

AGENDA

Call to Order

Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

Roll Call

Review of Agenda

Public Input

[In Person]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees. Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared, and individuals will be limited to three (3) minutes.

[Zoom]

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

Director's Report - Erica Rose, Director

Follow-Up Questions to Liaison Reports

Board Updates - Lisa Gagliardi, President

Treasurer's Report - Cherilyn Barringer, Treasurer

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

- Approve Minutes of the February 26, 2026, Regular Board Meeting (Action)
- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director (Information)
- Windsor Community Recreation Center Outpost Update - Erica Rose, Director (Information)

New Business

- Displays and Exhibits Policy - Jeromey Balderrama, Vice President (Action)
- Colorado Public Library Standards Review - Jeromey Balderrama, Vice President (Information)
- Strategic Planning Outline/Timeline - Erica Rose, Director (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, April 30, 2026, 5:30 p.m. – Severance Library and Zoom
- Board of Trustees Regular Meeting, May 28, 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 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 - FEBRUARY 2026

Districtwide Update - Director Erica Rose

- **Strategy**
 - Director Rose collaborated with executive leadership and the Board of Trustees to finalize 2026 goals and key initiatives. This detailed combination of Director and Board goals serves as the comprehensive Operational Plan for the year.
 - Director Rose, Head of Customer Service and Technical Service Amanda Brian, and IT Acting Supervisor Jesse Feavel collaborated closely to put the pieces in place for the Windsor Community Recreation Center outpost project.
- **Facilities**
 - Director Rose and member representative, Dan Spykstra, met with high-level personnel at Fransen Pittman to determine a viable and sustainable solution for the Severance Library exterior doors. It was determined to proceed with a full replacement of all internal door parts upon written confirmation of a one-year warranty from the vendor.
 - Weekly design meetings with Elder Construction were held throughout the month to ensure smooth logistics for the Pikes Peak remodel. Subcontractors were in and out of the space to provide detailed specs, orders, and options for the project.
 - Another aspect of the Teen Space refresh project fell into place with the installation of LED signs at both libraries.
- **Finance**
 - Finance dedicated time to aligning and mapping 2026 projects with the 2026 Operational Plan and the Director's goals. This included the soft launch of the Procurement Card program and the kickoff of the initial phase of the 2026 audit process.
- **HR and Exec Ops**
 - HR Generalist Tracy Barger, Director Rose, and executive leadership continued diligent work on the Organizational Study. All project deliverables are expected by mid-March.
 - Tracy Barger and Natalie Wagner were instrumental in planning and executing our February 9 Staff Day, dedicated to the ILS conversion and all staff training.
 - We received a comprehensive planning document for records retention from organizational consultant Shellie Tressell. This will serve as our guide as we tackle a much-needed records cleanup project.
- **Communication**
 - The Communications team handled several key initiatives, including extensive internal and external messaging for the ILS conversion to Sierra, as well as the research, design, and delivery of the 2026 Impact Report. Social media and website engagement remain extremely strong, reflecting the team's creative excellence and project management expertise.

- **Marmot**
 - This month, a great deal of time and effort was devoted to Marmot. We experienced a healthy mix of celebrations and challenges across departments, as shown below. Without fail, the Clearview team demonstrated tremendous heart, optimism, problem-solving, collaboration, and perseverance. Every effort was made to ensure our patrons had strong support throughout this change. We are very proud of every member of this exceptional team.
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Public Service Update - Head of Public Services Casey Lansinger-Pierce

Highlights

- A joint brainstorming session was led by Head of Public Service Casey Lansinger-Pierce, bringing together program staff from Clearview and the Town of Windsor's Parks, Recreation, and Culture (PRC) departments. The teams focused on developing summer-specific programming and outreach strategies for all age groups.
- On February 9, Director Rose and Casey Lansinger-Pierce dedicated time during Staff Day to collaborating with staff to establish the value statements and gather staff feedback for implementation.
- Director Rose and Casey Lansinger-Pierce attended a networking event hosted by the Weld Community Foundation, which provided information on the Foundation's mission, future, as well as its fundraising efforts.

Opportunities and Challenges

- Soliciting coupons from local businesses to use as incentives for our Summer Adventure Program has begun, with assistance from Public Services Coordinator Sadie Metzler. Coupons are an excellent incentive and offer families community experiences and exposure to local businesses. There has been great success so far, with a March 16 deadline approaching.
 - Former Youth Services Assistant Asa Kennison has successfully transitioned into a new position as a Mobile Services Assistant. Asa has already proven to be a skilled driver and has excelled in conducting outreach storytimes and lobby stops.
 - Upon the closure of the Pikes Peak room on February 1, the Public Services team successfully relocated most programs to alternative spaces. However, due to challenging logistics, one weekly program had to be canceled. Everyone looks forward to completing the Pikes Peak renovation and to getting back into the refreshed space to program.
 - Adult Services successfully partnered with the new local business, High Desert Chocolates, to host a wine-and-chocolate pairing program. The event was well-attended, and the district appreciated the opportunity to collaborate with a budding local establishment.
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Customer Service and Technical Service Update - Head of Customer Service Amanda Brian

Highlights

- Huge congratulations to Customer Service for fielding nonstop phone calls for the entire month of February. Patrons called with questions on how to reset their passwords and how to log into Hoopla and Libby to update their information. These phone calls could take anywhere from 5 to 20 minutes, and while it was overwhelming, they handled each call with the utmost professionalism.
- Technical Services also navigated the new system with enthusiasm and a dedication to forging relationships with the Marmot team, including joining Marmot committees.
- The Severance Library continues to see growth in the unique services it offers. February had 22 after-hours reservations and 11 notary appointments.

Opportunities and Challenges

- As expected, navigating to a new ILS system comes with plenty of challenges. While Customer Service was busy navigating numerous phone calls, they were also learning a new system, which made keeping up with daily tasks difficult. Since Customer Service is the department that uses the new system the most, they were tasked with entering IT tickets when they discovered something wasn't working.
- Changes to ILS systems led to an unforeseen issue with ordering library materials from vendors Ingram and Midwest Tapes, placing a significant burden on the Technical Services team. As of March 9, the ability to order directly from vendors is back up, but in February, materials had to be ordered from Amazon and processed individually.

IT Update - Acting IT Supervisor Jesse Feavel

Highlights

- IT successfully installed the CloudNine software as the new public PC reservation and printing service. This platform serves as a one-stop solution for staff tasks, including releasing print jobs and managing patron reservations. This cloud-based system reduces stress on building servers while offering a seamless experience for patrons printing from phones, tablets, or personal computers.
- The Marmot Library Network integration Go Live Date, Tuesday, February 10, was very successful. Library Technologist Trevor Wagner led staff in training alongside Marmot team members who joined staff for Staff Day on Monday, February 9. The Marmot team drove from the western slopes and worked with staff for two days. Many thanks to Executive Director Dr. Adam Murray, Assistant Director for User Services and HR Brandon Cole, and ILS Administrator Bethany Baker for their guidance and expertise.

Opportunities and Challenges

- IT worked tirelessly to address the inevitable wrinkles of a migration, solving a variety of problems and providing robust support to staff.
- IT moved equipment out of Pikes Peak and reset it in the Quiet Space for staff and program use during the Pikes Peak renovation.
- The team partnered with Mobile Services to coordinate and deploy the new bookmobile security cameras, improving monitoring capabilities and overall facility security.

REPORTS OF THE LIAISONS - MARCH 2026

Town of Windsor - Board Member Lainie Peltz

- Lots of exciting events are being planned for the Colorado 150 and US 250 celebrations. The History Museum is working with History Colorado for statewide events. We will celebrate 50 years of the Train Depot in Boardwalk Park on June 6.
- Our municipal election is on April 7. Seats being contested are the Mayor and District 4. There are ballot initiatives to finalize the Home Rule Charter cleanup. There is a candidate forum on Thursday, March 19, at 6:30 p.m. at Town Hall. Ballots were mailed on March 16.
- The red light cameras at 7th and Main Streets are live. As of March 13, since February 25, almost 500 confirmed citations have been issued. Over 1,500 warnings were sent during the 30-day warning period.
- The Polar Plunge for the Special Olympics is scheduled for April 18. Find out more here: [Windsor Polar Plunge and 5K - Special Olympics CO.](#)
- While we are not officially in a drought yet, we are encouraging residents to hold off on watering their lawns until the first portion of our water shares has been released. You may water trees and shrubs. We are reviewing our Drought Management Plan just in case.
- The official Town of Windsor newsletter
 - [Windsor Matters](#)
 - [Events](#)

Weld RE-4 School District - Board Member Jennifer Hansen

- Weld RE-4 School District
 - [News Feed](#)
 - [Events](#)

Town of Severance - Council Member Craig Joseph

- The official Town of Severance newsletter
 - [Severance Scoop](#)
- Community Events
 - [Events](#)

City of Greeley - Council Member Brian Rudy

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

TREASURER'S REPORT - FEBRUARY 2026

Statement Overview

The financials include a Budget vs. Actuals and Balance Sheet summary. For purposes of the basis of accounting, the District follows the modified accrual basis, under which revenues are recorded when they are available and measurable. Expenditures, other than debt service payments, are recorded when the liability is incurred.

Investments

The average monthly yield for February in Colostrust is 3.79%, down 0.04% since January.

Fund Balance

The total increase in fund balance through February is \$639,995, primarily due to property tax and interest revenue received. These items account for approximately 20% of the total revenue budget.

Revenue

Operating Revenue is currently at 19% of the total budget.

Operating Expenses

Total expenditures are at 13% of the total operating budget, with 17% of the year elapsed. Many budgeted expenses, such as the Pikes Peak remodel, adjustments to the community engagement vehicle, and the circulation desk upgrade, will happen later in the year.

Clearview Library District
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - February 2026

	Total			
	Actuals January 1 - February 28	Total 2026 Budget	Over/Under Budget	% of Budget
Income				
3050 Property Tax	1,458,357	7,382,728	(5,924,371)	20%
3051 Other Income	78,393	523,028	(444,635)	15%
3120 Specific Ownership Tax	50,470	300,000	(249,530)	17%
Total Income	\$ 1,587,219	\$ 8,205,756	\$ (6,618,537)	19%
Expenses				
3901 Benefits	175,736	1,228,488	(1,052,752)	14%
4011 Salaries	472,206	3,501,710	(3,029,504)	13%
4049 Operating Expenses	140	840	(700)	17%
4049 Operating Expenses	140,208	834,097	(693,889)	17%
4051 Public Relations	16,580	160,000	(143,420)	10%
4052 Programming	13,157	110,000	(96,843)	12%
4087 Materials	83,064	521,000	(437,936)	16%
4088 IT	38,674	268,000	(229,326)	14%
4089 Vehicles	2,917	27,000	(24,083)	11%
4710 Land/Building Improvements	-	40,000	(40,000)	0%
4720 Furniture and Equipment	2,801	50,000	(47,199)	6%
4721 Computer/Tech Equipment	1,881	80,000	(78,119)	2%
4723 Lease Payment	-	361,156	(361,156)	0%
9000.1 Windsor Library	-	50,000	(50,000)	0%
Total Expenses	\$ 947,224	\$ 7,231,451	\$ (6,284,227)	13%
Net Income	\$ 639,995	\$ 974,305	\$ (334,310)	66%

Balance Sheet
Clearview Library District
As of February 28, 2026

Assets	
Cash and Investments	12,162,411
Other Current Assets	1,521,749
Total for Assets	\$ 13,684,161
Liabilities	
Liabilities	
Accounts Payable	51,310
Credit Cards	5,535
Other Current Liabilities	47,429
Total for Liabilities	\$ 104,275
Equity	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,551,211
Long-Term Planning	7,556,010
Net Income	639,995
Total for Equity	\$ 13,579,886
Total for Liabilities and Equity	\$ 13,684,161

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, Treasurer Cherilyn Barringer, Secretary Caitlin Evans, Trustee Cole Gerstner, Trustee Alternate Michael Kessler (joined online), Town of Windsor Liaison Lainie Peltz, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Brian Rudy (joined online), and Attorney Bill Garcia

Absent: Weld RE-4 School District Liaison Jennifer Hansen,

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

Review of Agenda

Jeromey asked to amend the agenda to start the meeting with the Staff Introduction, Public Art Posting, and Colorado Public Library Standards sessions, then continue in the order of the agenda.

Motion by Jeromey Balderrama, second by Cole Gerstner, to approve the amended agenda; motion passed unanimously.

Public Input

No public comment was given.

Director's Report - Erica Rose, Director

- Introduction of Staff,
 - Children and Family Librarian Genevieve McCleary

The Director's Report is available in the board packet. Director Rose shared a slideshow presentation beginning with patron quotes. Some shared January highlights are as follows: an update on the MOU with Windsor Community Recreation Center; the Pikes Peak remodel RFP was awarded to Elder Construction; and the design phase has started. The Severance Library entrance doors remain under review.

Director Rose reported on the Marmot Library Network migration to Sierra. Staff are learning and helping patrons, too. The Customer Service team handled over 600 phone calls in the first week of the migration. Director Rose shared how proud she is of all staff, of everyone working together and helping one another, and of the patrons. Director Rose gave a big shout-out to Trevor Wagner for all his work on this.

Director Rose went over the annual stats sheet and shared that across all stats, the percentages have grown from the 2024 stats. Director Rose spoke about the Severance Library's stats, including growing circulation, program attendance, and room bookings.

Jeromey Balderrama exited the meeting at 6:15 p.m. President Gagliardi announced that Trustee Alternate Michael Kessler will now be voting.

Follow-Up Questions to Board/Liaison Reports

Liaison Reports are available in the board packet. Craig reported on the Youth Council Program and its scope. Along with Lainie's report in the board packet, she also mentioned that public hearings will take place on March 4 and March 9 regarding the new King Soopers.

Treasurer's Report - Cherilyn Barringer, Treasurer

Cherilyn reported that only 8% of the year has elapsed, that revenue records as the year progresses, expenses are in line with normal activity, and that ColoTrust continues to decline. Motion by Cole Gerstner, second by Caitlin Evans, to accept the Treasurer's Report as presented for January 2026; motion passed unanimously.

Friends & Foundation Report - Cherilyn Barringer

Cherilyn reported that the F&F had a meeting on February 9 and that the board is excited to have a full board. The F&F reported that the All You Read is Love event was successful. They are readying for Clearview Reads, to be held on April 17 and 18. Tickets are on sale, and VIP tickets go on sale on March 16. The F&F are discussing the Summer Adventure Program and fundraising options.

Old Business

- Approve Minutes of the January 29, 2026, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cherilyn Barringer, second by Cole Gerstner, to approve minutes of the January 26, 2026, Regular Board Meeting; motion passed unanimously.
- Bookmobile and Pikes Peak Remodel Updates - Erica Rose, Director
 - Director Rose reported that the bookmobile remodel has been delayed due to staffing shortages at the company with which the District has contracted. The Pikes Peak remodel was updated during the Director's Report.

New Business

- Public Art Posting Policy - Jeromey Balderrama, Vice President
 - Jeromey presented the Public Art Policy regarding art displayed in the libraries. This updated policy included several updates and guidelines. The library district's mission is also included in the policy.
 - Cole suggested adding vandalism to the last paragraph.
 - Motion by Cole Gerstner, second by Cherilyn Barringer, to adopt the updated Public Art Policy, adding vandalism and while displayed; motion passed unanimously.

- Colorado Public Library Standards: Resource Sharing and Evaluation & Planning - Jeromey Balderrama, Vice President
 - Jeromey reported on the surveys that some staff and board members completed regarding evaluation and planning, and then resource sharing. Jeromey shared some priorities being reviewing statistics to gain perspective from other libraries and supporting goals, planning, growth, and improvement. Regarding resource sharing, the Clearview Library District actively lends and borrows with other libraries through the statewide courier system. The District has joined the Marmot Library Network, enabling more lending and borrowing directly with Front Range libraries. The District participates in the Colorado Libraries Collaborate program.
 - Lisa thanked Jeromey for all his hard work and efforts in heading up the project to review the Colorado Public Library Standards. Jeromey suggested doing this as a board in a three-year cadence.
 - Next steps will be talked about at the Board Working Session on Saturday, February 28.
- 2025 Budget Final Update - Sarah Watson, Financial Administrator
 - Sarah shared a couple of slides and noted that total revenue was \$115k above the budget. Total actual expenses were \$877k less than the budgeted amount. And that every spending category came in under budget.
 - Sarah reported that work with the new auditor is already underway.
- Impact Report - Erica Rose, Director
 - The Impact Report was distributed at the meeting and is available on the District's website. [Board of Trustees | Clearview Library](#)
 - Director Rose shared a shout-out to Communications Specialist Christine Henschler for all her work on the Impact Report. The board noted that the report looks great.

Upcoming Agenda

Display Policy

Adjourn

Motion by Cherilyn Barringer, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 6:38 p.m.

Upcoming Meetings

- 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.

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DRAFT

MEMORANDUM

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

Date: March 26, 2026
Re: Displays and Exhibits Policy
Item 5.1: New Business

Background / Discussion

The Displays and Exhibits Policy is presented for its first reading. This is a new policy for the District, created to provide a clear framework regarding the selection, design, and management of all displays. Adopting this policy aligns the District with professional best practices for library operations and policies.

Recommendation

The Management Team and the Policy Committee recommend the adoption of the Display and Exhibits Policy.

Attachments

Display and Exhibits Policy

Displays and Exhibits Policy

The Clearview Library District (“The District”) uses displays and exhibits to connect patrons with Library collections, services, programs, and community learning opportunities, in keeping with The District’s mission to cultivate curiosity, enlighten the mind, and strengthen the community.

This policy applies to staff-created and staff-managed displays and exhibits located within District locations and installations, including physical and virtual collection displays (books, media, and items available for checkout), informational displays and signage, and thematic exhibits.

In addition, the District draws on other community resources to develop displays and exhibits and may partner with community agencies, organizations, educational institutions, or individuals to present cosponsored displays and exhibits.

Principles and Criteria

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interests.
- Availability of display space and library resources.
- Historical, cultural, or educational significance.
- Connection to other community or national programs, exhibitions, or events.
- Relation to library collections, resources, exhibits, and programs.

Intellectual Freedom

The Clearview Library District's displays are intended to serve the community's diverse needs and interests and, therefore, contain a variety of materials representing a broad and balanced range of subjects and viewpoints. This is in keeping with the library’s mission to Cultivate Curiosity, Enlighten the Mind, and

Strengthen the Community. Not all items or resources in the display may appeal to the entire community; therefore, public opinion cannot be the sole guide for selection. The inclusion of an item or resource within the display is not to be considered an endorsement, official or otherwise, by the District (or its collaboration partners) of a particular viewpoint, group, or individual.

Displays and Exhibits Reconsideration

Displays and exhibits are considered library resources as defined in C.R.S. §24-90-122, and as such, are under the purview of The District's [Request for Reconsideration Policy](#). The District expects that patron interactions with the displays are to be respectful of the materials and refrain from disturbing other patrons as specified in the Clearview Library District's [Conduct in the Library Policy](#).

MEMORANDUM

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

Date: March 26, 2026
Re: Colorado Public Library Standards Review
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. The Board of Trustees has recommended a three year rhythm for this review, and the District is now in the second year of this established process.

MEMORANDUM

To: Library Board of Trustees

From: Erica Rose, Director

Date: March 26, 2026

Re: Strategic Planning Outline/Timeline

Item 5.3: New Business

Background / Discussion

The creation of a comprehensive, three to five-year strategic plan is a key deliverable integrated into the 2026 Operational Plan/Director Goals and the 2026 Board of Trustees Goals. This discussion initiates a robust, data-driven strategic planning process designed to include the aspirations and feedback of the staff, community, stakeholders, and subject matter experts.