

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 July 30, 2026, Regular Board Meeting (Action)
- Explore Kits Policy - Jeromey Balderrama, Vice President (Information)

- Open Records and Records Retention Policies: Merged - Jeromey Balderrama, Vice President (Action)

New Business

- MOU Clearview Library District/Weld RE-4 School District Presentation - Erica Rose, Director; Casey Lansinger-Pierce, Senior Manager, Severance Library; Mollie Amundson, Weld RE-4 School District Lead District Librarian; and Hannah Adams, Weld RE-4 School District Librarian (Information)
- Board Opening - Erica Rose, Director (Information)
- Colorado Public Library Standards Review: Marketing and Public Relations - Jeromey Balderrama, Vice President (Information)

Upcoming Agenda**Adjourn**

Upcoming Meetings

- Board of Trustees Regular Meeting, September 24, 2026, 5:30 p.m. - Windsor Library
- Board of Trustees Regular Meeting, October 29, 2026, 5:30 p.m. - Severance Library

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 - JULY 2026

Districtwide Update - *Director Erica Rose*

The Clearview Library Team spent the month of July heroically managing the dog days of summer. Despite record temperatures, the team sustained dynamic Summer Adventure Programming, which continued to draw record-breaking attendance and culminated in an end-of-summer finale event featuring plenty of ice cream. Additionally, staff across the district worked to maintain quality services despite running lean due to July being prime vacation season. Much of July was dedicated to the strategic planning process, with a focus on gathering input from our community members through surveys, focus groups, conversations with community leaders, talkback boards, and attendance at community events.

Change management was another district-wide focal point as we continued to work our way through the reorganization initiative. This included a strong emphasis on intentional communication across various modalities and group sizes. We also began 'Discussions of Interest,' which involve informal conversations with every staff member impacted by new or changing positions. Last but not least, we received preliminary budget numbers for 2027, which have allowed us to begin strategizing for next year's budget. The news that a 10% revenue decrease is likely is sobering, but by no means insurmountable. We are working quickly and creatively to put together a budget that aligns with district priorities while accounting for our realities.

Admin Team Highlights, Opportunities & Challenges

- **Finance and Human Resources**

- Finance Manager Sarah Watson attended the annual Weld County Lunch and Learn sponsored by RBC Capital Markets for a preview of the 2027 property tax projections from Weld County. This timing coincided well with the 2027 budget-creation process, which will continue over the next few months.
- Human Resources Manager Tracy Barger presented the findings of an in-depth benefit comparison and analysis to the personnel committee. She also continued to manage a heavy workload of recruiting, onboarding, and offboarding while maintaining steady progress on the reorganization initiative.

- **IT**

- Security and patron spaces were enhanced by moving cloud print servers off the patron floor and into server rooms, upgrading to a new podium monitor in the Cottonwood meeting room at Severance Library, and meeting with vendors on camera system improvements.
- The team provided frontline support for the Summer Adventure Program finale in addition to handling the significant workload of typical IT management across the district.

- **Administrative Operations**

- **Communications**

- The team launched a multi-channel campaign for the 2027–2032 Strategic Plan, driving strong digital reach, securing 132 new library card sign-ups through targeted print efforts, and bringing 400 survey recipients into the library. Additionally, high-performing digital audio ads for our America 250 / Colorado 150 Campaign reached nearly 13,000 listeners and generated over 78,000 ad plays.
 - A targeted July midpoint Summer Adventure Program email push achieved open rates over 46%, resulting in 95 new program registrations and keeping existing participants engaged through the final weeks.
 - **Facilities**
 - Significant effort was given to facilitating material transfers across the district and providing real-time operational assistance to staff for Summer Adventure Program events and activities, while sustaining proactive site management at all district facilities throughout the busy summer period.
 - Weld RE-4 School District's repaving and construction project at Mountain View Elementary required a great deal of attention as we navigated access impacts for both staff and patrons.
 - **Technical Services**
 - Strong data tracking continued with the launch of quarterly collection health reports for selectors. Other key initiatives include the integration of multi-book D&D donations for expanding programs and the collection management challenge of physically re-measuring shelf allocations to update metrics and baseline data in Library IQ.
 - Tech Services is pleased to note that the new Rec Center collection circulated over 50% of its inventory in its first month.
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Public Service Update - *Head of Public Services Casey Lansinger-Pierce*

Highlights

- The Summer Adventure Program concluded on July 31 with a celebratory finale in the Windsor Library parking lot. Featuring ice cream, games, and a live performance by the family-friendly band Mountain Buddies, the event brought together around 245 adults and children. Attendees also had a final opportunity to turn in their completed bingo cards for prizes.
- We finalized the Summer Adventure Program participation metrics and are thrilled to report a total of 2,971 registrations alongside 1,516 completions, achieving an overall 51% completion rate with every age bracket reaching at least 50%. Additionally, attendance across all district and community programs topped 10,600 over June and July.
- Hosted by Youth Services at Severance Library on July 1, the inaugural Red, White, and Rocky Mountain Bash was an overwhelming success, attracting 370 attendees. The event featured an array of activities, including a mobile art/maker station, balloon animals, lawn games, and craft stations for making American and Colorado flags. Given the impressive turnout for this event, we are strongly considering bringing it back next year.

Opportunities and Challenges

- In July, two supervisors from the public services team stepped down from their positions: Adult Services Supervising Librarian Courtney Harris and Youth Services Supervising Librarian Becca Sharp. Courtney is returning to her home state of Wisconsin, while Becca, who began maternity leave in May, decided to remain at home with her newborn. Managing this major transition has been a significant challenge for all staff members. In the interim, I have assumed direct supervision of all adult and youth services personnel.
 - This summer marked the mobile services team's inaugural participation in the Town of Windsor's Family Campout at Boardwalk Park. The team featured the bookmobile, hosted a pressed flower craft activity, and led three camping-themed storytimes, all of which were enthusiastically received.
 - Youth Services Assistant Amanda McKee submitted the Baby Rave program, which she designed and held in March, to ALA's Programming Librarian website, and it was accepted and [published](#). We're proud of Amanda for sharing her expertise with the wider library community!
-

Customer Service Update - Head of Customer Service Amanda Brian

Highlights

- Pikes Peak had its very first after-hours booking! We anticipate this service will grow as advertising becomes more visible. We have seen how popular this service is at the Severance Library. Severance Library had 17 after-hours bookings in July.
- Severance Library Staff have reported that the teens have been enjoying the teen area refresh. We saw a large increase in the usage of this area, especially the video gaming room, this summer.
- The final month of the Summer Adventure Program continued to bring a lot of work for the Customer Service team, who brilliantly handled their normal job duties while also handing out prizes and processing a much larger volume of returns and shelving.

Opportunities and Challenges

- The biggest challenge both customer service teams experienced was the Marmot system being offline from Saturday, July 18, to Monday, July 20. The team utilized downtime procedures to ensure patrons received excellent service. They got creative in finding places to store all the returned materials (these still had to be rechecked in after the system came back up). I am so proud of how the teams faced this challenge during a busy time of the year. We appreciate that other teams helped us catch up once we were back online with Marmot.
- Teams at both locations remained flexible with their scheduling to accommodate the vacancies and vacations we had in July. At Windsor Library, we had hired a new part-time customer service specialist who had started training but unfortunately resigned after finding full-time employment elsewhere.

REPORTS OF THE LIAISONS - JULY 2026

Town of Windsor - Board Member Lainie Peltz

- The Town of Windsor is working on its Strategic Plan update and hopes to complete it in the next few weeks, as well as its Housing Action Plan to address affordable housing in our area.
- The 4th Street backlot parking project will likely be finished toward the end of September, rather than in time for the Harvest Festival.
- The 2027 budget process has begun. The heavy lifting of personnel and capital improvement project discussions will start next month.
- The town is working on updating sign code to comply with the 2015 Supreme Court ruling in Reed v. Town of Gilbert, AZ, and streamlining the code to make it easier to follow.
- Harvest Festival is Labor Day weekend, Sept 5-7. Visit the [Windsor Harvest Festival | September 5-7, 2026](#), for the schedule of events.
- The next Coffee with the Mayor is on Friday, Sept 11, at 10:00 a.m. at the Windsor Community Recreation Center.
- The official Town of Windsor newsletter
 - [Windsor Matters](#)
 - [Events](#)

Weld RE-4 School District - Board Member Jennifer Hansen

- Current enrollment is 8,657 students as of today.
- Staff & Professional Development
 - Staff is reportedly well-rested and prepared for the new school year.
 - The WSEA received positive feedback during Convocation, with several sessions focused on learning, training, and professional development.
 - Staff received positive feedback regarding their public education advocacy efforts.
 - 122 new certified staff have joined the district this year.
 - Teachers have completed dyslexia training.
- Reports & Community Events
 - The August 29 Summer Social is scheduled, with approximately \$70,000 in sponsorships secured.
- Bond/Construction Updates
 - WMS modernization is progressing, with completion anticipated by December 18.
 - The DO expansion is essentially complete, with only a small punch list remaining.
 - WHS press box/grandstand: ribbon cuttings are coming soon.
 - Grandview Elementary playground work is progressing.
 - Mechanical work is on schedule at MV, TZ, GV, and SV, with the AC system noted as being in excellent condition.
 - Parking lots at MV and SV are substantially complete and ready for students.
 - Chris Wildman, COO, is coordinating upcoming work.
 - Approximately three additional projects are coming up and will need to be prioritized and coordinated with the Board.

- Overall, the district is entering the new school year with strong enrollment, a large group of new certified staff, ongoing professional development, and significant progress on construction and modernization projects. Safety, student experience, and completion of remaining capital projects remain key areas of focus.
- 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 - JULY 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 July in the Colotrust account is 3.76%, which is a 0.01% change from the June statement.

Fund Balance

The total increase in fund balance through July is \$4,108,015, primarily due to property tax revenue, which accounts for 94% of the current budget with only 58% of the year elapsed.

Operating Expenses

Total expenditures are currently \$3,629,163, which represents 50% of the total operating budget, with 58% of the year elapsed. Most expenses are running as anticipated, except for vehicle expenses, which are at 92% 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 - July 31, 2026

	Total			
	Actuals January 1 - July 31	Total 2026 Budget	Over/Under Budget	% of Budget
Revenue				
Total 3050 Property Tax	7,163,469	7,382,728	(219,259)	97.03%
Total 3051 Other Income	396,108	523,028	(126,920)	75.73%
3120 Specific Ownership Tax	177,601	300,000	(122,399)	59.20%
Total Revenue	\$ 7,737,178	\$ 8,205,756	\$ (468,578)	94%
Expenses				
Benefits	591,071	1,228,488	(637,417)	48.11%
Salaries	1,737,227	3,501,710	(1,764,483)	49.61%
Operating Expenses	517,082	827,597	(310,515)	62.48%
Public Relations	87,508	174,500	(86,992)	50.15%
Programming	56,237	110,000	(53,763)	51.12%
Materials	257,246	521,000	(263,754)	49.38%
IT	166,701	268,000	(101,299)	62.20%
Vehicles	24,895	27,000	(2,105)	92.20%
Capital Expenditures	140,618	212,000	(71,382)	66.33%
Lease Payment	50,578	361,156	(310,578)	14.00%
Total Expenses	\$ 3,629,163	\$ 7,231,451	\$ (3,602,288)	50%
Net Income	\$ 4,108,015	\$ 974,305	\$ 3,133,710	422%

Clearview Library District
Balance Sheet
As of Jul 31, 2026

	Total
Assets	
Cash and Investments	16,924,081
Other Current Assets	231,920
Total for Assets	\$ 17,156,000
Liabilities	
Accounts Payable	65,101
Other Current Liabilities	42,992
Total for Liabilities	\$ 108,094
Fund Balances	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,670,544
Long-Term Planning	7,436,678
Net Income	4,108,016
Total for Fund Balances	\$ 17,047,907
Total for Liabilities and Fund Balances	\$ 17,156,000

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 (joined online and by phone), Trustee Alternate Michael Kessler, Town of Windsor Board Member Ron Steinbach of District 1, City of Greeley Liaison Brian Rudy (joined online), and Attorney Bill Garcia

Absent: Town of Windsor Liaison Lainie Peltz, Weld RE-4 School District Liaison Jennifer Hansen, Town of Severance Liaison Craig Joseph

Staff: Director Erica Rose, Administrative Operations Manager Natalie Wagner, and IT Manager Ken Reynolds

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 introduced new IT Manager Ken Reynolds. Director Rose shared June's highlights: strategic planning; selection of Paylocity for a 2027 HRIS launch; digitized check processing; fast-tracking a critical Librarian III hire to maintain adult services supervision through upcoming team departures; staff handled over 35,000 summer checkouts across locations; achieving a strong 50% first-month circulation rate at the new Windsor Rec Center Outpost; reaching record adult Summer Adventure Program participation (>900 registrants); and expanded network leadership with Director Rose volunteering as a Marmot Board Observer.

Follow-Up Questions to Liaison Reports

The liaison reports are included in the board packet.

Ron Steinbach added that the Windsor Town board approved the purchase of 70 acres for open space. He reported that the recent community survey results indicated low public support for a recreation center sales tax increase, and the project will be placed on hold. Ron noted that there is an upcoming board working session that includes data center regulations in Windsor.

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 financial statements through June show an approximate \$4.4M increase in fund balance, with most annual revenue recognized. Expenses remain below budget, with a slight variance in vehicle maintenance due to bookmobile repairs.

Friends & Foundation Report - Cherilyn Barringer

Cherilyn reported that the Friends and Foundation did not hold a June meeting. The F&F are looking forward to the fundraising event [Casino Night](#), co-hosted with the Kiwanis Club of Windsor on Saturday, October 24, 2026, from 6:30 p.m. to 9:00 p.m. at Pelican Lakes Golf and Country Club, in the Pelican Lakes Banquet Room, located at 1620 Pelican Lakes Point, Windsor.

Old Business

- Approve Minutes of the June 25, 2026, Regular Board Meeting
 - Minutes were approved.
 - Motion by Cherilyn Barringer, second by Cole Gerstner, to approve minutes of the June 25, 2026, Regular Board Meeting; motion passed unanimously.
- Director Goals & Strategic Planning Quarterly Updates - Erica Rose, Director
 - Director Rose shared a slideshow on communication, collection/technology, partnerships, programming, space, and research and data collection for a new strategic plan.
 - Director Rose provided an update on the progress of strengthening community impact, prioritizing data-driven decisions, nurturing radically welcoming spaces, and supporting a high-trust, high-functioning team culture.
- Strategic Planning Update - Erica Rose, Director
 - Director Rose reported on the progress of surveys, with 764 surveys completed so far; 5,000 mailers sent to non-cardholder households; six community focus groups; six community events; staff focus groups; and 1:1 interviews with strategic partners.
 - Caitlin and Jeromey shared their experience at a community event, where they staffed a Clearview Library District table with survey information and had face time with the community.
- Working Agreements for Library Board of Trustees - Lisa Gagliardi, President

- Lisa reported that she gathered and streamlined the trustees' feedback from the June board meeting. The Working Agreements will be published on the Trustee web page, used to onboard new Trustees, and followed by Trustees.
- Motion by Jeromey Balderrama, second by Cherilyn Barringer, to adopt the Working Agreements for Library Board Trustees; motion passed unanimously.

New Business

- E-Rate Funding Presentation - Ken Reynolds, IT Manager
 - Ken shared an overview of E-Rate, including how it works, how funds are distributed, the E-Rate requirements, the E-Rate cycle, and vendor bids. It's a five-year cycle for E-Rate. The library district is using E-Rate for internet access and internal connections. The next cycle is planned to go toward network equipment and support.
 - E-Rate for libraries is \$5.43 per square foot; the library district is also tied to the Weld RE-4 School District's boundaries for funding.
- Open Records and Records Retention Policies: Merged - Jeromey Balderrama, Vice President
 - Jeromey reported on improved clarification of the open records and CORA requests policy, in conjunction with staff procedures. The policy committee worked on this but didn't provide the 14-day preview to the board, so it will be presented for approval at the August regular board meeting.
- Explore Kit Policy Development - Jeromey Balderrama, Vice President
 - Jeromey reported that the Explore Kit policy is taking additional time to ensure that all aspects of Explore Kits are investigated and to create the right policy for these kits and their users. This policy is progressing and will be updated at the August regular board meeting for potential approval.
- Colorado Public Library Standards Review: Community Engagement - Jeromey Balderrama, Vice President
 - Jeromey reported on how the library district could do more within the community, including strengthening the library's role in community crisis situations, recruiting and engaging volunteers, participating in community groups/initiatives, gathering information about diverse groups/services, and working with staff to develop a volunteer coordinator program. The library board could work on creating a volunteer policy and ensure the district maintains a volunteer insurance plan and conducts background checks on volunteers.
 - Jeromey and Erica will be presenting on the process that Jeromey designed and implemented, and the board, director, and staff have worked through by using the Colorado Public Library Standards. They will present at CALCON 2026 on Friday, September 11, 2026, from 8:45 a.m. to 9:45 a.m. The presentation is titled The Standards Advantage: A Framework for Strategic Planning and Library Success.
- November Board Meeting - Erica Rose, Director

- Director Rose asked the board to reschedule or cancel the November regular board meeting. The board agreed to cancel the meeting scheduled for November 19, 2026. Budget First Reading will be at the October 29, 2026 meeting. The Second Reading and Mill Levy Certification will be at the December 10, 2026, meeting. A meeting will be called in November if budget adjustments require it.

Upcoming Agenda

Explore Kit Policy

Open Records and Records Retention Policies: Merged

MOU Clearview Library District/Weld RE-4 School District Presentation

Summer Adventure Program Recap

Board Opening

Colorado Public Library Standards Review: Marketing and Public Relations

Adjourn

Motion by Jeromey Balderrama, second by Cole Gerstner, to adjourn; motion passed unanimously. The meeting adjourned at 7:07 p.m.

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

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MEMORANDUM

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

Date: August 27, 2026
Re: Explore Kits Policy
Item 4.2: Old 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: August 27, 2026
Re: Open Records and Records Retention Policies; Merged
Item 4.3: Old 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 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.

Recommendation

The management team and the policy committee recommend adopting the new Open Records Policy.

Open Records Policy

Open Records Policy

Purpose and Governing Law

The Clearview Library District ("District") is committed to transparency and public access to records in accordance with the Colorado Open Records Act, C.R.S. §§ 24-72-201 et seq. ("CORA"), and other applicable federal and state laws.

Public records of the District shall be available for inspection and copying as provided by law, except for records that are confidential, privileged, or otherwise exempt from disclosure.

Custodian of Records

The Library Director shall serve as the official custodian of records for the District. The Library Director may designate one or more employees to act as alternate custodians or to fulfill the responsibilities of the custodian of records, including during periods when the Director is unavailable.

Requests for Public Records

Requests for public records shall be handled in accordance with CORA, other applicable law, this Policy, and the District's Open Records Access Procedure.

The District shall respond to requests for public records within the timeframes established by CORA and other applicable law.

Confidential and Exempt Records

Certain records may be confidential, privileged, or otherwise exempt from disclosure under C.R.S. §24-72-204 or other applicable federal or state law. Such records may include, but are not limited to:

- Protected library user and borrowing records;
- Certain personnel records;

- Attorney-client privileged communications; and
- Other records for which disclosure is prohibited or restricted by law.

Library user records shall be handled in accordance with C.R.S. § 24-90-119 and other applicable law.

When a requested record contains both information subject to disclosure and information that is confidential, privileged, or otherwise exempt from disclosure, the District shall provide access to the portion subject to disclosure when required by law.

Fees

The District may charge fees for copying, research, retrieval, data compilation, or other services associated with responding to a public records request as permitted by CORA and other applicable law.

Specific fees, fee schedules, payment requirements, and administrative processes related to such charges shall be established and maintained through the District's Open Records Access Procedure.

Research by Requesting Parties

Independent research and inspection of public records may be permitted in accordance with CORA and the District's Open Records Access Procedure, provided that:

- Records made available for research or inspection do not include confidential, privileged, or other information not subject to public disclosure;
- Appropriate measures may be taken to protect records from loss, alteration, or damage;
- Research or inspection does not unduly disrupt the day-to-day operations of the District; and
- Records are maintained or returned in their original order and condition.

Any costs associated with staff time necessary to facilitate research, retrieval, supervision, or inspection may be assessed as permitted by law and in accordance with the District's Open Records Access Procedure.

Administrative Procedures

The Library Director is authorized to establish and maintain administrative procedures, forms, fee schedules, and other guidelines necessary to implement this Policy and to comply with CORA and other applicable law.

Administrative procedures may be revised by the Library Director as necessary to reflect changes in law, District operations, technology, fees, or administrative practices, provided that such procedures remain consistent with this Policy and applicable law.

Appendix A:Open Records Access Procedure

Appendix A: Open Records Access Procedure

To submit a request, please [complete the Request for Public Records form](#) and deliver it to the Clearview Library District Administration Building (1194 W Ash Street, Windsor) or email it to the library director at director@clearviewlibrary.org.

Requests received after the close of business will be considered to be received on the next business day.

We'll respond to requests within three (3) working days whenever possible. If extenuating circumstances apply, the Director (or designee) will notify you that delivery may be delayed up to seven (7) working days. We'll also notify you if the requested documents are not available, reside with another agency, or if the records are not covered by CORA.

Responses to requests will include information currently in our possession. Responses to requests will not routinely include the restoration of our systems that may be available on backup tapes or other means of disaster recovery.

Additionally, responses to requests will not routinely include data that is automatically created, stored, or retained on an individual computer or on network equipment or servers, such as email metadata that is not otherwise imprinted or stored as part of the visible content of an email message, logs, web traffic statistics, browser cookies, browser cache, server logs, browser history, or firewall logs.

Fees

Data Compilation costs will be assessed at the hourly rate defined by the [Colorado Open Records Act Maximum Hourly Research and Retrieval Fee](#) (\$41.37 as of 2024).

The fee for compiling requested information will be:

- One hour or less — \$0

- More than an hour — Data Compilation Hourly Rate
- Should physical copies need to be printed, actual printing costs, up to \$0.25 per page, may apply.
- We will provide a cost estimate and may request that you pay all, or a portion, before compiling the information.
- A summary of fee information can be found at:
<https://coloradofoic.org/open-government-guide/#Fees>

DRAFT

MEMORANDUM

To: Library Board of Trustees

Via: Erica Rose, Director

From: Erica Rose, Director; Casey Lansinger-Pierce, Senior Manager, Severance Library; Mollie Amundson, Weld RE-4 School District Lead District Librarian; and Hannah Adams, Weld RE-4 School District Librarian

Date: August 27, 2026

Re: MOU Clearview Library District/Weld RE-4 School District

Item 5.1: New Business

Background:

The presentation of a Memorandum of Understanding (MOU) between the Clearview Library District and the Weld RE-4 School District represents the culmination of an extensive development process between both organizations. This agreement serves as a celebration of our long-standing partnership and formalizes our shared commitment to ongoing strategic collaboration. As public entities, our organizations share a fundamental mission to foster learning, literacy, and community growth. The impact of this formal collaboration is significant: it provides a partnership framework that yields a resounding net positive for all District students, teachers, and caregivers.

MEMORANDUM

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

Date: August 27, 2026
Re: Colorado Public Library Standards Review: Marketing and Public Relations
Item 5.3: 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.