

## 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

- Introduction of Staff

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

### Treasurer's Report - Cherilyn Barringer, Treasurer

**Friends & Foundation Report** - Cheryl Barringer**Old Business**

- Approve Minutes of the January 29, 2026, Regular Board Meeting (Action)
- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director (Information)

**New Business**

- Public Art Posting Policy - Jeromey Balderrama, Vice President (Action)
- Colorado Public Library Standards: Resource Sharing and Evaluation & Planning - Jeromey Balderrama, Vice President (Information)
- 2025 Budget Final Update - Sarah Watson, Financial Administrator (Information)
- Impact Report - Erica Rose, Director (Information)

**Upcoming Agenda****Adjourn**

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**Upcoming Meetings**

- Board of Trustees Working Session, February 28, 2026, 9:00 a.m. - Administrative Services Building
- Board of Trustees Regular Meeting, March 26, 2026, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, April 30, 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 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 - JANUARY 2026

*Districtwide Update - Director Erica Rose*

### Highlights

- **Library Outpost & Town Partnership**

Director Rose attended the Town of Windsor Work Session alongside Head of Public Services Casey Lansinger-Pierce to present the library district's collaboration with the Windsor Community Recreation Center. Enthusiastic support was received for the Memorandum of Understanding and the Outpost project, which will proceed to an official vote at the next Town of Windsor Board meeting.

- **Pikes Peak Meeting Room Remodel**

In accordance with the library's Procurement Policy, a Request for Proposal (RFP) process was conducted, resulting in competitive bids from three firms. After scoring and interviews, Elder Construction was awarded the contract. This meeting room is offline as of February 1, and project completion is expected by late April. We look forward to debuting a refreshed, highly functional space for our patrons.

- **2026 Policy Roadmap**

Director Rose met with the Head of the Policy Committee, Trustee Jeromey Balderrama, to finalize a comprehensive policy development schedule for the year. The goal is to ensure a realistic timeline for updating and maintaining policies that are responsive to the District's needs and reflective of library best practices.

- **Purple Air Monitoring Initiative**

Collaborative planning across Public Services, IT, and Executive Operations took place to arrange for the installation of air monitoring stations at both Windsor and Severance libraries. This allows the community to verify our libraries as "clean air havens," which is another step towards establishing the library as a resilience center.

- **Financial Stewardship**

Onboarding with our new auditing firm has officially kicked off. Financial Administration is working closely with them to ensure a seamless transition and maintain the high level of fiscal transparency our taxpayers expect.

- **Communication**

Digital Communications Coordinator Brad Vogler reported that the scheduling platform, Communico, rebuilt several modules and released *Create*, a new website builder designed to improve accessibility and functionality. In conjunction with the Sierra migration, the District provisioned a new LXStarter instance from scratch; setup was completed, and all automated messages were rebuilt and rebranded.

Communications Specialist Christine Henschler created a curated public catalog of 100+ diverse wellness/healthy living resources for January's "Feel-Good Living" campaign. The list included books, e-books, audiobooks, movies, streaming tutorials, and Explore Kits, covering six wellness categories. Multi-channel promotion was highly successful: the custom Bitly link was January's top-performing link with 352 engagements (45% rate), and the AudioGo ad generated 41,349 impressions, reached 3,068 listeners, produced 171 link clicks, and achieved a 94% listen-through rate, demonstrating strong cross-platform reach.

- **Hiring and Benefits**

HR was heavily engaged in successful hiring for two positions (see the Public Services update) and in ensuring a smooth start to the new year for employee benefits.

### Challenges and opportunities

- **Severance Library Infrastructure**

The Severance Library entrance door continues to face persistent mechanical issues. To move toward a permanent fix, the District has engaged a new expert for a deep-dive diagnosis. The Clearview Library District member representative is heavily involved, and there is a scheduled "summit" with the builder's president to resolve this once and for all.

- **Organizational Study & Change Management**

A significant portion of the Administration team's energy is currently directed toward our Districtwide Organizational Study. This involves redesigning the current structure to improve efficiency and providing "Change Management" training to ensure staff feel supported during the transition.

- **Timeline Extension:** We have made the strategic decision to extend the Organizational Study timeline into March. While we value momentum, getting it right is better than getting it fast. This extra time ensures the new structure will serve the district for years to come.

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

#### Highlights

- In late January, the Public Services team welcomed new Children and Family Librarian Genevieve McCleary. Gen comes from the High Plains Library District, where she worked as a Substitute Librarian. She also previously served as an Information Services Librarian at Des Moines Public Library. The library district is delighted to have her on the team!
- The Adult Services team excelled in January, offering a diverse range of programs to engage diverse audiences. A successful example was the Spa Night program held at the Windsor Library. Notably, this included parents who typically attend our Early Literacy programs. Highlights of the event include chair massages, yoga, and a body-scrub making station.

- The Early Literacy team, led by Early Literacy Librarian Nancy Milliken, successfully hosted a Potty Party program. This program introduced children and their caregivers to potty training through educational games and activities at themed stations throughout the Windsor Library. The program was very well-received, with over 170 attendees.

### **Opportunities and Challenges**

- In early January, interviews were conducted by Mobile Services Supervisor Katie Lofton, HR Generalist Tracy Barger, and Casey Lansinger-Pierce for the Mobile Services Assistant opening. The opening will be filled by Asa Kennison, who has accepted an offer to move from his current role as a Youth Services Assistant.
- Casey Lansinger-Pierce and Digital Communications Coordinator Brad Vogler participated in several Communico webinars focused on the new Challenge tool. This engagement tool enables libraries to create customizable, goal-driven programs, such as reading challenges. We are interested in piloting it in the future for a smaller-scale reading challenge.
- A new, streamlined budget tracking system was developed by Casey Lansinger-Pierce and Youth Services Supervising Librarian Becca Sharp for the Public Services teams. This system, which has been well-received, enhances budget oversight and accountability for purchases of program materials from the youth and teen services program budgets.
- The first Business Spotlight of 2026, hosted by the Library District, was held at the Severance Library in partnership with the Severance Chamber of Commerce. Clearview Library District was the featured business at the January event, which provides an opportunity to network and learn about local businesses. Attendance for this initial event was disappointing. We remain committed to hosting this event throughout 2026 and are hopeful of improved attendance.

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### ***Customer Service and Technical Services Update - Head of Customer Service Amanda Brian***

#### **Highlights**

- A Severance Library patron gave staff a heartfelt compliment when she came in to check out her last book before returning home to the Carolinas this month. She said the library was the most welcoming and inviting place, and that the staff always made her feel at home. She said how much she will miss the staff and the library. Providing our community with a wonderful experience is what the library district strives for, so it's a fantastic affirmation when we receive this feedback.
- Vox Books (children's picture books and chapter books with a built-in audio reader) have been extremely popular with our patrons. To meet demand, Tech Services has established a regular purchasing schedule for Vox Books.

### **Opportunities and Challenges**

- When it was announced that the Pikes Peak and Longs Peak meeting rooms would be closed from February through April, I was tasked with contacting patrons who had already booked the rooms. Luckily, I was able to move each patron's reservation into another meeting room.
  - Ingram remains behind on fulfilling book orders, contributing to several shelves appearing bare.
  - At the Severance Library, the Teen Space remodel was still underway. Young adult fiction and Manga books had to be temporarily stored on shelves, which could make browsing difficult for patrons.
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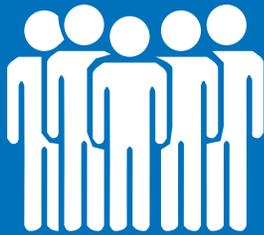
### ***IT Update - Acting IT Supervisor Jesse Feavel***

#### **Highlights**

- Severance Library is now offering an additional After-Hours training option for patrons who reserve After-Hours meeting rooms. Patrons can view a short video that walks through the After-Hours process, which is emailed to the patron. Both patrons and staff have appreciated this option, as it reduces the scheduling burden and provides greater flexibility. If a patron would like a follow-up meeting to review any questions or concerns, the IT team is happy to meet and encourage patrons to reach out. It's exciting to have this process in place, especially as preparations are underway to implement After-Hours at the Windsor Library.
- A great deal of work went into preparing the library district for its transition to the Marmot Library Network. Kudos to Library Information Technologist Trevor Wagner for coordinating extensive staff training and skilfully managing the many technical aspects of this project.
- The IT team provided support to ongoing library interior space projects. Jesse Feavel installed LED light curtains in the Teen Space at both libraries, enhancing the appeal, ambience, and potential for teen engagement. Additionally, Jesse Feavel has been actively engaged in the development of the Windsor Community Recreation Center Outpost Project, assisting with the design of the space's technology and procuring bids.

### Patrons Served

212,731



### Average Monthly Card Users

6,590



### Total New Cards

4,242

### Total Card Holders

29,504

### Circulation

### Physical

389,907

### Virtual

172,496



### Windsor

286,009

### Average Monthly

### Severance

81,766

### Active Virtual

### Bookmobile

20,121

### Borrowers

3,279

### Total Program Attendance

52,109

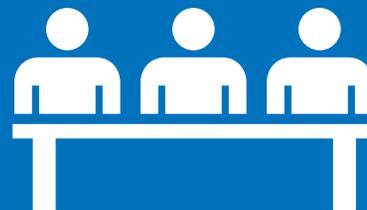
### Number of Programs

1,740



### Room Bookings by Patrons

3,133



### Windsor

2,106

### Severance

1,027

### Average Monthly Computer Users

644

### Average Monthly WiFi Usage

1,062

### Total Computer Sessions

13,054

### Total Website Usage

471,518

## REPORTS OF THE LIAISONS - FEBRUARY 2026

### Town of Windsor - Board Member Lainie Peltz

- The red light cameras at 7th and Main Streets go live on February 25. There will always be a human reviewing all captured instances before tickets are sent. Fines will be \$75.
- The Special Olympics Polar Plunge is scheduled for April 18 at Windsor Lake/Boardwalk Park.
- The Grocery Sales Tax Rebate Program for income-qualified Windsor residents is returning for 2026. Additional information is available on the town's website. [Grocery Sales Tax Rebate Program](#)
- Windsor is conducting a survey to collect resident feedback on either a single-hauler trash company, as Fort Collins does, or the Town getting into offering this service as a Town utility, as Loveland does. Please visit the Town of Windsor website and go to Project Connect to take this survey and see what other projects are underway in the Town. [Windsor Solid Waste Hauling Feasibility Study](#)
- There are vacancies on the Citizen Advisory Boards, particularly the Windsor Housing Authority and the Board of Adjustments. Apply on the town's website under Boards and Commissions. [Board & Commission Vacancies](#)
- There will be public hearings on March 4 at the Planning Commission meeting and March 9 at the Windsor Board meeting regarding the proposed King Soopers at CO-392 and Hollister Lake Road.
- The announced Global AI data center is in Unincorporated Weld County. Any questions or concerns should be directed to the Weld County Commissioners. [County Commissioners / Contact Information](#)
- The election is on April 7. Candidate information is available on the Town of Windsor website. [2026 Candidate Information](#)
- The official Town of Windsor newsletter
  - [Windsor Matters](#)
  - [Events](#)

### Weld RE-4 School District - Board Member Jennifer Hansen

- The District Office is now open, and an Open House will be scheduled in March or April.
- The modernization project at Windsor Middle School is underway. Roofing and mechanical systems have been completed, and the school district is currently ranking improvements with a task force as it moves into the next phase. Phase 2 is an \$11.4 million improvement that includes interior upgrades and new furniture. Construction for Phase 2 will begin on May 26 and conclude by the end of the year.
- Another upcoming district project includes a new press box and greenhouse at Windsor High School. The school district is excited to share that 50% of the funding has been donated by community members, which is wonderful to see and a true testament to the support for our students.
- 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
  - [Events](#)

**City of Greeley** - Council Member Brian Rudy

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

## TREASURER'S REPORT - JANUARY 2026

### **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 January in Colotrust is 3.83%, down 0.10% from December.

### **Fund Balance**

The total increase in fund balance through January is \$(332,749), primarily due to revenue not recorded, which will be recognized later in the year. The fund balance will increase as the operating year continues and will be more in line with the budget.

### **Revenue**

Operating Revenue is at 1.38% of the budget.

### **Operating Expenses**

Total expenditures are at 6% of the operating budget, with 9% of the year elapsed.

**Clearview Library District**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**  
January 1 - January 31, 2026

	Total			
	Actuals January 1 - January 31	Total 2026 Budget	Over/Under Budget	% of Budget
<b>Income</b>				
3050 Property Tax	47,390	7,382,728	(7,335,338)	0.64%
3051 Other Income	42,032	523,028	(480,996)	8.04%
3120 Specific Ownership Tax	24,206	300,000	(275,794)	8.07%
<b>Total Income</b>	<b>\$ 113,627</b>	<b>\$ 8,205,756</b>	<b>\$ (8,092,129)</b>	<b>1.38%</b>
<b>Expenses</b>				
3901 Benefits	91,657	1,228,488	(1,136,831)	7.46%
4011 Salaries	201,491	3,501,710	(3,300,219)	5.75%
4049 Operating Expenses	66,215	834,097	(767,882)	7.94%
4051 Public Relations	9,675	160,000	(150,325)	6.05%
4052 Programming	6,935	111,500	(104,565)	6.22%
4087 Materials	53,430	519,500	(466,070)	10.28%
4088 IT	16,860	268,000	(251,140)	6.29%
4089 Vehicles	114	27,000	(26,886)	0.42%
4710 Land/Building Improvements	-	40,000	(40,000)	0.00%
4720 Furniture and Equipment	-	50,000	(50,000)	0.00%
4721 Computer/Tech Equipment	-	80,000	(80,000)	0.00%
4723 Lease Payment	-	361,156	(361,156)	0.00%
9000.1 Windsor Library	-	50,000	(50,000)	0.00%
<b>Total Expenses</b>	<b>\$ 446,376</b>	<b>\$ 7,231,451</b>	<b>\$ (6,785,075)</b>	<b>6.17%</b>
<b>Net Income</b>	<b>\$ (332,749)</b>	<b>\$ 974,305</b>	<b>\$ (1,307,054)</b>	<b>-4.79%</b>

**Clearview Library District**  
**Balance Sheet**  
As of January 31, 2026

**Assets**

Cash and Investments	12,548,874
Other Current Assets	188,461
<b>Total for Assets</b>	<b>\$ 12,737,335</b>

**Liabilities**

Accounts Payable	72,457
Credit Cards	11,067
Other Current Liabilities	46,669
<b>Total for Liabilities</b>	<b>\$ 130,193</b>

**Equity**

Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,551,211
Long-Term Planning	7,556,011
Net Income	(332,749)
<b>Total for Equity</b>	<b>\$ 12,607,142</b>

<b>Total for Liabilities and Equity</b>	<b>\$ 12,737,335</b>
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## DRAFT MINUTES

### **Call to Order**

President Lisa Gagliardi called the meeting to order at 5:30 p.m.

### **Mission**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### **Roll Call**

Present: President Lisa Gagliardi, Vice President Jeromey Balderrama, Secretary Caitlin Evans, Trustee Cole Gerstner, Trustee Alternate Michael Kessler, Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Brian Rudy, and Attorney Bill Garcia

Absent: Treasurer Cherilyn Barringer

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

Alternate Trustee Michael Kessler will be voting in Trustee Cherilyn Barringer's absence.

### **Review of Agenda**

Director Rose updated the board that the New Business item, Windsor Community Recreation Center Outpost, was moved from action to information, and the agenda was updated accordingly.

### **Public Input**

No public comment was given.

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

Director Rose referenced the November and December Director's Reports. Director Rose opened her presentation with a patron quote and a snapshot of the Windsor Library Teen Space, showing a group of teens using this space during their lunch break. Director Rose shared a slideshow of all the November and December highlights. Director Rose shared highlights from the statistics, noting that digital circulation continues to rise and that meeting room bookings are growing. Director Rose announced that the auditing firm, McMahan and Associates, LLC, has been hired.

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

Liaison reports are available in the board packet. The board welcomed new City of Greeley Liaison Brian Rudy. Lainie Peltz, Brian Rudy, and Craig Joseph shared additional updates.

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

Lisa reported that the November and December Treasurer Reports are in the board packet. Lisa noted that the December financials are preliminary; any adjustments will be made in the first quarter. Overall, a very positive year, budget-wise.

Motion by Jeromey Balderrama, second by Cole Gerstner, to accept the Treasurer's Reports as presented for November 2025 and December 2025; motion passed unanimously.

**Friends & Foundation Report - Lisa Gagliardi**

Lisa reported that the Friends and Foundation now has a full operating board and super volunteers. The F&F are gearing up for the All You Read Is Love event on Friday, February 6. The Clearview Reads author for 2026 is Joel Morris, for his award-winning debut novel, *All Our Yesterdays*. Clearview Reads will be held on Saturday, April 18, from 2 - 4 p.m. at Windsor High School, with a VIP Reception on Friday night, April 17, from 5 - 7 p.m.

**Old Business**

- Approve Minutes of the November 20, 2025, Regular Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Caitlin Evans, to approve minutes of the November 20, 2025, Regular Board Meeting; motion passed unanimously.
- Approve Minutes of the January 5, 2026, Special Board Meeting
  - Minutes were approved.
  - Motion by Cole Gerstner, second by Caitlin Evans, to approve minutes of the January 5, 2026, Special Board Meeting; motion passed unanimously.
- Strategic Plan Quarterly Update - Erica Rose, Director (Information)
  - Director Rose reported on the Quarter Stats sheet and the Strategic Plan updates. These can both be found in the board packet. Lisa commented that it is all very exciting progress.
- Marmot Library Network Updates - Erica Rose, Director (Information)
  - Director Rose spoke of the importance of the Clearview Library District joining the Marmot Library Network. Director Rose thanked Information Technologist Trevor Wagner, calling him the Marmot Guru, Acting IT Supervisor Jesse Feavel, and all staff. Staff is looking towards the Staff Day/Marmot training day on February 9, and the February 10 Go Live date has been set for the library district. In late March, borrowing with other Marmot Libraries will begin, and in early April, Prospector will resume.
- Board Evaluation - Jeromey Balderrama, Vice President (Information)
  - Jeromey updated that, at this time, the board will be holding a working session to review its data and set goals.

**New Business**

- **Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director (Action)**
  - Erica reported that the Bookmobile and the Pikes Peak remodels are Capital Projects. The Bookmobile remodel is scheduled to begin in April and will include new flooring, shelving, and wall panels. This work is slated to take about two weeks.
  - Director Rose said that Pikes Peak needs additional storage space, updated lighting, cabinets, flooring, baseboards, and more. The remodel is geared towards matching Cottonwood at the Severance Library so that patrons and staff have the same experience in either meeting room.
  - The library district is working with Dan Spyskstra of Level5 and has hired Elder Construction for the Pikes Peak project.
  - Director Rose requested an increase of \$10,000 to the proposed budget to accommodate contingency funds.
  - Motion by Jeromey Balderrama, second by Caitlin Evans, to approve moving forward with both the Bookmobile and the Pikes Peak Remodels; motion passed unanimously.
- **Windsor Community Recreation Center Outpost - Erica Rose, Director (Information)**
  - Director Rose reported working on a Community Recreation Center Library Outpost with Deputy Director of Windsor Parks and Recreation, Tarah Fotsch. Both organizations are excited for this Outpost.
- **SB 25-276 Policy - Bill Garcia, Library Attorney (Action)**
  - Attorney Garcia reported on SB 25-276. Attorney Garcia reprinted the draft policy from last fall with a couple of additions from Director Rose and Cole.
  - Jeromey reviewed the Library Board's policy adoption procedure. Jeromey said this was the first reading and discussed the suggested changes to the draft.
  - Cole said the preamble was added because the library district received a threat for not having this policy in place, and he shared his views on the policy and language used. Attorney Garcia said that the 'if applicable' language in this policy has also been adopted by the school district and is included in their policy.
  - Jeromey said this policy guides the Director, and that creating it has been prompted by state law. Lisa said that the civil penalties are enough based on fiduciary responsibility to adopt this policy. Lisa noted that, because this is a standalone policy, it would be feasible to rescind it if legislative changes were to occur.
  - Motion by Caitlin Evans, second by Jeromey Balderrama, to adopt the SB 25-276 Policy; motion passed unanimously. Trustee Gerstner voted no.
- **Director's Evaluation Update - Lisa Gagliardi, President (Information) Executive Session**
  - Motion by Cole Gerstner, second by Jeromey Balderrama, to modify Director Rose's contract in respect to an increase in yearly compensation, effective 1/1/2026; motion passed unanimously.

**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.

Motion by Jeormey Balderrama, second by Cole Gerstner, to go into an Executive Session Pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of evaluating the performance of the Director; motion passed unanimously at 6:38 p.m. The Board entered the executive session at 6:42 p.m.

President Gagliardi called the regular board meeting to order at 7:21 p.m. Present: Lisa Gagliardi, Jeromey Balderrama, Caitlin Evans, Cole Gerstner, Michael Kessler, Attorney Garcia, Erica Rose, and Natalie Wagner

**Upcoming Agenda**

Communications Department Presentation  
Impact Report  
Public Art Policy  
Colorado Public Library Standards  
Board Evaluation Report/Goals

**Adjourn**

Motion by Jeromey Balderrama, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 7:00 p.m.

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**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

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## MEMORANDUM

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

**Date:** February 26, 2026  
**Re:** Public Art Policy  
**Item 5.1:** New Business

### **Background / Discussion**

The Public Art Policy establishes a formal framework for the acquisition, display, and management of art within the District. It is regularly reviewed to ensure alignment with other District policies, the mission statement, and library best practices.

### **Recommendation**

The Management Team and the Policy Committee recommend the adoption of the updated Public Art Policy.

### **Attachments**

Public Art Policy

# Public Art Policy

The Clearview Library District provides gallery and display space to enrich the cultural life of our community, celebrate art in a variety of mediums, and create an enlightening environment for patrons. We offer these spaces on an equitable basis to local and regional artists, reflecting a wide range of styles, media, and interests.

## Selection Criteria

Artwork is curated by District staff or designated community partners. To ensure a high-quality and professional experience for all, selections are made based on:

- **Artistic Merit:** Quality of technical execution and composition.
- **Community Relevance:** Connection to local interest, history, or current themes.
- **Suitability:** Appropriateness of the scale, medium, and physical security of the work for a high-traffic public building, in locations that are accessed by patrons of all ages.
- **Intellectual Freedom:** A commitment to support intellectual freedom by exhibiting artwork that serves the community's diverse needs and interests and presents a wide spectrum of ideas, subjects, and viewpoints, consistent with the Library's mission to cultivate curiosity, enlighten the mind, and strengthen the community.

## Guidelines for Display

The Library District is a "limited public forum." While we encourage innovation and expression, the Director or designee reserves the right to make final decisions regarding the placement and duration of exhibits.

- All artists must complete the **Public Art Submission Form**.
- The District reserves the right to remove any work that interferes with library operations or safety and end the life cycle of exhibits at any time.
- Artwork may be listed for sale by the artist. The District generally does not facilitate or broker the sale of art.

- The display of art does not imply an endorsement by the Library District of the artist's viewpoints, messages, or content contained within the artwork.
- The District does not assume liability for public art displays. The District is not responsible for any damage, loss, or theft that occurs during transport, delivery, or placement.

DRAFT

## MEMORANDUM

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

**Date:** February 26, 2026

**Re:** Colorado Public Library Standards: Resource Sharing and Evaluation & Planning

**Item 5.2:** New Business

### **Background / Discussion**

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

## MEMORANDUM

**To:** Library Board of Trustees  
**Via:** Erica Rose, Director  
**From:** Sarah Watson, Financial Administrator

**Date:** February 26, 2026  
**Re:** 2025 Budget Final Report  
**Item 5.3:** New Business

### **Background / Discussion**

This update provides a description of Clearview Library District revenue and expenditures for the 2025 fiscal year. It serves as the official bridge between internal year-end closing and the upcoming external audit, ensuring that stakeholders have a clear, accurate picture of the District's financial standing. These final numbers reflect fiscal responsibility and commitment to excellence in financial stewardship.

## MEMORANDUM

**To:** Library Board of Trustees  
**Via:** Erica Rose, Director  
**From:** Christine Henschler, Communications Specialist

**Date:** February 26, 2026  
**Re:** Impact Report  
**Item 5.4:** New Business

### **Background / Discussion**

Each year, the Clearview Library District compiles and releases a comprehensive Annual Impact Report. This document provides a transparent summary of the District's influence and impact on the communities of Windsor, Severance, and West Greeley. It details key statistics, program successes, resource utilization, and strategic achievements, providing a clear picture of how public funds were utilized to deliver essential library services and community value over the past year.

### **Attachments**

Physical copies of the Impact Report will be provided at the board meeting.