Board of Trustees Regular Meeting
October 29, 2026 • 5:30 p.m.
Severance Library
5 Timber Ridge Pkwy., Severance
Join via Zoom

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 September 24, 2026, Regular Board Meeting (Action)
- Director Goals & Strategic Plan Quarterly Updates - Erica Rose, Director (Information)

- Board Opening Update - Jeromey Balderrama, Vice President (Information)
- Board Self-Evaluation - Jeromey Balderamma, Vice President (Information)
- Library of Things Policy Update - Jeromey Balderrama, Vice President (Action)

New Business

- Clearview Library District Strategic Plan Presentation - Erica Rose, Director; Chelsea Dodd Coleman, Co-Founder & Consultant, Library Logic; and Anne Kemmerling, Library Logic (Action)
- First Reading of the 2027 Clearview Library District Budget - Erica Rose, Director; Financial Administrator, Sarah Watson (Information)
- Colorado Public Library Standards Review: Resource Sharing - Jeromey Balderrama, Vice President (Information)
- Director's Evaluation - Lisa Gagliardi, President (Information) Executive Session

Executive Session

An executive session pursuant to C.R.S. § 24-6-402 (4)(f) for the purpose of discussing a personnel matter: the performance evaluation of Director Erica Rose.

Upcoming Agenda

Adjourn

Upcoming Meetings

- No November Board of Trustees Regular Meeting
- Board of Trustees Regular Meeting, December 10, 2026, 5:30 p.m. - Severance Library and Zoom
- Board of Trustees Special Meeting, January 7, 2027, 5:30 p.m. - Zoom
- Board of Trustees Regular Meeting, January 28, 2027, 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 - SEPTEMBER 2026

Districtwide Update - Director Erica Rose
September was defined by intensive budget preparation and regional leadership. Director Rose and Executive Leadership dedicated significant time to heavy fiscal planning and budget development to ensure readiness for upcoming Board budget meetings and the formal October budget reading. In parallel, Executive Leadership convened for a strategic retreat to focus on long-term organizational goals. They attended the AIMS Speaker Series to engage with broader community and educational perspectives before moving into final work on Strategic Planning Goals.
At the state level, Director Rose and members of the District team represented Clearview at the CALCON (Colorado Association of Libraries) conference, where Director Rose and Trustee Balderrama co-presented. Adult Services Assistant Rebecca Robbins also co-presented at the conference, in partnership with local health experts. Local community connection remained a priority, as enthusiastic staff and board participation were highlighted in the annual Harvest Festival parade. Additionally, CLD actively participated in Marmot Consortium Board meetings and public ILS procurement discussions. Local partnerships remained strong through attendance and presentations at Weld RE-4 School Board meetings, Chamber functions, and quarterly breakfasts with regional leaders.

Admin Team Highlights, Opportunities & Challenges

- **Finance and Human Resources**
    - HR Manager Tracy Barger completed recruitment and interviews for several roles, including a Programming and Engagement Librarian III, two Librarian II positions, two Design Librarians, and a Communications Supervisor. Additionally, new hire orientations were conducted for a Mobile Services Assistant and the P&E Librarian III, while interest discussions were held with all program specialists. The team also implemented a 360 evaluation process for Director Rose alongside managing ongoing HR processes and employee relations.
    - Finance Manager Sarah Watson continued to lead our budgeting process, meeting regularly with managers and Director Rose to ensure responsible planning and accurate numbers. Additionally, work continued to ready the payroll system for the 2027 transition to Paylocity, along with ongoing work on the state grant application and unclaimed property cleanup.

- **IT (Manager, Ken Reynolds)**
    - The team initiated the deployment of Cisco Secure Endpoint protection across approximately 40 district computers, re-enabled geo-blocking security parameters for Gmail, and activated attachment sandboxing to prevent cybersecurity threats. Additionally, the team resolved website security certificate renewals for clearviewlibrary.org and clearview.marmot.org, procured new Microsoft Office licensing for staff, and partnered with Marmot to troubleshoot CloudNine patron printing integration issues.

- **Innovation Technology:** Installed a new promotional display TV on the Bookmobile, conducted a team tour of Greeley's LINC maker space to inform 2027 District innovation planning, and began testing iPad-based digital waivers for Library of Things items.

- **Administrative Operations (Manager, Natalie Wagner)**
  - **Communications**
    - The team successfully interviewed candidates for a new Communications Supervisor in early September, and the new hire will join the district in November. While short-staffed, the team remained active on social media and in print, while also filling staff needs.
  - **Facilities**
    - The Facilities team is currently short-staffed and actively interviewing while meeting any needs, with help from other teams in running the courier route.
  - **Technical Services**
    - Tech Services reconfigured their workspace to host Marmot processing, relocated the holiday collection to WL storage, shifted Bookmobile space to juvenile graphic novels, and resolved several Sierra record and transmission errors.
    - Team members assisted with courier, ILL, and Prospector coverage while cross-training on Marmot processing and attending the 2026 NW ILL Conference.

Severance Library (Senior Manager, Casey Lansinger-Pierce)

- **Severance Library**
  - To prepare for upcoming staff growth at Severance Library, the team strategically reorganized the workroom and storage spaces. As part of this layout optimization, Marmot processing operations and surplus supplies were relocated to the Administrative Building, maximizing available workspace for incoming personnel.
- **Programming & Engagement**
  - In late September, staff members from the former Public Services Department represented our district at the Colorado Association of Libraries (CAL) Annual Conference. A major highlight was seeing Rebecca Robbins, former staff member Courtney Harris, and Weld County Health Education Specialist Cody Speece present *Connection By Design*.
  - September's programming saw outstanding community engagement, led by a well-attended *Thursdays at the Library* farm animal event that drew nearly 365 participants. Later in the month, Adult Program Specialist Sarah Strawn hosted a popular quilling workshop for over 20 attendees.

- **Windsor Library (Senior Manager, Amanda Brian)**

- Teen and adult engagement reached high levels this September, starting September 5, when 13 teens and 10 adults participated in separate Dungeons & Dragons sessions, sparking ideas for a future "Teens vs. Adults" event. Additionally, the teen-focused Adulting 101 program provided key safety insights through a collaboration with Hayley Carson from Windsor Severance Fire Rescue and Adora Shuma from the Town of Windsor Police Department, who led interactive field tests and discussions on distracted driving.
- The 29th Annual MANHATTAN SHORT Film Festival was held on September 27. This was an honor, as only a handful of community locations are chosen to screen these films across the United States. The event drew 26 adults, including attendees traveling from as far as Cheyenne.

- **Mobile Services**
  - Mobile Services welcomed a new team member and celebrated the official completion of our renovated bookmobile—ready to roll and serve the community! The local skate scene was on full display this September with growing attendance at the 10th annual Windsor Grind and 2nd annual Severance Grind competitions. The team also connected with 884 attendees at the Harvest Festival (down from last year due to location issues) and looks forward to securing a central location again next year.

Our Impact - Q3 2026

Visits & Cardholders

Library Location Visits	54,310
Monthly Library Card Users (Avg.)	6,723
New Library Cards Issued	1,238





Circulation

Physical Items Checked Out	111,930	Digital Check Outs	43,867
Windsor Library	70,724	Monthly eBorrowers (Avg.)	3,098
Severance Library	27,819	Database Sessions	8,503
Bookmobile	4,441		
Other	8,946		

Programs & Meeting Rooms

Program & Event Attendees	13,258	Library Meeting Room Reservations	943
Programs Offered	388	Windsor Library	619
Outreach Engaged	4,043	Severance Library	324
Outreach Exposed	26,896		



"Great small library, books, audio books, games, movies. Great quiet place to study. Easy to put items on hold and pick them up. They also have alot of programs and activities for kids and teens."

-Bryan -Google Business Review

Technology & Engagement

Library Public Computer Sessions	4,354
Monthly Library Public Computer Users (Avg.)	793
Monthly Library WiFi Usage (Avg.)	1,338
Library Website Pageviews	130,327
Social Media Followers	5,778
Post Engagements	3,867

Nuestro impacto - Q3 2026

Visitas y titulares de tarjetas

Visitas a las bibliotecas	54,310
Usuarios mensuales de tarjetas de biblioteca (promedio)	6,723
Nuevas tarjetas de biblioteca emitidas	1,238





Circulación

Artículos físicos retirados en préstamo	111,930
Biblioteca de Windsor	70,724
Biblioteca de Severance	27,819
Bibliobús	4,441
Otro	8,946
Préstamos digitales	43,867
Prestatarios electrónicos mensuales (promedio)	3,098
Sesiones de base de datos	8,503

Programas y salas de reuniones

Asistentes al programa y al evento	13,258
Programas ofrecidos	388
Participación en actividades de extensión	4,043
Divulgación expuesta	26,896
Reservas de salas de reuniones de la biblioteca	943
Biblioteca de Windsor	619
Biblioteca de Severance	324



"Excelente biblioteca pequeña, con libros, audiolibros, juegos y películas. Es un lugar tranquilo y agradable para estudiar. Es fácil reservar materiales y recogerlos. También tienen muchos programas y actividades para niñas, niños y adolescentes."

-Bryan -Reseña de Google Business

Tecnología y participación

Sesiones en las computadoras públicas de la biblioteca	4,354
Usuarios mensuales de computadoras públicas en la biblioteca (promedio)	793
Uso mensual de WiFi de la biblioteca (promedio)	1,338
Visualizaciones de páginas del sitio web de la biblioteca	130,327
Seguidores en redes sociales	5,778
Interacciones con publicaciones	3,867

REPORTS OF THE LIAISONS - OCTOBER 2026

Town of Windsor - Board Member Lainie Peltz

- The intersection of Crossroads Blvd. and Colorado Blvd. is under construction for a roundabout. Both the north and south sides of Colorado Blvd. are closed to through traffic until early December, but Crossroads Blvd. remains open in both directions.
- County Rd. 13/Colorado Blvd. is under construction at Kyger Reservoir; the east-side parking lot is still open, but detours are in place for access.
- The town is updating the Downtown Parking Master Plan—there are 3 years' worth of data collected so far. Windsor is well under the 85% occupancy threshold, so there is plenty of parking downtown, even with construction work on the backlot between 4th and 5th Streets on the north side of Main Street. View the parking map: Downtown Windsor Parking
- The Leaf and Branch Recycling Program for Windsor residents is back for the 2nd year, Oct 16-Nov 15 on the weekends: Windsor Leaf & Branch Drop Recycling Program Returns for 2026
- There are some vacancies on a few Citizen Advisory Boards – Windsor Housing Authority, Parks, Recreation, and Culture, and the Tree Board: Board & Commission Vacancies
- Work continues on the Housing Action Plan and the Vision Zero Safety Plan for the CO 392 corridor from I-25 to County Rd. 21.
- The next Coffee with the Mayor has moved to Friday, November 6, at 10:00 a.m. at the Windsor Community Recreation Center. Coffee with the Mayor will not be held in December.
- 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

Clearview
LIBRARY DISTRICT

TREASURER'S REPORT SEPTEMBER 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 September in Colotrust is 3.89%, which is a .07% change from the August statement.

Fund Balance
The total increase in fund balance through September is $3,395,791, mainly due to property tax revenue, which represents 98% of the current budget with 75% of the year elapsed.

Operating Expenses
Total expenditures are $2,461,977, representing 64% of the total operating budget, with 75% of the year elapsed. Most expenses are running lower than anticipated but should catch up by year-end.

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

	Total			
	Actuals January 1 - September 30	Total 2026 Budget	Over/Under Budget	% of Budget
Revenue				
Property Tax	7,271,419	7,382,728	(111,309)	98%
Other Income	508,338	523,028	(14,690)	97%
Specific Ownership Tax	236,010	300,000	(63,990)	79%
Total Revenue	**$ 8,015,768**	**$ 8,205,756**	**$ (189,988)**	**98%**
Expenditures				
Benefits	759,927	1,228,488	(468,561)	62%
Salaries	2,270,580	3,501,710	(1,231,130)	65%
Operating Expenses	629,034	822,597	(193,563)	76%
Public Relations	104,368	174,500	(70,132)	60%
Programming	67,746	110,000	(42,254)	62%
Materials	329,448	521,000	(191,552)	63%
IT	189,338	268,000	(78,662)	71%
Vehicles	28,486	32,000	(3,514)	89%
Capital	190,471	212,000	(21,529)	90%
Lease Payment	50,578	361,156	(310,578)	14%
Total Expenditures	**$ 4,619,977**	**$ 7,231,451**	**$ (2,611,474)**	**64%**
Net Income	**$ 3,395,791**	**$ 974,305**	**$ 2,421,486**	**349%**

Clearview Library District
Balance Sheet
As of Sep 30, 2026

	Total
Assets	
Cash and Investments	16,322,031
Other Current Assets	186,000
Total Assets	**$ 16,508,031**
Liabilities	
Accounts Payable	131,108
Other Current Liabilities	41,242
Total Liabilities	**$ 172,350**
Fund Balances	
Restricted	216,944
Operating Reserve	3,615,726
Capital Reserve	1,670,544
Long-Term Planning	7,436,678
Net Income	3,395,791
Total Equity	**$ 16,335,682**
Total Liabilities and Equity	**$ 16,508,031**

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 Mike Kessler, Weld RE-4 School District Liaison Jennifer Hansen, and Attorney Bill Garcia (joined online)

Absent: Town of Windsor Board Member Lainie Peltz, Town of Severance Liaison Craig Joseph, City of Greeley Liaison Brian Rudy

Staff: Director Erica Rose, Senior Manager Severance Library Casey Lansinger-Pierce, Administrative Operations Manager Natalie Wagner, Finance Manager Sarah Watson, 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 shared August program highlights: featured "Kids in the Kitchen" (bagged ice cream) and "We Dream in STEAM" (peach crumble cups & lake fishing with Colorado Youth Outdoors). Staff Training Day: completed sexual harassment training, active shooter training, IT training, and strategic plan focus groups while Marmot systems underwent updates. Operations & Shifts: Leadership worked with a change management expert to support upcoming organizational restructuring; the Windsor Library saw an uptick in after-hours reservations. Bookmobile: remodel completed in August; back in service. Staffing & Reorganization: hired Jake Neal as Program and Engagement Librarian III (starting Sept. 28), bringing an outreach and youth/adult programming background; he will oversee overall program scheduling and district-wide adult design strategy. Interviews are underway for Librarian II positions and Design Librarian roles.

Follow-Up Questions to Liaison Reports

The liaison reports are included in the board packet.
Jennifer thanked Director Rose for presenting the MOU to the School Board.

Board Updates - Lisa Gagliardi, President
Jeromey said policy matters will be covered in old business, and everything is on track to share the draft Strategic Plan report at the October regular board meeting.

Treasurer's Report - Cherilyn Barringer, Treasurer
The Treasurer's Report is included in the board packet.
Cherilyn reported that most annual property tax revenue has been recognized; the fund balance increased by $3.7M through August; Colorado Trust yields are up slightly to 3.82%; and year-to-date operating expenses are 57% of the budget with approximately 66% of the year elapsed.

Friends & Foundation Report - Cherilyn Barringer
Cherilyn reported on the September Friends and Foundation meeting: 110 tickets have been sold so far for Casino Night; Friendsgiving is to be held on 11/6, from 6 to 7:30 p.m. at Windsor Library; the Clearview Reads author will be announced at the next meeting; Clearview Reads events are scheduled for the VIP on 4/23/2027 and the Author Talk on 4/24/2027.
The Friends and Foundation are promoting 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 August 27, 2026, Regular Board Meeting
  - Minutes were approved.
  - Motion by Jeormey Balderrama, second by Cherilyn Barringer, to approve minutes of the August 27, 2026, Regular Board Meeting; motion passed unanimously.
- Library of Things Policy Update - Jeromey Balderrama, Vice President
  - Jeromey thanked Director Rose and Mike for their work on this policy. Jeromey presented a draft update working product to rebrand "Explore Kits" to the industry-standard "Library of Things."
  - The board held an in-depth conversation to note the following:
    - Liability Waiver: Requirement of a release-of-liability waiver signed by adults (or parents/guardians for patrons under 18) for items checked out for off-site use (e.g., power washers, GoPros, tools).
    - Accessibility & Operations: Concerns were raised about barriers to youth borrowing simple items (e.g., Rubik's cubes, origami kits) if a blanket waiver is enforced on every kit.

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        - Insurance & Legal Considerations: The Board discussed options to either enforce a universal waiver or bifurcate high-risk/high-value items (saws, power tools, and GoPros) into a Makerspace Collection requiring a waiver, while keeping lower-risk kits barrier-free.
        - System Technicalities: Marmot integration via PIKA/Sierra was discussed to allow electronic waiver logging without heavy manual staff workflows.
    - The board will convene in executive session to speak with legal counsel, Attorney Bill Garcia, and review insurance requirements.
    - The Library of Things policy continues to be a work in progress and will be reviewed again at the October regular board meeting.
- Board Opening Update - Erica Rose, Director
    - Director Rose said we currently have no external applicants; no candidates have formally applied. Director Rose said there are still a couple of days, though. Director Rose said the district has done several things to promote the board opening, including an email campaign and posts on social media and the website, which some of our liaisons have cross-posted. I've reached out to people who have applied before.
    - Director Rose reported that applications are being accepted through Sunday, 9/27/2026. The candidate interviews are scheduled for October 22 with a backup date of October 24.

New Business

- Candidacy for Library Board Vacancy (Bylaws 4.3.6.3) - Cole Gerstner, Trustee
    - Cole referenced Bylaws 4.3.6.3, which allows the board majority discretion to recommend an existing Alternate Trustee to the Interview Committee.
    - Cole made a motion to recommend Alternate Trustee Mike Kessler to the Interview Committee for the open Trustee seat (replacing Trustee Gerstner). Trustee Gerstner's term ends 12/31/2026.
    - Jeromey recused himself from the discussion and abstained from voting, citing his participation on the Interview Committee.
    - Motion by Cole Gerstner, second by Caitlin Evans, to allow an Alternate Trustee to move into the interview process without submitting an application but still be interviewed; motion passed unanimously.
- Marmot Presentation - Dr. Adam Murray, Executive Director, Marmot Library Network
    - Director Rose introduced Dr. Adam Murray. Adam shared a slideshow presentation and in-depth information that was well received by the board.
    - Adam highlighted the many avenues available to a member library through the Marmot Library Network.
        - Presentation Highlights and Metrics:
        - Marmot encompasses 37+ member libraries across Colorado.
        - Since joining Marmot in early 2026, Clearview patrons have borrowed an average of 1,383 physical items/month over the past 5 months, generating an estimated $138,000 in library cost avoidance.

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    - Clearview patrons checked out ~50,000 digital items since April.
    - The consortium voted to upgrade all members to the *New York Times All-Access* tier (including News, Cooking, Games, Wirecutter, The Athletic) starting 2027.
    - Blocked security exploits up 127% across the network. Marmot implemented defense mechanisms against malicious AI scraping bots targeting ILS user accounts and e-media collections.
- Summer Adventure Program Recap - Casey Lansinger-Pierce, Senior Manager, Severance Library
    - Casey presented a slideshow on the Summer Adventure Program "Unearth a Story," themed around dinosaurs, geology, and archaeology. Casey reported total program attendance was 10,666 participants across all summer events (Windsor, Severance, and off-site locations). Registration was nearly 3,000 participants and up 10%, and the program completion rate rose 28%. Adult registrations set a record, with over 1,000 adults enrolled. Casey complimented staff on promoting the programs, especially to adults, noting that adult registration was very high this year. A highlight of SAP was a hot-air balloon ride entered to win; SAP participants just had to complete an SAP survey.
    - Casey shared that next year's theme will be "Mysteries."
    - The board thanked all staff involved in and helping with the 2026 Summer Adventure Program. There was a round of applause!
- Preliminary 2027 Revenue Numbers and Budgeting Process - Erica Rose, Director, Sarah Watson, Finance Manager
    - Sarah shared a slideshow presentation that briefly covered the 2027 preliminary revenue numbers and budget process. Sarah discussed the Weld County preliminary assessed valuations, and Erica discussed oil & gas fluctuations. The board had some questions about the budget that were answered, and Erica said that she and Sarah will follow a process established last year to meet with board members in 2-on-2 budget preview meetings that will be scheduled prior to the formal October 15 draft budget publication.
- Directors' Evaluation Process - Lisa Gagliardi, President
    - Lisa reported that the Personnel Committee met with HR Manager Tracy Barger and Employer's Council to discuss and prepare for the Director's Evaluation. It will be a 360-degree evaluation and will be open September 28 - October 9. Employer's Council will provide a report on October 22.
    - Lisa said there will be an executive session at the October regular board meeting to hold discussion of the evaluation.
- Board Self-Evaluation - Jeromey Balderamma, Vice President

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    - Jeromey said that this year, the board evaluation will be shared with board members, liaisons, and staff who regularly attend board meetings. It will be similar to the library's standard surveys and a year-in-review, a 10-minute form. Jeromey will send it out after 10/9 and then present the findings at the December regular board meeting.
- Discussion of Proposal to Amend Bylaws (Bylaws Section 6.2) - Cole Gerstner, Trustee
    - Cole spoke to the statute referenced in the bylaws. It doesn't address voting. Cole said the U.S. government eliminated remote voting. Cole would like to ask Bill to review this statute regarding remote voting.
    - Cherilyn said she would be against changing this bylaw. Cherilyn remembered asking, when she originally applied to serve on the Board of Trustees, whether she could participate remotely, especially if the weather was bad.
    - Michael said he hasn't had a good experience with online meetings that include voting.
    - Director Rose said the Severance Library's Cottonwood meeting room differs from the Windsor Library's Pikes Peak meeting room. The board could consider hosting meetings at the Severance Library.
    - Lisa shared that board members should decide before a meeting whether they feel well enough to attend and, if not, let the president know in advance so the alternate trustee can vote. Lisa asked about a trial run for next month's meeting in the Cottonwood meeting room at the Severance Library.
    - Jeromey suggested putting together a working agreement as an offer to board members.
- Colorado Association of Libraries Conference Update - Jeromey Balderrama, Vice President
    - Jeromey said that CALCON was September 9-11; staff and Trustees attended. Jeromey acknowledged Clearview Library District staff, Rebecca Robbins, and former employee Courtney Harris, who presented at the conference. *Connection by Design:* Presented by Rebecca Robbins, Courtney Harris, and Cody Spies (Weld County Health Dept.) on library solutions to community isolation.
    - Jeromey thanked Director Rose for presenting alongside him. *Board Governance & Standards:* Joint presentation by Director Rose and Vice President Balderrama.
    - Jeromey would like trustees and staff to share their takeaways on a slide, and he will share notes and handouts/implementation and takeaways.
- Colorado Public Library Standards Review: Evaluation and Planning - Jeromey Balderrama, Vice President

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- Jeromey said there are three priorities: review local, state, and national public library statistics; develop a strategic plan for library services and operations; use the Colorado Public Library Standards to assess strengths and identify areas for growth and improvement opportunities. The board discussed these priorities and shared thoughts. The board and staff should also continue to consider and prioritize public library statistics, including Clearview's and comparable library districts. Similar size, demographics, and budgets would be good comparisons.
- Jeromey said he will share all previous data and surveys for board members to review before November.

Executive Session
An Executive Session Pursuant to C.R.S. § 24-6-402(4)(b): Conference with an attorney for the Clearview Library District Board of Trustees to receive legal advice regarding liability waivers.

Motion by Jeromey Balderrama, second by Cherilyn Barringer, to go into Executive Session Pursuant to C.R.S. § 24-6-402(4)(b): Conference with an attorney for the Clearview Library District Board of Trustees to receive legal advice regarding liability waivers; motion passed unanimously at 8:06 p.m. The board held a 5-minute recess and then went directly into executive session.

The Board exited the executive session at 8:36 p.m.

President Gagliardi called the regular board meeting to order at 8:39 p.m.
Present: Lisa Gagliardi, Jeromey Balderrama, Cherilyn Barringer, Caitlin Evans, Cole Gerstner, Michael Kessler, Attorney Garcia (online), Erica Rose, Natalie Wagner, and Ken Reynolds.

Upcoming Agenda
First Reading of the Budget
Director's Evaluation
Board Opening Update
Board Evaluation
Library of Things policy
Strategic Plan Presentation

Adjourn
Motion by Jeromey Balderrama, second by Cherilyn Barringer, to adjourn; motion passed unanimously. The meeting adjourned at 8:39 p.m.

Upcoming Meetings

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

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- No November Board of Trustees Regular Meeting
- Board of Trustees Regular Meeting, December 10, 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 prior to the meeting to make arrangements.

DRAFT

Clearview LIBRARY DISTRICT

MEMORANDUM

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

Date: October 29, 2026
Re: Library of Things Policy Update
Item 4.5: Old Business

Background
The Library of Things Policy is presented for its first reading. As a brand-new district policy, this document establishes collection curation standards, circulation limits, and patron use guidelines for the district's "Library of Things," which includes items ranging from STEM and creative arts kits to outdoor recreation gear. The policy outlines standardized loan periods, borrower requirements, and industry best practices to ensure both equitable community access and responsible asset management.

Attachments
Library of Things Policy

Clearview LIBRARY DISTRICT

Library of Things Policy

The Clearview Library District *Library of Things* Collection supports lifelong learning, creativity, and access to hands-on experiences for the community. *Library of Things* includes non-traditional library materials that promote exploration in science, technology, the arts, literacy, and recreation.

The *Library of Things* collection is developed in alignment with the District's Collection Development policy and reflects community needs, emerging trends, and the library's mission.

Types of *Library of Things* Items

The District may include, but is not limited to, the following categories:

- **STEM Kits** (e.g., robotics kits, coding devices, microscopes, circuit kits)
- **Creative Arts Kits** (e.g., drawing sets, crafting kits, music kits)
- **Technology Kits** (e.g., tablets with restricted access, hotspots where applicable, photography kits)
- **Outdoor & Recreation Kits** (e.g., birdwatching kits, hiking backpacks, nature exploration kits)
- **Life Skills Kits** (e.g., cooking tools, home repair basics, gardening kits)
- **Maker Space Kits** (e.g., wood carving, jewelry making, leather stamping)

Circulation Guidelines

To ensure equitable access and responsible use, the following circulation limits and conditions apply:

- **Clearview Library Card:** Patrons must have a valid Clearview Library card in good standing to borrow *Library of Things* items.
- **Checkout Limit**: Up to five *Library of Things* items at one time, per patron account
- **Waiver:** Signature of *Library of Things* Liability Waiver
- **Policies:** By checking out a *Library of Things* item, patrons agree to follow all District policies and all state and federal laws governing the use of that item.

DRAFT

Borrowers also agree that the Clearview Library District is not responsible for any injury, loss, or damage that may occur as a result of use of *Library of Things* items.

- **Loan Period**: 2 weeks (14 days)
- **Renewals**: Up to 2 renewals, provided no holds are placed on the item
- The District reserves the right to deny access to *Library of Things* items if a patron violates the policy or misuses equipment.

Additional circulation conditions may apply based on specific kit types.

Release of Liability

Patrons who wish to borrow *Library of Things* items are required to complete a *Library of Things* Liability Waiver, which will be kept on file at the District. A parent or guardian will be required to sign the waiver for Clearview Library cardholders under the age of 18.

Lost and Damaged Materials

The Clearview Library District recognizes that *Library of Things* items are intended for hands-on use and that damage may occur due to normal wear and tear.

Fees shall be assessed when damage or loss is determined to be:

- The result of negligence, misuse, or intentional damage
- Excessive beyond what would be expected from normal use
- Involving missing components critical to the functionality of the kit

In such cases, charges may include:

- Repair costs
- Replacement of individual components
- Full replacement cost of the *Library of Things* item, if necessary

DRAFT

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Chelsea Dodd Coleman and Anne Kemmerling, Library Logic

Date: October 29, 2026
Re: Clearview Library District Strategic Plan Presentation
Item 5.1: New Business

Background / Discussion
In May 2026 the library district hired the strategic planning firm Library Logic to write a five-year strategic plan. This plan identifies library services and operations that align with the budget. It provides clear goals that reflect the vision, mission, and values of the district and community.

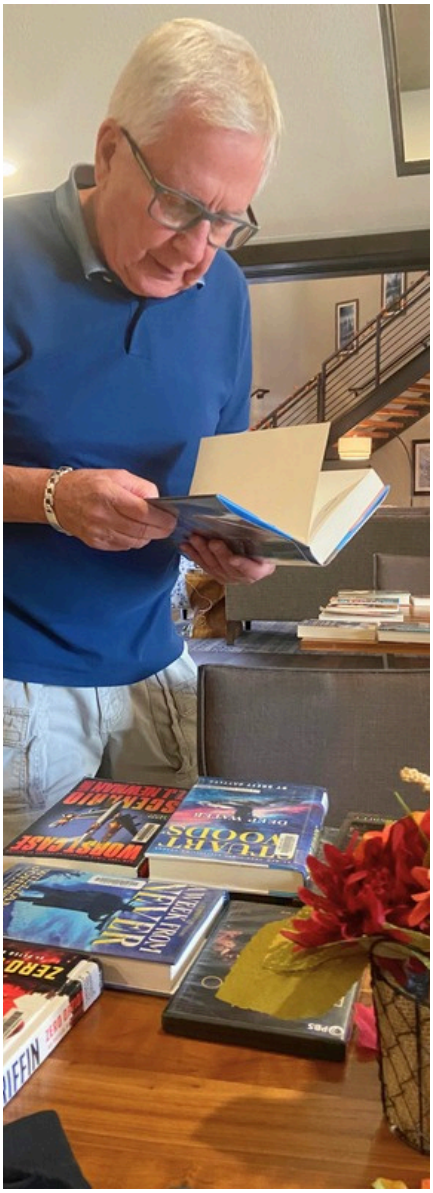
Recommendation
The Director, Management Team, and Strategic Planning Committee recommend adopting the 2027-2031 Strategic Plan for the Clearview Library District.

Attachment
Draft Clearview Library District Strategic Plan 2027-2031

Clearview
LIBRARY DISTRICT

Strategic Plan

2027-2031







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Draft

Message from the Board

Growth brings vitality, new perspectives, and fresh energy to the library's service area. It also brings the fundamental responsibility to ensure that as our towns expand, our sense of community deepens alongside them.

Public libraries exist to serve as common ground. In an era marked by rapid change, digital acceleration, and increasingly fragmented public life, the library remains one of the few places where every resident can pursue personal learning, connect with neighbors, and explore new possibilities. Our responsibility as trustees is to ensure Clearview Library District remains a vibrant, trusted civic anchor that anticipates and answers our region's needs.

This strategic plan represents a deliberate transition from reacting to growth to actively shaping how we serve. Over the years, our district has built beloved facilities, expanded mobile services, and nurtured a dedicated staff. However, keeping pace with our community requires more than adding shelves or programs. It demands clarity of purpose, disciplined stewardship of public funds, and a deep investment in the people who bring our mission to life every day.

We developed this plan by listening carefully to you. Through a variety of engagement methods, community members and internal stakeholders shared their hopes, concerns, and visions for the library's future. That input shaped every page of this document. Thank you to everyone who participated. Your honesty and insight are woven throughout this plan.

What we heard resonates deeply with who we are as an institution. You told us the library is essential community infrastructure, a launching point for discovery where people of all ages can explore, imagine, and learn together. You also told us about the real challenges: space constraints, visibility gaps, and the need for the library to feel welcoming and relevant to everyone across our service area. This plan answers that call. It is grounded in our commitment to creativity, trust, access, and growth—values that guide how we serve and evolve alongside you. We invite you to explore this plan and join us as we cultivate curiosity, enlighten minds, and build an even stronger community together.



Jeromey Balderrama
Vice President, Board of Trustees



Caitlin Evans
Secretary, Board of Trustees

Draft

Our Team

Strategic Planning Committee

Erica Rose, *Director*
Jeromey Balderrama, *Trustee*
Caitlin Evans, *Trustee*
Casey Lansinger-Pierce, *Senior Manager, Severance Library*
Amanda Brian, *Senior Manager, Windsor Library*
Natalie Wagner, *Administrative Operations Manager*
Clara Kelley, *Youth Services Assistant*
Rebecca Robbins, *Adult Services Assistant*
Amanda Matl, *Library Information Technologist 1*
Rob Wygal, *Customer Service Supervisor, Severance Library*
Christy Olson, *Mobile Services Assistant*
Ann Kelley, *Board Member, Clearview Library District Friends & Foundation*

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Library Board of Trustees

Lisa Gagliardi, *President*
Jeromey Balderrama, *Vice President*
Cherilyn Barringer, *Treasurer*
Caitlin Evans, *Secretary*
Cole Gerstner, *Trustee*
Michael Kessler, *Alternate Trustee*

Consultants

Library Logic Consulting LLC:
Chelsea Dodd Coleman, MLIS
Annie Kemmerling, MLS, MBA

Executive Summary

Clearview Library District serves a dynamic, rapidly expanding service area encompassing Windsor, Severance, and parts of West Greeley. Over the past decade, the population has surged, changing expectations for how public services are delivered and experienced. In response, this strategic plan charts an intentional path forward, shifting organizational focus from basic expansion to high-impact responsiveness, operational agility, and long-term sustainability.

The Planning Foundation

The planning process, building on prior strategic work, kicked off in June 2026 with a comprehensive library and community assessment. Internal and external stakeholders engagements along with additional quantitative and qualitative research into demographic patterns and service trends directly informed the goals set forth in this plan. Thank you to everyone who participated.

Strategic Priorities & Approach

Rather than simply doing more, this plan focuses on doing what matters most with measurable quality, broader accessibility, and intentional resource allocation. The framework is organized around four core pillars:

- **Expanding Connection and Reach:** Through strategic partnerships, civic dialogue, and offsite collections in high-growth corridors including West Greeley, the library is actively bridging geographic and awareness gaps across the entire service area.
- **Delivering Relevant, Low-Barrier Service:** The plan removes physical, technological, and language barriers through universal design, continuous service evaluation, and intentional outreach to residents who have not yet engaged with the library.
- **Creating Adaptive Spaces and Experiences:** A Facilities Master Plan will guide flexible, multi-use capital investments while mobile services and hands-on discovery programs meet patrons wherever they gather.
- **Investing in Organizational Capacity and Sustainability:** By aligning financial plans with strategic priorities and equipping staff with the tools, training, and operational clarity they need, the library ensures its services remain resilient and sustainable for the long term.

By establishing clear measures of impact and continuous feedback loops, Clearview Library District will proactively evolve alongside Northern Colorado's growth, serving as an indispensable civic anchor for years to come.

Draft

Our Mission

Cultivate Curiosity,
Enlighten the Mind,
Strengthen the Community



Our Vision

We aspire to be a launching point for discovery—creating innovative and adaptive spaces where everyone can explore, imagine, create, and learn on the path of lifelong learning to improve ourselves and our communities.

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Our Values

Creativity
We explore ideas together. We encourage curiosity and celebrate innovation. We create meaningful experiences for everyone.

Trust
We build and maintain a culture of trust with one another and our community as a daily practice.

Access
We commit to equity, inclusion, and accessibility because the library is for everyone.

Growth
We embrace change and support one another as we grow.

Our Community

Clearview Library District serves 98.1 square miles across Windsor, Severance, and parts of West Greeley. Since 2014, the service area population has more than doubled, with Severance's population tripling. This growth is expected to continue as new housing developments expand.

In the last ten years, residents identifying as Hispanic or Latino and households that speak a language other than English at home has grown. Additionally, educational attainment is rising, and most households are digitally connected.

Economic growth, however, is unevenly distributed. Median per capita income is 30% higher in Windsor than Severance. The poverty rate has increased overall despite declining unemployment, indicating that economic gains have not yet reached all residents equally.

These trends paint a portrait of a rapidly growing community navigating significant demographic and economic shifts.

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Notable Trends Over the Last Decade

- Those over 65 grew by 28%, with Windsor seeing the greatest increase.
- While there was an overall decline in median age, Windsor saw a 7.6% increase and Severance saw a 12.7% decline.
- Those identifying as Hispanic or Latino have more than doubled, and those identifying as more than two races is over 8 times higher.
- There was a 66% increase in those who speak a language other than English at home.
- Those over age 25 with a Bachelor’s degree or higher increased 29%.
- Median household income is up 54%.







2024* Community Statistics Noteworthy Numbers

Total Service Area Population: 48.383
Windsor Population: 37,914
Severance Population: 10,130

Median Age: 36.1
Under 18 Years Old: 27.5%
Over 65 Years Old: 12.8%

Hispanic or Latino: 17.6%
White alone: 76.2%
Two or More Races: 12.3%

Median Household Income: $118,516
Poverty Rate: 5.8%
Unemployment Rate: 4.8%
Mean Commute Time: 26.6 minutes

Bachelor's Degree or Higher: 47.1%
Language other than English at Home: 9.3%

**There is a delay in the release of 2025 American Community Survey data as of September 2026. Current estimates are difficult to pinpoint given the high rate of growth and the unique geography of the district.*

Draft

Library Snapshot

From 2015 to 2025, Clearview Library District has undergone a significant identity shift. While per capita metrics like physical visits and cardholder percentages have declined due to increased population numbers, this reflects changing usage patterns rather than diminished relevance.

Digital circulation has nearly tripled, and the library's role as a connector to resources beyond its walls has strengthened through increased interlibrary lending via the Marmot Library Network. The physical collection, though smaller, is working harder with metrics that show it is highly valued by the community.

Patrons are also shifting how they use facilities. Many are moving from using library-owned computers to personal devices on wireless networks, and meeting room usage has surged as the library serves as a communal workspace. The library remains financially stable, yet faces the challenge of re-engaging adult patrons and scaling services to match population growth.

Library statistic assessment reveals an organization successfully pivoting toward digital integration and community utility, even as traditional usage patterns evolve.

Draft

Notable Trends Over the Last Decade

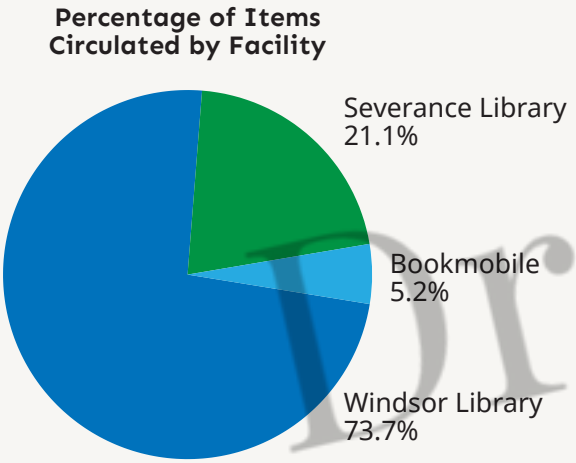
- Digital materials have seen a 179% increase in circulation.
- While the library has double the amount of full-time equivalent employees, its staff per 1,000 served is nearly 17% less than 2015.
- The library provided 32% fewer kids programs while seeing a 23% increase in attendance, speaking to greater ROI on youth program efforts.
- Meeting room usage is 5 times higher than in 2023 when data was reported for the first time.
- While computer use still outpaced wireless sessions by a slim margin, projections show that wireless sessions will begin to surpass computer use in 2026.

2025 Library Statistics Noteworthy Numbers



Annual visits: 182,868
Offsite "visits": 29,863

Total items borrowed: 537,268
Digital items borrowed: 147,361





Program attendees: 52,096
Total programs: 1,740

Wireless sessions: 12,741
Computer sessions: 13,054



Operating revenue: $7,502,753
Local revenue per capita: $124.75
Full-time equivalent staff: 49.0

Draft

Stakeholder Engagement

The strategic planning process kicked off in June 2026 with a library and community assessment. External and internal stakeholders were engaged in focus groups, one-to-one conversations, surveys and talkback boards. Those efforts, along with additional research, informed the goals set forth in this plan.

Thank you to all community members and staff who contributed their insights.

> *I love the 3rd space aspect of a library.*

> *I think the library is typically known for moms with littles. It's not known as a workplace resource.*

> *I don't feel cohesive community [within town].*

> *This library...is really having to struggle with the space limitations.*

> *I think the library is a really key point to the community and the togetherness in the community.*

External Focus Groups

Stakeholders included Windsor, Northwest Windsor, Severance, and West Greeley residents. Four were for the general public, while one was tailored to business leaders.

Number of conversations: 5
Total participants: 36

Internal Focus Groups

Stakeholders included library leadership, staff, and trustees, and Clearview Library District Friends & Foundation trustees.

Number of conversations: 4
Total participants: 51

One-to-One Conversations

Representation included community leaders and stakeholders representing local government, education, business, economic development, and a neighboring library leader

Number of conversations: 8

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Public Survey

Because CLD surveyed its users in 2025, a simplified digital survey was created in an effort to capture non-user insights. Following a direct mailing to households that do not have cardholders, along with digital promotions, perspectives from community members were collected from June 29 through August 8, 2026. The survey was offered in English and Spanish, however only surveys in English were completed.

Number of responses: 509

Staff Survey

A survey employing alternative questions from focus group conversation starters was offered to gather insights from those who may not feel comfortable sharing perspectives in front of their peers. Participating staff members represented a range of tenure levels and both public-facing and non-public-facing roles.

Number of responses: 9

> *Continue to highlight services for adult patrons who may not want to spend time around families and children.*

> *[There are a] lack of locations for gathering and togetherness*

> *[There is] polarization related to increasingly extreme political viewpoints*

> *[Invest] resources in underserved populations... particularly given our focus on equity as one of our values.*

> *[With so much AI-generated content, it's] difficult to distinguish fact from fiction at times.*

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TalkBack Boards

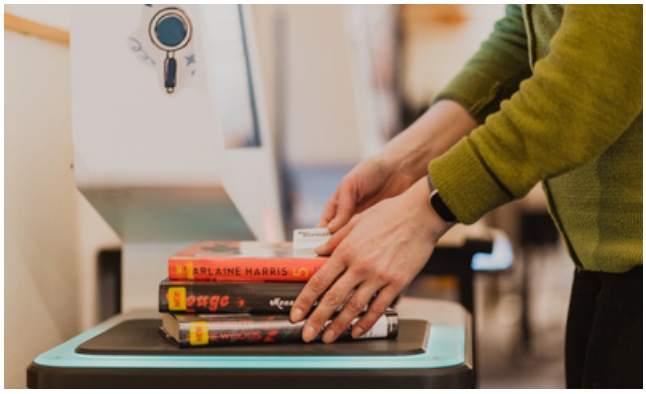
Talkback boards were placed in both library locations throughout July 2026, allowing patrons to freely share opinions and ideas while seeing and informally responding to feedback from other community members.

Total responses: 248

Windsor Library responses: 146
Severance Library responses: 94
Unidentified location responses: 8







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Key Insights

Across all stakeholder conversations, five interconnected themes emerged as central to the library's strategic direction. These themes reflect both the opportunities and constraints shaping how Clearview Library District can best serve its rapidly evolving region:

- Managing Regional Growth and Infrastructure Strain
- The Evolution of the Library as a "Third Space"
- Closing the Visibility and Awareness Gap
- Library Operational Capacity, Sustainability, and Boundaries
- Community Cross-Sector Connection and Collaboration

Community members, staff, and trustees converge around a coherent set of shared conclusions: the community wants a larger, more flexible version of the library it already values; staff want change that is intentional and well-resourced; and leadership recognizes that expanding the library's role depends on strategic vision and adequate staffing, space, technology, and organizational systems.

Strengths

Clearview Library District is a thriving, innovative institution whose strengths speak directly to the priorities and interests of the people it serves.

- Skilled, Dedicated, and Community-Focused Staff
- High-Quality, Diverse, and Responsive Programs & Services
- Strong Community Reputation, Engagement, and Partnerships
- Diverse and Comprehensive Collections & Resources
- Adaptability, Responsiveness, and Innovation
- Dedicated Leadership/Management
- Welcoming Facilities/Environment
- Trusted community institution and part of essential community infrastructure
- Long-standing community resource through change and growth
- Perception of the Library as a “Third Place”

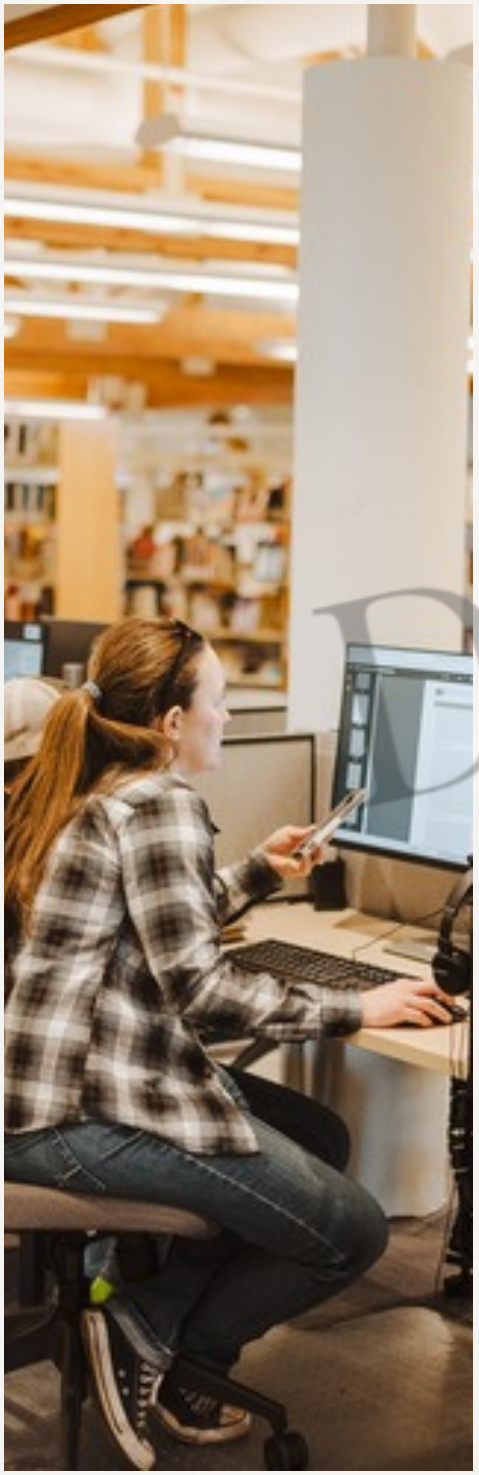
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Challenges

With the same attentiveness that shapes its strengths, the library acknowledges the challenges ahead, and areas where community voices have pointed the way toward meaningful improvement.

- Inadequate Facilities and Space Constraints
- Diversity and Inclusion Gaps
- Political Climate and Censorship
- Funding Uncertainty and Resource Scarcity
- Relevance and Public Perception in the Digital Age
- Community Growth and Infrastructure Strain
- Digital Divide and Technological Adaptation
- Convenience culture
- Varied library services across the region
- Risk of staff burnout

Our Goals



Connect

Strengthen the Library's Role as a Connected, Inclusive Community Hub

Serve

Prioritize Accessibility, Maintain Relevance, and Expand Value for the Community

Adapt

Create Innovative and Adaptive Libraries, Services, and Spaces

Sustain

Evolve as an Adaptive, Engaged, and Sustainable Organization

Draft

Connect

Strengthen the Library's Role as a Connected, Inclusive Community Hub

Key Initiatives

- Expand the library's reach among communities that are currently less connected to the library
- Position the library as a trusted connector to people, information, services, and community resources
- Create more opportunities for people to connect and participate in community life
- Reflect the diversity of the community in the library's services and experiences

Draft

Serve

Prioritize Accessibility, Maintain Relevance, and Expand Value for the Community

Key Initiatives

- Increase understanding of what the library offers and how it benefits the community
- Remove barriers that make it difficult for people to use library services
- Demonstrate the library's impact on the people and communities it serves
- Use community feedback to improve the library experience

Adapt

Create Innovative and Adaptive Libraries, Services, and Spaces

Key Initiatives

- Create flexible spaces that adapt to changing community needs
- Expand the library's presence to better serve a growing community
- Adapt services as people's needs and expectations change
- Create opportunities for exploration, creativity, and discovery

Sustain

Continue to evolve as an Adaptive, Engaged, and Sustainable Organization

Key Initiatives

- Ensure staff have the capacity to meet changing community needs
- Continue to deepen and strengthen a culture of trust, collaboration, and shared responsibility
- Support ongoing staff learning and leadership development
- Align resources with the library's highest priorities

Draft







Clearview
LIBRARY DISTRICT

Windsor Library
720 3rd Street
Windsor, CO 80550

Severance Library
5 Timber Ridge Parkway
Severance, CO 80550

Mailing Address
1194 W Ash Street
Windsor, CO 80550

970-686-5603

clearviewlibrary.org

@clearviewlibrary

@clearviewlibrary

@clearviewlibrary

Clearview LIBRARY DISTRICT

MEMORANDUM

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

Date: October 29, 2026
Re: First Reading of the 2027 Clearview Library District Budget
Item 5.2: New Business

Background
In compliance with state law, we are pleased to present the initial reading of the proposed 2027 annual budget. This milestone begins our formal review process and sets the foundation for strategic community investment in the coming year. We invite the Board and the public to participate in the upcoming budget hearing, scheduled during the regular Board of Trustees meeting on **Thursday, October 29, 2026, at the Severance Library (5 Timber Ridge Parkway, Severance, CO 80550).**

Attachments
Budget Message - Draft 2027 Budget

Draft Budget Message

2027 Budget Clearview Library District

Oct 14, 2026

It is my privilege to present the proposed 2027 budget for the Clearview Library District. This budget is the blueprint for how we will responsibly fund library service to the community in the year ahead. Every decision in this budget was made with our mission in mind: **to cultivate curiosity, strengthen the community, and enlighten the mind**.

2027 property tax revenue will decline by 10.2%, but judicious planning has allowed this proposed budget to remain balanced. This budget also ensures that we will maintain the services our community relies on, and while continuing to invest in our strategic priorities.

Strategic Priorities

The District will work in alignment with our newly created Strategic Plan, which sets four goals for dynamic library service. This budget is built to advance each of them:

- **Connecting:** Bringing people to the library and the library to people, through community engagement, outreach, and local partnerships.
- **Serving:** Providing a collection, programs, and spaces that meet the evolving needs of every patron, at every age.
- **Adapting:** Responding to change in technology, in how people learn, and in our growing communities, including new hands-on spaces and services for creating and discovering.
- **Sustaining:** Wisely investing in staff and infrastructure so the library remains strong and stable for years to come.

Three strategic priorities put these goals into action in 2027:

1. **MakerSpace:** Fostering hands-on creation, innovation, and digital literacy tools for all community members.
2. **Community Engagement:** Expanding active outreach, inclusive programming, and collaborative local partnerships.
3. **Collection Enhancement:** Curating diverse physical and digital materials tailored to evolving patron needs.

District Snapshot: Serving approximately 60,000 residents across Windsor, Severance, and West Greeley, the District operates the Windsor Library, Severance Library, Administrative Building, and Bookmobile. We offer a print collection of ~65,000 items, a digital collection of ~150,000 items, streaming services, extensive programs for all ages, and a wide variety of technology resources and tools.

Clearview LIBRARY DISTRICT

Revenue

The District is primarily funded by a 3.546 mill levy assessed against property owners and businesses within the library district boundaries.

The assessed value from Weld County for the 2027 budget cycle is $1,870,311,174, which will generate a projected $6,632,123 in property tax revenue.

Revenue from other sources totals $859,384, including specific ownership tax ($300,000; unchanged) and other income ($559,384; up 7%). Total projected revenue for 2027 is $7,491,507 reflecting an overall decrease of $714,249 (–8.7%) compared to the 2026 budget of $8,205,756.

Highlights of Expenditures

Total projected expenditures for 2027 are **$7,485,192**, an increase of $253,741 (3.5%) over 2026, driven largely by rising costs for personnel, facilities, and services. The 2027 budget is balanced, with a projected net addition of $6,318 to the fund balance.

Personnel costs total $4,985,287, or about 67% of expenditures. Salaries ($3,657,513) reflect 57 budgeted positions, flexibility for new positions as the District settles into its reorganization, and a pay differential for second-language skills that helps us serve more of our community. Benefits ($1,327,774) reflect healthcare, retirement, and wellness.

Materials are budgeted at $579,000, or 8% of expenditures, supporting our Collection Enhancement priority. These funds purchase books, media, magazines, eBooks, databases, video games, Library of Things items, and downloadable and streaming content. A growing share of this budget is devoted to downloadable and streaming services as patron demand shifts.

Operating expenses are budgeted at $798,680, or 11% of expenditures, a 2.8% increase. Higher costs for repairs and maintenance, insurance, utilities, and telephone and internet service are partly offset by reductions in legal fees, consultants, and copier costs.

Programming ($110,000) and **public relations** ($174,500) hold steady, sustaining events for all ages and outreach that connects residents with library resources.

IT costs decreased 15.8% to $225,725.

Capital Projects

Capital expenses are projected at **$571,500** (8% of expenditures) supporting core strategic goals: $360,725 for the Severance Library lease payment (Sustaining); $60,775 for IT, AV, and wiring upgrades (Adapting); $60,000 for a Community Engagement van (Connecting); $50,000 for MakerSpace initiatives at Windsor and Severance (Adapting); and $40,000 for furniture and refreshed service points at Windsor Library (Serving).

Clearview LIBRARY DISTRICT

The MakerSpace initiative and the Community Engagement vehicle are new investments in two of our 2027 strategic priorities. The refreshed service points at the Windsor Library will make it easier for patrons to find help when they need it.

	2025 Actuals	2025 Budget	2026 YTD (September)	2026 Budget	2026 Estimated	2027 Projected
Revenue						
Property Tax	6,704,525	6,779,261	7,271,419	7,382,728	7,382,728	6,632,123
Specific Ownership Tax	274,834	300,000	236,010	300,000	304,000	300,000
Other Income	638,763	423,492	510,472	523,028	516,354	559,384
Total Operating Revenue	7,618,122	7,502,753	8,017,902	8,205,756	8,203,082	7,491,507
Expenditures						
Salaries and Wages	2,871,232	3,217,983	2,271,018	3,501,710	3,206,143	3,657,513
Benefits	906,979	1,049,655	730,208	1,228,488	1,030,881	1,327,774
Operating	725,435	812,995	629,529	776,890	820,000	798,680
Materials	491,555	511,500	329,265	566,707	520,000	579,000
IT	157,331	279,598	188,180	268,000	265,000	225,725
Programming	90,267	97,920	62,620	110,000	95,000	110,000
Public Relations	110,600	137,874	102,629	174,500	165,000	174,500
Vehicles	13,865	26,330	28,487	32,000	32,000	40,500
Capital Existing	59,584	150,000	140,676	212,000	212,000	210,775
Lease Payment - Branch	361,500	361,486	50,578	361,156	361,156	360,725
Total Operating Expense	5,788,346	6,645,341	4,533,188	7,231,451	6,707,180	7,485,192
Operating Revenue Over (Under) Expenditures	1,829,776	857,412	3,484,713	974,305	1,495,902	6,316
Other Financing Sources (Uses)						
DOLA	-	-	-	-	-	-
Capital - Expansion	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-
Net Increase (Decrease) to Fund Balance	1,829,776	857,412	3,484,713	974,305	1,495,902	6,316
Beginning Fund Balance	11,109,970	11,109,970	12,939,746	11,109,970	11,109,970	12,605,872
Ending Fund Balance	12,939,746	11,967,382	16,424,460	12,084,275	12,605,872	12,612,187

The public is invited to attend the budget hearing for the 2027 budget at October 29th, 5:30 p.m. at the regular meeting of the Library Board of Trustees, Severance Library.

Respectfully submitted,

Erica Rose

Erica Rose|Library Director

Clearview LIBRARY DISTRICT

MEMORANDUM

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

Date: September 24, 2026
Re: Colorado Public Library Standards Review: Evaluation and Planning
Item 5.9: 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.

Clearview LIBRARY DISTRICT

MEMORANDUM

To: Library Board of Trustees
Via: Erica Rose, Director
From: Lisa Gagliardi, Board President

Date: October 29, 2026
Re: Director's Evaluation
Item 5.4: New Business

Background
One of the Library Board's primary responsibilities is appointing, supporting, and evaluating the Library Director. To ensure rigorous, objective oversight during this year-end evaluation, the Board partnered with CLD Human Resources and Employers Council to conduct a 360-degree review for Director Rose. Guided by the Board Vice President, this enhanced process establishes a clear framework and timeline to deliver actionable feedback and align leadership priorities for the Director.