

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

Treasurer's Report - Cherilyn Barringer, Treasurer

Friends & Foundation Report - Cherilyn Barringer

Old Business

- Approve Minutes of the June 25, 2026, Regular Board Meeting (Action)
- Director Goals & Strategic Plan Quarterly Updates - Erica Rose, Director (Information)

- Strategic Planning Update - Erica Rose, Director (Information)
- Working Agreements for Library Board of Trustees - Lisa Gagliardi, President (Action)

New Business

- E-Rate Funding Presentation - Ken Reynolds, IT Manager
- Open Records and Records Retention Policies: Merged - Jeromey Balderrama, Vice President (Information)
- Explore Kit Policy Development - Jeromey Balderrama, Vice President (Information)
- Colorado Public Library Standards Review: Community Engagement - Jeromey Balderrama, Vice President (Information)
- November Board Meeting - Erica Rose, Director (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

Board of Trustees Regular Meeting, August 27, 2026, 5:30 p.m. – Severance Library and Zoom
Board of Trustees Regular Meeting, September 24, 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.

DIRECTOR'S REPORT - JUNE 2026

Districtwide Update - Director Erica Rose

June was defined by key strategic milestones: expanding and sustaining access to our patrons, and meaningful community partnerships and collaboration. A major focus for the District was advancing our strategic planning efforts, which included intensive preparation for upcoming surveys and committees, as well as finalizing schedules for focus group events and high-level conversations with community leaders. Another aspect of our planning and collaboration took place through a meeting in which Executive Leadership met with the Town of Windsor's Economic Development team. This collaboration solidified our partnership and established a mutual commitment to supporting one another through open communication and a shared vision to uplift our local business community.

Beyond our local footprint, Director Rose joined the Marmot Council as a Board Observer. This opportunity opens the door for deeper education, insight, and advocacy regarding Marmot's ongoing operations and services. Finally, we were thrilled to celebrate the official ribbon cutting for the Windsor Community Recreation Center Outpost! This welcoming event represented the culmination of months of thoughtful planning, collaboration, strong partnerships, and creative thinking—all of our favorite things wrapped into one milestone for the District. Note that all of this took place on top of staff's uber-successful facilitation of the Summer Adventure Program (record-breaking numbers again this year) and exceptional customer service during our busiest season.

Admin Team Highlights, Opportunities & Challenges

- **Finance and Human Resources**

- Finance Manager Sarah Watson launched the new internal check request process, making it fully online with digital routing for paperless approvals.
- Finance sent 150 unclaimed property letters out of a total of 700. As those age to meet the unclaimed property deadlines, more letters will be sent annually.
- Finance collaborated closely with HR Manager Tracy Barger to select a new HRIS vendor: Paylocity. The heavy lifting for migration begins in September.
- In addition to the significant daily HR work (onboarding, offboarding, service awards, etc.), HR continued deep work on job descriptions for the reorganization. Other reorganization work included interviews and selection of the IT Manager, Executive Assistant, and a Mobile Services Assistant.

- **IT**

- Teenspace monitors were upgraded at both the Windsor Library and the Severance Library to 32-inch curved monitors, dramatically improving the patron experience. Additional programs were also added to teen PCs, synchronizing the experience at both locations.
- The team put many hours into supporting the Summer Adventure Program. They also ensured the successful launch of the WCRC Outpost, managing the placement of the self-checkout and ensuring connectivity and power.

- **Communications**

- Communications promoted the Summer Adventure Program and kickoff event through coordinated print, digital, email, social media, AudioGo, sponsor spotlights, and event outreach. The team continues to collaborate on maintaining the registration form and website resources to support summer participation.
- The Colorado Department of Education requested a feature of the district's "Dig In!" program in CDE's summer learning highlight series. Christine Henschler and Head of Public Services Casey Lansinger-Pierce coordinated event details, staff contacts, and venue logistics to support the feature.
- Communications collaborated with internal and external partners to develop and launch the district's branded strategic planning campaign, as well as develop content for the district's first four-page feature in the Windsor Parks, Recreation & Culture Fall 2026 Activity Guide.

- **Operations**

- Director Rose and Administrative Operations Manager Natalie Wagner attended the annual Marmot Council meeting, which took place in early June in Grand Junction.
- In addition to daily work, operations were heavily involved in all major district initiatives, ensuring facilities and collection support for SAP and the WCRC Outpost, as well as supporting strategic planning efforts.

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

Highlights

- June's biggest highlight was launching the Summer Adventure Program. The summer kicked off on June 1 at Severance Library with an event featuring a 20' mining sluice, dinosaur excavation sites, fossils, a Poudre Learning Center visit, temporary tattoos, and other family-friendly stations. Altogether, we welcomed over 920 community members.
- Adult services hosted the second annual Summer Adventure kick-off event at Sip n' Flip Arcade & Soda Bar in Windsor. Adult participants signed up for SAP and enjoyed two hours of free arcade games. The momentum hasn't stopped there: We've seen unprecedented adult SAP sign-ups this year, with over 900 and counting, standing as a testament to the strategic efforts of the entire adult services team.
- The entire public services team leaned into the Dig In! summer theme with programs like Edible Earth, Dino Yoga, Amber Resin, Teeth Like T-Rex, Dino Disco, and a bird walk with NOCO Bird Alliance. The creativity and energy the team has brought to summer programming is unparalleled.
- During June, Windsor Library hosted the Sub-Zero Ice Cream program, drawing a visit from the Colorado State Library Strategic Communication Manager Mikaley Osley, who took pictures for CSL's social media.

- The bookmobile spent time off the road for repairs in June. As always, our mobile services team did a phenomenal job pivoting and continued to service our neighborhood stops by bringing our courier van and setting up materials outside. We're all looking forward to the bookmobile remodel in August.
 - Mobile Services Assistant Keith Teklits demonstrated excellent initiative by expanding Summer Adventure Program services to lobby stops, reaching a demographic with limited access to the program.
 - Challenges occasionally arise when offering coupons as Summer Adventure Program prizes. One of our partners provided a different type of coupon than they had in previous years, requiring both a minimum purchase and use of an app. The requirements didn't align with our program goals, so we removed them and identified an alternative prize. We continue to evaluate coupon-based prizes to ensure they provide accessible experiences.
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Customer Service and Technical Service Update - *Head of Customer Service Amanda Brian* **Highlights**

- The Clearview Library District Outpost collection (located at the Windsor Community Recreation Center) officially debuted on June 1, and while the collection is small, it is filled with popular titles that have circulated quickly, with 220 checkouts for the month, which represents 50% of the collection.
- This new recreation center collection has inspired visitors to come to both libraries. There were three occasions when families came in to get library cards so they could check out items from the recreation center. There were also a few individuals who said that seeing the recreation center collection reminded them they needed to renew their library card. We love the positive visibility that this collection is bringing to the library district!
- June had the largest checkouts for both libraries for the first half of the year. Severance Library's June circulation was 10,407, and Windsor Library had 25,127. While it is gratifying to see large increases in circulation, the challenge is keeping the shelves neat and making sure that displays are filled.
- The Severance Library customer service team was down 80 hours for the month of June, which is difficult during the busiest month of the year. We needed to suspend the notary service for the month of June. We filled in the schedule as best we could, with me spending two days a week at the Severance Library service desk and a former employee filling in as a substitute for several shifts.
- The demand for test proctoring always increases in the summer months, and we had six test proctoring requests. Since Customer Service Supervisor Kailin Kelley is our only official test proctor administrator, it can be challenging to meet all the requests. However, since proctoring doesn't require any formal training, we were able to ask another department to help us with one of the tests, and I covered one on a Saturday.



Our Impact - Q2 2026

Visits & Cardholders

Library Location Visits	55,364
Monthly Library Card Users (Avg.)	5,932
New Library Cards Issued	1,325



Circulation

Physical Items Checked Out	104,510	Digital Check Outs	40,110
Windsor Library	68,207	Monthly eBorrowers (Avg.)	2,764
Severance Library	24,729	Database Sessions	26,185
Bookmobile	4,872		
Other	6,702		



Programs & Meeting Rooms

Program & Event Attendees	14,538	Library Meeting Room Reservations	944
Programs Offered	416	Windsor Library	550
Outreach Engaged	4,396	Severance Library	394
Outreach Exposed	8,267		



"My family and I love this library. It's cozy, has a ton of family events, good quiet spaces, and wonderful staff. Mr. Asa gets an extra shout out for all the joy he has brought into my son's life. We love lego club! Seriously come check this nice little library out. Its a great place for the whole family!"

-Kole -Google Business Review

Technology & Engagement

Library Public Computer Sessions	4,011
Monthly Library Public Computer Users (Avg.)	719
Monthly Library WiFi Usage (Avg.)	1,218
Library Website Pageviews	148,131
Social Media Followers	3,854
Post Engagements	5,704

REPORTS OF THE LIAISONS - JULY 2026

Town of Windsor - Board Member Lainie Peltz

- The Town Board approved trash hauler licensing beginning Jan 1, 2027. This covers any major waste haulers that service Windsor.
- The Town Board approved the Walmart Site Plan for the northeast corner of 392 and 17th St.
- The Windsor Severance Fire Rescue Department presented information regarding consideration of a mill levy increase. They are actively speaking to various groups around the community to get feedback regarding this potential mill levy increase. More information can be found on the [Windsor Severance Fire Rescue website](#). A final community open house is scheduled for Monday, August 17, at Station 1 in Windsor.
- The Town Board and the Planning Commission will have a work session on Monday, August 3, at 5:30 p.m. at the Community Recreation Center to discuss zoning/code ordinances for data centers. All work sessions are open to the public.
- The next Coffee with the Mayor is Friday, August 14, at 10 a.m. It is planned to be held at [Eagle's Peak - 55+ Active Adult Community](#), located at 7th St. and East Crossroads Blvd.
- 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 - JUNE 2026

Statement Overview

The financials include a Budget vs. Actuals and a Balance Sheet summary. For purposes of the basis of accounting, the district follows the modified accrual basis, in 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 June in Colotrust is 3.75%, which is a .01% change from the May statement.

Fund Balance

The total increase in fund balance through May is \$4,456,945, mainly due to property tax revenue, which represents 95% of the current budget with only 50% of the year elapsed.

Operating Expenses

Total expenditures are currently \$3,117,004, which represents 43% of the total operating budget, with 50% of the year elapsed. Vehicle expense shows 74% of the budget due to non-budgeted repairs for the bookmobile.

Clearview Library District
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
January 1 - June 30, 2026

	Total			
	Actuals January 1 - June 31	Total 2026 Budget	Over/Under Budget	% of Budget
Income				
Property Tax	7,081,954	7,382,728	(300,774)	95.93%
Other Income	340,659	523,028	(182,369)	65.13%
3120 Specific Ownership Tax	151,337	300,000	(148,663)	50.45%
Total Income	\$ 7,573,949	\$ 8,205,756	\$ (631,807)	92%
Expenses				
Benefits	508,172	1,228,488	(720,316)	41.37%
Salaries	1,484,966	3,501,710	(2,016,744)	42.41%
Operating Expenses	439,153	827,597	(388,444)	53.06%
Public Relations	75,860	174,500	(98,640)	43.47%
Programming	46,983	110,000	(63,017)	42.71%
Materials	217,096	521,000	(303,904)	41.67%
IT	133,507	268,000	(134,493)	49.82%
Vehicles	20,071	27,000	(6,929)	74.34%
Lease Payment	50,578	361,156	(310,578)	14.00%
Capital Expenditures	140,618	212,000	(71,382)	66.33%
Total Expenses	\$ 3,117,004	\$ 7,231,451	\$ (4,114,447)	43%
Net Income	\$ 4,456,945	\$ 974,305	\$ 3,482,640	457%

Clearview Library District
Balance Sheet
As of Jun 30, 2026

	Total
Assets	
Cash and Investments	16,173,492
Current Assets	1,326,895
Total for Assets	\$ 17,500,388
Liabilities	
Accounts Payable	61,354
Other Current Liabilities	42,198
Total for Liabilities	\$ 103,552
Fund Balances	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,670,544
Long-Term Planning	7,436,678
Net Income	4,456,945
Total for Fund Balances	\$ 17,396,836
Total for Liabilities and Fund Balances	\$ 17,500,388

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, and Attorney Bill Garcia

Absent: Weld RE-4 School District Liaison Jennifer Hansen, City of Greeley Liaison Brian Rudy

Staff: Director Erica Rose, Finance Manager Sarah Watson, Administrative Operations Manager Natalie Wagner, and Acting IT Supervisor Jesse Feavel

Review of Agenda

Nothing at this time.

Public Input

No public comment was given.

Director's Report - Erica Rose, Director

The Director's Report is included in the board packet.

Director Rose provided updates on programs and community engagement, finance and administration, facilities and technology, staffing, and the Windsor Community Recreation Center Outpost launch.

Follow-Up Questions to Liaison Reports

The liaison reports are included in the board packet.

Lainie reported on the Town of Windsor Strategic Plan survey, available on the Town of Windsor website. Community members are encouraged to complete the Strategic Plan survey or attend the open house. Craig reported that the Town of Severance is discussing e-bike regulations.

Board Updates - Lisa Gagliardi, President

No updates at this time.

Treasurer's Report - Cherilyn Barringer, Treasurer

The Treasurer's Report is included in the board packet.

Cherilyn reported that approximately 42% of the fiscal year has elapsed and that the second property tax distribution has been received. Approximately 80% of projected property tax revenue has been recognized. Expenditures are generally in line with budget expectations, and higher capital expenditures reflect facility projects.

Friends & Foundation Report - Cherilyn Barringer

Cherilyn reported that the July F&F meeting has been canceled due to vacations; the new website is live and looks great; the Clearview Reads author is under discussion; and preparations for the October fundraiser continue.

Old Business

- Approve Minutes of the May 28, 2026, Regular Board Meeting
 - Minutes were approved.
 - Motion by Jeromey Balderrama, second by Cherilyn Barringer, to approve minutes of the May 28, 2026, Regular Board Meeting; motion passed unanimously.
- Strategic Planning Update - Erica Rose, Director
 - Director Rose reported that community surveys and talk-back boards are launching. Community leader interviews and focus groups are scheduled, and the Strategic Planning Committee meeting is set to be held next week. Community outreach events are planned throughout the summer. The first draft of the strategic plan is targeted for October.
- Library Board Bylaws, Second Reading - Bill Garcia, Library Attorney
 - Attorney Garcia reported on the previous meeting's redlines and summary and noted that there have been no additional requests or adjustments to the Bylaws.
 - Motion by Cole Gerstner, second by Caitlin Evans, to approve the revised Library Board Bylaws; motion passed unanimously.
- Trustee Code of Ethics Policy, Second Reading - Jeromey Balderrama, Vice President
 - Jeromey reintroduced the policy, and the board discussed language on gifts consistent with procurement policy; modified language requiring trustees to "uphold" board decisions rather than "support" them; added an expectation that trustees use judgment, conscience, and expertise for the common good; and removed the accountability section.
 - Motion by Cherilyn Barringer, second by Caitlin Evans, to accept the changes and update the Trustee Code of Ethics Policy accordingly; the motion passed 4-1, with Trustee Gerstner voting no.

New Business

- Working Agreements for Library Board of Trustees - Lisa Gagliardi, President
 - The board held a discussion, and trustees weighed in on board roles and responsibilities, meetings, and orientation materials for future trustees.
 - Lisa suggested that, given all the proposed updates and changes to this document, she will revise the Working Agreement and present it again at the July regular board meeting.
- 2025 Audit Report - Erica Rose, Director; Sarah Watson, Finance Manager

- Sarah thanked the Audit Committee and reported that the audit with McMahon and Associates, LLC went smoothly.
- McMahon and Associates, LLC filed the audit on June 1, 2026. No audit findings were reported, and the board thanked Sarah for her hard work.
- 2027 Holiday Closures - Erica Rose, Director
 - Director Rose stated there were no changes to the presented holiday closures list.
 - Motion by Jeromey Balderrama, second by Cole Gerstner, to approve the 2027 Holiday Closures; motion passed unanimously.
- Colorado Public Library Standards Review: Library Staff - Jeromey Balderrama, Vice President
 - Jeromey reported on the library staff survey review completed last August. Director Rose stated that a lot of work has been done since then, in conjunction with the Salary Survey, which was conducted in 2024 and implemented in 2025 and 2026. Topics reviewed during the meeting, based on the survey, included compensation, technology proficiency, diversity and specialized skills, human resources practices, and performance development.

Upcoming Agenda

Director Goals and Strategic Plan Quarterly Updates

Strategic Planning Update

Working Agreements for Library Board of Trustees

Explore Kits Policy

Open Records and Records Retention Policies; Merged

Colorado Public Library Standards Review: Community Engagement

Adjourn

Motion by Jeromey Balderrama, second by Cherilyn Barringer, to adjourn; motion passed unanimously. The meeting adjourned at 6:57 p.m.

Upcoming Meetings

- Board of Trustees Regular Meeting, July 30, 2026, 5:30 p.m. – Windsor Library and Zoom
- Board of Trustees Regular Meeting, August 27, 2026, 5:30 p.m. – Severance Library and Zoom

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Working Agreements of the Library Board

- Acknowledge that a Trustee holds district authority only through board action at public meetings.
- Support the Director's leadership by focusing on governance and policy, while entrusting the day-to-day operations and the board-adopted policy implementation to the Director.
- Respect that each Trustee brings a unique perspective and contributes independently to board discussions and decision-making.
- Observe communications and information policies of the board and library. Speak as a member of the board, but refer questions about policies to the Director or appropriate library representative.
- Abide by the [Trustee Code of Ethics Policy](#)
- Support effective governance by recognizing that all actions by the board must be approved by a quorum of the board at a regular or special meeting.
- Work collaboratively with the Director and recognize the Director as an essential partner in board discussions and meetings.
- Listen to and direct complaints from the public and staff to the Director. Continued dissatisfaction and problems should be taken up at the board meeting only if a policy revision is necessary or legal ramifications are involved.
- Serve in an advisory capacity to the Director as requested based on specific committee or individual expertise.
- Demonstrate a commitment to your role as a board member. If you are unable to attend meetings regularly and complete work delegated to you, consider stepping aside to allow another community member the opportunity to serve.
- Pursue ongoing learning by taking one educational course per year pertaining to your role as trustee.

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Ken Reynolds, IT Manager

Date: July 30, 2026
Re: E-Rate Funding Presentation
Item 5.1: New Business

Background

This presentation focuses on the Federal Communications Commission's (FCC) E-Rate program, a federal initiative administered by the Universal Service Administrative Company (USAC) that provides discounts to eligible public libraries and schools to ensure affordable high-speed internet and telecommunications access. The purpose of this presentation is to brief the board on how the Clearview Library District leverages E-Rate funding, the financial impact on our technology budget, and the operational requirements necessary to maintain compliance.

This overview will outline our upcoming cycle timeline and reinforce how E-Rate funding helps maximize our operating budget while maintaining robust connectivity for the community.

MEMORANDUM

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

Date: July 30, 2026
Re: Open Records and Records Retention Policies; Merged
Item 5.2: New Business

Background

The proposed revisions to the district's *Open Records Policy* and *Request for Public Records Policy* merge the two policies into a single, unified policy. The primary intention of this consolidation is to eliminate content redundancy and ground the policy in transparency and legal compliance. Small edits were made to ensure that procedural components are explicitly anchored to the Colorado Open Records Act while removing unnecessary detail that could inhibit current procedural information (such as cost). This update simplifies the public records request process for community members, aligns the District with legal best practices, and ensures our governance framework remains clear, transparent, and easy to navigate.

MEMORANDUM

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

Date: July 22, 2026
Re: Explore Kits Policy Development
Item 5.3: New Business

Background

This discussion will provide an informational update on the development of a brand-new policy: the Explore Kit Policy. This policy establishes collection curation standards, circulation limits, and patron use guidelines for the District's expanding "Library of Things," which encompasses specialized offerings ranging from STEM and creative arts kits to outdoor recreation gear. Because managing non-traditional collections carries unique operational considerations, this policy is notably more complex than typical library policies and carries a significant day-to-day impact for both staff and patrons. The drafting process requires consultation with several key stakeholders and focuses on striking a balance between equitable community access and responsible asset management.

MEMORANDUM

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

Date: July 30, 2026
Re: Colorado Public Library Standards Review: Community Engagement
Item 5.4: New Business

Background

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.