



BOARD OF TRUSTEES

Regular Session Agenda

Monday, June 16, 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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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. May 19, 2025 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Annual Comprehensive Financial Report (Action) Natalie Wertz, HPLD Finance Manager, and Alanna Moses, Anderson & Whitney
- 2.2 Policy Update (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Copyright Policy
 - b. SB 25-276 Response Policy
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. July 21, 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:

July 21, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Hudson Public Library, 100 S. Beech Street, Hudson, CO 80642



BOARD OF TRUSTEES
Draft - Regular Session Minutes
Monday, May 19, 2025, 5:00 p.m.
Fort Lupton Public and School Library,
370 S. Rollie Avenue, Fort Lupton, CO

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

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Lisa Taylor arrived virtually at 5:10pm

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

HPLD Staff: Dr. Matthew Hortt, Rick Medrano, and Kim Parker

Fort Lupton Public and School Library Director, Beth Gudmestad

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: Vice-Chair Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:0

1.3 Approval of Consent Agenda

April 21, 2025 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Gerri Holton

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 5:0

- 1.4 The Good We Do
To celebrate prom and spring dance season, Centennial Park Library held a Baby Prom. Dr. Hortt showed photos of the toddlers dressed in their best and enjoying the activities. Everyone had a great time.
- 1.5 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 RFP for Workforce Development Unit (Action) - Dr. Matthew Hortt, HPLD Executive Director
Since 2022, HPLD has been working in partnership with Employment Services of Weld County to develop mobile workforce services, similar to HPLD's outreach services. The Weld Trust recently awarded them over \$830,000 to fund the project, of which \$460,000 will be dedicated to the mobile unit. The remaining dollars will go to gas, maintenance, and other expenses that will sustain the program.
If the Board approves the RFP, it will be released May 20th and remain open until June 23rd. A pre-proposal conference will be held on June 10th at LINC; and on July 21st, the Board will be presented with the recommended proposal for possible approval.

Lisa Taylor arrived during the discussion.

Trustee Michael Wailes asked about the possibility of having a conflict of interest because of his and Trustee Taylor's involvement with the Weld County Workforce Development Board. It was determined that it was not a conflict, since the motion was simply to approve and release the RFP.

MOTION to approve and release the RFP: Secretary/Treasurer Deana Lemos-Garcia
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: 6:0

- 2.2 Letters of Support for IMLS (Action) - Dr. Matthew Hortt, HPLD Executive Director
As was discussed in the March and April Board Meetings, a Federal Executive Order directed the elimination of funding for the Institute of Museum & Library Services (IMLS). Since that time, changes have been made and federal funds to libraries will be considered for reauthorization this fall. Also, Governor Polis signed the long form State budget, which will maintain the funding to support libraries and the Colorado State Library.
Last month, staff were asked to write letters of support for funding, and in their letters, they thanked the State for their funding and asked Federal Legislators to support IMLS funding.

Dr. Hortt asked for direction on how the Board wants to sign the letters if approved: whether to have each Trustee sign or have Chair Nakamura sign. It was suggested that all Trustees sign it.

MOTION to approve the letters and direct staff to send them: Trustee Lisa Taylor
SECOND: Secretary/Treasurer Deana Lemos-Garcia
DISCUSSION: None
VOTE: 6:0

2.3 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director

a. Operating Principles for Staff

This policy has served its purpose, but is outdated and in conflict with the Mission/Vision/Values Statement (MVV). Furthermore, it is not being used consistently within the District, and therefore, staff recommend that it be removed from the District's policies.

MOTION to approve the deletion of the outdated policy: Vice-Chair Joyce Smock

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 6:0

2.4 Strategic Plans Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director

a. Construction Updates

CVR and Farr Libraries have both received certificates of completion. However, CVR has some punch list items to be completed, and should be done in the near future.

DSS Remodel and Expansion is moving along. Mold was found in the existing building and will be remediated, and framing and drywall has begun. For the expansion, they are laying footers and will pour concrete next week. They expect staff to be able to move into the existing building sooner than expected.

The Mead project is contingent upon the HPLD Board approving the Public Improvement Agreement (PIA). Construction is expected to start in July, and the date of the Groundbreaking Ceremony will be set soon.

MOTION to approve the Public Improvement Agreement: Trustee Gerri Holton

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director

a. June 16, 2025 RS

3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

The State Legislature wrapped up, and Dr. Hortt shared updates that are relevant to the library district.

- HB 1154 passed both the Senate and House, and is on the Governor's desk for his signature.
- HB 1158 failed on the second reading.
- Child Sexual Abuse Accountability Amendment didn't pass the Senate.
- HB 1231 did not pass.
- SB 063 passed both the Senate and House, and is waiting for the Governor's signature.
- SB 276 passed both the House and Senate, and is on the Governor's desk. It sets specific criteria for releasing information on immigration status.

Chair Nakamura asked about collecting status information during citizenship classes. The Board was told that HPLD sponsors the classes, but does not collect personal information from the participants. Legal Counsel Garcia said that the new statute may require some touching up of HPLD policies.

Dr. Hortt attended the Northern Colorado Place Brand focus group.

He also went to the annual Colorado Library Directors Retreat in Grand County.

He announced that CALCON25 will be held in September in Beaver Run, and registration will open in August. More information to come.

The national Baldrige Conference will be held in Denver in October. One of the trips in the conference will be a visit to LINC.

Summer Reading Adventure will start soon, and signing up opened today.

Both current legal cases have been rescheduled.

There is a new art installation at LINC about the Berlin Wall.

The Colorado Association of Libraries Maker Space Conference was at LINC on the day of this meeting. Around 60 people from around the state attended.

He announced that suggestions for the name of the new library at DSS has been opened up to staff, and he invited the Board to submit ideas.

4.0 BOARD COMMENTS

4.1 Chair Nakamura thanked Beth Gudmestad, the Ft Lupton Public and School Library Director, for hosting the board meeting. He also reported that the Carbon Valley Regional Library looks good after the remodel and that LINC hosted the Weld County Treatments Court's National Treatment Board Month Celebration and Education.

4.2 Vice-Chair Smock commented on how many things have gone wrong in many of the construction projects and is glad that Mead is coming together, and recognized Deana for being presented a UNC Honored Alumni Award.

4.3 Secretary/Treasurer Lemos-Garcia thanked Beth Gudmestad for hosting the meeting, and shared that Library Giving Day brought in funds to support the Foundation.

4.4 Other Board Members

Trustee Jenna Evans thanked Beth and shared that when she visited Fort Lupton Public and School Library with her kids, she was given an impromptu tour and was impressed. Also, when she visited Erie, it was packed with people registering for SRA

Trustee Gerri Holton visited LINC and it was awesome. She also went to Farr Library to the Ti Chi class, and told about Beth Gudmestad's great integration with the community.

Trustee Michael Wailes is excited for Summer Reading Adventure to begin, and he thanked Beth for hosting.

Trustee Lisa Taylor was sorry that she could not be there in person, because she was at a conference in Pueblo. She also gave a shoutout to staff for putting the legislators' letters together. And she was ecstatic about the Workforce Development Mobile Unit RFP going out. She also is participating in the HPLD Adults Read On reading plan.

Beth Gudmestad reported that they just hired their first Creative Technologist, who toured LINC and other locations to see maker spaces in action. Also, library staff will take the library out into the community through Storytime in the Parks.

Dr. Hortt added that Beth has done a great job of getting integrated, not only into the community, but also into the library community. He also gave a huge thanks to the Weld Trust for investing in workforce development, and thanked Trustee Taylor for all her support in that.

5.0 ADJOURNMENT AT 6:05PM:

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Joyce Smock

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

Upcoming meetings:

June 16, 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: June 16, 2025
Type of item: Action
Subject: Annual Comprehensive Financial Report for 2024
Presented by: Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager
Recommendation: The recommendation of the Finance Committee is that the Board accept the ACFR as presented.

Background

As required by state statute, the audit for 2024 has been completed and the annual comprehensive financial report (ACFR) is ready for presentation to the board.

Alanna Moses, CPA of Anderson & Whitney, PC will be presenting the results of the audit and the audited financial statements.

The High Plains Library District General Fund reports a fund balance of \$118,823,314 at December 31, 2024. The increase in General Fund Balance for 2024 was \$36,907,219.

The annual comprehensive financial report will be posted on the High Plains Library District website (www.mylibrary.us). The comprehensive annual financial report will also be filed with the state and submitted to the GFOA for the certificate of achievement for excellence in financial reporting.

The Finance Committee has reviewed the annual comprehensive financial report.

Recommendation

The recommendation of the Finance Committee is that the Board accept the ACFR as presented



June 5, 2025

Board of Trustees
High Plains Library District
Greeley, Colorado

Members of the Board:

In planning and performing our audit of the financial statements of High Plains Library District as of and for the year ended December 31, 2024, in accordance with auditing standards generally accepted in the United States, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses as defined above. However, material weaknesses may exist which have not been identified.

This communication is issued under Statement on Auditing Standards No. 114, *The Auditors' Communication with Those Charged with Governance*, which requires auditors to determine that certain matters related to the conduct of an audit are communicated to those who have responsibility for governance.

Planned Scope and Timing of Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

The audit was completed in March through May 2025, and we issued our report on June 5, 2025.

Our Responsibility Under Generally Accepted Auditing Standards

As stated in our engagement letter dated November 13, 2024, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with generally accepted accounting principles in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by High Plains Library District are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2024 except for adopting GASB Statement No. 101, *Compensated Absences*. We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements was the book collection and the fair value of investments and new in 2024, the estimate to accrue sick leave for GASB Statement No. 101, *Compensated Absences*.

The District estimates the carrying value of books and other materials and uses a third-party pricing service to assist in estimating the fair value of investments.

The carrying value of books and other materials is reported using methods appropriate for collections. The “opening day” collection at new or renovated facilities is capitalized at its cost. This value has not been depreciated as the collection is continually updated and replaced. Additions to the collection are not capitalized unless they significantly expand the collection. The alternative would be to depreciate all items over expected lives. This alternative may be preferable if it is determined that the lives of individual items are diminished by use.

The estimate for GASB Statement No. 101, *Compensated Absences*, was calculating using a three-year lookback and identifying an estimate of the sick leave hours that would be used.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. These would include Note 2 regarding investments.

Audit Adjustments

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. One adjustment was recommended to adjust for the property tax receivable and corresponding deferred inflow.

Management Representations

We have received certain representations from management that are included in the management representation letter dated June 5, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of accounting principles to District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Upcoming new Standards

Governmental Accounting Standards Board Statement No. 103 *Financial Reporting Model Improvements* will be effective for fiscal years beginning after June 15, 2025. This statement is expected to enhance the effectiveness of the current financial reporting model by providing information considered essential for decision making and assessing a government's accountability. Highlights of new accounting and financial reporting requirements (or modification to existing requirements) are identified in each of the following areas:

- *Management's Discussion and Analysis*: There has been identification of specific section headings and information to include in each section as well as stressing the importance of explaining the why balances and results have changed while avoiding boilerplate templates.
- *Budgetary comparison information*: Should be presented as Required Supplementary Information (RSI.) Separate columns should be presented to identify variances between the following:
 - Original and final budget amounts
 - Final budget amounts compared to actual results

Notes to RSI are required to include explanations of significant variations identified.

- *Unusual or infrequent items*: Financial statement presentation will now require the display of inflow(s) and outflow(s) to each unusual or infrequent item separately.
- *Information about major component units in the basic financial statements*: Each major component unit should be presented separately in the reporting entity's statements of net position and statement of activities if it doesn't reduce the readability. If including the component units does reduce readability, then each major component unit should be included in separate combining statements of major component units.
- *Presentation of proprietary fund statement of revenues, expenses and changes in fund net position*: Indication of caption names, subtotals and totals that should be presented, as applicable.
- *Financial trends information in the statistical section*: Changes have been identified for the statistical section for governments issuing an Annual Comprehensive Financial Report (ACFR.)

Board of Trustees
High Plains Library District
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June 5, 2025

We encountered no difficulties, disagreements, or delays in conducting the audit and appreciate the cooperation we received. The District staff were very helpful and cooperative throughout the audit.

* * * * *

This information is intended solely for the use of the Board of Trustees and should not be used for any other purpose.

Sincerely,

Anderson & Whitney, P.C.

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 16 th , 2025
Type of item: Action
Subject: Policy Update
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the updated Copyright Policy and the new Policy Pursuant to SB 25-276

Background

Staff have worked with internal stakeholders to update policies for consideration by the Board. During this work, staff determined that the Copyright Policy needed to be updated. Pursuant to the passage of SB 25-276, our legal counsel has reviewed policies pertaining to this new law and is recommending that we adopt the proposed policy rather than amend all policies.

Copyright Policy

Please review the following updated Copyright Policy. In this update, the following changes were made:

1. The policy was renamed to clarify that it covers both copyright and licensing agreements.
2. The policy now states the District's stance on content generated by artificial intelligence (AI).
3. The policy includes more complete information about the District's ability and limitations in reproducing content.
4. The section outlining the process for intellectual property owners to alert the District of potential copyright infringement as described in the Digital Millennium Copyright Act (DCMA) has been significantly shortened.

The detailed explanation of the information that the claimant has to provide has been moved to a new [Online Material Copyright Infringement Claim form](https://hpld.formstack.com/forms/online_material_copyright_infringement_claim) (https://hpld.formstack.com/forms/online_material_copyright_infringement_claim). The new form has been reviewed and approved by the District's legal counsel.

Policy Pursuant to SB 25-276

This is a new policy that was created by HPLD's Legal Counsel to ensure that High Plains Library District is in compliance with new Colorado law. This policy outlines the main features of the law, and the District's application of those laws.

Recommendation

Staff recommend that the Board approve the updated Copyright Policy and the new Policy Pursuant to SB 25-276.

Copyright & Licensing policy

The High Plains Library District provides access to, uses, and creates works that have legal protections for the creators of those works through U.S. Copyright Law, licensing contracts, or patent or trademark registrations.

The District will not knowingly purchase nor actively support access to bootlegged, pirated, or otherwise stolen content. Use of Artificial Intelligence (AI) generated content is subject to District criteria.

Rights and responsibilities of those wanting to duplicate content

Those wanting to copy, print, or otherwise duplicate works take personal responsibility to respect the rights of those who created them. Copyright details as outlined in copyright law under Title 17 of the United States Code are posted on library copiers/printers.

Those duplicating works assuming protection from “Fair Use” should know that they can be held liable for copyright infringement by the courts. To minimize risk, those copying materials under “fair use” should consider all of the following four factors:

- For what purpose is this being used? As an example, is the use for commercial purposes or nonprofit educational purposes?
- What is the nature of the work? It is not likely to be deemed fair use if it is someone else’s private correspondence or if it is widely available in a copyrighted form. The courts most strongly protect creative efforts such as fiction, music, poetry, feature films, and other creative works.
- What is the amount and the substantiality of the portion being copied? Copying a small piece of the work can be deemed not fair use if that piece was critical to the purpose of the work. Meanwhile, a satire can be protected even if it uses a large portion of the original work.
- What is the effect of the use upon the potential market for or value of the copyrighted work? If the work is widely available through market avenues and a substantial or pivotal portion of the work is wanted, it is best to purchase the work.

Fair use does not cover potential patent or trademark infringement. More information is available from the U.S. Copyright Office: <https://www.copyright.gov/fair-use/>

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

The District reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Licensing protecting corporate interests

Online content and data access are usually obtained through licensing contracts. Signing a contract or clicking on a button saying one “accepts” the terms and conditions may mean that the user has agreed to not have access to copyright exemptions, as the contract takes priority over law.

Licensing protecting library services

The District does purchase Public Performance rights licenses for movie and music use in library spaces. In addition, the District maintains a collection of materials that are purchased for professional use, as physical items better align with the First Sale Doctrine of copyright law.

Intellectual property owners concerned about online content as copyright infringement

Those who believe their intellectual property has been copied and posted online in a way that constitutes copyright infringement, please submit an [Online Material Copyright Infringement Claim form](#).

Please note that this procedure is exclusively for notifying the District that copyrighted material has been infringed and is intended to comply with the District's rights and obligations under the DMCA, 17 U.S.C. §512, but does not constitute legal advice. The complainant should contact an attorney regarding rights and obligations under the DMCA and other applicable laws.

Under Federal law, knowingly misrepresenting that material or activity is infringing may be subject to criminal prosecution for perjury and civil penalties, including monetary damages, court costs, and attorneys' fees.

District action on copyright infringement claims

The High Plains Library District does not take responsibility for the public's actions.

If a complaint regards District use of content for the District's purposes, the complaint will be reviewed with the District's legal counsel to determine appropriate action.

If the District receives notice from our Internet service provider that their services are being used to steal the intellectual property of others, the District will make a best effort to block that person from accessing the services. The patron in question can work with the library to discuss options.

Related documents

Websites:

[U.S. Copyright Office, Copyright Law, Limitations on Fair Use](#)
[Copyright Advisory Office at Columbia University, Fair Use](#)
[Digital Millennium Copyright Act, 17 U.S.C. 512 \("DMCA"\)](#)
[Online Material Copyright Infringement Claim](#)

Other policies:

Scope of Collection policy
Criteria for Collection policy
Genealogy Collection policy
Self-published Works policy
Patron Rights and Responsibilities statement
Internet Use policy
Interlibrary Loan Policy

Policy Pursuant to SB 25-276

Federal Immigration Authority Contact Policy

The policies outlined herein are in compliance with Colorado law. (C.R.S. § 24–74–103 et. seq.). This policy outlines the main features of the law, and the District’s application of those laws.

Colorado’s Civil Rights Immigration Protection Statutes

The major provisions of the state’s Civil Rights Immigration Protections statutes are as follows:

Personal Identifying Information Disclosure Prohibitions. C.R.S. § 24-74-103 (1) requires that a political subdivision employee shall not disclose, or make accessible, personal identifying information that is not otherwise publicly available for the purpose of investigating for, participating in, cooperating with, or assisting in federal immigration enforcement, including enforcement of civil immigration laws and 8 U.S.C. § 1325 or 1326 unless the information is necessary to comply with political subdivision duties, or as required to comply with a court issued subpoena, warrant or order.

Compliance With Criminal Investigations. C.R.S. § 24–74–103 (2) requires that the above restrictions not interfere with investigations or proceedings that are authorized by judicial process, or to restrict a political subdivision employee from fully investigating, participating in, cooperating with, or assisting federal law enforcement agencies in criminal investigations. Furthermore, records released pursuant to the following do not violate the updated statute:

- A) A subpoena issued by a federal judge or a federal magistrate.
- B) An order issued by a federal judge or a federal magistrate.
- C) A warrant issued by a federal judge or a federal magistrate.
- D) The consent of the of the patron through a valid release of information.
- E) The consent of the patron’s parent or legal guardian through a valid release of information.

Reduction of Personal Information Collected. Political Subdivision employees shall not inquire into, or request documentation to ascertain, a person’s immigration status for the purpose of identifying if the person has complied with federal immigration laws, except as required by state or federal law or as needed to perform political subdivision duties. More specifically, Publicly Supported Libraries, and employees thereof, shall not collect the following:

- A) Place of birth
- B) Immigration or citizenship status; or
- C) Information from passports, permanent resident cards, alien registration cards, or employment authorization documents.

The only exception that the statute provides is when collecting the above information as necessary to perform duties, or to verify a person’s eligibility for a government funded program if verification is a necessary condition of government funding or participation.

Required Procedures upon Request for Information. Upon a request for information from a federal official pursuant to the above, the first and last name of the person leading the federal immigration enforcement, employer, badge number, and a copy of the subpoena, warrant, or order issued by a federal judge shall be requested. An employee must be designated and notified upon a request for access to information by federal immigration authorities. The subject of request must be notified of the federal immigration authorities’ request for information.

Enforceability. A publicly supported library that is found to have intentionally violated these provisions is subjected to an injunction and a civil penalty of up to \$50,000 for each violation.

District Application

Personal Identifying Information Disclosure Prohibitions. The District retains records according to the Colorado State Archives Special Districts Records Management Manual, described under the Retention Policy. Furthermore, the District protects personal information to prevent unauthorized dissemination, as outlined in the Personal Information Protection Policy.

All personal information collected by the District is confidential, and the District will not provide any personal information to any outside authority or agency absent compliance with a criminal investigation, including but not limited to federal immigration authorities and their associates in the process of a civil investigation. Furthermore, District employees will not facilitate federal immigration authorities access to a patron who may be physically present in a District library at the time of the request.

Compliance with Criminal Investigations. The District will comply with a federal immigration authorities' request for information and release records or provide access when authorities can provide at least one of the following:

- A) A subpoena issued by a federal judge or federal magistrate.
- B) An order issued by a federal judge or federal magistrate.
- C) A warrant issued by a federal judge or federal magistrate.

The District will also release records to federal immigration authorities when the District can obtain:

- A) The consent of the patron concerned through a valid release of information; or
- B) The consent of the patron's parents or legal guardian through a valid release of information.

A patron wishing to consent will need to fill out an information release form.

If a federal immigration authority is unable to present any of the above requirements, or there is no valid consent waiver on file, then the request for information or access will be denied.

Upon the receipt of such documents, or the receipt of a valid consent waiver, the District will provide such information as is permitted in the warrant, subpoena, or order, including information about a patron's parent, relative, or guardian.

The District will also provide or consent to access of district property that is not ordinarily accessible to the public, provided that authorities have provided documentation from a federal judge allowing for such access. Individuals not employed by the District, excluding those working in a voluntary capacity, shall not be allowed in staff areas, except when necessary for reasonable library operations.

The requested information will be provided to the authorities in the form in which it was requested.

Reduction of Personal Information Collected. As outlined in the Personal Information Protection Policy, the district works to avoid or minimize the capture or storage of patron personal information. However, the District collects certain residential and personal information in the process of obtaining a library card, as outlined in the Circulation Policy.

In applying for a library card, distinctions are made based on residential status. District employees may inquire into, as necessary, information regarding an individual's place of residence in this process but should not inquire into immigration status or that individual's place of birth.

When collecting personal information from a patron in the library card application process or in any other situation, a District employee or staff member shall not ask patrons about their immigration status for the purpose of identifying if the person has complied with federal immigration laws.

Procedures Upon a Request for Information. Upon receiving a request for information from a federal immigration authority, whether orally or in writing, District employees will ascertain whether the authorities possess any federal judge subpoena, warrant, order, or whether consent exists to release the information. Until this can be confirmed, no information should be released to any authorities. A request made without presenting any of the above should be denied.

Once the request has been received, employees shall

- Request and document the first and last name of the person leading the authorities, employer, badge number, contact information, and obtain a copy of the subpoena, warrant, or order that allows access. All information obtained should be placed in the incident report.
- Report any request for information or access to the Executive Director's office, regardless of whether the request was denied.

Following a federal immigration authorities' request for information or access to a patron,

- The Executive Director's Office will communicate with the patron who was the subject of the request to make them aware of the request.
- If the patron is under the age of 18, the Office will communicate with either the parent, legal guardian, or relative of the patron about whom the request was made.
- The employee who receives the request, or managing librarian on duty, shall file an incident report containing, at minimum, the details of the request and the contact information of the lead individual of the request.

Recommendation

Staff recommend that the Board approve the new Policy Pursuant to SB 25-276

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 16 th , 2025
Type of item: Action
Subject: Strategic Plan Update
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Information only, no action to be taken

Background

The High Plains Library District is focused on three strategic initiatives. Staff will be providing regular updates to the Board of Trustees on each of the initiatives.

Construction Updates

- DSS Archive and Expansion
 - Remodeling in the existing building began first, followed by the new build
 - Project is on budget & schedule
 - Mold abatement has begun
 - First floor has been floated
- Mead Library
 - Site plan and design approval have been granted
 - On May 12th, the Mead Town Board approved a conditional use permit
 - Mayor Whitlow expressed her gratitude to HPLD and the Board for making this happen
 - Site plan construction is set to begin in early July
 - The Groundbreaking Ceremony is set for July 11th at 10am
- Carbon Valley Regional Library (Remodel)
 - Complete and closing out
- Farr Regional Library (Remodel)
 - Complete and closing out

Workforce Development

- Mobile Workforce Development Unit
 - Mobile Workforce Development Unit RFP has been released and the pre-bid conference was held on 6/10
- Partnerships
 - Staff have completed the Snap-on Tool Certification

Literacy

- Summer Reading Adventure has begun

Recommendation

Information only, no action to be taken



BOARD OF TRUSTEES

Regular Session Agenda

Monday, July 21, 2025

5:00 p.m.

Hudson Public Library

100 S. Beech Street, Hudson, CO 80642

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.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<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. June 16, 2025 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Facilities Master Plan (Action) - Dr. Matthew Hortt, HPLD Executive Director and Wember, Inc.
- 2.2 Awarding of Workforce Development Unit RFP (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. August 18, 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:

August 18, 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	Owner	Board only updates
<p>*Provide updates to the Board</p>	<p>Elena Rosenfeld</p>	<p>NEW Susan Staples:</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> Farr and CVR rooms (hybrid) done 2025 test refresh units deployed Markups and work on Milliken and all construction projects Developed and deployed monthly learning topic - Our Cause - the HPLD MVV Statement ERATE inquiry response Met with Hudson on 2025 work Eaton 2025 refresh work schedule (on the calendar for September) Impacted staff to two factor authentication (seeing more being required by vendors) Supported Demographics process wrap up and outcomes handing over to the Strategic Planning Process <p>What's Coming Up in the next 30 days?:</p> <ul style="list-style-type: none"> 2025 Tech Refresh - continue deployment Work with Materials Sharing EC group on all project components for 2026 go live Support of all Strategic Planning Projects Finalize schedule planning for for 'true up' for Erie, Fort Lupton, CP hybrid meeting room updates Finalize schedule and planning for Hudson service installation (Hybrid meeting room, collaboration room, camera adjustments) Pending provider schedule - Johnstown and Kersey internet upgrades Next learning topic deployed - The Strategic Planning Process (SPP) <p><i>06/05/2025</i></p> <p>NEW Ian Holmes:</p> <p>What's Happened in the last 30 days?:</p>

- Our teen Smash Bros. tournament on May 3rd was a smash hit with 13 kids competing for the title.
- Sixteen people enjoyed the company of two therapy dogs at the May 7th Paws to Study program.
- We had eight attendees for the May 17th AI program where folks were able to do hands on learning with an AI expert from IBM.

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

- With summer reading starting, we are ramping up our programs including two printmaking palooza programs back to back on May 4th at 2pm and 330pm.
- BackStory theater is presenting their fairytale theater on June 14th at 1030 where kids can find out about a princess who, relateably, has sleep trouble.

06/02/2025

NEW James Melena:

What's Happened in the last 30 days?:

- Awarded First and Second place for Educational Promotional Campaign under \$100,000 from National Association of Government Communicators for Yes!fest. Judges notes: "[Absolutely perfect in every way. No notes. Simply remarkable. The design, the implementation, the marketing, the day-of design and set up, the characters, the mission, the feedback forms, all of it. This is absolutely the best entry I have ever seen and second place is not even close. You should be extremely proud of the work your team did on this campaign. Your community is lucky to have such amazing professionals serving them.](#)"
- Mead Groundbreaking marketing materials

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

- Mead Groundbreaking Promotion

05/30/2025

NEW Elena Rosenfeld:

What's Happened in the last 30 days?:

- The program proposal submitted for the Tri-Conference being hosted by North Dakota, South Dakota, and Mountain Plains library associations was accepted. Elena will be co-presenting with representatives from Aims and UNC Libraries on working through tough situations in October.
- The Colorado Legislative Session concluded this month. As reported by Dr. Horts at the May 19th Board of Trustees Meeting, a number of legislative items impacting Colorado libraries were considered this session. It is expected that some of the items will come forward in the next session.
- The State's Technology Accessibility Program has been amended to better balance the goals of web accessibility with the limitations experienced by different public agencies. The changes go into place as of June 30, 2025.

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

- Review of the impact of the newly adopted Information Technology Accessibility Rules that go into effect on June 30, 2025 to confirm HPLD compliance.
- United Way of Weld County's Collective Impact initiatives start moving forward. In June, the *Thrive by 25* will be meeting to discuss next steps, the *Aging Well* and *Weld's Way Home* groups will meet together to focus on shared interests. Meanwhile, the *Reading Great by 8* group which is an aspect of the Weld County Early Childhood Council continues forward with a more encompassing strategic plan.
- The Kraemer Copyright Conference will be hosted by the University of Colorado, Colorado Spring's Kraemer Family Library June 16 – 18th.

05/29/2025

NEW Rebecca Libersat:

What's Happened in the last 30 days?:

- Collection Resources Coordinator Brittani Becker worked with member libraries to finalize their state grant spending before the deadline.
- Branch state grant funds were expended on a new electronic resource for genealogy research (HeritageHub) and additional e-materials from OverDrive.
- Cataloger Theresa Hepker submitted her resignation; she will be greatly missed. Her methods have ensured that incoming new materials reached branch shelves remarkably quickly with no loss of accuracy in the catalog records.

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

- Periodical renewals and new subscriptions will be submitted in early June.
- CR Manager Rebecca Libersat will attend the Kraemer Copyright Conference in Colorado Springs.
- Collection Development Librarians are continuing to work on new Collection Maintenance training for public services staff.

05/28/2025

NEW Natalie Wertz:

What's Happened in the last 30 days?:

- reviewing ACFR with finance committee
- HPLDF&F board meeting
- reviewing HPLDF&F 990
- CPE
- training Accounting Technician temp for while Accounting Technician leave
- portfolio review with Public Trust Advisors
- vacation May 16 to 26

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

- filing ACFR with the State of Colorado and submitting ACFR to the GFOA review program
- training Accounting Technician temp
- CPE
- 2026 budget planning
- SLT retreat July 1
- GFOA WPFN mentoring program

05/27/2025

NEW Rita Kadavy:

What's Happened in the last 30 days?: Patron Rights and responsibility statement reminder to staff

Shared Riverside Goal in support of strategic Initiatives.

2025 Goal – Enhancing Customer Service at Riverside Library in Support of 2025 Strategic Initiatives

Focus Areas:

- **Literacy – Reading and Writing:** Continue supporting adults in improving their reading and writing skills, starting with English and gradually expanding to other languages.

- **Job & Career Literacy (Workforce Development):** Enhance efforts to help community members develop essential skills for employment and career advancement.
- **Early Literacy:** Support early childhood literacy initiatives to build a strong foundation for lifelong learning.

Updated the National Literacy Directory for HPLD - www.nld.org as part of the excellence coordinator of personalized services.

Hired for 40 hour LA position – starting in June

Set up monthly meetings with Leslie Turnage the new Evans Chamber director who is now residing in our location at Riverside library.

After School snack program to end May 22 – it was a successful program providing snacks to approximately 30 kids each day.

Added twice a month drop in Technology and Career help at Riverside Library.

What's Coming Up in the next 30 days?: Next 30 days
Meeting with City of Evans Maintenance and Chamber staff

SRP off to a great start!

05/27/2025

NEW **Melissa Beavers:**

What's Happened in the last 30 days?:

- In the Innovation Gallery, LINC featured [Berlin's Wound: Photography Along the Former Berlin Wall](#) by photographer Laura Krauss. The Greeley Tribune published a story about it, and many people have come to see the exhibit which is on display until June 15.
- In partnership with North Range Behavioral Health and the Greeley Philharmonic Orchestra, LINC offered a variety of mental health programs and gave away a code for free tickets to the GPO concert, "Human Experience: An Electric Cello concert."
- LINC's Spice of the Month Take & Make continued to be a huge success with Dill being the featured spice in May.
- Cozy Concerts debuted in in the theater area of Where Water Flows Uphill. The Ken Kuo Trio was the first group in the space and raved about the acoustics. This series was proposed by LA Rob Walker as a way to highlight one of LINC's most unique spaces.

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

- LINC will be partnering with the D6 Nutrition Services to provide free sack lunches for kids ages 1-18 every Monday and Thursday until 8/1.
- LINC will be hiring a Children's Librarian and an Exhibits Specialist for Children's Innovation.
- LINC will be hosting two D6 interns all summer long.