

AGENDA

Call to Order

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes.

[Zoom]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized, unmute, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes.

Director's Report - November & December 2025 Reports - Erica Rose, Director

Follow-Up Questions to Board/Liaison Reports

Treasurer's Report - November & December 2025 Reports - Cherilyn Barringer, Treasurer

Friends & Foundation Report - Cherilyn Barringer

Old Business

- Approve Minutes of the November 20, 2025, Regular Board Meeting (Action)
- Approve Minutes of the January 5, 2026, Special Board Meeting (Action)
- Strategic Plan Quarterly Update - Erica Rose, Director (Information)
- Marmot Library Network Updates - Erica Rose, Director (Information)
- Board Evaluation - Jeromey Balderrama, Vice President (Information)

New Business

- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director (Action)
- Windsor Community Recreation Center Outpost - Erica Rose, Director (Information)
- SB 25-276 Policy - Bill Garcia, Library Attorney (Action)
- Director's Evaluation Update - Lisa Gagliardi, President (Information) Executive Session

Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of evaluating the performance of the Director.

Upcoming Agenda

Adjourn

Upcoming Meetings

- Board of Trustees Regular Meeting, February 26, 2026, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, March 26, 2026, 5:30 p.m. – Severance Library and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities, and will 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 - NOVEMBER 2025

Districtwide Update - Director Erica Rose

Highlights

- **Build Relationships in the Community**
 - Director Rose and Deputy Director of Windsor Parks and Recreation, Tara Fotsch, began planning for a solidified partnership between the Clearview Library District and the Windsor Community Recreation Center regarding a collection at the Windsor Community Recreation Center. This may include shelving and collection, signage, space for programming, and a book drop.
- **Evaluate the Needs of our Service Community**
 - Director Rose met with High Plains Library District Director Matt Hort to discuss the pressing need to provide accessible library services to West Greeley residents. There is a strong collective interest in finding collaborative ways for the High Plains Library District and the Clearview Library District to support residents in West Greeley communities.
- **Enhance Operational and Organizational Efficiencies**
 - There was a heavy focus on planning and bidding for a cosmetic Bookmobile "refresh" in early 2026. Additionally, planning was completed to install cameras on the Bookmobile to enhance safety and security.
- **Listen and Learn about our Library and Communities**
 - Front Range Public Library Directors met at the Aurora Public Library on November 21. The agenda focused on sharing each library's approach to Strategic Planning processes and included a tour of the Aurora Public Library, which is a one-branch system.
- **Opportunities and Challenges**
 - Financial Administrator Sarah Watson and Executive Operations Coordinator Natalie Wagner leaned into end-of-year tasks to handle a large volume of staff requests and ensure a clean, tidy end-of-year wrap-up.
 - The RFP (Request for Proposal) for an auditing firm closed at the end of November, and review of auditing proposals is underway.
 - HR Generalist Tracy Barger and Director Rose focused on the Organizational Study, which kicked off with a series of staff interviews and in-depth data collection.
 - The doors at the Severance Library remain finicky, and Facilities has sustained coordination with Fransen Pittman, Glass Doctor, and Servitech.
- **Communication**
 - The Communications team finalized language for a new Net Promoter Score (NPS) email and survey managed within Orangeboy/Savannah, marking a key advancement in measuring patron experience rather than activity. This work established a foundation for future data-driven engagement and customer experience insights, with next steps focused on identifying appropriate staff contacts for patron follow-up requests.

- The Department successfully coordinated and launched a major public-facing announcement regarding Interlibrary Loan (ILL) and Prospector service changes in preparation for the library district's transition to the Marmot Library Network. Messaging was published on the website and distributed to all patrons via an all-patron email by the November 6 deadline, ensuring timely, clear, and consistent communication during a critical service transition.
- Performance data from the ILL and Prospector informational email demonstrated exceptional patron engagement, achieving a 68.5% unique open rate among active patrons aged 18 and older, significantly exceeding the Library District's 12-month average open rate of 59%. This result reinforced the effectiveness of clear, service-focused messaging for major operational updates.
- The Department expanded the library district's community reach by launching a targeted social media advertising campaign through a new Bronze Tier partnership with Windsor City Lifestyle. The initial campaign, launched in late November, generated more than 91,000 ad impressions, 777 clicks, and a 3.13% click-through rate, demonstrating strong early performance and validating the partnership as a strategic digital engagement channel for audiences in our service area.
- The November AudioGo advertising campaign promoting the library district's free meeting room reservations under the theme "Your Space Awaits. Gather. Reflect. Connect." The campaign generated 41,657 audio impressions and reached 5,057 unique listeners, with a strong 96.27% listen-through rate, demonstrating high message retention and effective awareness-building for library services. Engagement was concentrated in Greeley and Windsor, reinforcing substantial reach within the District's primary service areas.

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

Highlights

- Adult Services Assistant Rebecca Robbins and Casey Lansinger-Pierce participated in a two-day facilitation training workshop in Denver, hosted by Colorado Humanities. The training centered on reflective community conversations. This expertise will be directly applied as community dialogue-focused programming is developed and implemented, similar to the recent Constitution panel, to promote thoughtful and intentional discussions.
- In early November, Director Rose and Casey Lansinger-Pierce attended the virtual State Demography Summit. The summit offered a wealth of information on Colorado demography trends, including updates from the State Economist, Projections Demographer, and Estimates Demographer. The knowledge gained will be synthesized and presented to a future Long-Range Planning Committee. Specific details regarding Weld County were emphasized.

- The Adult Services team hosted the "Join In Fair" on November 15 at the Windsor Community Recreation Center. The event began with a public showing of the documentary *Join or Die*, which highlights the vital importance of community engagement through club participation. Following the screening, attendees participated in a live, virtual Q&A session with the filmmakers. The event culminated in a community fair, during which 23 local organizations and clubs hosted informational tables. The atmosphere was incredibly engaging, and the team received overwhelmingly positive feedback from attendees.

Opportunities and Challenges

- The Clearview Library District Friends and Foundation generously awarded the library district a \$1,000 check, received by Early Literacy Librarian Nancy Milliken, to support the popular 1,000 Books Before Kindergarten program. These funds were raised during the Friends and Foundation's successful Read and Retreat event held in October.
- The Junior Librarian program, supervised by Children and Family Librarian Trisha Parsons, has launched successfully. This initiative offers children aged 6-12 meaningful, real-world library experiences through a range of tasks. Applicants are assigned duties such as shelving books, creating displays, and providing program support. We have already received 40 applications from interested budding librarians.

IT Update - Acting IT Supervisor, Jesse Feavel

Highlights

- An internet upgrade at the Administrative Services Building has been completed. This E-rate–funded project increased internet speeds to 2.5 Gbps through Comcast Business. To support the increased capacity and growing network demands, a new Meraki Switch was installed to ensure reliable, scalable connectivity.
- 3D printers are available at both libraries, and the feedback has been overwhelmingly positive. Recently, a school field trip visited the Severance Library, where Jesse Feavel demonstrated the technology and explained the 3D printing process. It was exciting to see students' enthusiasm and their impressive knowledge of 3D printing.
- The IT team had a great time supporting and participating in community programs. They assisted with the "*Join or Die*" event held at the Windsor Community Recreation Center. The program ran smoothly and without issue, thanks to excellent collaboration with the Windsor Parks and Recreation staff. Additionally, the IT team participated in a Tinker Tech program, where they worked hands-on with kids to take apart technology and explain how its components work together. These programs provided valuable learning experiences and strengthened connections with our community.

Opportunities and Challenges

- The IT team has been reviewing projects and improvements from the past year to identify opportunities to refine and streamline processes. Key focus areas include improving after-hours training, increasing uniformity across locations, and implementing technology to ensure a seamless patron experience.

- The IT team is strengthening cybersecurity practices to protect staff and patrons. Through implementing a vulnerability management tool, the district will take a more proactive approach to identifying and addressing security risks.
- Since replacing the old 3D printers with the new ones generously donated by a patron, demand for 3D printing services has continued to grow, highlighting the value and impact of this service.

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

Highlights

- The Severance Library had 14 notary appointments in November (up from seven in October). It's exciting to see this service being well-utilized, and we expect demand to increase.
- In November, the Bookmobile began receiving new and popular items assigned exclusively to it. These items will be non-holdable and non-floating, so visitors will have select access, ensuring that the Bookmobile offers easy access to popular materials and resources that the brick-and-mortar locations do. While the addition of the new items to the Bookmobile is a highlight, it has also been challenging because Ingram (books supplier) has experienced significant delays in processing orders.

Opportunities and Challenges

- Customer Service Supervisor Rob Wyal and Amanda Brian have been working with Collection Development Supervising Librarian Jennifer Bradley to identify popular authors to refresh the Severance Library's adult fiction collection. Books have been ordered, but, as previously stated, due to challenges at Ingram, there are delays in receiving the materials.
- In October and November, the DVD and audiobook collections at Windsor Library were heavily weeded, and shelving was condensed. This process left some shelves in a prime location near the customer service desk empty. This created an opportunity to reconfigure some shelves to better utilize them, or to consider removing the shelves and adding more seating/work areas for patrons.

DIRECTOR'S REPORT - DECEMBER 2025

Districtwide Update and Highlights - Director Erica Rose

- **Build Relationships in the Community**
 - Director Rose participated in the quarterly breakfast for Community Leaders on December 4. Key topics of conversation included community growth and budget allocation.
 - Director Rose and Head of Public Services Casey Lansinger-Pierce facilitated a booth at Weld RE-4 School District's Project Reboot event on December 9, which focused on digital literacy and responsible use of technology.
- **Evaluate the Needs of our Service Community**
 - The Executive Leadership team began planning for 2026 data presentation. We plan to change the reporting format from monthly to quarterly to avoid duplicate reporting and enable more meaningful comparisons.
 - Digital Communications Coordinator Brad Vogler updated two critical, public-facing forms—“Read, Watch, and Listen” and “Suggest a Program”. The forms were revised and will be promoted to better encourage patron engagement and participation.
 - Digital Communications Coordinator Brad Vogler evaluated a potential digital platform for the Summer Adventure Program, which will allow for more efficient data collection and tracking for the largest event of the year.
- **Enhance Operational and Organizational Efficiencies**
 - Following a successful RFP (Request for Proposal), Financial Administrator Sarah Watson facilitated the engagement of a new auditing firm, McMahan and Associates. Additionally, this month, the Mill Levy was certified, and a meeting was held with Colotrust to review accounts.
 - HR Generalist Tracy Barger and Director Rose met with Flood and Peterson to finalize the 2025 insurance renewal.
 - Facilities Supervisor, Adam Mitchell, received bids from cleaning companies, and a new contract with Stratus Cleaning Solutions will begin in 2026.
 - Director Rose worked with member representative, Dan Spykstra, to finalize plans and prepare an RFP for the Windsor Library Pikes Peak meeting room remodel in early 2026.
- **Listen and Learn about our Library and Communities**
 - The Windsor City Lifestyle-targeted social media advertising campaign achieved 86,905 total reach, with Meta ad impressions increasing by 363% and ad clicks increasing by 351%.
 - The AudioGo seasonal campaign delivered 16,661 audio impressions and reached 2,318 listeners, maintaining a high 93.44% listen-through rate, confirming sustained audience engagement during a competitive holiday advertising period.

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

Highlights

- In early December, the Youth Services program team presented "Clearview Frostival." This event was a new take on the annual traditional Santa's Workshop. This popular event was intentionally redesigned to focus more on activity-based stations and fewer crafting stations, enabling better budget management. To address the overwhelming attendance of previous years, a required registration was implemented, resulting in a comfortable welcome of just over 200 attendees. Patron feedback was overwhelmingly positive.
- In December, the Mobile Services team and the bookmobile participated in Windsor Wonderland and Severance Town Christmas, engaging with more than 1,200 community members between both events. Families were invited to stop by for a gingerbread house photo opportunity and a hands-on "reindeer food" craft, where children created bags of bird seed and oats to take home and leave out for Santa's reindeer on Christmas Eve.

Opportunities and Challenges

- The recruitment process for a new Children and Family Librarian has begun following staff changes, due to relocation. The difficulty of conducting interviews during the holiday season made the search more challenging than others.
- Extreme wind and fire conditions on the day of the Adult Service's Holiday Concert & Cookie Exchange resulted in a planned power outage in Windsor and the closure of the Windsor Library. Although the Severance Library retained power, the Adult Services team anticipated potential confusion due to program cancellations elsewhere and quickly communicated clearly with the public. The event moved forward as planned and welcomed just under 40 attendees. The Adult Services team received glowing reviews of the event.

IT Update - Acting IT Supervisor, Jesse Feavel

Highlights

- The 3D printers at both libraries were upgraded with a Bambu H2D dual-nozzle, enabling efficient multi-color 3D printing (up to five colors simultaneously). Adding these nozzles has created a more uniform workflow, improved print quality, and expanded capabilities. Resulting in a better overall experience for patrons.
- An internet upgrade at the Windsor Library has been completed. This E-rate–funded project increased internet speeds to 2.5 Gbps through Comcast Business. This upgrade supports the increased capacity and growing network demands.

Opportunities and Challenges

- The IT team responded to an Xcel Energy Public Safety Power Shutoff (PSPS) planned power outage that affected the Administrative Services Building and the Windsor Library. This occurred on Wednesday, December 17, 2025, and both locations were closed due to power and internet outages.



- During the PSPS event, the IT team discovered that the Severance Library servers were directly connected to the server at the Administrative Services Building. This was an issue that created some workarounds and has been remedied.

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

Highlights

- The teen space at the Severance Library is being reimagined! The walls have been painted, and furniture is being repurposed with some new pieces being ordered. The hope is to make it more inviting and comfortable.
- December is an exciting month in Tech Services, as it's time to review Adventure Passes and the databases budget to prepare for 2026. Adventure Passes are one of the most popular items at Clearview Library District, so it's exciting to announce three new Adventure Pass experiences: the Climbing Collective, the Denver Botanic Gardens, and the Museum of Art Fort Collins. Also recently added are three new online resources: CareerOneStop, ParentTV, and NewsBank America.

Opportunities and Challenges

- The Windsor Library customer service team assisted Tech Services with a project to use the digital inventory wand to locate adult fiction and non-fiction books with missing or weeded statuses. It took several days to inventory this large collection, but it is an opportunity to ensure it is up to date as the library district migrates to the new ILS (Integrated Library System) in February.
- On December 17, 2026, the Windsor Library and the Administrative Services Building had to close for the day due to high winds and power and internet outages. The Severance Library remained open, allowing patrons and staff to find meeting and work space, and plug in. It became a challenge to learn that the Severance Library servers are connected to the Administrative Services Building. This meant the Severance Library team worked with limited resources, but they embraced the challenge and achieved above-average door counts and circulation for the day!

Library Location Visits		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Windsor Patrons 9,844	-8.85%	-5.56%
Severance Patro... 4,133	-10.98%	45.37%
Off-site Patrons 977	-85.51%	-10.04%
Total Patrons 14,954	-32.60%	4.19%

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.
Total patron visits normally decrease by about one third from October to November. The total is slightly higher than last year, though, probably because of growth at Severance.

Physical Circulation		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Windsor Circs 21,987	-7.35%	-3.17%
Severance Circs 6,010	-10.34%	-0.48%
Off-site Circs 1,916	-16.33%	27.22%
Total Phys. Circs 29,913	-8.59%	-1.12%

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.
The increase in off-site circulations compared to last year mostly came from the bookmobile, which had more visitors than it did last November. Total circulations decreased a normal amount from October, and remained level compared to last year.

Digital Circulation		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Virtual Borrowers 3,428	-1.47%	24.02%
Digital Circs 14,761	-2.35%	10.79%
Database Usage 14,054	4.53%	189.06%

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 borrowing showed a slight decrease from the previous month, but continued to grow compared to last year. There was much more database usage than November 2024, which had an unusually slow month for Pebblego sessions.

Program Attendees		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Windsor Attendee... 1,390	-25.67%	-15.04%
Severance Atten... 1,164	-38.93%	29.33%
Off-site Attendees 1,056	-39.07%	8.42%
Total Attendees 3,610	-34.47%	1.63%

Notes and Definitions
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.
November offered fewer programs than October, which meant a corresponding decrease in program attendees and waitlists. Total programming stats were mostly level compared to November 2024.

Number of Programs		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Windsor Program... 46	-28.13%	-17.86%
Severance Progra... 40	-14.89%	0.00%
Off-site Programs 45	-31.82%	18.42%
Total Programs 131	-25.99%	-4.38%

Program Waitlists		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Waitlisted People 74	-24.49%	-48.97%
Waitlisted Progra... 19	-29.63%	-17.39%

*Totals include online programs.

Cardholders		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Active Cardholders 6,506	-3.81%	14.85%
New Cardholders 324	-13.60%	37.87%

Notes and Definitions
Cardholders: Active cardholders had some kind of activity associated with their library account in the past month, including checkouts, renewals, and virtual borrowing. New cardholders are patrons who signed up for a new card in the past month.
Active cardholders were slightly down from last month, but continued to show growth over last year.
Most of the increase in new card sign-ups over last year came from the Windsor Library, though the Severance Library also had significant growth.

Meeting Rooms		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Windsor 40.37%	-0.74%	-3.47%
Severance 31.70%	-32.81%	42.28%

Notes and Definitions
Meeting Rooms: This is the number of hours that patron-bookable meeting rooms were reserved in comparison to the total number of hours those meeting rooms were available, represented as a percentage.
Windsor bookings stayed level, and Severance bookings returned to a normal level after a high-booking month in October. Severance bookings continued to grow in comparison to 2024.

Digital Engagement		
Nov 2025	vs. Oct 2025	vs. Nov 2024
Website Pageviews 38,019	-1.91%	19.33%
Email Open Rate 64.20%	9.18%	8.26%
Engagements 1,982	15.23%	82.50%
Social Media Followers 5,498	0.38%	5.81%

Notes and Definitions
Website Pageviews: this represents the number of times a page on the library website was visited.
Email Open Rate: this is the unique open rate found in Savannah, and does not include special email campaigns.
Engagements: this is the number of times someone engaged with a post on social media.
Social Media Followers: the total number of followers on Facebook and Instagram, combined.
Audience growth held steady in November, supported by small follower increases on both Facebook and Instagram and consistent visibility across posts. Engagement increased in November, driven by higher impressions—especially on Facebook—and strong interaction with seasonal and program-focused content.

Library Location Visits		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Windsor Patrons 8,528	-13.37%	-15.90%
Severance Patrons 3,987	-3.53%	53.17%
Bookmobile Patrons 1,872	0.06%	25.30%
Outreach Patrons 374	13.33%	-44.59%
Total Patrons 14,761	-1.29%	-1.01%

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.

Though some locations experienced a decrease in patron traffic compared to December 2024, the total patron count was basically the same. The bookmobile had more visitors both at special events and regular stops, compared to December 2024. Part of the decrease in Windsor patrons compared to 2024 can be attributed to a weather closure.

Physical Circulation		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Windsor Circs 20,009	-9.00%	-9.84%
Severance Circs 6,111	1.68%	11.31%
Bookmobile Circs 1,805	0.06%	31.75%
Outreach Circs 171	52.68%	-2.29%
Total Phys. Circs 28,096	-6.07%	-3.87%

Notes and Definitions

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

The changes in circulation counts mostly align with the changes in visitor counts at each location. The total circulation count was only slightly lower than last year.

Digital Circulation		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Virtual Borrowers 3,359	-2.01%	21.00%
Digital Circs 14,353	-2.76%	10.86%
Database Usage 5,228	-62.80%	-8.35%

Notes and Definitions

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

Virtual borrowers and digital circulation continued to grow in comparison to 2024. It's not unusual to see a decrease in database usage from November to December.

Program Attendees		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Windsor Attendees 1,042	-25.04%	-32.77%
Severance Attendee 846	-27.32%	-8.44%
Off-site Attendees 972	-7.95%	1.04%
Total Attendees 2,872	-20.44%	-16.75%

Notes and Definitions
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.
Fewer programs resulted in fewer attendees and fewer waitlists.

Number of Programs		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Windsor Programs 37	-19.57%	-15.91%
Severance Programs 32	-20.00%	-5.88%
Off-site Programs 38	-15.56%	0.00%
Total Programs 108	-17.56%	-7.69%

Program Waitlists		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Waitlisted People 69	-6.76%	-40.00%
Waitlisted Programs 14	-26.32%	-12.50%

*Totals include online programs.

Cardholders		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Active Cardholders 6,224	-4.33%	9.96%
New Cardholders 240	-25.93%	18.23%

Notes and Definitions
Cardholders: Active cardholders had some kind of activity associated with their library account in the past month, including checkouts, renewals, and virtual borrowing. New cardholders are patrons who signed up for a new card in the past month.
The count of active cardholders has been consistently higher than in 2024. New card sign-ups have been consistently higher than in 2024 for the past several months.

Meeting Rooms		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Windsor 35.40%	-12.31%	-12.03%
Severance 28.94%	-8.71%	28.85%

Notes and Definitions
Meeting Rooms: This is the number of hours that patron-bookable meeting rooms were reserved in comparison to the total number of hours those meeting rooms were available, represented as a percentage.
Severance meeting room use continued to grow compared to 2024. The apparent decrease in Windsor meeting room use is most likely due to the addition of a new meeting room, which created a larger number of bookable hours. Total hours booked at Windsor actually increased from December 2024 to December 2025.

Digital Engagement		
Dec 2025	vs. Nov 2025	vs. Dec 2024
Website Pageviews 35,749	-5.97%	18.78%
Email Open Rate 58.40%	-9.03%	-3.79%
Engagements 1,678	-15.34%	45.53%
Social Media Followers 5,536	0.69%	6.28%

Notes and Definitions
Website Pageviews: this represents the number of times a page on the library website was visited.
Email Open Rate: this is the unique open rate found in Savannah, and does not include special email campaigns.
Engagements: this is the number of times someone engaged with a post on social media.
Social Media Followers: the total number of followers on Facebook and Instagram, combined.
Audience levels increased modestly in December, supported by continued follower growth across platforms. Engagements were lower than November, reflecting normal seasonal shifts in online interaction, while overall visibility remained consistent and year-over-year trends continued to be positive.

LIAISON REPORTS - JANUARY 2026

Town of Windsor - Board Member Lainie Peltz

- The main news is that Windsor water rates are increasing, effective Feb 1, 2026, and will be reflected in the March billings. Residents who receive all three utilities from Windsor will see their overall bills increase by about 26% - treated water rates by 12.5%, sewer rates by 40%, and storm water by 22%. The replacement and expansion of the Windsor Wastewater Treatment plant has tripled in cost since the initial assessment in 2021, which is the main driver of the sewer rate increase. FAQ's and recordings of Windsor Town Board work sessions and regular meetings are available on the website, with a budget timeline posted at <https://www.windsorgov.com/1386/Budget-Development-Timeline>
- Six new Police officers were sworn in on January 12.
- Global AI has purchased the old Carestream site on the Kodak property. While that property is in Windsor's identified Growth Management plan, the property is not annexed into Windsor and therefore sits in unincorporated Weld County. The City of Greeley has approved exploring annexing the property. Any questions or concerns by residents should be directed to the Weld County commissioners and the City of Greeley council members. The Town of Windsor will certainly take questions, but it is out of Windsor's hands if the City of Greeley chooses to annex or if it remains in Weld County.
- Town Board Districts 2, 4, and 6 are up for election. Completed candidate packets are due back by January 26. The final two years of the Mayor's term are also up for election as per Windsor's previous charter language. The regular four-year Mayoral term will come up again in 2028.
- The official Town of Windsor newsletter
 - [Windsor Matters - January](#)
 - [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 - December](#)
- Community Events
 - [Events](#)

City of Greeley - Council Member Brian Rudy

- Greeley City Scoop newsletter
 - [City Scoop - January](#)
- Greeley's Got it
 - [Visit Greeley](#)



TREASURER'S REPORT - NOVEMBER 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 when 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 4.0966%, down 0.159% from October.

Fund Balance

The total increase in fund balance through November is \$2,568,293, primarily due to the timing of property tax received in comparison to the timing of expenditures. The fund balance will decrease as the operating year continues and will be more in line with the budget.

Revenue

Operating Revenue is at 101% of the budget.

Operating Expenses

Total expenditures are at 75% of the operating budget, with 92% of the year elapsed through November. Lease payments for 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, firewall equipment, and door upgrades at 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 - November, 2025

	Actuals January 1 - November 30	Total 2025 Budget	Total		% of Budget
			Over/Under Budget		
Income					
3050 Property Tax	6,704,514	6,779,261	(74,747)		99%
Other Income	599,482	423,492	175,990		142%
3120 Specific Ownership Tax	274,834	300,000	(25,167)		92%
Total Income	\$ 7,578,829	\$ 7,502,753	\$ 76,076		101%
Gross Profit	\$ 7,578,829	\$ 7,502,753	\$ 76,076		101%
Expenses					
3901 Benefits	855,913	1,049,655	(193,742)		82%
4011 Salaries	2,582,367	3,217,983	(635,616)		80%
4049 Operating Expenses	657,208	812,995	(155,787)		81%
4051 Public Relations	104,937	137,874	(32,937)		76%
4052 Programming	86,547	97,920	(11,373)		88%
4087 Materials	458,171	511,500	(53,329)		90%
4088 IT	139,128	279,598	(140,470)		50%
4089 Vehicles	13,423	26,330	(12,907)		51%
4710 Land/Building Improvements	16,178	106,594	(90,416)		15%
4720 Furniture and Equipment	17,348	17,348	-		100%
4721 Computer/Tech Equipment	26,059	26,059	-		100%
4723 Lease Payment	53,257	361,486	(308,229)		15%
Total Expenses	\$ 5,010,536	\$ 6,645,341	\$ (1,634,805)		75%
Net Operating Income	\$ 2,568,293	\$ 857,412	\$ 1,710,881		300%
Net Income	\$ 2,568,293	\$ 857,412	\$ 1,710,881		300%

Balance Sheet
Clearview Library District
As of November 30, 2025

Assets

Cash and Investments	13,781,880
Other Current Assets	70,173
Total for Assets	\$ 13,852,053

Liabilities and Equity

Liabilities

Accounts Payable	144,464
Credit Cards	8,425
Current Liabilities	40,472
Total for Liabilities	\$ 193,362

Equity

Restricted	199,360
Operating Reserve	3,322,671
Capital Reserve	1,551,211
Long-Term Planning	6,017,156
Net Income	2,568,293
Total for Equity	\$ 13,658,691

Total for Liabilities and Equity	\$ 13,852,053
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TREASURER'S REPORT - DECEMBER 2025, PRELIMINARY

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 when 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 December in Colotrust is 3.9356%, down .161% from November.

Fund Balance

The total increase in fund balance through December is \$1,910,194.

Revenue

Operating Revenue is at 102% of the budget.

Operating Expenses

Total expenditures are at 86% of the operating budget

Other Outstanding Items as of 12/31/2025

- Uncompensated balances accrual.
- Liability for patron credits (approximately \$5k).
- Salary expense for 12/26-12/31/2025 and not paid until 1/15/2026.
- Vendor invoices for goods and services not received prior to 12/31/2025.

Clearview Library District
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L (Preliminary)
January - December 2025

	Total			
	Actuals January 1 - December 31	Total 2025 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	6,704,525	6,779,261	(74,736)	99%
3051 Other Income	644,098	423,492	220,606	152%
3120 Specific Ownership Tax	274,834	300,000	(25,167)	92%
Total Income	\$ 7,623,456	\$ 7,502,753	\$ 120,704	102%
Gross Profit	\$ 7,623,456	\$ 7,502,753	\$ 120,704	102%
Expenses				
3901 Benefits	895,843	1,049,655	(153,813)	85%
4011 Salaries	2,820,165	3,217,983	(397,819)	88%
4049 Operating Expenses	708,396	812,995	(104,599)	87%
4051 Public Relations	115,058	137,874	(22,816)	83%
4052 Programming	89,967	97,920	(7,953)	92%
4087 Materials	491,555	511,500	(19,945)	96%
4088 IT	157,331	279,598	(122,267)	56%
4089 Vehicles	13,865	26,330	(12,465)	53%
4710 Land/Building Improvements	16,178	106,594	(90,416)	15%
4720 Furniture and Equipment	17,348	17,348	-	100%
4721 Computer/Tech Equipment	26,059	26,059	-	100%
4723 Lease Payment	361,500	361,486	14	100%
Total Expenses	\$ 5,713,262	\$ 6,645,341	\$ (932,079)	86%
Net Operating Income	\$ 1,910,194	\$ 857,412	\$ 1,052,783	223%
Net Income	\$ 1,910,194	\$ 857,412	\$ 1,052,783	223%

Clearview Library District
Balance Sheet (Preliminary)
As of December 31, 2025

Assets

Cash and Investments	13,055,856
Other Current Assets	82,579
Total for Assets	\$ 13,138,436

Liabilities and Equity

Accounts Payable	95,889
Credit Cards	6,977
Other Current Liabilities	34,977
Total for Liabilities	\$ 137,844

Equity

Restricted	199,360
Operating Reserve	3,322,671
Capital Reserve	1,551,211
Long-Term Planning	6,017,156
Net Income	1,910,194
Total for Equity	\$ 13,000,592

Total for Liabilities and Equity	\$ 13,138,436
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DRAFT MINUTES

Call to Order

President Cole Gerstner called the meeting to order at 5:31 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 (joined online), Trustee Alternate Cherilyn Barringer, Town of Windsor Liaison Lainie Peltz, Town of Severance Liaison Craig Joseph, and Attorney Bill Garcia

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

Staff: Director Erica Rose, Executive Operations Coordinator Natalie Wagner, Financial Administrator Sarah Watson, and IT Assistant Amanda Matl

Review of Agenda

Director Rose asked to move New Business: Resolution 2025-02: Adopt 2026 Budget to the top of the agenda. President Gerstner approved.

Public Input

No public comment was given.

Director's Report - Erica Rose, Library Director

Director Rose reported that the Director's Report is available in the board packet.

Follow-Up Questions to Board/Liaison Reports

Liaison reports are available in the board packet. City of Greeley Liaison, Mayor Pro Tem Dale Hall, was elected Mayor of the City of Greeley; a new City of Greeley Liaison will be appointed in 2026 by Mayor Hall.

Treasurer's Report - Lisa Gagliardi, Treasurer

Lisa reported that the Treasurer's Report is in the board packet. Lisa reported being in 99% of revenue and 68% of expenditures, with about \$600,000 in underbudgeted expenditures that will roll forward to future years. Sarah added that she has been working with Treasurer Gagliardi on new reporting methods for 2026.

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

Friends & Foundation Report - Lisa Gagliardi

Lisa reported that the F&F will have a working session and board interviews. Director Rose said they plan to fill four open positions and now have super volunteers.

Old Business

- Approve Minutes of the October 30, 2025, Regular Board Meeting
 - Minutes were approved.
 - Motion by Lisa Gagliardi, second by Kendra Adams, to approve minutes of the October 30, 2025, Regular Board Meeting; motion passed unanimously.
- Board Openings Update - Erica Rose, Director
 - Director Rose reported receiving updated ratification from the Town of Windsor, the Town of Severance, and the Weld RE-4 School District so far.
 - Jeromey volunteered to reach out to the new Trustees for Library Board induction and training.

New Business

- Resolution 2025-02: Adopt 2026 Budget - Erica Rose, Director
 - Director Rose reported receiving final numbers from the Weld County Assessor's office. Director Rose presented a slideshow on the 2026 budget. Financial Administrator Sarah reported on the 2026 revenue. Director Rose asked if there were any questions. There were no questions.
 - Kendra thanked Director Rose and Sarah for their work in making the 2026 Budget an easy process.
 - Motion by Kendra Adams, second by Jeromey Balderrama, to approve Resolution 2025-02: Adopt 2026 Budget; Director Rose did a roll call vote; motion passed unanimously.
- Resolution 2025-03: Appropriate Sums of Money - Erica Rose, Director
 - Motion by Kendra Adams, second by Lisa Gagliardi, to approve Resolution 2025-03: Appropriate Sums of Money; motion passed unanimously.
- Resolution 2025-04: Set the Mill Levy - Erica Rose, Director
 - Motion by Kendra Adams, second by Lisa Gagliardi, to approve Resolution 2025-04: Set the Mill Levy; motion passed unanimously.
- Ratification of Coraggio Group - Erica Rose
 - Director Rose reported that Coraggio was selected through an RFP process. The Board voted via email to accept Coraggio's proposal.
 - Motion by Jeromey Balderrama, second by Lisa Gagliardi, to approve hiring The Coraggio Group; motion passed unanimously.
- Approve the 2026 Library Board Calendar - Erica Rose, Director
 - Director Rose reported on the proposed 2026 Library Calendar as presented in the board packet.
 - Motion by Lisa Gagliardi, second by Jeromey Balderrama, to approve the 2026 Library Board Calendar; motion passed unanimously
- Board and Director's Evaluation - Cole Gerstner, President
 - Cole reported that he will email a board evaluation to board members.

- Cole reported that a brief evaluation of Director Rose will be emailed this week.
- Cole asked that board members complete both evaluations within a week. A hard copy of the Director's evaluation was handed out.

Cole reported that at the January Special Meeting on Monday, January 5, 2026, there will be a private reception afterward to honor Kendra Adams and Ron Dunworth and welcome new board members Caitlin Evans and Michael Kessler.

- Resolution 2025-05: Appreciation: Kendra Adams - Erica Rose, Director
 - Motion by Lisa Gagliardi, second by Jeromey Balderrama, to approve Resolution 2025-05: Appreciation: Kendra Adams; motion passed unanimously
- Resolution 2025-06: Appreciation: Ron Dunworth - Erica Rose, Director
 - Motion by Lisa Gagliardi, second by Jeromey Balderrama, to approve Resolution 2025-06: Appreciation: Ron Dunworth; motion passed unanimously

Kendra addressed the board to share her experience of being a very active Trustee for the Clearview Library District. Kendra thanked all current and past Trustees for all their hard work alongside her. Additionally, thanking retired Director Ann Kling, current Director Erica Rose, and all the staff of the Clearview Library District. Ron shared his sentiments after the November regular board meeting had concluded.

Upcoming Agenda

Audit Engagement Update

Policy Review

CPL Standards

Results of Evaluations

Adjourn

Motion by Jeromey Balderrama, second by Kendra Adams, to adjourn; motion passed unanimously. The meeting adjourned at 6:06 p.m.

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, 2026, 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 will 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.

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, Treasurer Lisa Gagliardi, Secretary Jeromey Balderrama, Trustee Cherilyn Barringer, Trustee Caitlin Evans, Trustee Alternate Mike Kessler, and Attorney Bill Garcia (joined online)

Staff: Director Erica Rose, Executive Operations Coordinator Natalie Wagner, and acting IT Supervisor Jesse Feavel (joined online)

Review of Agenda

Nothing at this time.

Public Input

No public comment was given.

New Business

- Election of Officers – Cole Gerstner, President
 - Motion by Jeromey Balderrama, seconded by Cherilyn Barringer, to approve the nomination of Lisa Gagliardi as President; motion passed unanimously.
 - Motion by Lisa Gagliardi, seconded by Cole Gerstner, to approve the nomination of Jeromey Balderrama as Vice President; motion passed unanimously.
 - Motion by Cole Gerstner, seconded by Jeromey Balderrama, to approve the nomination of Caitlin Evans as Secretary; motion passed unanimously.
 - Motion by Lisa Gagliardi, seconded by Cole Gerstner, to approve the nomination of Cherilyn Barringer as Treasurer; motion passed unanimously.
- Appointment of Standing Committees and Ad Hoc Committees – Lisa Gagliardi, President
 - President Gagliardi asked board members for their interest in serving on the board committees. President Gagliardi will email final committee appointments before the January regular board meeting. The minutes reflect President Gagliardi's update to committee members, shared with board members on January 9, 2026.
 - Audit Committee: Lisa Gagliardi and Cherilyn Barringer
 - Long Range Planning Committee: Jeromey Balderrama and Caitlin Evans
 - Personnel Committee: Lisa Gagliardi and Cole Gerstner
 - Ad hoc Policy Committee: Jeromey Balderrama and Michael Kessler

- Subcommittee on Financial Policy: Lisa Gagliardi and Cherilyn Barringer
 - Clearview Library District Friends and Foundation Liaison: Cherilyn Barringer
- Posting of Official Library Notices, Resolution 2026-01 – Erica Rose, Director
 - Erica reported on the posting of Official Library Board notices.
 - Motion by Cole Gerstner, seconded by Cherilyn Barringer, to approve the Posting of Official Library Notices, Resolution 2026-01; motion passed unanimously.

Adjourn

Motion by Jeromey Balderrama, second by Cherilyn Barringer, to adjourn; motion passed unanimously. The meeting adjourned at 5:43 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, January 29, 2026, 5:30 p.m. - Windsor Library and Zoom
- Board of Trustees Regular Meeting, February 26, 2026, 5:30 p.m. - Severance Library and Zoom

The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities, and will 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.

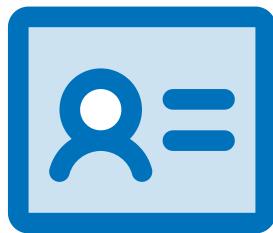
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51,902
Library Location Visits
(Total)



6,498 Monthly Library Card Users (Avg.)

939 New Library Cards Issued



29,504
Library Card Holders (Total)



Physical Circulation

90,733 Items Checked Out (Total)



65,727 Windsor Library

18,824 Severance Library

5,746 Bookmobile

Digital Circulation

44,230 Digital Check Outs (Total)



32,728 Database Sessions

3,442 Monthly Virtual
eBorrowers (Avg.)

12,022 Program and Event
Attendees (Total)



419 Programs Offered

861 Library Meeting Room
Reservations (Total)



563 Windsor Library

298 Severance Library

3,096 Library Public Computer
Sessions (Total)



631 Monthly Library Public
Computer Users (Avg.)



1,060 Monthly Library WiFi
Usage (Avg.)

112,529 Library Website
Pageviews (Total)



60% Unique Email Open
Rate



5,536 Social Media
Followers (Total)

5,380 Post Engagements



Communication

Q4 2025: Report - Updates



Goal 1: Increase awareness of the Library District's operations, services, and programs.



Goal 1 Action Step Completed:

Update the Library District's Marketing Plan.

A comprehensive, district-wide Marketing Plan was finalized, establishing a coordinated framework for promoting services, programs, and resources while strengthening brand consistency, accessibility, and data-informed decision-making. The plan will be shared with Library District leadership and staff in 2026 to guide ongoing communications, campaigns, and community engagement efforts.

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

Global website accessibility improvements were completed, significantly strengthening compliance with accessibility standards and improving overall usability. A structured, collaborative website governance process was established by the Website Committee, including scheduling an annual website audit to introduce new ideas, streamline branding and content consistency across pages, and ensure the website remains current, accessible, and user-focused.

Explore clearer ways to provide usage data to the public.

A monthly statistics review process was established to improve transparency and consistency in data reporting. Public-facing website updates expanded access to statistical summaries, including digital engagement metrics, strengthening community understanding of library usage and impact.

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

Targeted meetings with business, civic, and educational groups strengthened the Library District's understanding of effective communication channels and audience interests. Collaboration with the Severance and Windsor Chambers of Commerce informed cross-promotional messaging and Business Spotlight communications, while joint agency meetings supported coordinated information sharing and message alignment across municipal and school district platforms.



Communication

Q4 2025: Report - Updates



Goal 1 Action Step Completed (Continued):

Explore radio advertising.

The AudioGo campaigns successfully expanded the Library District's advertising efforts. Digital audio is an effective community outreach tool, driving engagement and awareness. Custom monthly ads continue to deliver strong performance with high reach and impressions, effectively promoting services and programs to our community.

IT / Technology

Q4 2025: Report - Updates



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



Goal 1 Action Step Completed:

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

The Explore Kit collection was relocated to a more prominent location within the Windsor Library following a space assessment and planning process. This change increased patron awareness and engagement with hands-on learning resources.



IT / Technology

Q4 2025: Report - Updates



Goal 1 Action Steps Completed (Continued):

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

Goal 1 Action Step Completed in Q1 2025.
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 in Q1 2025.



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



Goal 2 - Action Steps Completed:

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

The Educator Card program launched successfully in partnership with Weld RE-4 School District, simplifying educators' access to library resources. The program expanded beyond the school district to include additional educational institutions, broadening access and strengthening instructional support.

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

Targeted educational outreach improved awareness and alignment of library resources through collaboration with Weld RE-4 School District administrators and support staff, informing strategies to better support families and literacy needs in West Greeley. In addition, a formal agreement with Colorado Homeschool Enrichment recognized Library District programs as approved enrichment opportunities, expanding educator and student access to library learning resources.



Partnerships

Q4 2025: Report - Updates



Goal 1: Build and strengthen partnerships with community organizations.



Goal 1 Action Steps Completed:

Review and evaluate all current partnerships.

Community Partners meetings and leadership participation in end-of-year community convenings supported the review and evaluation of existing partnerships. The Director's engagement at the December community breakfast strengthened collaboration with local leaders, including focused discussions with the Severance Chamber of Commerce on community growth and future alignment.

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

Progress toward formalizing partnerships advanced with the development of a proposed Intergovernmental Agreement (IGA) / Memorandum of Understanding with the Town of Windsor's Parks, Recreation, and Culture team, which was shared for review. This work clarified shared responsibilities and operational alignment, positioning the Library District to advance the proposed agreement toward approval in Q1 of 2026 and support sustainable, long-term collaboration.

Programming

Q4 2025: Report - Updates



Goal 1: Community members of all ages will have increased access to an array of diverse programs that enhance their quality of life.



Progress on Goal 1 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.

The Library Board approved the Addendum to the 2024-2025 Strategic Plan: A One-Year Extension (2026) to intentionally shift this action step into the next planning cycle with an emphasis on data-driven decision-making. Foundational research, data collection, and preparatory work—including the issuance of an Organizational Structure & Effectiveness Study RFP—were completed to support future community assessment, strategic planning, and program evaluation efforts in 2026.



Programming

Q4 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.

Goal Action Step Completed in 2024.

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

Q4 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 in 2024.

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

Q4 2025: Report - Updates



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



Goal 2 Action Steps Completed:

Launch a social media campaign to promote library meeting rooms.

A Q4 campaign, "Your Space Awaits – Gather. Reflect. Connect.", promoted reservable library meeting spaces through print, digital, and audio ads. Its audio streaming segment generated 41,657 impressions and reached 5,057 listeners. Continued promotion across multiple media channels remains a priority and is a category incorporated into the Library District's Marketing Plan to sustain awareness and usage.

Simplify the booking process.

Goal 2 Action Step Completed in Q2 2025.



Goal 3: Evaluate the use of Library District facilities.



Goal 3 Action Steps Completed:

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

Ongoing evaluation of collaborative spaces and meeting rooms informed recent improvements and planned updates at the Windsor Library. Data supported completed updates to the Castle Peak meeting room and preparations for Pikes Peak meeting room updates, Teen Space "Glow Up" planning, and service point evaluations scheduled for Q1 2026. Continued assessment of furniture, collections, and space organization will guide future facility updates to better meet the needs of the district's growing communities.



Space

Q4 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.

Following a productive final meeting with the current Long Range Planning Committee in Q3, groundwork was completed to transition this work to a newly established committee in early 2026. Future efforts will begin with analysis of State Demography data and will be further informed by forthcoming Community Analysis findings, establishing a strong data-driven foundation for long-range facility planning.

Continue conversations with developers and governments.

Collaborative conversations advanced with the Town of Windsor to explore the potential development of a Library Outpost within the facility at the Windsor Community Recreation Center. This concept focused on expanding access to library collections and programming for community members, positioning the Library District to enhance reach, visitor experience, and resource access through future shared-use space opportunities.



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.



MEMORANDUM

To: Library Board of Trustees

Via: Erica Rose, Director

From: Jeormey Balderrama, Vice President

Date: January 29, 2026

Re: Library Board Evaluation

Item 4.5: Old Business

Background / Discussion

One of the responsibilities of the Library Board is to conduct an annual self-evaluation.

Materials were distributed to the Board at the end of the year and filled out by Board members.

The results presented at the Board's January meeting.



MEMORANDUM

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

Date: January 29, 2026
Re: Bookmobile and Pikes Peak Remodel Updates
Item 5.1: New Business

Background / Discussion

The remodel of the Pikes Peak meeting room at Windsor Library, along with cosmetic enhancements to the Bookmobile, were both included as capital projects in the 2026 budget, which received Board approval in November 2025. In accordance with the District's Procurement Policy, a Request for Proposal (RFP) is currently underway for the meeting room remodel, and competitive bids have been secured for the Bookmobile upgrades.

Recommendation(s)

The Director recommends board approval for each project so that work may proceed accordingly.



MEMORANDUM

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

Date: January 29, 2026

Re: Proposed MOU with Parks and Recreation Department at the Town of Windsor

Item 5.2: New Business

Background / Discussion

The District is committed to building strategic community partnerships and has engaged in working sessions with the Parks, Recreation, and Culture team at the Town of Windsor in order to develop a Memorandum of Understanding (MOU). This MOU focuses on opportunities for shared spaces, programs, and resources that allow each organization to enhance services to our community. The idea of a "library outpost" at the Windsor Community Recreation Center has gained traction and momentum and is proposed for implementation in Quarter 1 of 2026. This project would include the Library District embedding smart shelving and a small, dynamic collection at the Windsor Community Recreation Center, along with a book return.

Recommendation

This project is estimated to be below the cost threshold needed for board approval. At this point, no action is needed.



MEMORANDUM

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

Date: July 31, 2025

Re: SB 25-276 Policy

Item 5.4: New Business

Background / Discussion

The Colorado General Assembly and Governor Polis approved new statutory language in SB 25-276 to limit state and local governments from assisting in federal immigration enforcement actions. The Library District Attorney's William Garcia, has drafted a policy on this matter entitled "Federal Immigration Authority Contact Policy." This policy is moving through the formal policy review process.

Federal Immigration Authority Contact Policy

Pursuant to Colorado Revised Statutes (CRS) the Clearview Board of Trustees adopts CRS §24-74.1-101/part of Senate Bill 25-276 as the policy for employees, patrons, and the general public, including but not limited to sections (3)(A) I through VII. This policy mandate is adopted pursuant to State threat of civil penalty and injunction.

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

Colorado's Civil Rights Immigration Protection Statutes

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

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

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

- A) A subpoena issued by a federal judge or a federal magistrate.

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

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

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

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

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

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

District Application

Personal Identifying Information Disclosure Prohibitions. The District retains records according to the Colorado State Archives Special Districts Records Management Manual, described under the Retention Policy. Furthermore, the District protects personal information to prevent unauthorized dissemination, as outlined in the Personal Information Protection Policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedures Upon a Request for Information. Upon receiving a request for information from a federal immigration authority, whether orally or in writing, District employees will ascertain whether the authorities possess any federal judge subpoena, warrant, order, or whether consent exists to release the information.

Until this can be confirmed, no information should be released to any authorities. A request made without presenting any of the above should be denied.

Once the request has been received, employees shall

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

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

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

This policy does not preempt 8 U.S. Code 1373(1996)

Which states:

§1373. Communication between government agencies and the Immigration and Naturalization Service

(a) In general

Notwithstanding any other provision of Federal, State, or local law, a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual.

(b) Additional authority of government entities

Notwithstanding any other provision of Federal, State, or local law, no person or agency may prohibit, or in any way restrict, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status, lawful or unlawful, of any individual:

- (1) Sending such information to, or requesting or receiving such information from, the Immigration and Naturalization Service.
- (2) Maintaining such information.
- (3) Exchanging such information with any other Federal, State, or local government entity.

(c) Obligation to respond to inquiries

The Immigration and Naturalization Service shall respond to an inquiry by a Federal, State, or local government agency, seeking to verify or ascertain the citizenship or immigration status of any individual within the jurisdiction of the agency for any purpose authorized by law, by providing the requested verification or status information.



MEMORANDUM

To: Library Board of Trustees

Via: Erica Rose, Director

From: Lisa Gagliardi, President

Date: January 29, 2026

Re: Director's Evaluation Update

Item 5.5: New Business

Background / Discussion

One of the primary responsibilities of the Library Board is to hire and evaluate the library director. The Director's Evaluation must occur annually. Evaluation materials for the Director evaluation were distributed in early January, with results to be discussed at this meeting.