, and that one change made was adjusting the equity amounts to align with the 2024 audit.

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

Friends & Foundation Report - Lisa Gagliardi

Lisa provided an update on the Read and Retreat event, and the \$1,000 raised in funds is being donated to the 1,000 Books Before Kindergarten program. Lisa reported that the F&F interviews for new board members will be held in November, that Clearview Reads has been narrowed down to one author, that Friendsgiving will be updated and rescheduled for February, and that the Sip, Swap, and Shop event will be held in November at Words of Windsor.

Old Business

- Approve Minutes of the September 25, 2025, Regular Board Meeting
 - Minutes were approved.
 - Motion by Jeromey Balderrama, second by Lisa Gagliardi, to approve minutes of the September 25, 2025, Regular Board Meeting; motion passed unanimously.
- Strategic Plan Quarterly Update - Erica Rose, Director
 - Director Rose highlighted some of the completed updates to the Strategic Plan. Director Rose reported on the AudioGo campaign and its success, noting that the Explore Kits have grown and relocated to a new location, program access has increased, a program assessment framework has been established, and the room booking process has been simplified.
 - Lisa thanked Erica for her summarization and slides. Kendra shared appreciation for the stats handout sheet.
- Director's Goals Update - Erica Rose, Director
 - Director Rose provided an update on her goals, which were shared in April, and discussed the progress made towards achieving them. Director Rose also reported on goals that will be worked on in 2026.
- Organizational Study Update - Erica Rose, Director
 - Director Rose reported receiving 18 proposals, and the work involved narrowing that number down to the top four companies, which were then shared with the Personnel Committee. The four companies will be interviewed on Friday, 10/31, and a decision will be made by 5:00 p.m. This project is scheduled to kick off in the first week of November and is anticipated to last through January 2026.

- Board Openings Update - Cole Gerstner, President
 - Cole reported that the interviews were held on Thursday, October 23, and Saturday, October 25. Cole noted that Liaisons from the Town of Windsor, Lainie Peltz; Weld RE-4 School District, Jennifer Hansen; Town of Severance, Craig Joseph; City of Greeley, Dale Hall; Friends and Foundation, Tammy Randle and Lisa Turk; Board President Cole Gerstner; and Director Erica Rose were in attendance. Cole thanked everyone for their participation.
- Budget Policy and Procurement Policy - Jeromey Balderrama, Secretary
 - Jeromey reported that the Budget Policy is as presented at this time. Jeromey asked if there was any feedback.
 - Motion by Kendra Adams, second by Ron Dunworth, to approve the Budget Policy; motion passed unanimously.
 - Jeromey reported that the Procurement Policy had received feedback before the board meeting and discussed purchasing limits. Director Rose asked about raising the purchase limit from \$30,000 and above to \$50,000 and above as a new limit. Director Rose shared an example of why it would be helpful to have a new limit. Lisa said that it will also be helpful to companies submitting proposals in response to an RFP. Kendra suggested adding language to incorporate consultants. The board discussed wording, and Jeromey edited the policy to update it.
 - Motion by Lisa Gagliardi, seconded by Ron Dunworth, to approve the Procurement Policy; motion passed unanimously.

New Business

- First Reading of the Budget - Erica Rose, Director, and Sarah Watson, Financial Administrator
 - Director Rose reported that the 2026 Budget was posted on the district website and published in the Greeley Tribune.
 - Cole asked board members if a discussion was needed. Cole reported that board members had two-by-two meetings with Director Rose and Financial Administrator Sarah Watson before the October board meeting.
 - Kendra thanked Director Rose and Sarah for their thorough work; the board concurred, saying it was a very good job.
 - Motion by Kendra Adams, second by Lisa Gagliardi, to pass the First Reading of the Budget and to have the Second Reading of the Budget at the November board meeting; motion passed unanimously.
- Strategy for Director Evaluation - Cole Gerstner, President
 - Cole reported that he explored previous work done by the board when evaluating the Director. Kendra asked if HR could review 50 questions versus 100 questions. Kendra asked if the Employer's Council would have an option for a Director's evaluation that would include staff and Trustees. Jeromey suggested reviewing the Director after the two-year mark. Lisa spoke to a scaled-down option for efficiency and timing. Cherilyn recommended not to do a 360 Review because that is done with your peers, not with your staff. Ron asked to defer the Director's evaluation to 2026. Cole suggested moving the Director's Evaluation to begin in August 2026.

- Colorado Public Library Standards: Marketing and Public Relations - Jeromey Balderrama, Secretary
 - Jeromey reported that this standard is Marketing and Public Relations and said that community members are aware of the value of libraries. A total of five Trustees and 11 management staff responded to the survey. The results showed the district does a great job of communicating about the library district. Additionally, the district could benefit from improving its emergency preparedness communication, as well as targeting areas within the community where it can reach out by knowing its demographic information. Director Rose thought the survey missed some key questions, specifically regarding the website and social media presence. Director Rose spoke of diverse ways to engage with the community.

Upcoming Agenda

Second Reading of the Budget
Board Openings Update
Board Evaluation

Adjourn

Motion by Jeromey Balderrama, second by Ron Dunworth, to adjourn; motion passed unanimously. The meeting adjourned at 7:12 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

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, Director

Date: November 20, 2025
Re: Adoption of the 2026 Budget
Item 5.1: New Business

Background / Discussion

The Board of Trustees adopts the annual budget according to a schedule established by the State of Colorado.

Attachments

2026 Clearview Library District Budget Statement and Budget
Preliminary Certification of Valuation
Resolution 25-02 Resolution to Adopt the 2026 Clearview Library District Budget



Budget Message – 2026 Budget *Clearview Library District*

November 20, 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 \$2,081,987,721 which will generate \$7,382,728 in property tax revenue.



Revenue from sources other than property taxes total \$823,028. The total anticipated operating revenue for the Clearview Library District in 2026 is \$8,205,756. This represents a 9% 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 \$7,231,451. 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 48% 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	7,382,728
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	8,205,756
<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	974,305
<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	974,305
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	13,546,227

The public was 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
 November 20, 2025

New Tax Entity? YES NO

WELD COUNTY ASSESSOR

Date 11/17/2025

NAME OF TAX ENTITY: CLEARVIEW LIBRARY

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2025 :

Table with 11 rows listing valuation items such as 'PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION' and 'CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION' with corresponding dollar amounts.

† This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec. 20(8)(b), Colo. Constitution
* New Construction is defined as: Taxable real property structures and the personal property connected with the structure.
~ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART.X, SEC.20, COLO. CONSTUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2025 :

Table with 10 rows listing actual valuation items such as 'CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY' and 'CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS' with corresponding dollar amounts.

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
* Construction is defined as newly constructed taxable real property structures.
§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY: \$ 0.00

IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES: HB21-1312 ASSESSED VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): ** \$ 911,854.00
** The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

USE FOR STATUTORY PROPERTY TAX LIMIT CALCULATION ("5.25% LIMIT")

1051 County Tax Entity Code

DOLA LGID/SID 62078/1

IN ACCORDANCE WITH §§ 39-5-121(2)(a) and 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2025 :

1.	CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION:	1.	\$ 2,083,668,140.00
2.	LESS TOTAL TIF AREA INCREMENTS, IF ANY:	2.	\$ 1,680,419.00
3.	CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	3.	\$ 2,081,987,721.00
4.	NEW CONSTRUCTION:	4.	\$ 29,735,070.00
5.	ANNEXATIONS/INCLUSIONS:	5.	\$ 0.00
6.	PREVIOUSLY EXEMPT PROPERTY:	6.	\$ 113,160.00
7.	TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a), C.R.S.): Includes all revenue collected on valuation not previously certified:	7.	\$ 590.86
8.	INCREASED VALUATION FOR ASSESSMENT ATTRIBUTABLE TO A CHANGE IN LAW FOR A PROPERTY TAX CLASSIFICATION* (29-1-306(3)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	8.	\$ 0.00
9.	TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	9.	\$ 33,931.31
10.	TOTAL VALUATION FOR ASSESSMENT FROM PRODUCING MINES OR LANDS OR LEASEHOLDS PRODUCING OIL OR GAS	10.	\$ 768,798,530.00
11.	REVENUE INCREASE FROM EXPIRED TIF:	11.	\$ 0.00

* Change in law for property tax classification does not include changes in classification due to property use changes.

Notes:

The property tax limit will apply to all property taxing entities with the exception of school districts and any county, city and county, city, or town that has adopted a home rule charter (29-1-306(1)(b), C.R.S.). The revenue limit applies to any property taxing entities that have authority to exceed current 5.5% and the TABOR limit.

The Division of Local Government ("the Division") has developed technical assistance resources to assist taxing entities with the calculation of the property tax limit available online here (<https://dlg.colorado.gov/budget-information-and-resources>). Please understand that the Division has no statutory or administrative role in calculating or enforcing the property tax limit, and each taxing entity's revenue limits and voter approval history may be unique. The technical assistance resources provided by the Division with regard to the property tax limit are not definitive and not legal advice. Taxing entities may choose to calculate the property tax limit with a methodology that is different from the methodology presented in the Division's technical assistance resources. The Division always recommends that taxing entities consult with an attorney in order to understand and apply the various statutory and constitutional revenue limits that may apply to that taxing entity.

RESOLUTION 25-02

RESOLUTION TO ADOPT THE 2026 CLEARVIEW LIBRARY DISTRICT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CLEARVIEW LIBRARY DISTRICT, Colorado, for the calendar year beginning on the first day of January 2026 and ending on the last day of December 2026.

WHEREAS, the Library Board of the Clearview Library District has appointed Erica Rose, Library Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Erica Rose, Library Director, has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 30, 2025, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO:

Section 1. That the budget, as submitted, amended, and attached, be and the same hereby is approved and adopted as the budget of the Clearview Library District, Colorado, for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President or the Vice-President and made part of the public records of the District.

ADOPTED, this 20th day of November, A.D. 2025.

ATTEST:

Cole Gerstner, President
Clearview Library District Board

Clearview Library District Board Member

MEMORANDUM

To: Library Board of Trustees

From: Erica Rose, Director

Date: November 20, 2025

Re: Appropriate Sums of Money

Item 5.2: New Business

Background / Discussion

The library board, as a governing body, must enact a resolution to appropriate funds for the ensuing fiscal year. This is the second step in the budget adoption process, as established by Colorado State Law.

Attachments

Resolution 25-03 Resolution to Appropriate Sums of Money

RESOLUTION 25-03

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS FOR THE PURPOSE AS SET FORTH BELOW, FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO, FOR THE 2026 BUDGET YEAR.

WHEREAS, the Library Board has adopted the annual budget in accordance with the Local Budget Government Law, on November 20, 2025; and

WHEREAS, the Library Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operation of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO:

That the following sums are hereby appropriated from the revenue of each fund to each fund, for purposes stated:

GENERAL FUND:
Operating Expenses \$7,231,451
Reserve Funds \$0
TOTAL GENERAL FUND \$7,231,451

ADOPTED, this 20th day of November, A.D. 2025.

ATTEST:

Cole Gerstner, President
Clearview Library District Board

Clearview Library District Board Member

MEMORANDUM

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

Date: November 20, 2025
Re: Set the Mill Levy
Item 5.3: New Business

Background / Discussion

This is the third step in the annual budget process. Once the budget is adopted and the funds are appropriated, the board votes to set the mill levy. The director then notifies the Weld County Assessor.

Attachments

Resolution 25-04 Resolution to Set the Mill Levy



RESOLUTION 25-04

RESOLUTION TO SET THE MILL LEVY

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CLEARVIEW LIBRARY DISTRICT, COLORADO FOR THE 2026 BUDGET YEAR.

WHEREAS, the Board of Trustees of the Clearview Library District has adopted the annual budget in accordance with the Local Government Budget Law on November 20, 2025, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$7,382,728 and;

WHEREAS, the 2025 net valuation for assessment for the Clearview Library District as certified by the County Assessor is \$2,081,987,721

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CLEARVIEW LIBRARY DISTRICT, COLORADO (formerly the Windsor-Severance Library District, Colorado);

Section 1. That for the purpose of meeting all general operating expenses of the Clearview Library District during the 2026 budget year, there is hereby levied a tax of 3.546 mills upon each dollar of the total valuation for assessment of all taxable property within the Clearview Library District herein above determined and set.

Section 2. That the Library Director is hereby authorized and directed to immediately certify to the County Commissioners of Weld County, Colorado the mill levy for the Clearview Library District herein above determined and set.

ADOPTED, this 20th day of November, A.D. 2025.

ATTEST:

Cole Gerstner, President
Clearview Library District Board

Clearview Library District Board Member

MEMORANDUM

To: Library Board of Trustees

From: Erica Rose, Director

Date: November 20, 2025

Re: Ratification of Corragio Group

Item 5.4: New Business

Background / Discussion

The Request for Proposal (RFP) process for the Organizational Study has been finalized. Following interviews with leading firms on October 31, Corragio Group was selected to manage the project, with work commencing in the first week of November.

Ratification to Approve Organizational Study

WHEREAS, Erica Rose, as Director of the Clearview Library District, has made a full report to the Board of Directors of all significant matters and actions regarding the necessity of an organizational study and the process in selecting a firm as consultant for the project.

WHEREAS, Corragio Group has been selected as the firm to complete this organizational study for the District.

WHEREAS, costs for this project are quoted to be \$44,925, and the project timeline is from mid-November 2025 through mid-February 2026.

RESOLVED, that the Board does hereby ratify and affirm every action undertaken by Director Rose on behalf of the Clearview Library District, wherein said the Library Board has full knowledge of said act and wherein the act has been fully and accurately stated and explained to Trustees. Trustees voted by email to approve the selection and hiring of Corragio Group to fulfil the Organizational Study requested via an RFP.

ADOPTED, this 20th day of November, A.D. 2025.

ATTEST:

Cole Gerstner, President
Clearview Library District Board

Clearview Library District Board Member

MEMORANDUM

To: Library Board of Trustees

From: Erica Rose, Director

Date: October 30, 2025

Re: 2026 Library Board Meeting Calendar

Item 5.5: New Business

Background / Discussion

Annually, the Library Board adopts a calendar of board meeting dates and suggested agenda items for the coming year. The calendar may be updated as needed, and agenda items will be added as they arise.

Recommendation

The Director recommends the adoption of the 2026 Library Board Meeting Calendar.

Attachments

2026 Library Board Meeting Calendar

Library Board Meeting Calendar

Meetings start promptly at 5:30 p.m.

Monday, January 5, 2026	Special Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom
Thursday, January 29, 2026	Regular Meeting	Windsor Library, 720 3rd St., Windsor and Zoom
Thursday, February 26, 2026	Regular Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom
Thursday, March 26, 2026	Regular Meeting	Windsor Library, 720 3rd St., Windsor and Zoom
Thursday, April 30, 2026	Regular Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom
Thursday, May 28, 2026	Regular Meeting	Windsor Library, 720 3rd St., Windsor and Zoom
Thursday, June 25, 2026	Regular Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom
Thursday, July 30, 2026	Regular Meeting	Windsor Library, 720 3rd St., Windsor and Zoom
Thursday, August 27, 2026	Regular Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom
Thursday, September 24, 2026	Regular Meeting	Windsor Library, 720 3rd St., Windsor and Zoom
Thursday, October 22, 2026		Interviews of Library Board Applicants, tentative
Thursday, October 29, 2026	Regular Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom
Thursday, November 19, 2026	Regular Meeting	Windsor Library, 720 3rd St., Windsor and Zoom
Thursday, December 10, 2026 tentative	Regular Meeting	Severance Library, 5 Timber Ridge Pkwy., Severance and Zoom

MEMORANDUM

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

Date: November 20, 2025
Re: Board Evaluation and Director's Evaluation
Item 5.6: New Business

Background / Discussion

One of the responsibilities of the Library Board is to conduct an annual self-evaluation. Materials are distributed to the Board at the end of the year by the Board President, filled out by Board members, and returned to the Board President, who collates the responses.

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.

Evaluation materials for both the Director and Board will be distributed at this meeting, with results to be discussed at a future meeting.

MEMORANDUM

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

Date: November 20, 2025
Re: Appreciation, Resolution 25-05 and Resolution 25-06
Item 5.7 and 5.8: New Business

Background / Discussion

Trustee Kendra Adams retires from the board on December 31, 2025, after serving the district for seven years. Kendra has served as a Board Alternate, President for two years, Vice-President for two years, and Secretary.

Trustee Ron Dunworth retires from the board on December 31, 2025, after serving the district for six years. Ron has served as Treasurer for four years.

Attachments

Resolution 25-05 Resolution of Appreciation
Resolution 25-06 Resolution of Appreciation

RESOLUTION 22-05

APPRECIATION

A RESOLUTION COMMENDING TRUSTEE KENDRA ADAMS FOR HER SERVICE, LEADERSHIP, AND DEDICATION TO THE CLEARVIEW LIBRARY DISTRICT AS A TRUSTEE.

WHEREAS, the Clearview Library District (the "District"), situated in Weld County in the State of Colorado, is a library district duly organized in 1985 and validly existing pursuant to the provisions of Part 1 of Article 90 of Title 24 of the Colorado Revised Statutes ("C.R.S.") and established by separate resolutions of the Town of Windsor (the "Town") and Weld County School District RE-4 (the "School") to meet the informational, educational, recreational, and cultural reading needs of the people within the service area of the District; and

WHEREAS, Trustee Kendra Adams served as Alternate Trustee to the Board of Trustees of the District (the "Board") as Secretary in 2019, served as President of the Board in 2021 and 2022, served as Vice-President of the Board in 2020 and 2025, served as Trustee in 2023 and 2024; and served as a member of the long-range planning committee for several years.

WHEREAS, under the leadership of Trustee Kendra Adams, the District has experienced unprecedented development growth, including the establishment of a District Services Center on Ash Street in Windsor, renovation of the Windsor-Severance Library in Windsor, and the newly constructed Severance Library; and

WHEREAS, Trustee Kendra Adams has devoted innumerable hours to actively attending to her duties with the District and serving as a dedicated library advocate, resulting in excellent library services being provided to the community and enhanced advocacy for library services within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE CLEARVIEW LIBRARY DISTRICT BOARD OF TRUSTEES, AS FOLLOWS:

1. That Trustee Kendra Adams be recognized and commended for her years of dedicated service to the citizens of the Clearview Library District.

Upon motion duly made, seconded, and carried, the foregoing Resolution was adopted this 20th day of November 2025.

ATTEST:

Cole Gerstner, President
Clearview Library District Board

Clearview Library District Board Member



RESOLUTION 22-06

APPRECIATION

A RESOLUTION COMMENDING TRUSTEE RON DUNWORTH FOR HIS SERVICE, LEADERSHIP, AND DEDICATION TO THE CLEARVIEW LIBRARY DISTRICT AS A TRUSTEE.

WHEREAS, the Clearview Library District (the "District"), situated in Weld County in the State of Colorado, is a library district duly organized in 1985 and validly existing pursuant to the provisions of Part 1 of Article 90 of Title 24 of the Colorado Revised Statutes ("C.R.S.") and established by separate resolutions of the Town of Windsor (the "Town") and Weld County School District RE-4 (the "School") to meet the informational, educational, recreational, and cultural reading needs of the people within the service area of the District; and

WHEREAS, Trustee Ron Dunworth served as a Trustee to the Board of Trustees of the District (the "Board") in 2024 and 2025, and served as Treasurer in 2020, 2021, 2022, and 2023; and served as a member of the long-range planning committee for several years.

WHEREAS, under the leadership of Trustee Ron Dunworth, the District has experienced unprecedented development growth, including the establishment of a District Services Center on Ash Street in Windsor, renovation of the Windsor-Severance Library in Windsor, and the newly constructed Severance Library; and

WHEREAS, Trustee Ron Dunworth has devoted innumerable hours to actively attending to his duties with the District and serving as a dedicated library advocate, resulting in excellent library services being provided to the community and enhanced advocacy for library services within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE CLEARVIEW LIBRARY DISTRICT BOARD OF TRUSTEES, AS FOLLOWS:

1. That Trustee Ron Dunworth be recognized and commended for his years of dedicated service to the citizens of the Clearview Library District.

Upon motion duly made, seconded, and carried, the foregoing Resolution was adopted this 20th day of November 2025.

ATTEST:

Cole Gerstner, President
Clearview Library District Board

Clearview Library District Board Member