



BOARD OF TRUSTEES

Regular Session Agenda

Monday, April 21, 2025

5:00 p.m.

LINC Library Innovation Center

501 8th Avenue, Greeley, CO 80631

This is also streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet, or smartphone.

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

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<https://global.gotomeeting.com/install/399313765>

If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: https://hpld.formstack.com/forms/board_questions

The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. March 17, 2025 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 IMLS Funding Impact (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.2 PLAR Update (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.3 Policy Updates (Action) - Dr. Matthew Hортt, HPLD Executive Director
 - a. Posting and Distribution policy
 - b. Service Delivery policy
- 2.4 Construction Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. May 19, 2025 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD COMMENTS

- 4.1 Chair Report
- 4.2 Vice-Chair
- 4.3 Secretary/Treasurer
- 4.4 Committees
- 4.5 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

May 19, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Fort Lupton Public and School Library, 370 Rollie Street, Fort Lupton, CO 80621



BOARD OF TRUSTEES
DRAFT - Regular and Executive Sessions Minutes
Monday, March 17, 2025
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:00PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia was excused

Trustee Jenna Evans

Trustee Gerri Holton attended virtually

Trustee Michael Wailes

Trustee Lisa Taylor was excused

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hortt, Rachael Lanning, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Rick Medrano, and Kim Parker

Guest: Tony Brewer

Chair Nakamura read the following statements into record:

High Plains Library District is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth, and honor, avoiding any impropriety or the appearance of impropriety.

At HPLD, we ASPIRE to help build community and be a valued community resource.

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 4:0

1.3 Approval of Consent Agenda

a. February 17, 2025 Regular and Executive Sessions Meeting Minutes

MOTION to approve the agenda: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 4:0

1.4 The Good We Do

Dr. Hortt's *Good We Do* was about Parisa Kord, Adult Services Library Associate at Erie Community Library. She has been working closely with a couple of visually impaired patrons, and connected them with the Colorado Talking Book Library. Every week, one of the patrons will go into the library to utilize one of the books, an audio book that has Braille tied into it, that she has ordered for them. She also converses with them about what they are reading.

Dr. Hortt and Ian Holmes, Erie Community Library Manager, are glad that HPLD has staff who provide those valuable services, and proud of the staff they have and

The CO Talking Book Library is provided through the Colorado State Library; and with the Executive Orders that recently came out, if the Institute of Museum and Library Services' funding is limited, the Talking Book Library could possibly be lost.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager
Ms. Wertz presented a letter of communication that the auditors are required to present to the Board, since they are the governing body of HPLD. There were no questions raised by the Trustees.

For Information only – No action is needed

- 2.2 Friends of Raymer MOU and Lease Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

Friends of Raymer is a local history group who is rehabbing an old mercantile building into a Local History Center that will include an HPLD Public Computing Center. Their insurance company is requiring that HPLD add the Friends of Raymer as an additional insured on our insurance. Both our insurance company and Legal Counsel have approved the requirements. Therefore, staff recommendation is to approve adding an addendum which adds Friends of Raymer as an additional insured to the existing MOU and Lease.

MOTION to approve the update to the MOU and Lease as presented: Vice-Chair Joyce Smock

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

- 2.3 Temporary Spaces' Leases (Action) - Dr. Matthew Hortt, HPLD Executive Director

- a. Office Space
- b. Vehicle Storage

Regarding plans to remodel the District Support Services (DSS) building and build an addition of a small library, archives space, and additional office space, delays in permitting have led the design team to adjust the phasing of the project. To make up for the delays and stay within budget, it has been determined that staff and vehicles will need to be relocated for six to nine months to allow for the remodeling of the existing space to begin. Space has been identified, and staff have been negotiating the terms and lease amounts but are waiting on draft lease agreements. Due to the timing, staff is asking the Board to consider ranges on the lease costs and authorize staff to complete negotiations and enter into a lease.

Dr. Hortt and Legal Counsel are comfortable with both leases, and recommend their approval.

MOTION to approve the terms and proposed range amounts for the leases and direct the Executive Director to complete negotiations and sign the lease agreements: Trustee Michael Wailes

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

- 2.4 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt reported that for the DSS Renovation, everyone will be out of the building by March 21st and that the project is on budget. Because of delays in permitting, remodel of the existing building will start before construction of the addition, and then work on both will take place concurrently. On the morning of this meeting, the District received approval for easements, and therefore should be getting the building permit for the new building soon.

Chair Nick Nakamura recused himself for the Mead discussion at 5:23pm. For the Mead Library, construction was planned to start in April; but there's been a snag, and negotiations have taken a step back. Dr. Hortt will meet with the Town Manager in three days, but it's not certain what will happen at this point. Discussion from the Board was that it has become a pattern for the Town to change the agreement, and what will be next? They disapproved of taking on the expense for the road, and advised Staff to stand firm on what was originally agreed to, and to be willing to pause to give the Town time for a new perspective.

Chair Nick Nakamura returned to the meeting at 5:34pm.

The Carbon Valley Regional Library remodel started construction on February 17th, and they are now open for normal business hours. It is going well.

Most of the work at Farr Regional Library is finished, except for some punch list items.

For Information only – No action is needed

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. April 21, 2025 RS

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
An Executive Order was issued by the federal government that asked for the reduction or elimination of funding to the *Institute of Museum and Library Services*. The District probably will not be impacted by it, because most of their funding goes to the Colorado State Library. Therefore, the overall concern is for services that they provide. Dr. Hortt was contacted by Congressman Gabe Evan's office, and he will meet with them in a week to discuss this topic and how HPLD supports workforce development.

Dr. Hortt will attend the National Association of Workforce Boards' Annual Forum in Washington D.C. in a week.

CALCON, Colorado Association of Libraries' Annual Conference, will be held from September 3rd through 5th in Breckenridge. There is a tract for Board Trustees, and Dr. Hortt invited the Trustees to let him or Kim know if they want to attend.

The Trustees were given a funding snapshot and overview of HPLD's Friends & Foundation for National Support Your Library Day. The information was also provided to staff at All Staff Day. Dr. Hortt also shared that April 1st is National Library Giving Day.

4.0 BOARD COMMENTS

- 4.1 Chair Nick Nakamura said, "Kudos on All Staff Day". The speakers were inspiring and appropriate for the message the District was conveying. He also thanked Rachael Lanning for helping his company with their safety meeting at LINC. She was a very good host. He was pleased that during the Carbon Valley Regional Library closure, they partnered with the police station and had storytimes there. He also walked through the library, and stated that the remodel was very nice. And finally, kudos to the Outreach Workforce Development and Experiences And Engagement teams for participating in the Weld County Young Adult Job Fair.
- 4.2 Vice-Chair Joyce Smock repeated the kudos for All Staff Day. She thought it was very good, and she was impressed with the staff's engagement.
- 4.3 Other Board Members
- Trustee Jenna Evans also thought All Staff Day was well run and organized. Also, she is going to as many of the District's libraries as possible to see them and meet the staff. Today she was in the Fort Lupton Public and School Library, and she was impressed with the beauty of the library and the friendliness of the staff, and was even given a tour by one of them.
 - Trustee Gerri Holton also enjoyed All Staff Day very much, including the staff's enthusiasm and the participation by Member Libraries, which is important because they are a significant part of the District. She asked if there's a way to express concerns about the Executive Order. Matt answered that right now it would be individually, and suggested talking to our Representatives. He added that over the weekend, the Continuing Resolution was passed that continues the funding through September. At that point, more will be known about the impact, but right now it is 'wait and see'.
 - Trustee Michael Wailes did not attend Staff Day, and said about it, "Good Job!"

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Granado Claim

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (b), Receiving legal advice on specific legal questions from an attorney – Granado Claim: Trustee Michael Wailes

SECOND: Vice-Chair Joyce Smock

DISCUSSION: None

VOTE: 4:0

Once in Executive Session, Chair or Matt reads the following:

At 5:54pm on March 17, 2025, an executive session meeting of the Board of Trustees of the High Plains Library District was convened for the sole purpose of receiving legal advice on specific legal questions from an attorney – Granado Claim.

Attending were Chair Nick Nakamura; Vice-Chair Joyce Smock; Trustees Jenna Evans, Gerri Holton, and Michael Wailes; Dr. Matthew Hortt; and Legal Counsel William Garcia.

During the executive session, the Board discussed or received advice regarding the Granado Claim, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take

any formal action. The executive session meeting was adjourned at 6:16pm, and reconvened in regular session.

6.0 RECONVENING OF REGULAR SESSION AT 6:24PM

All Trustees were Present unless noted:

Trustee Joyce Smock
Trustee Nick Nakamura
Trustee Deana Lemos-Garcia was excused
Trustee Jenna Evans
Trustee Gerri Holton was excused
Trustee Michael Wailes
Trustee Lisa Taylor was excused

Also Attending were:

HPLD Staff: Dr. Matthew Hortt and Kim Parker

7.0 ADJOURNMENT AT 6:24PM

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Joyce Smock

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 4:0

Upcoming meetings:

April 21, 2025, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 21 st , 2025
Type of item: Information
Subject: IMLS Funding Impact
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Item for information only. No action to be taken by the Board

Background

As discussed in the March 2025 HPLD Board Meeting, a Federal Executive Order directed the elimination of funding for the Institute of Museum & Library Services (IMLS). Since that time, there have been changes to IMLS, including a new Executive Director for the Agency and federal staff being placed on administrative leave. Federal Funds that come to libraries fall under Museum & Library Services (MLS), and will be considered for reauthorization this fall. In the State of Colorado, MLS Funds primarily fund the State Library. The State has put together a document that shows how these funds are spent, and what could be affected if the MLS funds are not reauthorized.

Recommendation

Item for information only. No action to be taken by the Board

FEDERAL Funding Makes a LOCAL Difference in Colorado



The Colorado State Library (CSL) helps libraries, schools, museums, and other organizations improve services, making it easier for all Coloradans to access and use the materials and information they need for lifelong learning.

Our Federal Funding

The Library Services and Technology Act (LSTA) is legislation that supports the distribution of federal funding from the Institute of Museum and Library Services (IMLS) to state library agencies based on population.

Colorado's distribution is approximately \$3.2 million each year.

The Colorado State Library (CSL) uses LSTA to fund positions, and for programs and services that benefit Colorado communities.

**\$3.2
Million
(2023)**

Continuing Education

\$604,856

CSL provides:

- professional development and consultant support for ALL libraries across Colorado including public, school, academic, institutional, and special libraries ensuring a highly qualified workforce.
- consultant support for historic collections in libraries, museums, and archives.

Access

\$447,112

CSL provides:

- access to any book, at any library, to anyone through statewide interlibrary loan.
- online access to historic Colorado newspapers and items with historical significance in Colorado.
- in-person and online access to state government documents.
- a program that allows residents to get a library card at any Colorado library.

Supporting Libraries

\$1,539,227

Leadership and Staff Support

- Library Board and trustee resources
- Standards for public libraries
- Highly Effective Schools Through Libraries (HESTL)
- Rural and small library support and development
- Training, onboarding, and support for state-funded institutional library staff

Library Resources

- High-quality materials for programs and book clubs
- Develop and maintain websites for small and rural libraries

Evaluation, Reporting, and Research

- Evaluation and assessment of prison and detention center libraries
- Research and data collection for and about libraries for data-driven decision making

CO Talking Book Library

\$639,042

Resources for Coloradans who are blind, print disabled, and students with learning differences

- Audio, braille, and large print books
- Braille e-readers
- Audiobook players
- Technical support
- In-person, online, and phone support
- Community programs and outreach

COLORADO
Department of Education
Colorado State Library



Nicolle Davies
Assistant Commissioner
Colorado State Library
davies_n@cde.state.co.us



Fast Facts ED3/110.10/No. 373
March 2025 Colorado State Library

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 21 st , 2025
Type of item: Information
Subject: PLAR Update
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Item for information only. No action to be taken by the Board

Background

The Public Library Annual Report is submitted to the State of Colorado annually, and the submitted data is rolled into the larger Federal IMLS report. The data is used as a basis for state funding and grants. HPLD submits the report annually, and submitted this year's report in March. Staff have prepared a comparison of certain data points between 2023 & 2024.

Recommendation

Item for information only. No action to be taken by the Board

HPLD PLAR Statistics 2023 & 2024

	2023	2024	Trend	
Users				
Resident Registered Users	87,238	94,302	+ 7,064	↑
Non-Resident Registered Users	18,781	20,539	+ 1,758	↑
Total Registered Users	106,019	114,849	+ 8,830	↑
Annual Visits	1,183,284	1,337,125	+ 153,841	↑

	2023	2024	Trend	
Circulation				
Circulation of Physical Materials	1,518,000	1,706,326	+ 188,227	↑
Circulation of Electronic Materials	370,988	471,830	+ 100,842	↑
Total Circulation	1, 889,087	2,178,156	+ 289,069	↑
ILLs				
ILL Provided	60,920	63,593	+ 2,673	↑
ILL Received	27,775	29,400	+ 1,625	↑

	2023	2024	Trend	
Tech Use				
Public Computing Sessions	149,333	163,246	+ 13,913	↑
Wireless Sessions	63,700	63,998	+ 298	↑

	2023 Programs	2024 Programs	Trend		2023 Attendance	2024 Attendance	Trend	
Programs								
Children (Age 0-5)	2,220	2,688	+ 284	↑	46,689	54,258	+ 15,003	↑
Children (Age 6-11)	883	1,256	+ 373	↑	12,639	20,458	+ 7,819	↑
Total Children	2,829	3,103	+ 274	↑	59,328	74,716	+ 15,388	↑

Young Adults (Age 12-18)	886	1,106	+ 220 ↑	8,431	8,295	-136 ↓
Adults (Age 19+)	1,484	1,927	+443 ↑	12,404	13,732	+1,328 ↑
All Ages	898	1,921	+1,921 ↑	29,016	7,058	-21,958 ↓
Total Programs	6,371	8,898	+ 2,527 ↑	109,179	103,801	-5,378 ↓

	2023	2024	Trend
Challenges			
Materials Challenges	1	0	- 1 ↓
Program Challenges	3	0	- 3 ↓
Separate titles or programs	4	0	- 4 ↓

	2023	2024	Trend
Outreach			
Directly Engaged	33,315	48,968	+ 15,653 ↑
Exposed to Library	56,063	24,882	- 31,181 ↓

	2023	2024	Trend
SRA			
Children	6,089	7,622	+ 1,533 ↑
Teens	1,103	1,051	- 52 ↓
Adults	2,304	2,135	- 169 ↓
Total Registered	8,496	10,808	+ 1,312 ↑

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 21 st , 2025
Type of item: Action
Subject: Policy Updates
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff Recommend the Board Approve the Policy Updates as presented

Background

Staff have worked with internal stakeholders to update two policies for consideration by the Board:

Service Delivery Policy

This policy has been extensively reworked:

- With the reorganization of MOVE (Mobile, Outreach, Virtual Services, and Events & Experiences Services) into Outreach, it was time to update the MOVE Services policy. It made sense to combine the MOVE Services policy and Service Delivery policy into one that represents all of Public Services.
- As well, the number of specific services mentioned were reduced since they are prone to change, necessitating Board approval of the revamped policy every time.

Both the MOVE policy and the Service Delivery policy were last revised in 2021.

Posting and Distribution Policy

This is an update to the current policy. The sole revisions were:

- Some grammatical, verbiage, and website changes.
- We added in a sentence to give guidance about what would be inappropriate in materials submitted for posting: “Posted materials shall not contain illegal, threatening or intimidating messages or symbols and shall not otherwise violate the District’s Patron Rights and Responsibilities Statement.”

The rest of the policy, last revised in 2019, remains in effect.

Recommendation

Staff Recommend the Board Approve the Policy Updates as presented

SERVICES

Service Delivery

Residents of the High Plains Library District provide support for library services through property taxes. In exchange, the District provides a wide range of library-related products and services which are listed below. Member libraries, each with their own local governing authority, determine their own services, including outreach, and programs. All other service delivery methods listed below are governed by the High Plains Library District Board of Trustees.

The service delivery methods the District utilizes consist of branch library facilities, Virtual Services (the District call center) and several offsite service strategies.

Branch library facilities

Located throughout the High Plains Library District, branch libraries strive to be community gathering places for all District residents. Branch libraries offer a wide range of materials including children, teen, and adult fiction and non-fiction materials in print, audio, video, and electronic formats. They also provide computers for the public, meeting spaces, wi-fi, printing and photocopying, and specialty checkout items. In addition, branch libraries host a variety of programming for all ages that encourages reading, literacy, education, skill development, cultural and social diversity.

Virtual Services – the District’s call center

This unit handles and routes most of the phone calls that come to the District. They answer many routine questions, as well as providing reference or instructional assistance to residents who may prefer to receive instruction via the phone, chat or email. Additionally, they provide internal customer service to District staff.

Offsite service delivery

- **Branch libraries** partner with geographically close community agencies to provide offsite programming, reference, literacy, workforce, and technology instruction, and other connections focused on extending the District’s reach out of the branch locations.
- **Events & Experiences Services** provide library service to programs and events throughout the District’s service area. This unit manages library presence at community events. Events often make use of the District PopUp vehicle.
- **Outreach Services** extends library services to various community agencies and non-library locations, such as schools, day care centers, recreational centers, senior centers and immigration centers. Recipients of these services typically have some kind of barrier to using traditional library facilities. The barriers may be geographic, such as small, rural or isolated communities of the District. The barriers may also be economic, linguistic, or physical.

Outreach Services provides Public Computer Centers, offsite lending libraries, and Mobile Services:

Public Computer Centers. In partnership with agencies that serve as community meeting spaces in isolated or rural communities, the District provides computer, printing, and wi-fi access at several locations across the District service area.

Offsite lending libraries. In partnership with agencies that serve as community service points for user groups that are otherwise hard to reach, such as newcomer populations, the District provides small collections of library materials available for checkout during times when District staff offer office hours in these locations. In addition to circulation, these sites focus on one-on-one literacy and reference services.

Mobile Services. Mobile library units focus on delivery of library services outside of District facilities. Mobile Services are regularly scheduled and of sufficient length to offer professional advisory service.

- Bookmobiles
 - Bookmobiles may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location.
 - Stops are made at community gathering locations. Rural or otherwise isolated communities are prioritized.
 - The most frequently requested books are carried. Staff will fill special requests when appropriate.
 - Provide computer use, wi-fi access, printing services, reference and technical help, readers’ advisory, programs, and material circulation.

- Lobby and institutional stops
 - Services to groups that are unable to otherwise access library services due to institutionalized living spaces such as senior living facilities, shelters, and incarceration facilities.
 - Provide reference and technical help, readers’ advisory, programs, and material circulation.
 - Focused collections are curated to offer relevant books to user group. Staff will fill special requests when appropriate.
 - Service provided on an individual basis rather than to a group, i.e., organization or building.

Related documents

Websites:

MyLibrary.us – Services

Other policies:

Service Areas

Policy History	Service Delivery
1991 – July	Earliest known version. Has section on branch libraries.
2009 – Feb	Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.
2011 – Mar 21	Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.
2012 – Feb 12	Amended language to clarify that member libraries have local boards that determine services and programs.
2015 – Apr 24	Section on Homebound Delivery is removed because this is no longer a provided service.

2021 – Aug 16	Expanded to include the wide range of services provided.
2025 – Apr 21	
Reviewed by	Executive Director, Associate Director of Public Services

Posting and Distribution policy

The High Plains Library District actively supports the American Library Association Freedom to Read and the Freedom to View statements

In keeping with these statements, locations will accept materials from individuals or groups who wish to disseminate information to patrons within the limitations of District procedures.

Limitations

- Single copies of postings
- Posted no longer than one month
- Priority given to local events, non-profit organizations, local service offerings
- Only non-partisan election materials
- Materials left for distribution without approval may be discarded
- Posted materials shall not contain illegal, threatening or intimidating messages or symbols and shall not otherwise violate the District's "Patron Rights and Responsibilities Statement."

Non-endorsement

Use of Library facilities, including grounds, does not constitute endorsement of the materials or an event by the High Plains Library District.

Related documents

Websites:

[American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View Statement](#)

[Election Crimes, Rules & Penalties FAQs](#)

Other policies:

Patron Rights and Responsibilities statement

Artwork policy

Meeting Spaces policy

Soliciting, Free Speech and Fundraising Activities policy

Procedures:

Posting and Distribution procedure

Artwork procedure

Policy History	Posting and Distribution
2002 – Nov	New. Titled “Guidelines for the posting of non-library materials and the distribution of non-library publications.”
2009 – Feb	Revision. Separated into “Posting and Distribution Policy” and “Posting and Distribution Procedure.”
2012 – Feb 12	“Posting and Distribution Procedure” is moved to Procedures Manual.
2019 – Sept 16	Revision. Identifies limitations on materials posted or distributed, especially election materials
Reviewed by	Executive Director, Board of Trustees, Associate Director of Public Services

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 21 st , 2025
Type of item: Information
Subject: Construction Update
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Item for information only, no action to be taken

Background

The High Plains Library District has four active constructive projects at varying stages of design and construction. Staff will provide regular updates to the Board on the projects.

Considerations

- DSS Archive and Expansion
 - Remodeling in the existing building will begin first, followed by the new build
 - Project is on budget
 - HPLD received the permits on April 11th. Demolition has begun on the existing space. Staff and vehicles have been relocated
- Mead Library
 - Site plan and design approval is in process -reviews and hearings are scheduled
 - Minor Subdivision Plat:
 - April 16: Planning Commission
 - April 28: Board of Trustees
 - Fire Station Conditional Use Permit Approval:
 - April 16: Planning Commission
 - April 28: Board of Trustees
 - Fire Station Site Plan and Site Plan Agreement:
 - May 12: Board of Trustees (consent agenda – no public hearing)
 - Library Site Plan and Site Plan Agreement:
 - May 12: Board of Trustees (consent agenda – no public hearing)
- Carbon Valley Regional Library (Remodel)
 - Construction continues
 - First punch walk occurred on April 15th
- Farr Regional Library (Remodel)
 - Major work on the project has completed, punch list items are still being worked on

Recommendation

Item for information only no action to be taken



BOARD OF TRUSTEES
DRAFT - Regular Session Agenda
Monday, May 19, 2025
5:00 p.m.
Fort Lupton Public and School Library
370 S. Rollie Street, Fort Lupton, CO 80621

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- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. April 21, 2025 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 RFP for Workforce Development Unit (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Operating Principles for Staff
- 2.3 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
 - a. June 16, 2025 RS
- 3.2 District Updates – Dr. Matthew Hорт, HPLD Executive Director

4.0 BOARD COMMENTS

- 4.1 Chair Report
- 4.2 Vice-Chair
- 4.3 Secretary/Treasurer
- 4.4 Committees
- 4.5 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

June 16, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Ave, Greeley, CO 80631

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GOALS

GOAL

Goal	Board only updates
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***Provide updates to the Board**

NEW Rebecca Libersat:

What's Happened in the last 30 days?: Collection Resources packed up to move out of DSS for the renovation. In order to process and distribute as many new materials as possible before the move, we suspended ordering of backlist titles and other items that would ship in March, while continuing to place pre-orders for materials with release dates in April or later. We worked with staff at LINC and CP to move some of our processes to those locations, the courier hub to LINC and Thriftbooks collection and shipment to CP; the assistance of Melissa Beavers and Mallory Pillard is greatly appreciated.

What's Coming Up in the next 30 days?: Bibliographic Services, Interlibrary Loan, and Specialty Checkout will resume operations at our temporary office space in the US Bank building. Collection Development will largely work from home, but will resume ordering on our regular schedule.

04/04/2025

NEW Ian Holmes:

What's Happened in the last 30 days?:

- Erie had one of its busiest months yet with almost 17,000 patrons coming through the door in March.
- We hosted author Denise Vega for a reading, crafts, and music, drawing 36 attendees.

What's Coming Up in the next 30 days?:

- Erie will be the weather backup site for the Town of Erie's Earth Day celebration on April 26th. Otherwise it will take place in the community park.
- On April 17th at 6pm we will host a talk on some of darker days for Colorado with Colorado's Ignominious Days Under The Ku Klux Klan.

04/04/2025

NEW Niamh Mercer:

What's Happened in the last 30 days?:

- Continued work on Get Connected

- Preparation for Library Giving Day
- Continued funding, volunteer and Board work

What's Coming Up in the next 30 days?:

- Continued work on Get Connected
- Library Giving Day April 1.
- Continued funding, volunteer and Board work.

04/03/2025

NEW Elena Rosenfeld:

What's Happened in the last 30 days?: State Legislation Impacting Libraries – SB-063 which provides protections to school library collections and employees continues to move forward through the legislative process. HB-1158 which requires schools to not provide access to databases that have advertising or links to outside sites is currently having its second reading laid over in the House since late February. The Colorado Association of Libraries held Lobby Day at the State Capitol on March 16. HPLD provided promotional items to distribute to legislators and their aides.

Public Health / Parks and Recreation Summit – Elena Rosenfeld attended the PHPR Summit held at the Wheat Ridge Recreation Center. The summit focused on how collaboration supports building community and presentations ranged from the Jefferson County Public Library sharing about their programs to an effort in Frederick, MD to build a park to meet the needs of senior citizens. Overall, the event highlighted more possible programs and events that library locations can host.

Events – Both the Greeley Dream Team and WHALE Respite Center hosted events this month. The Dream Team hosted their Scholarship event, honoring the students who have graduated high school and are receiving Dream Team support to attend the college of their choice. Meanwhile, WHALE Respite Center, which provides care to children of all abilities, has filled their available slots since opening. They are now fundraising to increase their capacity.

What's Coming Up in the next 30 days?: Engaged Librarians Programming – the Collaboration between Aims, HPLD, and UNC Libraries continues. A program proposal is being crafted and will be submitted to the Tri-Conference being hosted by the North Dakota, South Dakota, and Mountain Plains library associations. If approved, this may lead to Elena Rosenfeld attending a conference in October with Aims Community College's Carol Satersmoen and UNC Libraries' Annie Epperson.

Status of Colorado's Grant to Publicly Funded Libraries – Due to the budgeting complexities, the Joint Budget Committee (JBC) released [SB25-206, the Long Appropriations Bill](#) later than usual. At this time, it looks like the line item that provides grant funds to publicly funded libraries to purchase materials and online content for the public remains in place. This is something that we will track as these funds directly help HPLD purchase content for our community members.

Partnership Work – the City of Greeley received Great Outdoors Colorado (GOCO) funds to build nature and outdoor amenities to community members. HPLD was invited to participate in the effort and will be attending a kick-off meeting this month. Meanwhile, Jayne Blodgett from the University of Northern Colorado is interested in our partnering in offering a Silent Reading Club – where people are invited to read together at different locations. There is no assigned reading and conversation is optional. Due to the format, pursuing this type of program could be an option for any HPLD location.

04/03/2025

NEW James Melena:

What's Happened in the last 30 days?:

- Readcon promotion
- Greeley Philharmonic metal health event planning
- Summer reading design and translation
- LINC Selena Event promo

What's Coming Up in the next 30 days?:

- Readcon promotion
- Greeley Philharmonic Electric Cello promo design
- Continued Summer reading design

04/03/2025

NEW Rita Kadavy:

What's Happened in the last 30 days?: What's Happened in the last 30 days?:

Riverside is seeing an increase in door count and drive up window use.

Added a Tech help drop in program for patrons

In support of the Strategic initiatives – TLC committee is working on the following.

Laptop Lab updates—meeting in April to discuss metrics for usage and re-evaluating how we track outreach engagement with the labs

Labs have been ordered ETA is May.

AI classes—LINC is interested in doing some classes

Erie is also working on doing these

LINC has been having a lot of success with Adobe classes (Illustrator, etc.) Will upload curriculum to TLC page

Farr coding club— Alyssa uses scratch

LINC uses Fiero for coding club—database on mylibrary.us and comes with lots of curriculum and support. Jamie Reid (LINC LA) is a good contact person

Trends: New social media class? - newer options (BlueSky for example)

Class on non-Amazon e-readers (Kobos),

Epub class?

City of Greeley new digital bill payment system – concerned about how people without much digital literacy paying their bills

LINC now has a digital navigator to help with things like this

DMV 2 GO- Bringing the DMV to a library for services. Hannah will check with HNC because they do this at their site.

Riverside is seeing people come in to do employment onboarding a lot recently. Farr has seen a few cases of this too.

Libby PDFs on audiobooks—Attached pdf for pictures, definitions, extra content. <https://help.libbyapp.com/en-us/0280.htm>

“Supplementary content isn't available in Libby

Some titles you borrow in Libby come with supplementary material, which may be referenced in the title itself or on its details screen. Supplementary content can be a PDF, map, handout, or reference sheet. Right now, supplementary content can't be accessed in Libby, but you can download it from your library's OverDrive website. Visit this OverDrive Help article to learn how.” Will follow up with CDEV on this after the move :)

Audiobooks- Huge trend right now. Discussion on Hoopla vs Libby and the cost for licensing. Uptick in Playaways as well in Outreach and RL

What's Coming Up in the next 30 days?: Getting back to the TLC Manual project.
Revisit with new committee members

04/03/2025

NEW Susan Staples:

What's Happened in the last 30 days?:

- Supported strategic plan initiatives
- CVR - cabling, new meeting room technology
- Farr - cabling, new meeting room technology, addition of badge access system
- Hill and Park Senior Center - delivery of core equipment
- Vending unit - support for escalated needs
- Admin - coordination of cabling work, removal of tech equipment (from admin, some to bank/storage)

Operations

- ERATE filing
- Security - working with vendor on outage
- Children's experience area support/transition

What's Coming Up in the next 30 days?:

- Farr - finalize all refresh items

- CVR - finish up cabling, badge system, pending finalize all refresh equipment
- Admin building - bids and hand off to the project
- Hill and Park - pending, finalize with add of printer, ...
- Children's experience area - compile long term support proposal/model
- Erie - pending core equipment refresh
- Standards and Support - integrate team members
- 2025 continuous improvement (post staff day) actions
- All client equipment - upgrades and refresh schedule and plan detail development. Initiate communication.

04/02/2025

NEW Eric Ewing:

What's Happened in the last 30 days?: Total Employees- 298*

Open Positions - 10

Job Applications Received - 256

New Hires - 3

Resignations - 1

Training Requests - 57

* ADP Employee Count report produced at time of submitting the Board report.

What's Coming Up in the next 30 days?: -Updated Safety Manual

04/01/2025

Quarterly Impact Assessment



Q1 Report: January - March 2025

Service	Current Quarter	Previous Quarter	% Change from Previous Quarter	Same Quarter - Previous Year	% Change from Previous Year	Data Confidence
Borrower Activity: # of Patrons Using Services (Average per month)	32,187	31,437	2%	31,023	4%	High
Materials Sharing: Physical Materials	269,252	264,757	2%	295,283	-9%	High
Materials Sharing: eMaterials	119,673	109,219	10%	102,616	17%	High
Community Spaces: Gate Count	248,945	244,755	2%	246,210	1%	Mid
Public Technology: Computer Usage (Total Hours Used)	24,869	22,073	13%	23,084	8%	High
Public Technology: Printing (# of Print Jobs)	93,477	88,709	5%	85,632	9%	High
Public Technology: Copying (# of Copy Jobs)	27,383	27,410	0%	30,342	-8%	High
Public Technology: Mobile Printing (# of print jobs)	12,428	11,172	11%	8,269	50%	High
Programming: # of Programs (Does not include Outreach & Events)	572	606	-6%	550	4%	Mid
Programming: # of Attendees (Does not include Outreach & Events)	6,017	7,759	-22%	5,989	.4%	Mid
Specialty Checkout: Branches	190	184	3%	177	7%	Mid
Meeting Rooms: # of Patron Reservations	2,806	2,837	-1%	2,703	4%	Mid
Personalized Services: Book a Librarian (BAL)	368	326	13%	363	1%	Mid
Personalized Services: Personalized Reading Lists (PRL)	24	8	200%	17	41%	High
Personalized Services: Proctoring	17	13	31%	11	54%	High
Skills Pipeline: # of Reservations	1,166	1,720	-32%	1,249	-7%	High

Notes:

- Meeting Rooms at Farr and Carbon Valley unavailable Q1 2025