



BOARD OF TRUSTEES

Regular Session Agenda

Monday, August 18, 2025

5:00 p.m.

LINC Library Innovation Center

501 8th Avenue, Greeley, CO 80631

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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. July 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 Town of Mead Representative Visit (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Service Animal Organization Presentation (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Facilities Master Plan (Action) - Dr. Matthew Hortt, HPLD Executive Director and Wember, Inc.
- 2.4 Board Recruitment (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.5 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Alcohol at Events Policy
 - b. Soliciting, Free Speech, and Fundraising Activities policy
- 2.6 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. September 15, 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:

September 15, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Carbon Valley Regional Library, 7 Park Ave, Firestone, CO 80504



BOARD OF TRUSTEES
Draft - Regular and Executive Sessions Minutes
Monday, July 21, 2025
Hudson Public Library,
100 S. Beech Street, Hudson, CO 80642

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

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia and Claire Milburn
Hudson Public Library Director Tami Crossen
HPLD Staff: Dr. Matthew Hortt, Marjorie Elwood, Niamh Mercer, Natalie Wertz, Rick Medrano, and Kim Parker

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: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

June 16, 2025 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Lisa Taylor

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

- 1.4 The Good We Do
Dr. Hortt reported that on July 16th, the Greeley Creative District (GCD) held a groundbreaking celebration for their new space, and Becky Safarik, GCD Board President, expressed several times how grateful she was that HPLD helped them by donating excess furniture and sharing data with them, along with help and inspiration from LINC. The support helped them get to this place. He ended by saying that it was interesting to see the impact the District had on this new organization and gratifying to be a part of that.
- 1.5 Public Comment
No public comment.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Awarding of Workforce Development Unit RFP (Action) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt reported that in May, the RFP for Mobile Workforce Development Unit was released. Two submissions were received: one from TechOps Specialty Vehicles and the other from Farber Specialty Vehicles. The RFP Review Committee reviewed both submissions and recommends that the contract be given to TechOps Specialty Vehicles.

Staff recommend that the Board accept the recommendation of the RFP Review Committee and direct the staff to negotiate a contract with TechOps Specialty Vehicles and direct staff, the Executive Director, and Legal Counsel to work through the contact.

MOTION to negotiate and sign a contract with TechOps Specialty Vehicles: Trustee Jenna Evans
SECOND: Vice-Chair Joyce Smock
DISCUSSION: None
VOTE: 5:0
Trustee Lisa Taylor abstained from voting because of possible conflict of interest.

Trustee Taylor added that the Weld Trust is excited about this project, because it adds so much value to the community.

- 2.2 BBO Community Data (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt shared some of the databases that the District has available to them and showed the variety of information that is offered.
For Information Only – No Action Needed
- 2.3 Strategic Plans Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
- a. Construction Updates
Remodeling is continuing at DSS, and it is anticipated that the remodel will be completed in September and that staff will move back into the building in October. Therefore, the contract with the bank for the temporary office space was extended by a month. The new building is on budget and on schedule, and should be completed between next March and May.
- The Mead Groundbreaking went well and had a great turnout. Also, the water rights have been secured.
- b. Workforce Development
With tonight's Board approval of the Mobile Workforce Development Unit bid, staff will start working on negotiating the contracts.

Also, Dr. Hortt will attend the *National Coalition of Certification Centers (N3C) Leadership Summit*. N3C is an association of companies that provide certifications, such as the Snap-on program the District is partnering with. Matt will get to see what's new and what opportunities are out there.

- c. Literacy
Summer Reading Adventure is in full swing.

HPLD is partnering with Aurora Mental Health to provide ESL classes at LINC. Thirty students were served last trimester, and an additional six students took part in online classes. In addition, another seventy-three prospective students are looking at the program. It was reported that the program yields great results, and Trustee Lisa Taylor added that Aurora Mental Health has a history of providing excellent programs and has had long wait lists. She commended the District for providing this opportunity.

Six students are working on their GED degrees through the District.

Vice Chair Joyce Smock said she would be interested to know if anyone walks into a library and takes advantage of the GED program.

For Information Only – No Action Needed

3.0 DIRECTOR'S REPORT

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

- a. August 18, 2025 RS

It is possible that a group who is interested in getting the word out about Service Animals will attend the meeting to discuss the ADA Laws pertaining to service animals and to possibly ask for support from the District.

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

The Colorado State Library may be getting a new State Librarian, because Nicolle Davies has just accepted the City Librarian position at the Denver Public Library.

4.0 BOARD COMMENTS

- 4.1 Chair Nick Nakamura was happy to participate in the Mead groundbreaking, and was impressed with the community involvement and excitement. He also gave kudos to Rick Medrano, HPLD Outreach Manager, and his team for all their work on the Naturalization Ceremony. Furthermore, he was excited to hear about the ESL programs, and thanked Tami Crossen, Hudson Public Library Director, for hosting this meeting.
- 4.2 Vice-Chair Joyce Smock was really happy to go to Mead and finally throw dirt - it's been a long time coming. The District is doing well.
- 4.3 Secretary/Treasurer Deana Lemos-Garcia also enjoyed going Mead and hearing how excited the townspeople are.
- 4.4 Other Board Members
Trustee Jenna Evans thanked Tammy Crossen and reported that her boys really like the Hudson library. Also, she enjoyed the Mead groundbreaking and thought it was great because it was very well organized and offered fun things for the kids.

Gerri Holton reported that Ft Lupton is looking at possibly getting a bookmobile. Also, two Fort Lupton Public and School Library employees, Shelly Sessions and Julia Ontiveros, will receive

the *Colorado Association of Libraries' Equity, Diversity, and Inclusion Award* at CALCON for their LIFE program, which is well-attended and draws people from quite a distance.

Trustee Michael Wailes thought that the Mead Groundbreaking was great and the Naturalization Ceremony was fantastic. He also promoted the upcoming the Friends & Foundation luncheon and ticket sales for the event, and thanked Tami Crossen for hosting this meeting.

Trustee Lisa Taylor expressed gratitude to all staff for all the hard work they have done, and thanked Tami for hosting. She loves that Workforce Development is part of the Strategic Plan, because the need is great and the impact is significant. She can't wait to hear what Matt learns at the conference.

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Supreme Court Ruling
- 5.2 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Expansion of District
- 5.3 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Granado claim

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

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 5:55pm on July 21, 2025 for the sole purpose of receiving legal advice on the following three specific legal questions from an attorney – Supreme Court Ruling, Expansion of District, and Granado Claim. Attending for all three topics were Chair Nick Nakamura; Vice-Chair Joyce Smock; Secretary/Treasurer Deana Lemos-Garcia; Trustees Jenna Evans, Gerri Holton, Michael Wailes, and Lisa Taylor; HPLD employees Dr. Matthew Hорт and Natalie Wertz; and Legal Counsel William Garcia and Claire Milburn.

The discussion regarding the Supreme Court Ruling ran from 5:55 to 6:22p.m.

The discussion regarding the Expansion of the District ran from 6:23 to 6:58p.m.

The discussion regarding the Granado Claim ran from 6:59 to 7:14pm.

During the executive session, the Board discussed or received advice regarding the Supreme Court Ruling, Expansion of District, and 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 7:14pm, and reconvened in regular session.

6.0 RECONVENING OF REGULAR SESSION AT 7:16 PM

6.1 Roll Call

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

Quorum was established.

Also present were:

Legal Counsel Bill Garcia and Claire Milburn
HPLD Staff: Dr. Matthew Hortt, Natalie Wertz, and Kim Parker

7.0 ADJOURNMENT AT 7:16PM:

There being no further business,

MOTION to adjourn the meeting: Trustee Michael Wailes

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

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

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Recording Secretary
Kim Parker

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 18, 2025
Type of item: Information
Subject: Town of Mead Representative Visit
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Information only, no action to be taken

Background

After years of planning for a library in Mead, it is becoming a reality. The Mead Library groundbreaking took place on June 27th, and the building permit is in place.

Considerations

The Mayor of Mead, Colleen Whitlow, and Town Administrator, Helen Migchelbrink, asked to attend the Board Meeting to thank everyone for making the Mead Library possible.

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 18, 2025
Type of item: Information
Subject: Service Animals Organization Presentation
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: For information only; no action to be taken

Background

This group's mission is to alleviate misinformation and confusion about how to recognize important animal characteristics regarding what is a pet dog versus what is a trained Service Dog. There is concern because dog bites are on the rise in businesses.

Considerations

The advocates will provide information, present a survey that they would like interested staff and Trustees to complete, and possibly ask for additional support and assistance.

Recommendation

For information only; no action to be taken

SERVICE DOG SURVEY 2025

b. Would you want to return to the business or organization?

Yes No

If yes, why would you return to the business or organization?

i. Even if you had a terrible experience with people and their pet dogs?

Why would you return to the business or organization if a terrible experience occurred with people and their pet dogs?

15) Are you aware of the safety and health problems that could occur when someone brings their pet dog into a business or organization?

Yes No

If you answer Yes, please briefly explain why.

a. Do you know the health and safety laws?

Yes No

b. Would you like to obtain more information?

Yes No

16) Please feel free to make any other comments or provide additional ideas or suggestions about trained service dogs and the American Disability Act (ADA).

17) Would you be willing to participate as a community volunteer for distributing educational materials to the public?

Yes No

If Yes, please provide

Your Full Name:

Contact Information:

10) A pet dog was brought into a business or organization, and the pet dog bit a customer, or a customer had an allergic reaction to the dog. Is it fair for customers to sue the business or organization?

- Yes No

If yes, why would it be fair to sue the business or organization?

a. Should the owner of the pet dog be sued?

- Yes No

b. Should the owner have kept their pet dog at home in the first place?

- Yes No

11) Would you like a pet dog to bite you, or have a pet dog relieve themselves in a business or organization?

- Yes No

12) How do you feel when people do not have control of their dogs?

14) If you are an employee, customer, or client within a business or organization, and you have become tired of seeing people bring their pet dogs into the establishment. How would you feel?

a. What would you do?

13) What should be done when you are an employee within a business or organization and people begin to bring their pet dogs into your place of employment? Especially when you experience continual bad situations with peoples pet dogs.

a. Situations involving another person being bitten by a dog, or a dog relieves itself. How do you think you would feel?

b. How would you like to be bitten?

c. What would you do?

d. What if you have allergic reactions to dogs and you have a severe allergic reaction?

e. How would you like to go in a business or organization and see a dog fight?

SERVICE DOG SURVEY 2025

II. How would you improve the ADA trained service dog laws? (Please be practical)

III. Do you think the ADA trained service dog laws have been abused for numerous of past years?

Yes No

IV. If you answered Yes, how do you think past years of service dog laws were abused?

V. People are abusing the ADA service dog laws, by bringing their pets into businesses and organizations. Do you think that congress would ever eliminate the ADA service dog laws?

Yes No

VI. How would abuse of the ADA service dog laws affect people who require a trained ADA service dog for assisting them with their needed tasks and functions of everyday life?

c. What helpful changes can be made to help assist the ADA trained service dog laws? (Be practical)

7) Does the public and businesses need to be aware of what laws are in place for the trained ADA service dog?

Yes No

If you answered Yes, please briefly explain why you think awareness of ADA trained service dog laws should be important for the public and businesses to be aware.

a. Are barking pet dogs and barking trained service dogs allowed to keep barking in a business or public location?

Yes No

b. When someone does not have control of their dog, how does this affect you?

8) There is no excuse for ignorance of the law. Should a business or organization that is lacking in having knowledge of the ADA trained service dog laws be excused from implementing the laws?

Yes No

9) Do you think businesses and organizations have the responsibility to protect their employers, employees, customers, and clients from harm? Including, provide as much as possible, safe, and healthy environments within the businesses and organizations?

Yes No

Service Dog Survey 2025

1) *In What city do you reside?*

2) **Do you have a disability?**

Yes No

3) **If you are a person who is disabled, own a trained service dog, and another person brings their pet dog into a business where you are located, how do you feel about such occurrence?**

4) **For those of you who do not have a disability, how do you feel when somebody brings their pet dog into a business where you are located?**

5) **What do you think when people lie that their pet dog is a service dog?**

a. **What should be done when a person lies and misrepresents their pet dog as a service dog?**

d. **Did you know under Colorado Revised Statute 24-34-803, it is a crime to knowingly misrepresent an animal as a service animal? On-going problems with people being untruthfully representing their pet dog as a service dog.**

Yes No

e. **Do you know the difference between a pet and an authentic, trained service dog?**

Yes No

Please explain what you think is the difference

6) **What is your opinion of the ADA service dog laws?**

a. **Do you know the Federal and State ADA laws?**

Yes No

b. **Do you think the ADA service dog laws have any weaknesses?**

Yes No

1. **If Yes, please identify your thoughts concerning the ADA service dog laws weaknesses.**

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 18, 2025
Type of item: Action
Subject: Facilities Master Plan
Presented by: Dr. Matthew Hortt, Executive Director and Wember Inc.
Recommendation: Staff recommend the Board approve the Facilities Master Plan Update as presented

Background

In 2019, the Board approved a 5-year Facilities Master Plan. With the Mead Library and library space in the DSS expansion, we have completed the plan. An update to the Facilities Master Plan was budgeted for in the 2025 budget. Wember Inc. was contracted to complete the work.

Considerations

- The Facilities Master Plan consists of the facilities evaluations and recommendations, Demographic Study and Prototype plan.
- The Master Facilities Plan Recommendations
 - A second location in Erie should be the first facility to be considered under this plan
 - Monitor population growth and library use to determine the need for and feasibility of expansion of existing buildings or consider new buildings
 - Work with the Clearview Library District & Glenn A. Jones M.D. Memorial Library to determine how best to address the growth in West Greeley
 - Growth in the Mead area will be addressed through the new Mead Library
 - Growth in the Evans area will be addressed by the DSS Library
 - Share the information with the Member Libraries, particularly with Johnstown

Recommendation

Staff recommend the Board approve the Facilities Master Plan Update as presented

DRAFT



HIGH PLAINS LIBRARY DISTRICT 2019 FACILITIES MASTER PLAN (2025 update)

Prepared by Wember, Inc.

August 12, 2025



TABLE OF CONTENTS

- INTRODUCTION 3
- Executive Summary** 4
 - Basic Census Demographics 5
 - Weld County Employment Data 7
 - Developing Areas 9
 - HPLD Facilities 9
 - Population Forecast 16
 - Growth Percentages 19
 - Growth for HPLD Service Areas..... 20
 - Conclusion 24
- FACILITIES COSTS 25
 - Facilities Costs 25
- CURRENT LIBRARY FACILITIES 26
 - Service Area Definitions 26
 - Branch Libraries 27
 - Member Libraries 31
- BUILDING MAINTENANCE RECOMMENDATIONS..... 34
 - Building Assessment Recommendations..... 34

INTRODUCTION

The previous Facilities Master Plan was completed in 2014 with a revision in August 2017 and updated in 2019. With the continued population growth within the High Plains Library District (HPLD) and the need for additional facilities to meet the needs of the users within the District, HPLD contracted with Wember, Inc in December 2024 to provide a new, revised Facilities Master Plan.

With the continued population growth in Northern Colorado and Weld County exceeding previous forecasts, Wember, Inc. brought in Western Demographics, Inc of Boulder, CO again to update and consult on the growing and changing demographics in the District. The demographic information provided in this Master Plan will assist in planning for the locations of future new branch libraries. HPLD is not responsible for construction or expansion of facilities in the Member Library Service Area. HPLD does not dictate, plan or direct construction projects in these areas, these duties are the responsibility of the Member Libraries. Information provided in this plan regarding Member Libraries is for informational purposes only.

EXECUTIVE SUMMARY

In 2017, when High Plains Library Districts Facilities Master Plan was last revised, the population of Weld County was 285,727 (U.S Census, American Community Survey – 5-yr Estimates) and was expected to continue to grow at an annual rate of approximately 2.5%. In 2019, when the Master Plan was updated the Weld County Population reached 324,703. At that time it was estimated in the next 5 years, the population would reach 323,495. In 2024 the Weld County population exceeded the estimate and reached 369,747 and is expected to reach 377,586 by the end of 2025. With this expected growth this new Facilities Master Plan recommends the number, size, general location and estimated costs for future public library facilities within the HPLD. Sustained historically-low unemployment rates and steady growth in the labor force, as well as affordable and available housing are contributing to making the area desirable and leading to increases in the population.

Following the approval and acceptance of this master plan by the Library Board, funds will need to be identified and budgeted to be able to follow the recommendations presented in the master plan.

This Facilities Master Plan follows the previously established and Board approved Facilities Guidelines. This policy has and will continue to influence what construction materials are used in building projects, where the materials are purchased and how the facilities are powered and maintained.

The estimates provided are for planning purposes only. Architectural and engineering designs are required for more accurate cost estimates for new facilities.

HPLD Master Plan - Demographic Data and Observations – 2025

Introduction - The High Plains Library District (HPLD) is expected to grow at an annual rate of approximately 2.5%. The HPLD boundary includes a small portion of Boulder County and excludes a portion of Weld County served by the Clearview Library District (Windsor and Severance) and Dacono. In general, the Weld County outlook indicates strong growth during the coming decades according to the State Demographer and other demographic and economic experts. House affordability is attracting many young families to Weld County, with Johnstown, Erie, West Greeley and other communities growing rapidly. Extensive vacant land throughout the county is expected to produce new population as the housing stock grows. The population is expected to double by 2054 with an annual population growth rate of 2.5% in the HPLD area. A total growth of 31,524 is expected during the next five years, which is essentially the population of one of the HPLD branches. This additional population suggests the need for one new facility every five years if growth and the demand for library services continues.

Figure 1 – Glenn A. Jones M.D. Memorial Library - Johnstown



Basic Census Demographics – The HPLD in general has more racial and economic diversity than many would expect and has a more affordable housing stock than that available elsewhere. Accordingly, families have found Weld County more attractive than other northern Colorado areas and average family size is larger than the state at 2.79 vs. 2.45 for the rest of the State as shown in Figure 2. Lower income residents have found housing opportunities in Greeley and elsewhere in the HPLD service area, contributing economic diversity to the area that is less evident elsewhere in northern Colorado. All demographic indicators measured by the census illustrate a population in HPLD more likely to benefit from library services than other portions of the State. Although incomes in Greeley were more heterogeneous than elsewhere in the County, average incomes

were comparable at the household level and lower on a per-capita basis. HPLD had higher percentages of Latino population and a higher percentage of persons speaking a language other than English at home.

Figure 2 – HPLD Census Data as Compared to Colorado – U. S. Census 2023

Basic Demographics- U.S. Census	Weld County	Colorado
Population estimate – 2024	369,745	5,957,493
Race		
White alone, not Hispanic or Latino, percent	62.8%	66.1%
Hispanic or Latino	31.3%	22.7%
Two or More Races	2.6%	3.5%
Asian	2.2%	3.8%
Black	1.9%	4.8%
American Indian and Alaska Native	1.7%	1.7%
Native Hawaiian and other Alaska Native	0.2%	0.2%
Total (Does not total to 100% given persons citing multiple races)		
Veterans, 2019-2023	17,505	348,913
Foreign-born persons, percentage 2019-2023	9.1%	9.6%
Owner-occupied housing unit rat, 2019-2023	75.5%	66.3%
Median value of owner-occupied housing units 2019-2023	\$444,550	\$502,200
Median gross rent 2019-2023	1,469	1,693
Persons per household, 2019-2023	2,79	2.45
Language other than English spoken in the home	18.9%	16.1%
Households with a computer, percent 2019-2023	96.9%	96.8%
Households with a broadband internet subscription, percent 2019-2023	91.9%	92.8%
High school graduate or higher, percent of persons age 25 years +, 1029-2023	88.5%	92.8%
Bachelor’s degree or higher, per percent of persons age 25 years +, 1029-2023	32.0%	44.7%
With a disability, under age 65 years, percent, 2019-2023	8.1%	7.9%
Persons without health insurance, under age 65 years percent	9.6%	7.9%
Mean travel time to work (minutes), workers age 16+, 2019-2023	28.3	25.5
Median households income (in 2023 dollars), 2019-2023	\$93,287	\$92,470
Per capita income in past 12 months (in2023 dollars) 201902023	\$41,661	\$50,489
Persons in poverty, percent	9.1%	9.3%

Weld County Employment Data – The HPLD and Weld County economic outlook is further enhanced by the sustained historically-low unemployment rates and steady growth in the labor force during the past five years as shown in Figure 3. These trends are expected to continue.

Figure 3

Employment Data – Colorado Department of Labor

Date	Civilian Labor Force	Number Employed	Unemployed	Rate
Mar-25	177,974	169,162	8,812	5.0%

Colorado Department of Labor, LMI Data Portal

Thirteen-year Population History by Community – The American Community Survey (ACS) data collected by the U.S. Census shows that most of the communities served by the HPLD have grown during the past thirteen years. Figure 4 shows this growth. The five-year average for the HPLD is 2.7%. The most rapidly growing communities are highlighted in green. During those years, most of the growth in the HPLD occurred in Erie, Frederick, Firestone and Johnstown. Some of the Weld communities are not in the HPLD (portions of Dacono and Windsor). The HPLD’s recent construction and expansion was well-located to address growth.

Figure 4 - Population History for Weld County Communities

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Annual Growth Based on 5-yr History	Annual Growth Based on 13-yr History
Ault	1,432	1,407	1,367	1,546	1,558	1,750	1,869	2,054	2,178	1,947	2,153	1,785	1,601	2,270	0.8%	7.4%
Dacono	4,031	4,108	4,185	4,232	4,355	4,461	4,623	4,929	5,243	5,534	6,167	6,084	6,260	6,419	3.7%	7.4%
Eaton	4,135	4,260	4,361	4,451	4,570	4,662	4,791	4,931	5,148	5,317	5,646	5,648	5,763	5,832	2.3%	5.8%
Erie	16,134	17,085	17,946	18,672	19,305	19,948	20,801	22,965	24,223	24,533	27,157	29,092	30,447	31,927	5.6%	9.9%
Evans	17,223	17,875	18,672	19,030	19,535	20,308	20,767	19,967	20,393	20,533	22,727	21,727	22,092	22,265	1.7%	4.5%
Firestone	8,866	9,472	10,067	10,517	10,908	11,255	11,709	12,282	13,109	14,033	13,165	15,949	16,702	17,353	4.9%	9.8%
Fort Lupton	7,422	7,435	7,478	7,516	7,595	7,669	7,814	7,829	8,022	8,133	8,600	7,947	8,164	8,494	1.1%	2.5%
Frederick	7,710	8,164	8,626	9,110	9,636	10,186	10,791	11,397	12,138	12,767	10,414	14,127	15,037	15,893	4.7%	10.3%
Garden City	347	288	252	308	223	277	240	230	209	214	208	165	165	293	5.8%	-3.7%
Gilcrest	1,078	1,004	1,099	1,067	982	917	951	955	951	938	1,381	1,171	1,082	987	0.7%	-1.8%
Greeley	91,115	92,288	93,082	94,194	95,677	97,074	98,975	100,760	103,773	105,888	107,445	107,014	107,949	109,421	1.0%	3.3%
Grover	71	65	49	33	79	83	111	163	180	206	244	186	165	179	-0.1%	12.1%
Hudson	1,594	1,936	1,622	1,676	2,475	2,138	2,079	1,709	1,722	2,588	2,691	2,172	2,167	1,844	1.3%	2.7%
Johnstown	8,656	9,167	9,748	10,562	11,639	12,818	14,379	14,386	14,278	14,910	14,357	16,596	17,327	18,075	4.2%	10.4%
Keenesburg	1,142	1,264	1,196	1,514	1,401	1,319	1,227	1,384	1,380	1,312	1,774	1,546	1,453	1,868	5.2%	7.8%
Kersey	1,454	1,357	1,297	1,307	1,533	1,585	1,664	1,825	1,760.	1,852	1,879	1,533	1,452	1,315	-6.7%	-2.1%
La Salle	2,289	2,397	2,610	2,400	2,559	2,571	2,588	2,754	2,539	2,697	3,377	2,934	2,874	3,119	3.7%	5.3%
Lochbuie	4,306	4,517	4,799	4,947	5,127	5,222	5,367	5,675	6,036	6,388	6,795	7,730	7,963	8,142	5.2%	9.4%
Mead	3,241	3,334	3,479	3,625	3,781	3,967	4,181	4,315	4,523	4,631	4,978	4,716	5,110	5,503	3.6%	8.2%
Milliken	5,225	5,414	5,553	5,699	5,837	5,975	6,157	6,362	6,773	7,185	7,862	8,122	8,438	8,695	4.4%	8.0%
New Raymer	78	79	108	78	91	88	78	72	62	70	76	95	94	82	5.1%	1.2%
Nunn	412	355	435	466	491	524	562	605	577	589	556	463	425	427	-7.0%	0.7%
Pierce	709	827	872	1,000	914	946	966	1,049	1,031	1,008	1,352	1,019	1,018	1,102	1.3%	7.1%
Platteville	2,526	2,521	2,522	2,519	2,548	2,574	2,628	2,664	2,707	2,754	3,017	2,879	2,917	2,924	1.5%	2.7%
Windsor	17,306	17,988	18,640	2,519	2,548	2,574	2,628	2,664	2,707	2,754	3,017	2,870	2,917	2,934	6.5%	10.4%
Weld County	242,860	248,441	253,789	258,780	265,006	270,948	278,085	285,729	295,123	305,345	315,389	322,424	331,466	340,711	2.7%	5.7%

U.S. Census, American Community Survey (5-yr Estimates)

Developing Areas – New developments will produce thousands of new homes in the coming years, predominantly in the southwest portion of the HPLD. Most of the developments that will drive population growth into HPLD are in Erie, Frederick, Firestone, Johnstown and on the west side of Greeley and Evans. Figure 5 identifies the developing areas by community.

Figure 5

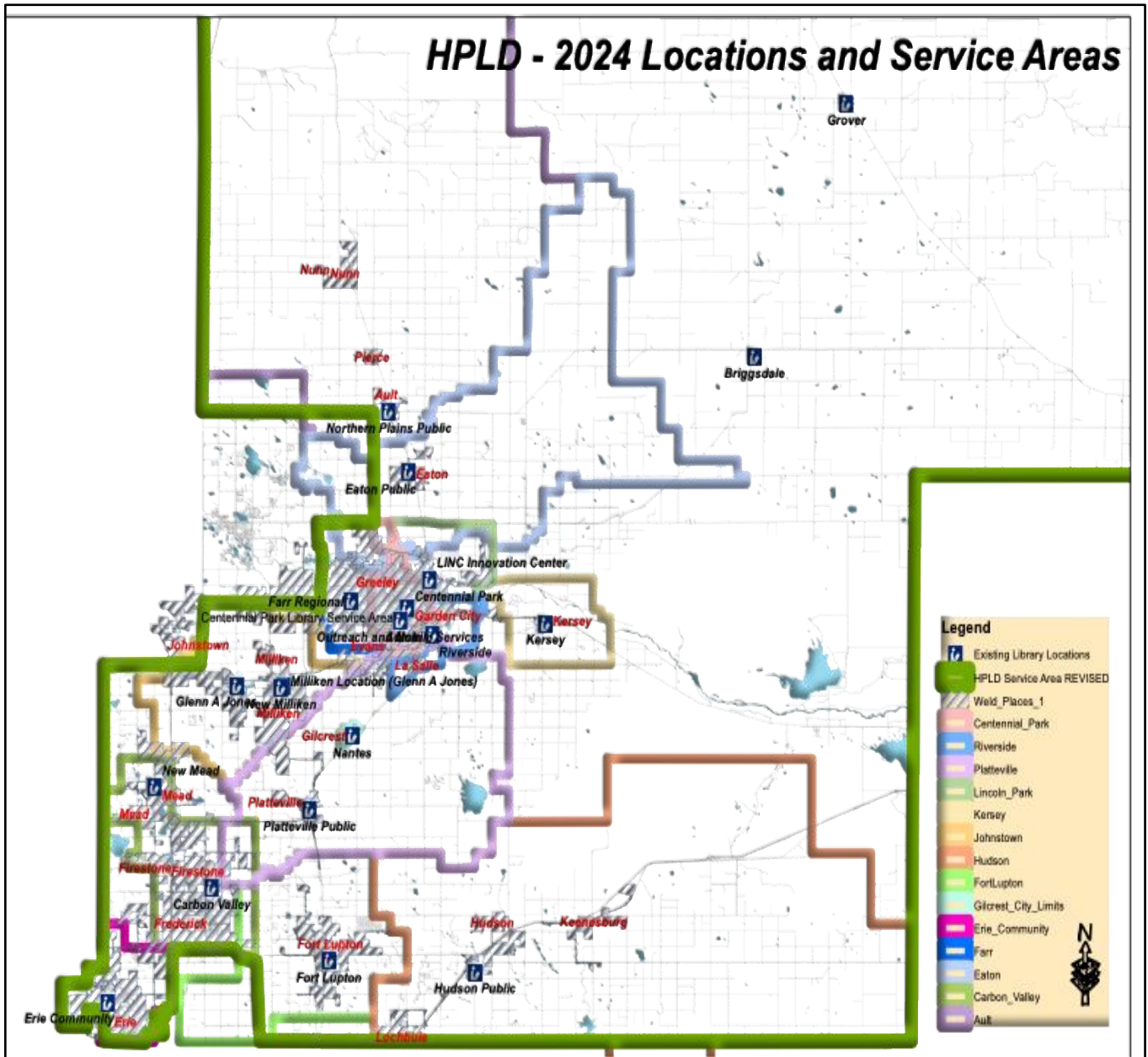
Major Subdivisions Underway in HPLD – April, 2025

City	Subdivision	Builder
Erie	Collier Hill	Richmond American Homes
Erie	Erie Highlands	Oakwood Homes
Erie	Sunset Village: The Monarch Collection	Lennar
Erie	Westerly	Brightland Homes
Evans	Liberty Draw	Baessler Homes
Firestone	Barefoot Lakes	Richmond American Homes
Frederick	Carriage Hills	D.R. Horton
Frederick	Hidden Creek	LGI Homes
Greeley	Northridge Estates	D.R Horton
Greeley	Westgate	Meritage Homes
Johnstown	Granary	Brightland Homes
Johnstown	Ledge Rock: The Monarch Collection	Lenar
Johnstown	Mallard Ridge	D.R Horton
Johnstown	Mountain View	Baessler Homes
Johnstown	Pintail Commons at Johnstown Village	Landsea Homes
Johnstown	Revere	Richmond American Homes
Johnstown	Revere at Johnstown	Meritage Homes
Johnstown	The Outlook at Johnstown Farms	Century Communities
Mead	Lakeside Canyon	D.R. Horton

HPLD Facilities - HPLD buildings are well-positioned to address existing population, but they must keep pace with growth. Current service levels are adequate in most areas, but future growth will produce significant new populations in the southwest and in the southern half of the Greeley-Evans area. The HPLD serves its communities with three types of locations plus Bookmobile services. The *member libraries* are those that are governed by local boards but are funded by the HPLD. The *branch locations* are both governed and funded by the HPLD Board. *Public computer centers* provide patrons with the use of computer equipment and are also funded by the HPLD. The HPLD provides 16 physical locations as shown below.










1. **Carbon Valley** serves Frederick, Firestone, Mead and Dacono.
2. **Centennial Park** serves Greeley and Evans.
3. **Eaton** serves Eaton.
4. **Erie** serves Erie and a small portion of Boulder County that corresponds with the Erie municipal limits.
5. **Farr** serves Greeley and Evans.
6. **Fort Lupton** serves both Fort Lupton and Dacono.
7. **Nantes Library** in Gilcrest serves Gilcrest.
8. **Northern Plains Public Library**, in Ault serves Ault, Nunn and Pierce.
9. **Hudson** serves Lochbuie, Hudson and Keenesburg.
10. **Glenn A. Jones, M.D. Memorial Library**, serves Johnstown
11. **Kersey** serves Kersey.
12. **LINC** serves Greeley.
13. **Platteville** serves Platteville.
14. **Riverside** serves Greeley and Evans.
15. **Milliken is a new location**
16. **Mead is a new location**
17. **Grover is a new location**

Figure 6 – The HPLD



Gate and Circulation Counts – The concentration of HPLD users is well established by gate count and circulation data provided by the district. LINC, Erie, Farr, Centennial Park and Carbon Valley facilities have the highest traffic rates based on available data. Figure 7 shows circulation data as well.

Figure 7 - HPLD Facilities and Statistics – Source - HPLD Administration

2024 Data	Facility	Address	Hours Open Per Week	Population*	Households	Households with Active Cards (as of 12/2024)	Cardholders (as of Dec. 2024)	Visits/Door count	Square Footage	Circulation	Computer Uses/Year	Other
	Carbon Valley Regional Library	7 Park Avenue Firestone, CO 80504	62	29,583	13,729	36%	9,805	106,588	35,000	175,988	14,346	6 acres opened 2008; renovated 2025 163 parking spaces
	Centennial Park	2227 23rd Avenue Greeley, CO 80634	62	68,623	25,833	42%	12,807	118,703	28,000	95,713	28,517	Opened in 1960; expanded in 1979; renovation in 2003 and 2010; 2024 50 parking spaces
	Erie Community Library	400 Powers Street Erie, CO 80516	62	39,519	12,353	48%	12,880	181,297	26,500	267,851	14,702	3 acres opened 2008; renovated 2021 100 parking spaces
	Farr Regional Library	1939 61st Avenue Greeley, CO 80634	62	33,507	12,858	42%	11,689	128,480	38,000	205,404	23,503	4 acres opened 2002; renovated 2025 137 parking spaces
	Grover Library	402 Chatoga Ave Grover, CO 80729	20	203	72	32%	33	651	1,800	471	70	Opened Nov. 2024
	Kersey Library	413 1st Street Kersey, CO 80644	20	2,348	844	34%	417	10,739	3,400	6,431	1,525	opened in 2013 34 parking spaces
	LINC Library Information Center	501 8th Ave. Greeley, CO 80631	62	38,951	4,211	45%	8,803	266,867	62,000	121,591	34,970	Opened May 2023
	Outreach & Mobile Services	2650 W 29th Street Greeley, CO 80631	38	N/A	1,671	27%	1,864	24,462	n/a	47,007	n/a	1 bookmobile 1 lobby stop van 1 Pop-up van
	Riverside Library & Cultural Center	3700 Golden Street Evans, CO 80620	62	31,631	4,993	46%	3,362	68,877	18,500	37,396	13,125	opened 2014; co-location with City of Evans 150 parking spaces
	District Support Services	2650 W 29th Street Greeley, CO 80631	40	7,543	N/A	N/A	N/A		24,000			1.76 acres 61 parking spaces

Bookmobile Service Augmentation – In locations where permanent library facilities are not available, the HPLD has done an effective job of providing bookmobile service to areas with need.

Population Forecast by HPLD Service Area – The population growth estimates shown in Figure 8 were generated by Environmental Research Systems (ESRI) based on census block groups aggregated into HPLD service areas. Based on these estimates, HPLD is expected to grow throughout its geographic area during the next five years, but some of the service areas are expected to grow at higher rates. The growth is seen within the branch areas, member areas and in neighboring districts boundaries. Branch areas (Mead, Erie & Evans), Member area (Johnstown), neighboring areas (West Greeley).to grow the most. The percentages shown are the average annual growth expected between 2025 and 2029. The total growth expectation of 1.9% is somewhat consistent with the historic growth rate of 2.7% and aligns with an aggregate expectation of 2.5% per year.

Figure 8 – ESRI Growth Expectations and Average Annual Increments and Percentages

*Member Library or Member Library Service Area **

Library Service Area	Abbreviation	2025	2029	5-Year Growth	Annual Growth	Annual Percentage Growth
Centennial Park	CP	78,950	82,432	3,482	696	0.9%
Carbon Valley	CV	36,981	40,417	3,436	687	1.9%
Erie (Partially in Boulder County)	E	38738	41,182	2,444	489	1.3%
Farr Regional	FR	38,070	41,589	3,519	704	1.8%
Grover	G	654	659	5	1	0.2%
Kersey	K	4,991	5,467	476	95	1.9%
Mead	MD	13,724	16,612	2,888	578	4.2%
Riverside	RV	26,923	27,427	504	101	0.4%
Eaton *	EA	10,635	10,937	302	60	0.6%
Fort Lupton *	FL	13,932	14,690	758	152	1.1%
Hudson *	H	18,712	21,593	2,881	576	3.1%
Johnstown *	J	16,522	23,343	6,821	1,364	8.3%
Milliken *	ML	9,845	10,380	535	107	1.1%
Nantes *	N	2,176	2,171	-5	-1	0.0%
Northern Plains *	NP	6,882	7,271	389	78	1.1%
Nunn *	NU	3,189	3,622	433	87	2.7%
Platteville *	P	2,824	2,962	138	28	1.0%
Weld County	WC	2,937	5,455	2,518	504	17.1%
Total		326,685	358,209	31,524	6,305	1.9%

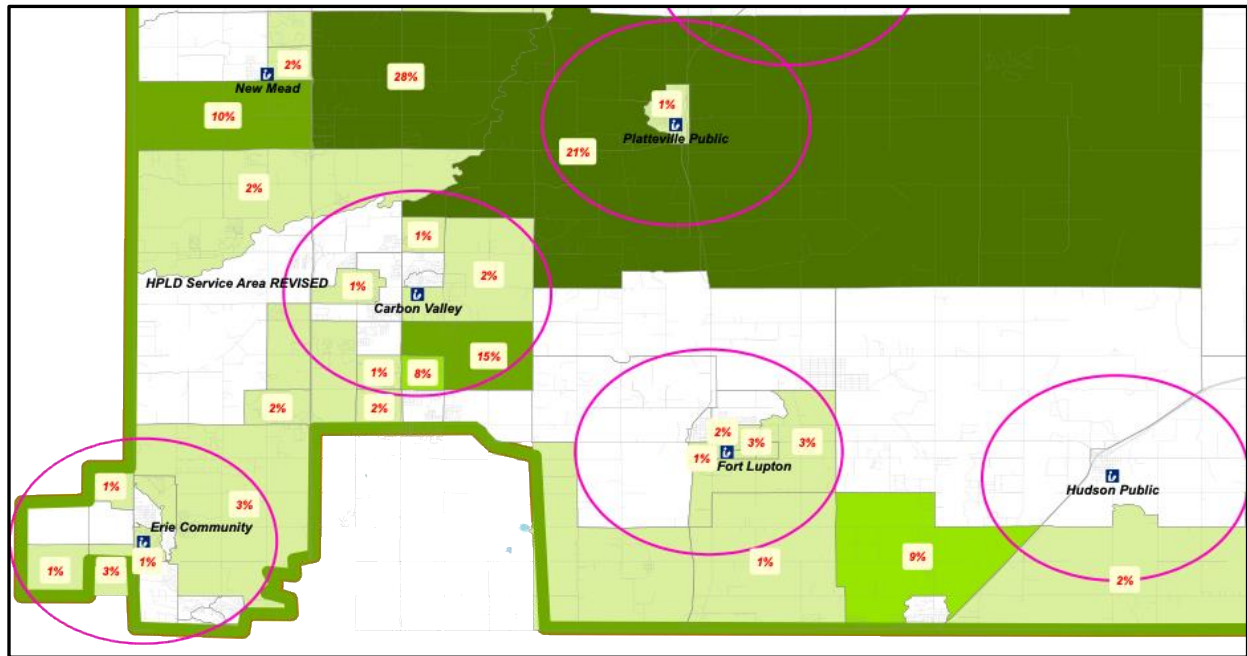
Population estimates by Environmental Research Systems Incorporated (ESRI) for census block groups aggregated to HPLD service areas.

Population Forecast by HPLD Service Area – The population growth estimates shown in Figure 9 correspond to census block groups aggregated into HPLD service areas. The pink circles represent three-mile radii around current HPLD locations. The percentages shown are the average annual growth expected between 2025 and 2029. The total populations shown in Figure 8 give a more usable impression of growth as they will show the population count as opposed to the percentage. This is especially relevant in areas where populations are small.

The total additional patron count expected by 2029 is **31,524. This is expected to be achieved through** consistent population growth increments of 3,000 per branch in six other areas are shown. with Johnstown expecting an additional residents 6,821 over the five-year period. The total growth of 31,524 is essentially the population of one of the HPLD branches. This suggests the consideration of expanding current facilities or possibly the addition of one new facility constructed every five years if growth continues and the demographic condition of the area continues to demand library services at a consistent rate. The decision to expand or add facilities will ultimately be one made by the Board of Trustees and will factor in usage, population growth and feasibility. Since the impact is distributed over a broader area, the HPLD can balance demand and explore its options as new facilities absorb demand.

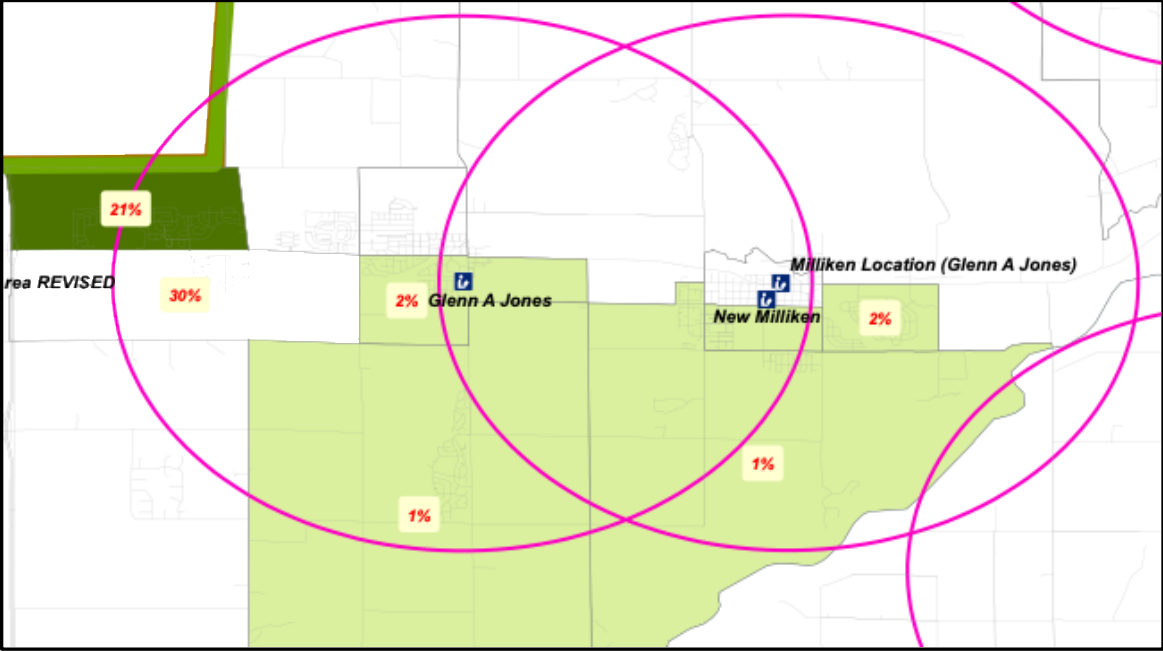
Growth Percentages for HPLD Service Areas – Southwest – The growth expected in Erie, Mead, Firestone, Ft Lupton, Lochbuie and Hudson will continue to generate library needs in the coming decades. Figure 10 shows the expected percentage growth in these areas.

Figure 10 – ESRI Average Annual Growth Percentages for HPLD Areas – Southwest



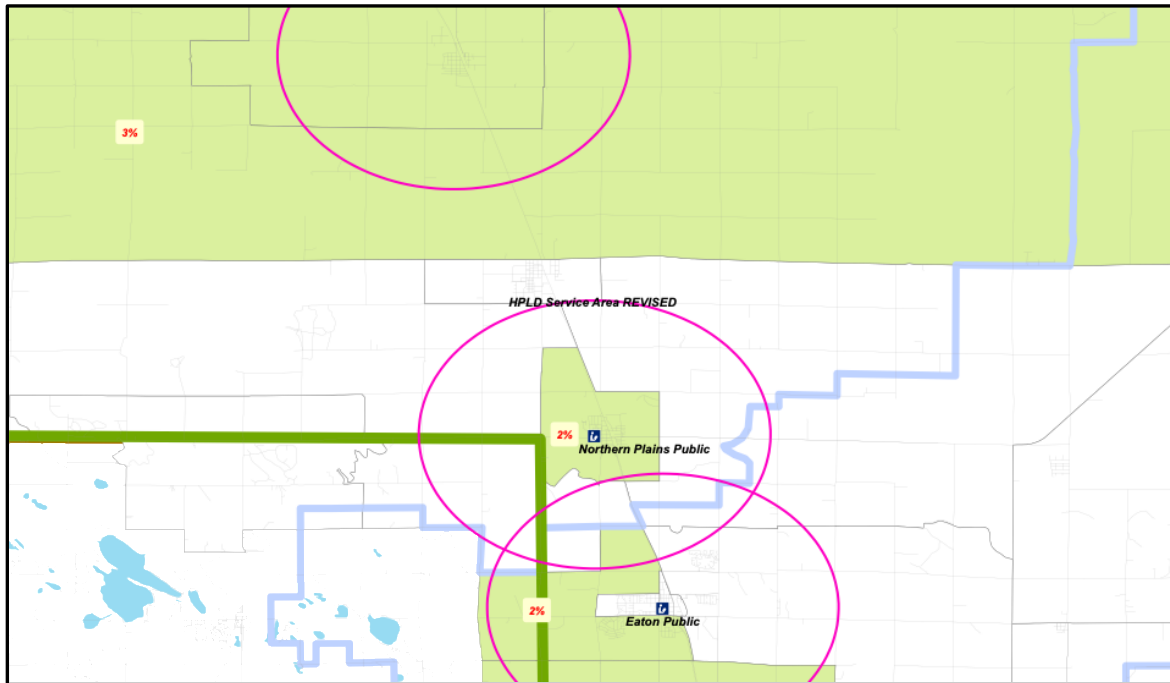
Growth for HPLD Service Areas – Johnstown / Milliken – There are twelve active subdivisions in the Johnstown-Milliken area that will continue to generate library needs in the coming decades. Figure 11 shows the expected percentage growth in these areas.

Figure 11 – ESRI Average Annual Growth for HPLD Areas – Johnstown / Milliken

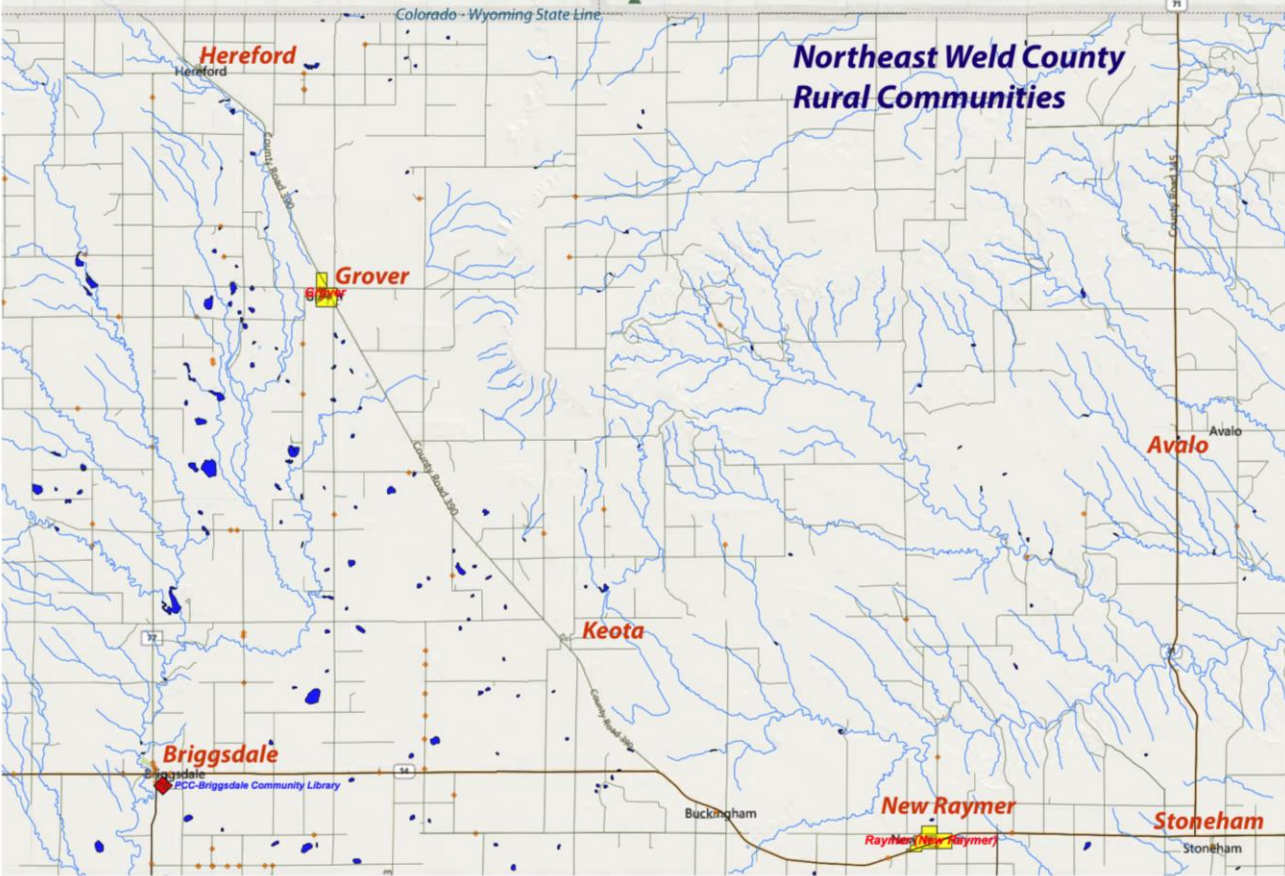


Eaton, Ault, Pierce, Nunn Area Growth - The map below illustrates expected growth in Eaton, Ault, Pierce and Nunn.

Figure 13 – ESRI Annual Growth for HPLD Areas – Eaton, Ault, Pierce, Nunn



Northeast Weld County – Northeast Weld County includes many rural communities that are not statutory towns, but still host many library patrons. The communities of Hereford, Keota, New Raymer, Briggsdale, Stoneham and Avalo receive library services at Briggsdale and via bookmobile visits. Grover Library is a new facility, serving Grover and surrounding areas.



Conclusion - The population served by the High Plains Library District (HPLD) is expected to continue to grow at an annual rate of approximately 2.5%. The HPLD is expected to experience corresponding growth in service demand throughout its geographic area. Some of the service areas are expected to grow significantly by percentage and total population volume. The total additional patron count expected by 2029 is **31,524. This is expected to be achieved through** consistent population growth increments of 3,000 per branch in six other areas are shown. with Johnstown expecting an additional residents 6,821 over the five-year period. .

The total growth of 31,524 is essentially the population of one of the HPLD branches which suggests approximates one new facility constructed every five years if growth continues and the demographic condition of the area continues to demand library services at a consistent rate. Since the impact is distributed over a broader area, the HPLD can balance demand and explore its options as new facilities absorb demand.

Recommendations

- **A second location in Erie should be the first facility to be considered under this plan**
 - **Monitor population growth and library use to determine the need for and feasibility of expansion of existing buildings or consider new buildings**
 - **Work with the Clearview Library District & Glenn A. Jones M.D. Memorial Library to determine how best to address the growth in West Greeley**
 - **Growth in the Mead area will be addressed through the new Mead Library**
 - **Growth in the Evans area will be addressed by the DSS Library**
 - **Share the information with the Member Libraries, particularly with Johnstown**
-

FACILITIES COSTS

Construction

The construction costs provided are in current, first half of 2025 dollars. Historic construction inflation rates for Northern Colorado have been over 9% per year but very recent construction cost trends have shown a more realistic rates to include 4-5%. Based on these fluctuating and varied inflation rates it is recommended that HPLD use the provided per square foot estimates as a starting point in planning future projects. It is also recommended that the HPLD work with local Architects and/or Building Contractors to determine accurate final cost estimates for future projects after site(s) have been selected.

The following estimate includes construction, site development, owner’s requirements (architecture & engineering design fees, geotechnical and environmental surveys, owner’s rep fees, building commissioning, testing and inspections, contingencies – design 5% and construction 10%, permits and fees), technology equipment, furnishing, fixtures, and equipment (FF&E). The costs do not include library collections, site purchase or any legal fees. Renovation construction costs will vary depending on the overall scope of work. The costs provided are for minor renovations and do not include any costs for additions or major structural renovations.

New Construction Costs

New Construction & Owners Requirements	Soft Costs including FF&E [20% of Construction Costs]	Total Cost Per Square Foot to Build New
\$620 - \$685/sq. ft.	\$124/sq. ft. - \$137/sq. ft.	\$744/sq. ft. - \$822/sq. ft.

Renovation Construction Costs

Renovation	Soft Costs Including FF&E [20% of Construction Costs]	Total Cost Per Square Foot to Renovate
\$205 - \$255/sq. ft.	\$41/sq. ft. - \$51/sq. ft.	\$246/sq. ft. - \$306/sq. ft.

Figure 1 - Maintenance and Operating Costs HPLD Facilities - 2018

CURRENT LIBRARY FACILITIES

There are currently three types of library facilities that make up the High Plains Library District:

- Branch Libraries, including two mini branches, with another one opening in 2026
- Member Libraries
- Public Computing Centers

Branch libraries and Public Computing Centers operate under the policies established by the High Plains Library District Board of Trustees, and the administrative direction of the Executive Director of the High Plains Library District. The staff are employed by the High Plains Library District.

Member libraries are municipal libraries that operate under policies established by their boards. The staffs are employees of the member library. The member libraries receive two-thirds of the taxes collected in their jurisdiction by the High Plains Library District.

These funds are to be used for library operations. The District uses the remaining one-third of the taxes to provide services to the member library.

The town of Dacono is currently not served by a municipal library while the Clearview Library District serves the towns of Severance and Windsor. These towns therefore are not served by the High Plains Library District, but residents may use any of the High Plains Library District facilities in accordance with the Colorado Library Collaborate (CLC) program.

Service Area Definitions

When the District was formed with the Intergovernmental Agreement service areas were established.

The Service Areas are as follows:

School Districts within HPLD Service Area	Library serving the area as of 2019
St. Vrain Valley Re-1J Erie, Firestone, Frederick, Mead	Carbon Valley Regional, Erie Community (District Branch Locations)
Weld Re-1 Gilcrest	Platteville Public Library (Member Location)
Weld Re-2 Eaton	Eaton Public Library (Member Location)
Weld Re-3 Keenesburg	Hudson Public Library (Member Location) District Outreach Services (via PCC)

Weld Re-5J Johnstown-Milliken	Glenn A Jones MD Memorial Library (Member Location) District Outreach Services (via PCC) in Milliken
Weld 6 Greeley-Evans	Centennial Park, Farr Regional, Lincoln Park and Riverside (District Branch Locations)
Weld Re-7 Platte Valley	Kersey Mini Library (District Branch Location)
Weld Re-8 Fort Lupton	Fort Lupton School & Public Library (Member Location)
Weld Re-9 Ault-Highland	Northern Plains Public Library (Member Location) District Outreach Services (via PCC) in Nunn
Weld Re-10 Briggsdale	District Outreach Services
Weld Re-11 Prairie	District Outreach Services
Weld Re-12 Pawnee	District Outreach Services

Branch Libraries

The Branch Libraries in the High Plains Library District is comprised of three facilities in Greeley, soon to be four, and one each in Firestone, Erie, Kersey, Grover, and Evans. A facility in Mead will open in 2026. Also included are three mobile vehicles, including a bookmobile.

The Branch Libraries are governed by the High Plains Library District Board of Trustees. Initially the Weld County Commissioners appointed a seven-member Board. As vacancies have occurred, new members are selected and recommended by a committee consisting of representatives from the Weld County Commissioners and towns that originally formed the District, and then the new members are ratified by the Boards and Councils of those establishing bodies. Board terms are for four years in duration.

Branch Libraries are established according to the Establishment of District Facilities Guideline as well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The High Plains Library District adheres to an annual budget approved by the High Plains Library District Board of Trustees.

Branch Libraries offer a full array of materials, services, and programs for people of all ages. Staff is employed by the District, participates in benefits and is governed by the policies of the District.



Carbon Valley Regional Library

7 Park Avenue, Firestone, CO 80504

- Current building opened March 2008, Remodeled in 2025
- 35,000 total square feet
- HPLD Branch



Centennial Park Library

2227 23rd Avenue, Greeley, CO 80634

- Current building opened 1960, Remodeled 2003, 2011 & 2024
- 28,000 total square feet
- HPLD Branch



Erie Community Library

400 Powers Street, Erie, CO 80516

- Current building opened 2008, Remodeled in 2021
 - 26,500 total square feet
 - HPLD Branch
-



Farr Regional Library

1939 61st Avenue, Greeley, CO 80634

- Current building opened 2002, Remodeled 2011 & 2025
- 38,000 total square feet
- HPLD Branch



Riverside Library and Cultural Center

3700 Golden Street, Evans, CO 80620

- Current building opened October 2014
- 18,500 total square feet
- HPLD Branch



Kersey Library

415 1st Street, Kersey, CO 80644

- Original building date unknown, Remodeled in 2021
- 800 total square feet
- HPLD Branch



LINC Library

Greeley, CO 80631

- Original building opened 1968, Remodel and expanded 2022
- 60,195 total square feet
- HPLD Branch



Grover Library

Grover, CO 80729

- Original building unknown date, remodeled 2023
- 1,000 total square feet
- HPLD Branch

In 2026, two more facilities will open:

DSS Library & Archive

Mead Library

Member Libraries

HPLD is not responsible for construction or expansion of facilities in the Member Library Service Area. HPLD does not dictate, plan or direct construction projects in these areas, these duties are the responsibility of the Member Libraries. Information provided in this plan regarding Member Libraries is for informational purposes only. The Member Libraries in the High Plains Library District is comprised of one facility each in Eaton, Ault, Fort Lupton, Johnstown, Hudson, Platteville, Nantes. A new facility in Milliken will be opening in 2026.

Member Libraries were established according to the Colorado Library Law provisions in 1985, subsequently deleted from the law, and have joined with other governmental units within Weld County for the purpose of creating the High Plains Library District. The Member Library receives a designated portion of the tax levy for local library service.

The governing authority of the Member Library receives funds according to a formula established at the time of the agreement to create the District. The governing authority budgets and accounts for these funds.

A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.

Member Libraries have:

- A local authority responsible for the library's operations.
- Facilities that are owned or leased and maintained by the local authority.
- Services and programs that are determined by the local board. The library may participate in centralized services made available by the District.
- Staff that is hired by the local board. Payroll, insurance, and benefits are the responsibility of the local authority.
- A service area that was established in the Intergovernmental Agreement that formed the District
- Hours of operation that are defined by the local authority.



Eaton Public Library

132 Maple Avenue, Eaton, CO 80615

- Original building 1911, Current building opened 2015
- 12,500 total square feet
- HPLD Member



Fort Lupton Public & School Library

370 S Rollie Ave, Fort Lupton, CO 80621

- Current building opened 2024
- 14,000 total square feet
- HPLD Member



Glenn A. Jones, M.D. Memorial Library

400 S. Parish Avenue, Johnstown, CO 80534

- Current building opened 2005, Renovation 2019
- 13,000 total square feet
- HPLD Member



Hudson Public Library

100 S. Beech Street, Hudson, CO 80642

- Current building opened 2015
 - 11,367 total square feet
 - HPLD Member
-



Northern Plains Public Library

216 2nd Street, Ault, CO 80610

- Current building opened 2001
- 6,000 total square feet
- HPLD Member



Platteville Public Library

504 Marion Avenue, Platteville, CO 80651

- Current building opened 1992, Addition 2002
- 7,500 total square feet
- HPLD Member



Nantes Library

703 Birch St, Gilcrest, CO 80623

- Current building opened 2014
- 4,000 total square feet
- HPLD Member

BUILDING MAINTENANCE RECOMMENDATIONS

Building Assessment Recommendations

This current Masterplan did not include reassessing the existing facilities for recommendations. However, the recommendations made in the 2019 Masterplan have been resolved completely per facilities staff evaluation

It is recommended that maintenance funding be planned and budgeted to cover major maintenance items based on the following life expectancy table.

Typical Life Expectancy Table – Building Materials & Systems	
Roofing & Accessories	
Singly Ply Membrane	20-25 years
Built Up	20 years
Asphalt Shingle	20-30 years
Metal Panel	35 - 40 years
Skylights	10-20 years
The life expectancy of roofing materials depends on local weather conditions, material quality and adequate maintenance. Roofs in areas that experience severe weather, such as hail, tornadoes and high winds may also experience a shorter-than-normal lifespan overall or may incur isolated damage that requires repair in order to ensure the service life of surrounding building materials.	
Siding, Flashing & Accessories	
Brick/CMU Walls	40-50+
Manufactured Stone	50-100 years
Aluminum Siding	25-40+ years
Meal Panel Siding	40-50 years
Engineered Wood	30-40+ years
Cementitious Siding	50+ years
Exterior Paint/Stain	3-5 years based on sun exposure
Exterior Paint at steel handrails	2 years
Exterior Caulking	5-10 years based on sun exposure
Metal Gutters, Downspouts, Soffit and Fascia	15-30+ years
Copper Gutters and Downspouts	45-50 years

Exterior siding materials lifespan is dictated on quality of original material and regular maintenance and repairs. Some exterior components may require protection through appropriate paints or sealants as well as regular maintenance. While well-maintained and undamaged flashing can last the lifetime of the building, it is the connections to substrate materials that regularly fail over time. Regular seasonal inspection and maintenance is recommended.

Interior Finishes	
Interior Paint – high traffic areas	3-5 years
Interior Paint – low traffic areas	8-12 years
Interior Caulking	8-10 years based on sun exposure
Ceramic Tile Flooring	30 years
Vinyl Tile Flooring	20 years
Sheet Vinyl Flooring	15 years
Carpet Flooring – high traffic areas	10 years
Carpet Flooring – low traffic areas	15-20 years
Acoustical Tile Ceiling	20 years
Door Hardware	8-10 years
Laminate Countertop	20 Years

The lifespan of interior finishes are dependent on the quality of the original materials and on regular maintenance and repair.

Plumbing & Mechanical Systems	Years
Plumbing Fixtures	15 years
Toilets, Urinals and Sinks	25-30 years
Pumps - Base Mounted	25 years
Pumps - Submerged	10-15 years
Backflow Preventers	5-10 years
Hot Water Heaters	10 years
HVAC Pumps	10 years
HVAC Fans	10 years
HVAC Motors	8 years
HVAC Temperature Controls	8 years
HVAC Roof Top Units	25 Years
HVAC Boilers	25 years
Heat Pump System	20 Years
Heat Pump - Ground Infrastructure	40 Years
Furnace Filters	6 months

The lifespan of mechanical and plumbing equipment and systems are dependent on the quality of the original materials and on regular service, maintenance and repair.

Electrical Systems & Accessories	
Incandescent Lamps	6 months - year

Fluorescent Lamps	1-2 years
Fluorescent Ballasts	10 years
LED Ballasts	10 years
Emergency Light Batteries	3 years
Dimmer Switches	10 years
<p>Copper-plated, copper-clad aluminum and copper wiring are expected to last a lifetime, whereas electrical accessories and lighting controls, such as dimmer switches and sensors, may need to be replaced regularly. Faulty, damaged or overloaded electrical circuits or equipment may lead to shorter life span of equipment and systems and may cause fire. Electrical circuits and equipment should be tested and inspected when making changes to the original system.</p>	
Fire Life Safety, Access Control, Security System	
Fire Alarm	15-20 years
Fire Pumps	25 years
Sprinklers	25 years
Security Systems	10 years
Access Control	10-15 years
CCTV Systems	5-10 years
Site & Landscape Features	
Asphalt Paving	10 years
Seal Parking Lot and Paint Striping	3 years
Concrete Paving	12 years
Concrete Side Walks	25-40 years
Irrigation System Valves	5 years
Irrigation System Sprinkler Heads	3-5 years
Trees and Shrubs	10-15 years

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 19, 2024
Type of item: Action
Subject: Board Recruitment
Presented by: Dr. Matthew Hортt, HPLD Executive Director
Recommendation: Staff recommends the Board approve the release of the recruitment materials

Background

Each of the towns and cities of Ault, Eaton, Evans, Greeley, and Hudson, as well as the Board of County Commissioners, may appoint one (1) representative to a nominating committee to select seven (7) library board members. Also, the City of Fort Lupton and Weld County School District RE-8 are deemed to be an establishing body for purposes of removal and ratification of library district trustees; but combined shall send only one (1) representative to the HPLD trustee selection committee.

Considerations

- Trustee Joyce Smock’s term ends on December 31st, 2025
- The District needs to recruit to fill the vacancy for the Region 6 Position (New Raymer, Kersey, and Grover)
- Staff have prepared and updated the following:
 - o Board Recruitment Timeline
 - o Letter to the Establishing Bodies
 - o Notice – Seeking Board Applications
 - o Trustee Application
- Deadlines for applications and the interview date may be adjusted by the Board
- Per the Board bylaws, the Vice-Chair of the Board of Trustees, Joyce Smock, chairs the Selection Committee
- Jenna Evans is the second Member of the Selection Committee due to her service on the Governance Committee

Recommendation

Staff recommends that the Board approve the release of the recruitment materials

High Plains Library District Board Trustee Recruitment Timeline 2025

Monday, 8/18/2025	Present timeline and materials to the Board.
Tuesday, 8/19/2025	Mail letter to the Establishing Bodies. Email copies to the Clerks.
Friday, 9/26/2025	Reponses with Representatives' Names due to Kim.
Friday, 9/26/2025	Applications are due and recruitment closes.
week of 9/29 - 10/3	Pare down applicants and meet with the Governance Committee to set the interview list.
week of 10/6 - 10/10	Applicants are notified and copies of candidate applications are sent to the Establishing Bodies
week of 10/13-10/17	Print packets, make name tents, and prepare for interviews
Friday, 10/24/2025	Interviews at LINC from 1:00 to 3:30p.m.

NOTICE

The High Plains Library District Board is seeking candidates to fill one vacancy on its Board of Trustees.

The Board of Trustees consists of seven (7) members, all of whom must reside within the boundaries of the District's legal service area. The area needing representation is:

- Region 6: New Raymer, Kersey, and Grover

The term runs from January 1, 2026 through December 31, 2029.

Interested applicants can find an application link at www.mylibrary.us/board

Application deadline is September 26, 2025 at 5:00pm.

Trustee Interviews will be held October 24, 2025 from 1:00-3:00pm.

For more information, contact James Melena at

jmelena@highplains.us or 970-506-8559



High Plains Library District Board of Trustees Application

You will find the High Plains Library District Board of Trustees Application Form on the following two pages. The District is seeking interested applicants to fill a vacancy on its Board. The open position is for the following region, and applicants must reside within that region.

❖ Region 6: New Raymer, Kersey, and Grover

Please consider these points for appointment to the High Plains Library District Board of Trustees.

- The term will run from January 1, 2026 to December 31, 2029, and the Board currently meets at least one Monday a month, in the evenings.
- Though attendance at board meetings is a first concern, a trustee must also assume a sense of personal involvement and be willing to give extra time and effort to special library projects and committee meetings.
- In addition, two Trustees may be required to serve on the HPLD Friends & Foundation Board of Directors. As per the Foundation bylaws, a minimum of two (2) shall be current Members of the High Plains Library District Board of Trustees and the remaining Directors shall be appointed from the Community at large.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

Interested applicants should complete the online application, found on MyLibrary.us, or the application that follows on the next two pages. If completing the paper copy, please send it to

High Plains Library District Board Appointments
Administration & Support Office
2650 W 29th Street, Greeley, CO 80631

Applications are due September 6, 2025 at 5:00p.m.

Interviews will take place on October 24, 2025 from 1:00 - 3:00p.m.



Date/Time _____

Name

First Name _____

Last Name _____

Home Address

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Business Address

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Phone _____

Email _____

School District _____



Profession, Occupation/Employer, Titles

If more than one, please list all and indicate which is primary.

Civic/Professional Affiliations, Offices, Activities

Please indicate if you hold or have held an elected or appointed public office and when. Include any appointments to any councils or commissions.

Education

- 12 years or less 12-16 years Over 16 years

Highest Degree _____
Degree, Year, Institution

Please confirm that you are applying for the following:

- Region 6 – New Raymer, Kersey, Grover

It is required that you reside in the region you are applying for.



State the qualities you feel you could bring to the Library Board

Please use the space below for additional comments, length of residency in Weld County, particular activities or background relevant to appointments, etc.

Are you a member of another library board? If so, which one?

Please list two references



Administration • 2650 W. 29th Street • Greeley, CO 80631

August 19, 2025

Chair Perry Buck
Weld County Board of Commissioners
PO Box 758
Greeley, CO 80632

Dear Commissioner Perry Buck:

The High Plains Library District is seeking nominations to fill a vacancy on its Board of Trustees. The term for Joyce Smock (representing Region 6) is set to expire on December 31, 2025. Notice of the vacancies is being placed in newspapers, libraries, and on the HPLD website, <https://www.mylibrary.us/board/>.

The Board of Trustees consists of seven (7) members, all of whom must reside within the boundaries of the District's legal service area.

The region to be represented is:

- Region 6: New Raymer, Grover, and Kersey

Where your help is needed.

Our request to you is to appoint one (1) member of your governing body to serve on a committee to interview and select the new Board member. We request that you contact Kim Parker, HPLD Executive Assistant, at 970-506-8569 or kparker@highplains.us with the *name* and *email* address of your representative by Friday, September 26, 2025.

Copies of candidate applications will be sent electronically to your representative during the week of October 6, 2025.

We then need your representative to join us on Friday, October 24, 2025, 1:00 to 3:30pm, to interview eligible candidates. This meeting will be held at LINC Library Innovation Center, at 501 8th Avenue in Greeley, in the 2nd floor meeting room.

Carbon Valley Regional Library • Centennial Park Library • Eaton Public Library • Erie Community Library
Farr Regional Library • Fort Lupton Public & School Library • Glenn A. Jones, M.D. Memorial Library
Hudson Public Library • Kersey Library • Lincoln Park Library • Northern Plains Public Library • Outreach
Platteville Public Library • Riverside Library & Cultural Center
1-888-861-READ (7323) • www.MyLibrary.us



Administration • 2650 W. 29th Street • Greeley, CO 80631

Page 2

Vice-Chair Joyce Smock, representing Region 6 and who will be term-limited, will chair the committee.

Background on process

Each of the towns and cities of Ault, Eaton, Evans, Greeley, and Hudson, as well as the Board of County Commissioners, may appoint one (1) representative to a nominating committee to select seven (7) library board members. Also, the City of Fort Lupton and Weld County School District RE-8 are deemed to be an establishing body for purposes of removal and ratification of library district trustees; but *combined* shall send only one (1) representative to the HPLD trustee selection committee.

In addition to applications received through public notices, you may offer nominations as well. The application form to be completed by potential candidates is at [HPLD Board Application](#) and a copy is attached, and information about the HPLD Board of Trustees is on the [mylibrary.us Board page](#). As you consider your nomination, please consider these points for appointment to the High Plains Library District Board of Trustees.

- The Board currently meets at least one Monday a month, in the evenings.
- Though attendance at board meetings is a first concern, a trustee must also assume a sense of personal involvement and be willing to give extra time and effort to special library projects and committee meetings. For instance, two Trustees are required to serve on the HPLD Foundation Board of Directors.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

Executive Director Dr. Matthew Hортt, 970-506-8563, will be glad to answer any questions you or the candidates might have about serving on the Board.

We look forward to your assistance in filling this position.

Sincerely,

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES

Carbon Valley Regional Library • Centennial Park Library • Eaton Public Library • Erie Community Library
Farr Regional Library • Fort Lupton Public & School Library • Glenn A. Jones, M.D. Memorial Library
Hudson Public Library • Kersey Library • Lincoln Park Library • Northern Plains Public Library • Outreach
Platteville Public Library • Riverside Library & Cultural Center
1-888-861-READ (7323) • [www.MyLibrary.us](#)

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 18 th , 2025
Type of item: Action
Subject: Policy Updates
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the updated policies

Background

Staff continue to update and pare down HPLD’s policies by removing procedural information, because it is documented in the Procedures Manual.

Considerations

Alcohol at Events policy

This is an update to the current policy. The sole revisions – designed to protect the District - are:

- Adding in a statement about granting permission in writing, which is in line with our current procedure and meant to avoid someone interpreting a conversation as permission.
- Adding in a statement about disruptive events in case the event participants become unruly. It is pulled from the Lawrence, KS, Public Library policy.

The rest of the policy, last revised in 2020, remains in effect.

Soliciting, Free Speech, and Fundraising Activities policy

This is an update to the current policy.

- Staff updated the wording to bring it more closely in line with our other policies and procedures (“interfere with the use and enjoyment of the library” vs “harass and bother”)
- Staff also added in a section about posters, yard signs, etc. not being allowed on library property, as they regularly have to remove these from our library grounds.

The rest of the policy, last revised in 2020, remains in effect.

Recommendation

Staff recommend that the Board approve the updated *Alcohol at Events policy* and *Soliciting, Free Speech, and Fundraising policy*.

Alcohol at Events policy

Consumption of alcoholic beverages on High Plains Library District property must have the approval of the Executive Director or the Board of Trustees. Permission will be granted in writing.

The library reserves the right to terminate any event serving alcohol if it is disruptive to library patrons, library operations, or library property.

See also Meeting Spaces policy.

Related documents

Other policies:

Meeting Spaces policy

Procedures:

Alcohol at Events procedure

Employee Handbook – Drugs and Alcohol

Meeting Space procedures

Policy History	Alcohol at Events
2009 – Feb	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2012 – Feb 12	“Alcohol at Events Procedure” is moved to Procedures Manual.
2015 – Apr 24	Minor change to use consistent language that places Executive Director first.
2020 – May 18	Reviewed but no changes.
2025 – Aug 18	Adds a statement requiring permission for consumption of alcoholic beverages to be granted in writing. Adds an explanation of the library’s right to terminate disruptive events.
Reviewed by	Executive Director

Alcohol at Events policy

Consumption of alcoholic beverages on High Plains Library District property must have the approval of the Executive Director or the Board of Trustees. [Permission will be granted in writing.](#)

[The library reserves the right to terminate any event serving alcohol if it is disruptive to library patrons, library operations, or library property.](#)

See also Meeting Spaces policy.

Related documents

Other policies:

Meeting Spaces policy

Procedures:

Alcohol at Events procedure

Employee Handbook – Drugs and Alcohol

Meeting Space procedures

Policy History	Alcohol at Events
2009 – Feb	New. Includes “Alcohol at Events Policy” and “Alcohol at Events Procedure.”
2012 – Feb 12	“Alcohol at Events Procedure” is moved to Procedures Manual
2015 – Apr 24	Minor change to use consistent language that places Executive Director first.
2020 – May 18	Reviewed but no changes
Reviewed by	Executive Director

Soliciting, Free Speech and Fundraising Activities policy

High Plains Library District is dedicated to protecting the rights of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere and to facilitate the use of library services and resources. This requires balancing free speech rights with the rights of others who do not want to be approached or have access impeded.

Soliciting and selling of goods or services

Soliciting, vending, peddling, product sampling and other interactions in pursuit of selling goods or services or entreating library patrons or staff are prohibited in the library, with these exceptions:

- Meeting room spaces
- Community Bulletin Board
- Artist's works of art
- Organizations with which we partner

Outside the library, the District can regulate soliciting on any property owned or leased by the District. Criteria for allowing these activities include:

- Non-profit organizations only
- Organizations that are partnering with the District
- The activity supports the District's mission
- Is approved by the Executive Director or Library Board
- Is regulated by time, manner and location, but not by content of message
- Must not hinder access to the library or pedestrian flow, or harass pedestrians

See also: Meeting Spaces Policy, Meeting Space Procedures, Posting and Distribution Policy and Posting and Distribution Procedure.

Petitioning and free speech activities

Spaces outside of the library constitute a *public forum*, which means that free speech activities are permitted if they do not impede safe pedestrian flow, interfere with the use and enjoyment of the library by others, or block access to library entries, exits, book return areas, or bicycle racks. Spaces inside the library constitute a *limited public forum*, which means that there can be restrictions based on time, manner, or location.

Examples of appropriate free speech activities include, but are not necessarily limited to petitioning, distributing leaflets and campaigning. These are permitted outside the library. Within the library, they are permitted only in the library meeting spaces. Photographing and video recording are permitted throughout the library, except in restrooms and staff areas. See also the Meeting Spaces policy and the Photography and Video Recording procedure.

The presence of canvassers outside of the library does not constitute the library's endorsement of the policies, beliefs, or political affiliations of petitioning persons or groups, nor does it constitute an endorsement of any candidate, or initiative.

Outdoor posters, signs and displays on library property

Business, campaign or other kinds of posters, banners, yard signs and other outdoor displays (not sponsored by the District) shall not be posted, exhibited or left anywhere on library property. Such displays will be removed without notice and disposed of by library personnel.

Fundraising

Fundraising is limited to efforts conducted under the auspices or permission of the High Plains Library District Foundation.

The library occasionally receives requests from patrons to conduct or endorse fundraising events or to provide public space for donation collection boxes. High Plains Library District does not sponsor nor endorse the fundraising activities, including donation collection boxes, of other organizations. Public library space will not be made available for such activity. Exceptions to this policy require approval from the District Board.

Related documents

Other policies:

- Meeting Spaces policy
- Posting and Distribution policy
- Donations policy
- Photography and Video Recording policy

Procedures:

- Donation procedure
- Posting and Distribution procedure
- Photography and Video Recording procedure
- Soliciting, Free Speech and Fundraising Activities procedure

Policy History	Soliciting, Free Speech and Fundraising Activities
2007 – Feb 19	New. Titled “Soliciting, Petitioning and Fundraising”
2020 – May 18	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library
2025 – Aug 18	Updates wording to better align with other policies and procedures. Adds a section about outdoor posters, signs and displays on library property.
Reviewed by	Associate Director of Public Services

Soliciting, Free Speech and Fundraising Activities policy

High Plains Library District is dedicated to protecting the rights of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere and to facilitate the use of library services and resources. This requires balancing free speech rights with the rights of others who do not want to be approached or have access impeded.

Soliciting and selling of goods or services

Soliciting, vending, peddling, product sampling and other interactions in pursuit of selling goods or services or entreating library patrons or staff are prohibited in the library, with these exceptions:

- Meeting room spaces
- Community Bulletin Board
- Artist's works of art
- Organizations with which we partner

Outside the library, the District can regulate soliciting on any property owned or leased by the District. Criteria for allowing these activities include:

- Non-profit organizations only
- Organizations that are partnering with the District
- The activity supports the District's mission
- Is approved by the Executive Director or Library Board
- Is regulated by time, manner and location, but not by content of message
- Must not hinder access to the library, pedestrian flow or harass pedestrians

See also: Meeting Spaces Policy, Meeting Space Procedures, Posting and Distribution Policy and Posting and Distribution Procedure.

Petitioning and free speech activities

Spaces outside of the library constitute a *public forum*, which means that free speech activities are permitted if they do not impede safe pedestrian flow, ~~harass or bother patrons~~ interfere with the use and enjoyment of the library by others, or block access to library entries, exits, book return areas, or bicycle racks. Spaces inside the library constitute a *limited public forum*, which means that there can be restrictions based on time, manner, or location.

~~Free speech activities, because they are in the United States Constitution, have a higher level of protection than other activities such as soliciting and fundraising. Accordingly, the District is as supportive of first amendment activities as allowable within the restrictions of time, manner or location.~~

Examples of appropriate free speech activities include, but are not necessarily limited to petitioning, distributing leaflets and campaigning. These are permitted outside the library. Within

the library, they are permitted only in the library meeting spaces. Photographing and video recording are permitted throughout the library, except in restrooms and staff areas. See also the Meeting Spaces policy and the Photography and Video Recording procedure.

The presence of canvassers outside of the library does not constitute the library's endorsement of the policies, beliefs, or political affiliations of petitioning persons or groups, nor does it constitute an endorsement of any candidate, or initiative.

Outdoor posters, signs and displays on library property

Business, campaign or other kinds of posters, banners, yard signs and other outdoor displays (not sponsored by the Library District) shall not be posted, exhibited or left anywhere on library property. Such displays will be removed without notice and disposed of by library personnel.

Fundraising

Fundraising is limited to efforts conducted under the auspices or permission of the High Plains Library District Foundation. ~~Ideas and suggestions should be sent to the Foundation Director.~~

~~High Plains Library District employees may engage in limited solicitation as well as fundraising on behalf of charitable organizations to other employees provided this is not done on work time, is not posted on MyHighPlains, does not involve the use of work email, and takes place solely in staff areas. The library occasionally receives requests from patrons or staff to conduct or endorse fund-raising events or to provide public space for donation collection boxes. High Plains Library District does not sponsor nor endorse the fund-raising activities, including donation collection boxes, of other organizations. Public library space will not be made available for such activity. Staff fundraising activities directed solely at staff may be conducted in staff office or lunch areas~~

The library occasionally receives requests from patrons ~~or staff~~ to conduct or endorse fundraising events or to provide public space for donation collection boxes. High Plains Library District does not sponsor nor endorse the fundraising activities, including donation collection boxes, of other organizations. Public library space will not be made available for such activity. Exceptions to this policy require approval from the District Board.

Related documents

Other policies:

Meeting Spaces policy

Posting and Distribution policy

Donations policy

Photography and Video Recording policy

Procedures:

Donation procedure

Posting and Distribution procedure

Photography and Video Recording procedure

Soliciting, Free Speech and Fundraising Activities procedure

Policy History	Soliciting, Free Speech and Fundraising Activities
2007 – Feb 19	New. Titled “Soliciting, Petitioning and Fundraising”
2020 – May 18	Revision. Changed title. Expands on concept of ‘limited public forum’; identifies where each of these activities can occur in and outside of library
Reviewed by	Associate Director of Public Services

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 18, 2025
Type of item: Information
Subject: Strategic Plan Updates
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 should be complete in September with staff returning to the building in October
 - The new building will continue construction into next year
 - Project is on budget & schedule
 - Beam Signing tentatively scheduled for 8/29
- Mead Library
 - The Groundbreaking Ceremony was held on July 11th, with a great turnout
 - Water Rights have been secured
 - Construction Trailer has been set
 - Onsite OAC Meetings will begin the week of 8/18
- Workforce Development
 - Mobile Workforce Development Unit
 - The Mobile Workforce Development Unit contract is being negotiated, we have sent an addendum for the contract to the vendor

Literacy

- Summer Reading Adventure ended, and Storytimes are starting again

Recommendation

Information only, no action to be taken



BOARD OF TRUSTEES

Regular Session Agenda

Monday, September 15, 2025

5:00 p.m.

**Carbon Valley Regional Library
7 Park Avenue, Firestone, CO 80504**

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. August 18, 2025 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 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. October 13, 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:

October 13, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

1

GOALS

GOAL

Goal	Owner	Board only updates
<p>*Provide updates to the Board</p>	<p>Natalie Wertz</p>	<p>NEW Ian Holmes:</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> With approximately 17,600 people through the door, July 2025 was the busiest month Erie library has ever had. Twenty-two teens attended the Chromatic Heist live mystery game on July 16th where they successfully solved the heist. The July 24th foam party drew 415 participants and lasted for two hours despite the threatening rain. Everyone had a wonderful time. <p>What's Coming Up in the next 30 days?:</p> <ul style="list-style-type: none"> We are in the planning stages of upgrading the makerspace with better furniture, a better layout, and new paint. No timeline as of yet. We have done quite a few scavenger hunts for kids at Erie, but we will debut our first scavenger hunt for adults that will require them to identify the locations of abstract photos taken throughout the building. <p><i>07/31/2025</i></p> <p>NEW Melanie Goldman:</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> Summer reading participation as of July 31 is 1,495 registrations. Page, Kayla Mey, and Substitute Page, Jocelyn Rehder, started employment at CVRL in July. <p>What's Coming Up in the next 30 days?:</p> <ul style="list-style-type: none"> Librarians Bridget Parker and Lisa Varra will be hosting a booth at Mead National Night Out on August 5th. Librarian Cassandra Bland will be partnering with Events and Experiences staff to host a booth at Eagle Valley National Night Out in Frederick on August 5th. <p><i>07/31/2025</i></p> <p>NEW Elena Rosenfeld:</p> <p>What's Happened in the last 30 days?: Spellbinders Storytelling: The Larimer Spellbinders storytelling organization met on Monday, July 7th. Elena will be continuing a second term as the organization's secretary and manager of the tracking system. Storytelling in schools will restart in September.</p>

City of Colorado's Generation Wild Project: The City of Greeley's proposal for using GOCO Colorado funds to create open spaces on the east side of town has been submitted to the State for consideration. During the interim, planning sessions will focus preparing to be "shovel ready" when the funding decision is released in January 2026.

HPLD Strategic & Operational Priorities for 2026: The District's Strategic and Operational Priorities for 2026 are being considered. The continued work on construction projects and the focus on the new mobile workforce program makes it likely that these will remain our top strategic priorities. Formal discussions will take place in August.

What's Coming Up in the next 30 days?: Legislation: Colorado Association of Libraries Legislative Committee will restart meeting in August rather than September due to the upcoming Colorado Legislature's special session. The session is likely to focus on addressing the \$700 million to \$1 billion planned cuts from the Colorado budget, the impact of those losing Medicaid support and SNAP food-assistance funding from the Federal budget, and addressing the impact of Colorado's 2024 AI regulations. It is likely that the library community will need to take a stance about State Library funding and the State Grant to Publicly Funded Libraries.

HPLD Strategic & Operational Priorities for 2026: A formal discussion on the District's top priorities will take place in August.

Colorado Association of Libraries' Leadership Institute (CALLI): The final CALLI session is being held on Friday August 29th. Elena Rosenfeld will be attending to support the people she has been mentoring during the program.

07/31/2025

NEW Eric Ewing:

What's Happened in the last 30 days?: Total Employees- 306*

Open Positions - 5

Job Applications Received - 215

New Hires - 3

Resignations - 1

Training Requests - 40

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

What's Coming Up in the next 30 days?: -2026 budget development

-I-9 audit

07/31/2025

NEW Rebecca Libersat:

What's Happened in the last 30 days?:

- 2026 budget planning
- Posted Catalog Librarian position; we received over 60 applications

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

- Interviewing Catalog Librarian candidates
- Reviewing Collection Development policies

07/31/2025

NEW Marjorie Elwood:

What's Happened in the last 30 days?: -Work on budget 2026: staffing requests for Mead and DSS Library & Archive; operating budget for Mead and DSS Library & Archive; Associate Director's budget

-Reading through and scoring the Mobile Workforce Vehicle RFPs

-Work on policies & procedures

- Catalog Librarian position - reading through 60 applications
- Mead Groundbreaking!
- Working on updates needed to our new public-facing catalog (Vega)

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

- The permit has been received, and site work will begin!
- Meeting to go over the final details of the Artbook/Graphics design
- Review of FF&E (Furniture, Fixture & Equipment) RFPs

DSS Expansion:

- We have extended the lease at the US Bank building until the end of October. Work should be done on the current building by September 23rd, after which the new furniture will be installed, and staff will begin to move back into the space.
- Building C (the new building): The slab-on-grade foundation has been poured, and curbs and gutters installed where the new parking lot will be. Steel has been delivered and the crane is on site. Construction is still on track to be completed in May 2026.

- Person in Charge (PIC) training Saturday, August 23rd

07/30/2025

NEW Natalie Wertz:

What's Happened in the last 30 days?:

- 2026 budget work
- CPE
- GFOA WPFN mentoring program
- HPLDF&F board meeting August 4
- work on state grant

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

- 2026 budget work
- CPE
- GFOA WPFN mentoring program
- strategic planning meeting August 20

07/29/2025

NEW Niamh Mercer:

What's Happened in the last 30 days?: Launched Innovation Luncheon Solicitations <https://www.hpldfriendsandfoundation.org/luncheon>

- Sponsorship Goal: \$17,000
 - Reached to Date: \$18,000
- Seat Goal: 75
 - Reached to Date: 54 (sponsors and individual ticket holders)

- Continued work on volunteer program to launch Get Connected Software

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

- F&F Board of Directors Meeting 8/4, 4pm, LINC
- Launch Volunteer Coordinator trainings in Get Connected
- Continued work on Innovation Luncheon.

07/28/2025

NEW Susan Staples:

What's Happened in the last 30 days?:

- 2025 Tech Refresh - CP staff and 75% public done.
 - Windows 11 and office 2024
 - includes Camtasia on all machines
 - includes PC res cloud (separate initiative)
- Onsite to Raymer and begin orders
- Work with Materials Sharing EC group on all project components for 2026 go live
 - Launched work on mobile app upgrade
- 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)
- Kersey internet upgrade
- Worked with Milliken service provider to define pathway to building and construction costs
- Identified new service provider for Gilcrest, got initial bid for service to replace DSL
- Kersey internet upgrade complete
- Initial round ERATE funding approved
- Additional testing at Galeton kiosk regarding reception
- Next learning topic deployed - The Strategic Planning Process (Feedback)

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

- 2025 Tech Refresh Continues: Kersey (includes xBox installation), Gilcrest (Eaton follows in Sept)
- New/refresh Mondocomputers: Ft Lupton school, Riverside, CVR
- Continued work at following sites: Raymer, Admin A & B buildings, Mead, Galeton kiosk, Milliken
- Walk through with electrical, low voltage in prep for Sept work to start:
 - Hudson - new meeting room, new collaboration room, security camera behind desk, SmartBadge refresh
 - Johnstown - security cameras, display installation
 - Erie - meeting room update, new collaboration room, maker room display, prep for badge reader alignment,
 - CP - meeting room update to include video and wireless microphones
 - Eaton - alignment of security camera installation

- Fort Lupton public - meeting room update to include video and wireless microphones
- Mobile app upgrade work
- Pending provider schedule - Johnstown and Gilcrest internet upgrades
- Develop next Learning Topic for September

07/28/2025

NEW Bobby Arellano:

What's Happened in the last 30 days?:

- Completed work orders
- Completed cleaning at all locations incl supplies, equipment and window and carpet cleanings.
- Completed 2026-27 facilities budgets and currently working with all managers on 2026 CIP budgets.
- Completed air conditioning split system installation at RLCC.
- Completed \$61,000 condensing coil replacement on #2 rooftop unit at LINC (60 days past warranty period).
- Scheduled \$32,000 tandem compressor replacement on #2 rooftop unit at LINC (60 days past warranty period).
- Installed a flagpole at Grover library (originally placed on front porch post by construction co. so flag was being destroyed by flapping into post.
- Completed HVAC PM's all locations.
- Assessed air conditioning and excessive noise problems with new meeting room at Carbon Valley immediately following renovations project.
- Assessed and received replacement bids for boilers and rooftop units at Erie and Carbon Valley for end of useful life unreliability.
- Received bids and scheduled repairs for 3 laminate benches at Erie that have failed and become a liability.
- Completed rain water leak repairs incl the installation of a new sidewalk in front of building at Kersey library.
- Met with City of Greeley storm water department at LINC (landscape partially blocking storm drains when originally installed) and cleaned permeable pavers and drain pit.
- Cleaned up vandalism and feces from homeless patrons.
- Replaced damaged and broken concrete curbs at Farr and replaced rusty staff picnic table.
- Completed MOVE vehicle maintenance/inspections/record keeping.
- Completed assembly/upgrades to outdoor play area at Carbon Valley library incl snake mitigation controls.
- Attended Mead and Admin construction meetings incl Mead ground breaking ceremonies.
- Scheduled renovations for all public wood tables at Farr following renovations project.

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

- Complete work orders for all location.
- Complete cleaning, supply orders additional cleaning needs all locations.
- Complete 2026 CIP requests incl bids/approvals.
- Complete MOVE vehicle maintenance/inspections.

- Attend construction meetings.
- Complete LINC HVAC repairs incl upgrades.
- Complete facilities truck service and maintenance.
- Complete sidewalk next to building settling issues causing water to form against building and foundation.
- Complete landscaping maintenance all locations.

07/22/2025