



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.

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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 St. Vrain Sanitation Line Agreement (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Pandemic Disease Policy Update
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

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



BOARD OF TRUSTEES
Draft - Regular Session Minutes
Monday, August 18, 2025
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:01PM

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
HPLD Staff: Dr. Matthew Hортt, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Rick Medrano, and Kim Parker
Guests: Dan Spykstra, representing Wember, Inc.;
Colleen Whitlow and Helen Migchelbrink, Town of Mead's Mayor and Manager

Chair Nakamura read the following statements into record:

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

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

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Gerri Holton

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

July 21, 2025 Regular and Executive Sessions Meeting Minutes

MOTION to approve the consent agenda: Vice-Chair Joyce Smock

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

1.4 The Good We Do

Dr. Hortt shared a story about a LINC patron who saw Kim Parker in downtown Greeley and recognized her as an employee at LINC. She stopped Kim to tell her that LINC had saved her life. Literally. Saved her life! The patron said that her mom had been put in the hospital in November, and so she had come to Greeley to be near and help care for her mom. She was lost after coming here because of no friends or relatives around, and then she discovered the library and started going to LINC every day. It was her outlet, and she did all the classes and used the makerspace and woodshop all the time. Through it all, she found her sense of community. She's grateful for all the programming that she attended, the skills she learned, and the relationships she made.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Town of Mead Representative Visit (Information) - Dr. Matthew Hortt, HPLD Executive Director

The Town of Mead Mayor, Colleen Whitlow, and Town Manager, Helen Migchelbrink, attended the meeting to say thank you from the entire community of Mead to Dr. Hortt and staff, the HPLD Board, and Wember for getting the Mead Library to where it is today. Mayor Whitlow added that she was honored to be here and went on to express her appreciation and admiration for Dr. Hortt from the first time they met in 2018. Because of the leadership, perseverance, and hard work, the library will not just be a place for books, but will be a cornerstone in the community that will have a huge impact on all ages. It will be the heartbeat of the community, thanks to this partnership. She also thanked staff for taking the bookmobile to Mead regularly and attending so many of the town's events.

For Information Only – No Action Needed

2.2 Service Animal Organization Presentation (Information) - Dr. Matthew Hortt, HPLD Executive Director

Steve Teets and Vonna Floreth, advocates for responsible use of service animals per ADA guidelines, defined the difference between service animals and pets, and expressed concern about people taking pets into businesses and the resulting dangers, such as aggression and dog bites to others. A service animal is a specially trained working animal protected by law, while a pet is a companion animal with no legal access rights.

Their goal is to alleviate misinformation and confusion about the topic, and to get the community involved.

For Information Only – No Action Needed

2.3 Facilities Master Plan (Action) - Dr. Matthew Hortt, HPLD Executive Director, and Wember, Inc.

The 5-year HPLD Facilities Master Plan was last updated in 2019; and with new libraries being built at DSS and in Mead, every project on that plan has at least been started, if not completed. A new update was budgeted for this year, and Wember, Inc was selected to do that. Dr. Hortt presented the results of the new facilities' evaluations and Demographic Study, along with the resulting recommendations.

According to the demographer, a 31,000-person growth is expected in HPLD's service area in the next 5 years, and the following recommendations were made:

- A second library in Erie is the first priority. Trustee Evans asked about possible timing of it, and it is budgeted to start in 2027, but that is not set in stone.
- Monitor population growth and library use to determine the need for and feasibility of expansion of existing buildings or consider new buildings. Also, have conversations

about growth in the West Greeley region that will be Clearview card holders but will use the Farr and Glenn A Jones, MD libraries.

- Share the information with the Member Libraries, particularly Johnstown.

Trustee Taylor asked about the growth in the rural areas, and was told that expansion of the Outreach department is being considered.

Trustee Holton asked if the Frederick area is on the radar, since there is no public transportation in that area. Dr. Hortt answered that it is on the radar, and added that Frederick had approached the District at one time, and recently initiated conversation again. Chair Nakamura asked if adding Dacono to the district would affect that, and was told that it would. Vice-Chair Smock asked about our finances and if they will keep up with the plans. Dr. Hortt and Natalie Wertz, HPLD Finance Manager, said that reserves are high, but the District needs to be cautious with them. Trustee Wailes stated that he liked the way the plan was laid out and the information it provided.

MOTION to approve the Facilities Master Plan Update as presented: Trustee Michael Wailes

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

2.4 Board Recruitment (Action) - Dr. Matthew Hortt, HPLD Executive Director

Vice Chair Smock's second term ends on December 31, and it is time to begin to recruit for a new Trustee. She represents Region 6: New Raymer, Grover, Kersey, Briggsdale, and Keota. Dr. Hortt presented a proposed timeline and materials for the process.

MOTION to approve the release of the recruitment materials: Vice Chair Joyce Smock

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

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

a. Alcohol at Events Policy

The proposed update to the Alcohol at Events policy states that approval of alcohol use must now be in writing, which is the current practice, and adds a statement about disruptive events.

b. Soliciting, Free Speech, and Fundraising Activities Policy

The update to the Soliciting, Free Speech, and Fundraising Activities policy uses wording that brings it more closely in line with other policies; for instance, the term "harass and bother" is changed to "interfere with the use and enjoyment of the library". Staff also added a section saying that posters and yard signs are not allowed on library property, because they regularly have to be removed.

MOTION to approve the updated Alcohol at Events policy and the Soliciting, Free Speech, and Fundraising Activities policy: Trustee Gerri Holton

SECOND: Trustee Lisa Taylor

DISCUSSION: None

VOTE: 6:0

2.6 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director, and Wember, Inc.

- a. Construction Updates
DSS Expansion: A beam signing has been moved to August 21st at 10:00am. Also, the majority of staff will move back into the existing building in October.
Mead: The construction trailer is in place, the fence around the area will be put in place on August 19th, and the road has been graded.
- b. Workforce Development
Staff worked with Legal Counsel to make edits to some of the terms in the bid package and sent the proposed changes to TechOps Specialty Vehicles.
- c. Literacy
Summer Reading Adventure is wrapped up, and the district is back to regular programming.
For Information Only – No Action Needed

3.0 DIRECTOR'S 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
The Anschutz Roadshow, which had a variety of healthcare and medical informational programs, was held at LINC on August 15th, and 150 people attended. It was highlighted by an inflatable walk-through colon that people could walk through.

LINC will also host the Mexican American Heritage Project of Greeley's Book Launch on August 22nd from 5:30 to 7:30p.m. The team has been working on this project for quite some time, getting oral history from Mexican Americans in this area. Prior to LINC, they were meeting and recording the oral histories in the DSS board room, and it was a pleasure to provide the space and help in that very small way.

The National 2025 Baldrige Conference will be held in Denver on October 13 through 15, and HPLD will be a sponsor and participate. On the 14th, the conference will offer a field trip to Fort Collins and then LINC. The sponsorship provides tickets, and Dr. Hortt invited the Trustees to attend.

The current State Librarian has accepted the job of Denver Public Library Director, and the Interim State Librarian will be Jean Marie Heilig.

HPLD Library Associate Rob Walker has been bringing small Cozy Concerts into LINC's Wes Bruce *Where Water Flows Uphill* Exhibit, and one will start tonight at 6:30. Everyone is invited to attend.

At last month's National Coalition of Certification Centers conference, Dr. Hortt had conversations with several companies and will be continuing the discussions.

4.0 BOARD COMMENTS

- 4.1 Chair Nakamura reported that he and his wife took their dogs for a walk on Saturday and were pleased to see an HPLD outreach vehicle at Sanborn Park for a PFLAG event.
- 4.2 Vice-Chair Smock said it's interesting to see all that is happening in the District, and we still have money.
- 4.3 Secretary/Treasurer Lemos-Garcia said thank you for sharing the Good We Do story. It's nice to hear how people are impacted through the variety of things being offered. She also thanked Matt and Kim for being active in the community and for being available and approachable for people to feel comfortable to share their stories with. She added thank-yous to Mead's Mayor and Manager for coming to acknowledge all the work that has been and is being done there, and to Steve and Vonna for providing information about service animals.
- 4.5 Other Board Members
Trustee Evans thanked Vonna and Steve for being at the meeting to educate everyone there about service animals. She also thanked Dan Spykstra, of Wember, Inc, for all the work that was put into the Facilities Master Plan. July was the busiest month that Erie Community Library has ever had, and she is excited that they will get an additional library.
Trustee Holton agreed with all the comments that had already been spoken.
Trustee Wailes thanked Vanna and Steve, and said that it was very timely for him because the Johnstown-Milliken school district is addressing the topic at this time. He also announced that October 2nd is the HPLD Friends & Foundation Innovation Luncheon, and tickets are available.
Trustee Taylor echoed the gratitude expressed by her fellow Trustees and added her support of the Innovation Luncheon. She closed by thanking Kim, Matt, and HPLD staff for taking care of the Trustees and for their kindness and hospitality.

5.0 ADJOURNMENT AT 6:22PM:

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

Upcoming meetings:

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

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Recording Secretary
Kim Parker

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 15 th , 2025
Type of item: Action
Subject: St. Vrain Sanitation Line Agreement
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the Sanitary Sewer Agreement (will be presented at the meeting)

Background

The development of the Mead Library requires an agreement with the St. Vrain Sanitation District. Due to the complexity of the masterplan and development of the overall project, this requires that the current Owner of the land, which is the Town of Mead; the Developer, which is the library and fire districts; and St. Vrain Sanitation District enter into a Sanitary Sewer Agreement. The agreement has been negotiated between all parties, and legal counsel for each party has reviewed the agreement.

Considerations

- Surface work on the masterplan project can not continue until all parties have come to an agreement
- The line crosses Chaparral, the major road on the project
- If an agreement is not made prior to the seasonal closing of the asphalt companies, development of the road will need to wait until spring

Recommendation

Staff recommend that the Board approve the Sanitary Sewer Agreement (which will be presented at the meeting).

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 15 th , 2025
Type of item: Action
Subject: Policy Updates
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the updated Pandemic Disease policy

Background

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

Considerations

Pandemic Disease policy

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

- Simplify the wording
- Clarify that response levels may not follow numerical order
- Add “disinfecting” to the statement about cleaning, as these are two distinct activities

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

Recommendation

Staff recommend that the Board approve the updated *Pandemic Disease policy*.

Pandemic Disease policy

An *epidemic* is the rapid spread of a disease within one or more communities. A *pandemic* is the global spread of a new disease.

During an epidemic or pandemic, the District must balance public and staff safety with the library's role as a vital community resource. In evaluating its response, the District considers:

1. Resources to provide guidance
2. Decision-making authority
3. Broad strategic response to address the threat and spread of the disease.

Resources

When discretion is allowed, the District relies on the following sources for guidance:

- Nationally – the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH)
- State – Colorado Department of Public Health and Environment (CDPHE)
- Local – Weld County Department of Public Health and Environment (WCDPHE)
- Libraries – Colorado State Library (CSL)

Authority

In a pandemic, decision-making authority may rest with federal, state, or local governments through executive orders or advisories.

When discrepancies arise, the District will:

1. Follow the most local applicable authority
2. Prioritize actions that best ensure public and staff safety

Adjustments may be made in response to evolving conditions.

Broad strategies

The District may implement one or more of the following response levels:

- Level 1 is to continue normal operations and to address through standard individual hygiene practices and increased cleaning or disinfecting of facilities.
- Level 2 is to reduce the number of large gatherings and practice social distancing (defined as at least six feet of separation).
- Level 3 consists of extreme preventative measures, such as closing down facilities, requiring the public and employees to shelter in place, and delivering library services online or by limited social interaction such as curbside service.

Whether libraries are identified as an essential service varies by community. The District follows Weld County government or health departments as the authority.

These broad strategy levels may not occur in order.

A severe threat may require immediate Level 3 measures. Similarly, a decreasing threat may lead to a reverse progression through the levels.

The specific strategies for each level are described in the Pandemic Disease Procedure.

Related documents

Websites:

[Centers for Disease Control and Prevention – Coronavirus Disease 2019 Situation Summary](#)

[Centers for Disease Control and Prevention – Coronavirus Disease 2019 Frequently Asked Questions](#)

[National Institutes of Health – Coronavirus \(COVID-19\) Information](#)

[Colorado Department of Public Health and Environment – Information on the Outbreak of COVID-19](#)

[Weld County Department of Public Health and Environment](#)

[National Network of Libraries of Medicine – A Guide to COVID-19 for Public Libraries](#)

Procedures:

Pandemic Disease procedure

Weather and Unexpected Closures procedure

High Plains Library District Safety Manual

Policy History	Pandemic Disease
2020 – May 18	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing a pandemic.
Reviewed by	Executive Director

Pandemic Disease policy - redline version

~~An epidemic is the spread of a disease rapidly and above the normal level through one or more communities. A pandemic is the worldwide spread of a new disease.~~

~~An epidemic is the rapid spread of a disease within one or more communities. A pandemic is the global spread of a new disease.~~

~~In an epidemic or pandemic, the balance is between safety (of public and staff) and the role of libraries as a key gathering place and resource in the community. In evaluating actions to take, the District considers (1) resources to provide guidance (2) decision-making authority and (3) broad strategies for addressing the threat and spread of the disease.~~

~~During an epidemic or pandemic, the District must balance public and staff safety with the library's role as a vital community resource. In evaluating its response, the District considers:~~

- ~~1. Resources to provide guidance~~
- ~~2. Decision-making authority~~
- ~~3. Broad Strategic response to address the threat and spread of the disease.~~

Resources

~~When discretion is allowed, the District relies on the following sources for guidance:~~

~~In cases where the District is allowed *discretion*, the resources for assisting the District in making decisions are:~~

- Nationally – the Centers for Disease Control and Prevention (CDC) and National Institutes of Health (NIH)
- State – Colorado Department of Public Health and Environment (CDPHE)
- Local – Weld County Department of Public Health and Environment (WCDPHE)
- Libraries – Colorado State Library (CSL)

Authority

~~In a pandemic, decision-making authority may rest with federal, state, or local governments through executive orders or advisories.~~

~~When discrepancies arise, the District will:~~

- ~~1. Follow the most local applicable authority~~
- ~~2. Prioritize actions that best ensure public and staff safety~~

~~Adjustments may be made in response to evolving conditions.~~

~~By the very nature of a pandemic, organizations may have limited or no decision-making authority. Federal, state and local governments may *direct* decisions through executive orders or advisories. Where there are discrepancies among these authorities, the District policy is to (1) abide by the most local authority and (2) take the course of action most likely to guarantee public and staff safety. Adjustments can be made based on unexpected circumstances.~~

Broad strategies

~~The District may implement one or more of the following response levels:~~

~~There are three broad strategies for addressing the spread of disease:~~

- Level 1 is to continue normal operations and to address through standard individual hygiene practices and increased cleaning [or disinfecting](#) of facilities.
- Level 2 is to reduce the number of large gatherings and practice social distancing (defined as at least six feet of separation).
- Level 3 consists of extreme preventative measures, such as closing down facilities, requiring the public and employees to shelter in place, and delivering library services online or by limited social interaction such as curbside service.

Whether libraries are identified as an essential service varies by community. The District follows Weld County government or health departments as the authority. ~~on this issue.~~

These broad strategy levels may not occur in order.

~~A severe threat may require immediate Level 3 measures. Similarly, a decreasing threat may lead to a reverse progression through the levels.~~

~~The threat may be so severe that Level 3 strategies take place at the earliest signs. Conversely, as the threat of a pandemic is perceived to be lessening, these strategies may take place in reverse order.~~

The specific strategies for each level are described [in the Pandemic Disease Procedure](#). ~~under the procedure for Pandemic Diseases.~~

Related documents

Websites:

[Centers for Disease Control and Prevention – Coronavirus Disease 2019 Situation Summary](#)

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Weather and Unexpected Closures procedure

High Plains Library District Safety Manual

Policy History	Pandemic Disease
2020 – May 18	New. Identifies resources for making decisions on pandemic; which authority prevails in cases of conflicting information; identifies the broad strategies for managing a pandemic.
Reviewed by	Executive Director

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 15, 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 early October
 - The lease on the US Bank building and storage will conclude in October and will not be renewed
 - The new building will continue construction into next year
 - Project is on budget & schedule
- Mead Library
 - Construction is underway on both the library site and overall site plan
 - Onsite OAC Meetings

Workforce Development

- Mobile Workforce Development Unit
 - The Mobile Workforce Development Unit contract has been signed, and the down payment for the vehicle has been made
- National Coalition of Certification Centers
 - Also known as NC3
 - The National Coalition of Certification Centers is a value-driven organization and the future model for Career and Technical Education, creating highly skilled, job-ready professionals through a growing network of educational partners and global industry leaders
 - The coalition offers industry standard certifications through a variety of companies across industries
 - The certifications are stackable, free to students and available through HPLD's membership in NC3
 - HPLD is currently offering certifications through Snap-On Tools and is in discussion to offer additional certifications through: Festo, Trane and Lincoln Electric
 - More information on NC3 can be found here: [NC3 Programs](#)

Literacy

- Yes!fest will be held on September 20th at LINC
- Summer Reading Adventure Statistics
 - Total Registration: 6,220
 - Youth (Birth – 18 years old): 5,559
 - Adult: 621
 - Completed Program: 1,952
 - Youth (Birth – 18 years old): 1,876
 - Adult: 76

Recommendation

Information only, no action to be taken



BOARD OF TRUSTEES

Draft - Regular Session Agenda

Monday, October 13, 2025

5:00 p.m.

**LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631**

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- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Frederick Miners Park URA (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Preliminary Budget (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Executive Director Annual Performance Appraisal (Information) – Eric Ewing, HPLD Human Resources Associate Director
- 2.4 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.5 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. November 17, 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:

November 17, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Farr Regional Library, 1939 61st Avenue, Greeley, CO 80634

1

GOALS

GOAL

Goal	Board only updates
<p>*Provide updates to the Board</p>	<p>NEW Eric Ewing: Location\Department: Human Resources</p> <p>What's Happened in the last 30 days?: Total Employees- 302* Open Positions - 5 Job Applications Received - 190 New Hires - 2 Resignations - 5 Training Requests - 94</p> <p>* ADP Employee Count report produced at time of submitting the Board report.</p> <p>What's Coming Up in the next 30 days?: - Benefits renewal planning</p> <p><i>09/02/2025</i></p> <p>NEW Susan Staples: Location\Department: Information Technology & Innovation</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> • DONE: ERATE 25 26 application. HPLD awarded \$214, 0000 (which includes funds for Mead and Milliken) • DONE: Kersey technology upgrade and refresh • DONE: Ft Lupton school provided mondocomputer

- DONE: Raymer electrical prep
- DONE: Nantes (Gilcrest) internet upgrade
- DONE: Mead internet service order
- DONE: Milliken internet service order
- DONE: Square register replacements at all installed locations
- DONE: 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
- LAUNCHED: Mobile app upgrade work underway
- DEPLOYED: August learning topic - Customers

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

- Support of all building projects
- Mobile app testing of upgraded version planned
- Johnstown internet upgrade pending provider
- Eaton technology refresh Sept 10
- Nantes technology refresh Sept 24
- Raymer - low voltage scheduled Sept 2, after furniture and equipment delivery to be scheduled
- Cabling work throughout District (LINC, CP, Erie, Fort Lupton, Hudson, Johnstown) gets underway for approx 6 weeks
Eaton refresh - September 10
Nantes refresh - September 24
Admin building equipment replacement prep
- Prep work for October
 - occupancy of admin building
 - smartbadge deployment/refresh
 - pending Hudson refresh
 - scheduled AV work

09/02/2025

NEW Ian Holmes:

Location\Department: Erie

What's Happened in the last 30 days?:

- Both of our teen paint along programs in early August were full with ten patrons at each as our teen programming remains popular.
- We have added a 4:15 family storytime to help meet the schedules of more Erie families. The first two sessions have had 20 and 23 patrons respectively.

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

- We will be working to improve the experience on our children's patio by adding hedges around the outside of the fence to provide a barrier from Erie Parkway.
- Erie is planning a makerspace update to improve ventilation, make it more accessible to patrons, and upgrade furniture to bring it in line with other makerspaces in the district. Work will be done between November and the beginning of next year.
- The annual kids art show will be on display at the library starting September 2nd with a reception on September 20 at 5:30.

08/28/2025

NEW Natalie Wertz:

Location\Department: Finance

What's Happened in the last 30 days?:

- 2026 budget work
- GFOA WPFN mentoring program
- Square Register updates with ITI
- SLT strategic planning meeting on August 20
- Rocky Mountain Performance Excellence lunch & learn
- CPE

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

- 2026 budget work
- GFOA WPFN mentoring program
- HPLD finance committee meeting
- CPE

08/28/2025

NEW Elena Rosenfeld:

Location\Department: Community Engagement and Strategies

What's Happened in the last 30 days?: Measuring Outreach Better Report Now Published: The Measuring Outreach Better Report has been made available to the library community by the Library Research Service. The Report can be found at <https://www.lrs.org/closer-look-studies/measuring-outreach-better/>.

Legislation: The State of Colorado's Special Session concluded with delaying implementation of the AI regulations until June 2026 and no funding actions that directly impact Colorado Libraries. Governor Polis is expected to identify \$300 million in cuts to State services and programs which may cause issues that need to be addressed.

Generation Wild of Greeley: The City of Greeley is pursuing funds from Great Outdoors Colorado (GOCO) for open spaces and parks on the east side of town. The GOCO Programming Committee voted to support moving the City's proposal to the full Board for final consideration. As a partner agency, HPLD is staying informed about the project and is prepared to support community information efforts.

What's Coming Up in the next 30 days?: COSolve: Dixon Dicks will be meeting with Dr. Hорт and Elena Rosenfeld to share the status of the app he and his team are developing.

Generation Wild of Greeley: The Great Outdoors Colorado (GOCO) Board will decide on project funding on September 18th. Meanwhile, the Coalition working on the project will continue to work with residents on the east side of Greeley to identify what projects and programs meet needs and interests.

Weld County Early Childhood Council: The Council has created workgroups to move forward on the Strategic Community Plan. Focus is on addressing barriers that get in the way of community members having the childcare resources they need.

08/28/2025

NEW Rebecca Libersat:

Location\Department: Collection Resources

What's Happened in the last 30 days?: Began interviews for Catalog Librarian position. Six candidates completed SparkHire interviews, three were selected for in-person interviews, and two accepted the invitation.

What's Coming Up in the next 30 days?: Planning for the move back to DSS. Questions to be considered include how long to pause ordering to make sure all materials delivered to the temporary office are received and processed correctly; when to move the courier hub back from LINC; and how to handle shipments to ThriftBooks while some of the receiving area at DSS is still devoted to storage pending the completion of the new building.

08/28/2025

NEW James Melena:

Location\Department: Community Relations and Marketing

What's Happened in the last 30 days?:

- Continued Yes!fest promotion
- Summer Reading wind down and prep for 2026
- MVV Mission Vision Values internal work
- Tech request assistance

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

- NextDoor piloting for program posting
- Holiday programming design
- Erie Art show promotion
- Region 6 Vacancy promotion

08/28/2025

NEW Bobby Arellano:

Location\Department: Facilities

What's Happened in the last 30 days?:

- Completed work orders for all locations
- Completed cleaning incl carpet cleaning/window cleaning/schedule changes/supplies and equipment all locations
- Attended construction meetings
- Completed bids and quotes for 2026 capital expense budget planning all locations
- Completed MOVE vehicle inspections
- Met with Unify energy solutions for DSS HVAC
- Attended several subcontractor meetings for items such as door hardware/operators/keying, HVAC repairs/maintenance, Landscaping repairs/gas powered lawn equipment ban, drive through issues, storm water repairs/improvements and parking lot repairs/maintenance and trash service upgrade at Erie
- Assisted branch managers with 2026 capital expense projects incl upgrades/improvements

- Completed Grover restroom ADA concerns

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

- Complete ongoing work orders
- Attend construction meetings, budget meeting and quarterly safety meeting
- cleaning services at all locations
- Fall season/winter prep for all locations incl service providers
- HVAC PM's
- MOVE vehicle maintenance/inspections
- Move back into DSS preparations
- Roof inspections all locations
- quarterly safety inspections

08/27/2025

NEW Melanie Goldman:

Location\Department: Carbon Valley

What's Happened in the last 30 days?:

- Patron feedback "Great Job. Very Courteous!"
- Final 2025 Summer Reading Program participation total is 1,500 patrons.
- Launched the new Seed Library! During the first 30 days 699 people received seeds.

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

- Firestone Art & Music Show is Friday, September 26 @ 6pm. Musical performer is SUPA! Marimba.
- Librarians Diana Grover, Amanda Pittman, Cassandra Bland, Lisa Varra, and Rebecca Martin will attend CALCON 2025. Cassandra Bland and Rebecca Martin were both awarded scholarships to cover the registration fee.
- Will post an open 12-hour Page position.

Meeting Room Update

- Each branch will get 2 document cameras for their location.
- Locations with PC Reservation on the meeting spaces computers will get a cloud-based version.
- PC Reservations timeout setting for meeting rooms will increase to 12 hours to improve the user experience.

08/27/2025

NEW Niamh Mercer:

Location\Department: Friends & Foundation

What's Happened in the last 30 days?:

- Innovation Luncheon Solicitations <https://www.hpldfriendsandfoundation.org/luncheon>
- Sponsorship Goal: \$17,000
 - Reached to Date: \$18,000
- Seat Goal: 75

- Reached to Date: 56 (sponsors and individual ticket holders)
- Volunteer Software
 - launched staff trainings
 - continued work for current volunteers including background check policy research

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

- Continued Innovation Luncheon work
- Review of 2026 funding requests
- End of Year giving preparations
- Friends appreciation preparations

08/26/2025