BOARD OF TRUSTEES
Regular and Executive Sessions Agenda
Monday, December 8, 2025
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

This is also streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet, or smartphone.
https://www.mylibrary.us/hpldboardmeetings. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

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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.   November 17, 2025 Regular and Executive Sessions Meeting Minutes
      1.4   The Good We Do
      1.5   Public Comment

2.0   ITEMS FOR INFORMATION/ACTION
      2.1   Introduction of new Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director
      2.2   Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager
          a.   Resolution 25-1, Adopt Budget
          b.   Resolution 25-2, Appropriate Sums of Money
          c.   Resolution 25-3, Set Mill Levy, Weld County
          d.   Resolution 25-4, Set Mill Levy, Boulder County

      2.3   457 Plan Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

      2.4   Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

           a.   Construction Updates

           b.   Workforce Development

           c.   Literacy

      2.5   Outgoing Trustee Recognition (Information) - Dr. Matthew Hortt, HPLD Executive Director

3.0   DIRECTORS REPORT

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

           a.   January 12, 2026 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   EXECUTIVE SESSION

      5.1   C.R.S. § 24-6-402(4) (f) Personnel Matters – Matthew Hortt's Performance Appraisal

6.0   ADJOURNMENT

Upcoming meetings:

January 12, 2026, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

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

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

1.0   OPENING OF MEETING at 5:00PM

1.1   Roll Call and Pledge of Allegiance

All Trustees were Present:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans attended virtually

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Lisa Taylor

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

HPLD Staff: Dr. Matthew Hortt, Marjorie Elwood, Eric Ewing, Natalie Wertz, Niamh Mercer, 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: Trustee Gerri Holton

DISCUSSION: None

VOTE: 6:0

1.3   Approval of Consent Agenda
            October 13, 2025 Regular and Executive Sessions Meeting Minutes
            MOTION to approve the consent agenda: Trustee Michael Wailes
            SECOND: Trustee Lisa Taylor
            DISCUSSION: None
            VOTE: 6:0

1.4   The Good We Do
         Dr. Hortt presented the Good We Do
         On Oct 16th, the Weld County Project Connect was held at Island Grove Regional Park, and over
         1,000 people attended and were helped through services provided by numerous organizations in
         human services, healthcare, legal, government, and much more. HPLD participated again this
         year and provided I.T. help, library services, and staff to serve as navigators and a red-shirt lead.
         It was a great event and had a huge impact on the community.

1.5   Public Comment
          No public comment.

2.0   ITEMS FOR INFORMATION/ACTION
2.1   HPLD 2026 Holiday Schedule (Action) – Eric Ewing, HPLD Human Resources Associate
         Director
         Eric Ewing presented the list of ten days that the District will be closed: nine are paid days off,
         and one is not. Employees also get two floating holidays that they may take at their discretion.
         The holiday calendar can be found in the board packet.
            MOTION to approve the proposed holiday schedule for 2026: Trustee Lisa Taylor
            SECOND: Secretary/Treasurer Deana Lemos-Garcia
            DISCUSSION: None
            VOTE: 6:0

2.2   2026 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
         State Revised Statutes require that regular board meetings be posted and that the 2026 schedule
         be set at this time of the year. The calendar can be found in the board packet.
            MOTION to approve the board meeting calendar for 2026: Trustee Gerri Holton
            SECOND: Trustee Michael Wailes
            DISCUSSION: None
            VOTE: 6:0

2.3   Guidelines for URA and TIF Proposals (Action) - Dr. Matthew Hortt, HPLD Executive Director
         At last month's meeting, the board directed staff to propose guidelines for considering URA and
         TIF proposals. The guidelines suggest setting a cap on the TIF, not exceeding 50% of the HPLD
         mill levy, not contributing more than 5% of the total tax increment, and additional
         considerations.
            MOTION to approve and adopt the Guidelines for URA and TIF Proposals: Trustee
            Michael Wailes
            SECOND: Trustee Gerri Holton
            DISCUSSION: None
            VOTE: 6:0

2.4 Town of Frederick – Miner's Park URA (Action) - Dr. Matthew Hortt, HPLD Executive Director & Ryan Johnson, Assistant Town Manager, Town of Frederick

In last month's meeting, Frederick presented a proposed URA for Miner's Park. It asked for a 75% share of the total $3,000,000 TIF expense. The Board responded by asking staff to create a set of guidelines. As was stated in the 2.3 discussion, above, a 50/50% share was suggested. At 50%, the District's share would come to around $1,500,000.

> **MOTION** to approve the Miner's Park URA to follow the guidelines at a 50/50% split: Trustee Lisa Taylor
> **SECOND:** Trustee Michael Wailes
> **DISCUSSION:** None
> **VOTE:** 6:0

2.5 Guidelines for Safety Improvement Fund (Action) - Dr. Matthew Hortt, HPLD Executive Director

As part the District's agreements with the member libraries, including IGAs and addendums, staff created Safety Improvement Fund Guidelines for reimbursing a member library up to $20,000 per safety improvement project within a two-year period.

> **MOTION** to approve the Safety Improvement Fund Guidelines as presented: Secretary/Treasurer Deana Lemos-Garcia
> **SECOND:** Vice-Chair Joyce Smock
> **DISCUSSION:** None
> **VOTE:** 6:0

2.6 Trustee Appointments (Information)

Trustee Joyce Smock's 2nd term ends on December 31st. The recruiting process for a new Trustee is complete, and the Establishing Bodies have ratified Patty Bodwell for the Region 6 Trustee position starting on January 1, 2026. She plans to attend the December 8th board meeting, and will be introduced at that time. She's a great partner to HPLD through her involvement with the Briggsdale Library.

> **For Information Only. No Action Needed.**

2.7 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

Construction:

DSS: Staff have returned to the existing building, and there are still punch items to do there. The new building is on track with brick work and stucco on the exterior, and sheet rock inside.

Mead: Construction is underway. Paving of the road into the property must be delayed until spring. Another problem was found today: an unknown, older irrigation line was hit, and the water district asked that the work on the property be delayed until all that is worked out.

Workforce Development:

Mobile Unit: building of the unit is in process, and surveys are being distributed. Over 100 surveys have been turned in.

Literacy:

The District continues to provide a variety of support for literacy.

> **For Information Only. No Action Needed.**

3.0 DIRECTOR'S REPORT

3.1   Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
      a.   December 8, 2025

3.2   District Updates – Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt invited the Trustees to The Daughters of the American Revolution's "Let's Party like it's 1776" at the Erie Library on November 22.

There has been interesting publicity on LINC lately: Dr. James Gould made and posted a video, and Greeley Lifestyle did an article in their November issue.

The United Way of Weld County was just given an opportunity to receive an extra 136,000 free diapers from Huggies, but would have to pay the $5,000 shipping costs. Because HPLD is one of the major distributors of free diapers for United Way, the District funded the shipping and so there will be an extra 136,000 free diapers in the area.

Next year's Innovation Luncheon will change to a Carnival in the Stacks. HPLD's Friends & Foundation will work with the construction sector partnerships to create carnival games and putt-putt golf holes in the LINC stacks for an evening event, and then will be transported to the Erie Library for an all-day family event.

4.0 BOARD COMMENTS

4.1   Chair Nakamura thanked everyone for an efficient meeting.

4.2   Vice-Chair Smock said she is pleased with the things going on and only two construction projects.

4.3   Secretary/Treasurer Lemos-Garcia enjoys working with Joyce and appreciates her contributions, and she thanked Joyce for leading the way for new members of the board. She also appreciates having meetings in other libraries because she may not have visited each one otherwise.

4.5   Other Board Members
    Trustee Evans appreciates listening to the discussions and the fact that there's a lot of thought and discussions going into decisions.
    Trustee Holton will save her comments for Joyce for next month. She asked about ReadCon, which will take place in April.
    Trustee Wailes said the Foundation meeting went really well with the discussion of the new format for the fundraiser.
    Trustee Taylor thanked staff for their work and thoughtfulness on the URA guidelines. Also, at the last Foundation board meeting, they got to hear from all the groups who had received funding from the Foundation and what they accomplished with it. She also promoted Colorado Gives Day.

5.0 EXECUTIVE SESSION

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

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

5.3   C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Prairie & Pawnee School Board Vote

MOTION to adjourn from Regular Session and enter into Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (b), Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim, Granado Claim, and Prairie and Pawnee School Boards Votes: Trustee Lisa Taylor
SECOND: Vice-Chair Joyce Smock
DISCUSSION: None
VOTE: 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:31pm on November 17, 2025, for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lochbuie Claim, Granado Claim, and Prairie and Pawnee School Boards Vote.

> At 6:31pm on November 17, 2025, an executive session meeting of the Board of Trustees of the High Plains Library District was convened for the sole purpose of receiving legal advice on specific legal questions from an attorney on the Lochbuie Claim. The discussion ended at 7:14pm.
> At 7:14pm, the executive session continued for the sole purpose of receiving legal advice on specific legal questions from an attorney on the Granado Claim. The discussion ended at 7:24pm.
> At 7:24pm, the executive session continued for the sole purpose of receiving legal advice on specific legal questions from an attorney on the Prairie & Pawnee School Boards Votes. The discussion ended at 8:05pm.
> Attending the entire session of 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; Dr. Matthew Hortt; Natalie Wertz; and Legal Counsel William Garcia.
> During the executive session, the Board discussed or received advice regarding the Lochbuie Claim, Granado Claim, and Prairie and Pawnee School Boards Votes, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4) (b). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action.

6.0   RECONVENING OF REGULAR SESSION AT 8:07PM
   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 was excused
            Trustee Gerri Holton
            Trustee Michael Wailes
            Trustee Lisa Taylor

7.0   ADJOURNMENT AT 8:08PM:
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:

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

HIGH PLAINS LIBRARY DISTRICT
BOARD OF TRUSTEES COMMUNICATION

Meeting date: December 8th, 2025
Type of item: Information
Subject: Trustee Appointments
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Item for information only, no action to be taken

Background

Our Region 6 Joyce Smock's Term is set to end on December 31st, 2025. The recruitment/selection process was conducted per the Board bylaws earlier this year and requests for ratifications have been sent to our Establishing Bodies.

Considerations

- The Selection Committee recommended Patty Bodwell be appointed to the HPLD Board to serve as the Region 6 representative and she has been ratified by the Establishing Bodies
- Staff would like to introduce Patty Bodwell to the HPLD Board of Trustees

Recommendation

Item for information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT
BOARD OF TRUSTEES COMMUNICATION

Meeting date: December 8, 2025
Type of item: Action
Subject : Budget for 2026
Presented by: Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager
Recommendation: Staff recommend that the board adopt the budget and mill levy resolutions for 2026

As required by state statute, we are presenting the budget for 2026.   Below is a summary.

Property Tax	$52,910,374
Specific Ownership Tax	1,680,000
Other Revenue	3,221,653
Total Revenues	$57,812,027
Salaries	$15,906,758
Benefits	6,000,499
Other Operations	12,609,678
Total Operations	$34,516,935
Capital Outlay	17,820,900
Distributions to Member Libraries	12,458,884
Total Expenditures	$64,796,719
Decrease in Net Assets	$ 6,984,692

 The 2026 proposed budgeted revenues have increased $970,988 or 1.71% from the 2025 budget. The major source of revenue for the District is derived from a proposed 3.039 mill levy for operations applied to the assessed value of portions of Weld and Boulder County properties.

The 2026 proposed budget includes funds for a Mead Library, DSS Expansion, and a quality level of library services. The proposed budget includes planning for a 3.5% merit increase for staff and additional personnel to support the new libraries and the growth of the library district. Since the certificates of participation were paid off in December 2019, there is no proposed 2026 budget for the debt service fund.

Considerations
The proposed budget has been reviewed by the Finance Committee and is being recommended for approval.

Recommendation
Staff recommend that the Board adopt the budget and mill levy resolutions for 2026.

highplains
Library District

Finance Department
2650 W. 29ᵗʰ Street
Greeley, Colorado 80631

Budget
2026

highplains
Library District

Administrative Office
2650 W. 29th Street
Greeley, CO 80631

District Support Team
Dr. Matthew Hortt, Executive Director
Bob Arellano, Facilities Manager
Marjorie Elwood, Associate Director of Public Services
Eric Ewing, Associate Director of Human Resources
Rebecca Libersat, Collection Resources Manager
James Melena, Community Relations and Marketing Manager
Niamh Mercer, Foundation Director
Elena Rosenfeld, Community Engagement and Strategies Manager
Susan Staples, Information Technology and Innovation Manager
Natalie Wertz, Finance Manager

Managers
Melissa Beavers, LINC
Melanie Goldman, Carbon Valley Regional Library
Ian Holmes, Erie Community Library
Rita Kadavy, Riverside Library and Cultural Center
Rick Medrano, Outreach
Charlene Parker, Farr Regional Library
Mallory Pillard, Centennial Park Library

High Plains Library District
Organizational Chart

Foundation Board

Board of Trustees

Executive Director

Executive Assistant

Foundation Director
- Development Coordinator
- Friends and Foundation Associate
- Volunteer Services Coordinator

Associate Director of Human Resources
- HR Generalist
- Training Specialist
- HR Assistant

Finance Manager
- Accounting Technician

Manager of IT & Innovation
- IT Infrastructure Engineers
- IT Applications Engineer
- ITI Application and Support Analyst
- IT Technicians
- Library Process & Information Management Specialist

Community Relations & Marketing
- Events & Experience Supervisor
  - Events & Experiences Librarian
  - Events and Experiences Library Associate
- Graphics & Marketing Specialist
- Graphics & Marketing Specialist
- E-Marketing Specialist
- Spanish Language Translation & Marketing Specialist

Facilities Manager
- Facilities Technician
- Custodial Staff

Community Engagement & Strategies Manager

Associate Director of Public Services
- Collection Resources
  See Public Services Org Chart
- Public Services
  See Public Services Org Chart

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Budget Message

2025 District Budget

Capital Improvement Program

Department Budgets

Budget String Coding

Statistical / Supplemental Section

Other resources and information

High Plains Library District website https://www.mylibrary.us/

Weld County Colorado website https://www.weldgov.com/

Colorado Oil and Gas Conservation Commission website
https://cogcc.state.co.us/#/home

Macrotrends website for oil and gas historical prices
https://www.macrotrends.net/1369/crude-oil-price-history-chart

Longforecast website for oil and gas pricing forecasts
https://longforecast.com/oil-price-today-forecast-2017-2018-2019-2020-2021-brent-wti

State of Colorado Demography website
https://demography.dola.colorado.gov/

Upstate Colorado website   https://upstatecolorado.org/news/

Weld County literacy information
https://nces.ed.gov/surveys/piaac/skillsmap/?view=comparison&geolevel=county&first=8123

2026
Budget
Message

December 8, 2025

Dear Board of Trustees and High Plains Library District Taxpayers:

It is our pleasure to submit to you our 2026 budget for your consideration and adoption. This budget was prepared by the Finance Department with input and direction from the Board of Trustees, members of the District Administrative Support Team, Library Managers, and the Executive Director. General guidelines used to formulate this document include the mission statement, the strategic plan, the capital improvement program forecast for the next five years, and financial projections of revenues and expenditures for the next 10 years.

Our Mission:

Helping build Community.

Our Vision:

HPLD is a valued community resource.

Our Values:

These values help clarify the principles that guide the High Plains Library District (HPLD). As trustees, administration, and staff of the High Plains Library District, we are committed to fulfilling our mission and vision while upholding the following values:

ACCESS • SERVE • PARTNER • IMPROVE • RESPONSIBLE • ENRICH

- **Access** – We provide access to all in our community.

- **Serve** – We serve (value) everyone in our communities.

- **Partner** – We partner to ensure access to expertise. We partner in support of common goals and expanding our value.

- **Improve** – We strive to be a role model organization through relentless efforts to improve.

- **Responsible** – We are responsible with taxpayer funds and work to be taxpayer proud.

- **Enrich** – We enrich lives through providing the opportunity to learn and grow.

At High Plains Library District we ASPIRE to help build community and be a valued community resource.

Overview

This budget will support the High Plains Library District in achieving its mission and vision by providing the necessary funding for the operation of the libraries, the outreach department, public computing centers, and administration and support services.

The budget consists of:

> Summary schedules listing revenues, expenditures, beginning and ending fund balances.

> The 5-year capital improvement program, plus narrative.

The 2026 proposed budget includes funds for construction in Mead, an addition at the DSS location, and an operating budget for continuing to provide a quality level of library services.

The budgeted general fund revenues for 2026 are $57,812,027 and the budgeted general fund expenditures for 2026 are $64,796,719. That equates to a budgeted decrease in net assets of $6,984,692.

Budgeted revenues for 2026 have increased 1.71% from the 2025 budget. Budget restrictions in other expenditure areas have allowed for planning for a 3.5% merit increase for staff. High Plains Library District is planning for additions to FTE and staff headcount in 2026 primarily to staff the new library in Mead, the DSS expansion, and Workforce Mobile Unit. The budget includes funds to continue to participate in Prospector which allows patrons increased access to additional resources beyond the High Plains Library District collection.

The primary source of revenue for the District is derived from a 3.039 mill levy for operations applied to the assessed value of portions of Weld and Boulder County properties. Property tax which includes delinquent taxes, refunds and abated taxes comprise 91% percent of the District's budgeted revenue for 2026 while specific ownership tax is 3%. The remaining 6% percent consists of investment earnings, grants, fines, fees, and miscellaneous revenues.

Budgeted Revenues

$1,680,000 , 3% $3,221,653 , 6%

- Property Taxes
- Specific Ownership Taxes
- Other Revenue
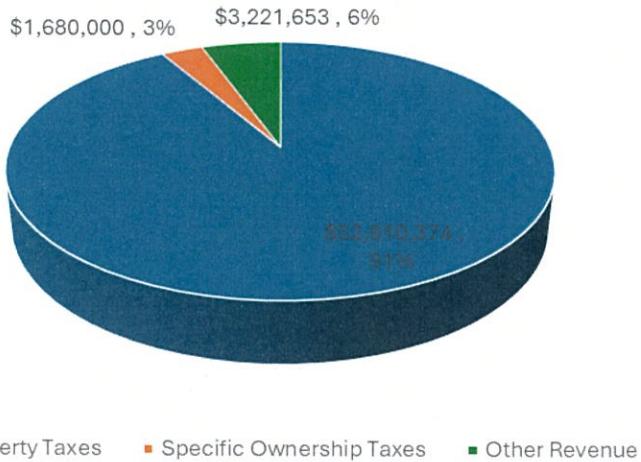
The expenditures of the district are comprised of salaries and benefits that equal 34% of the budgeted expenditures, operating expenditures add an additional 19%, capital outlay equals 28%, and the tax distribution to member libraries equals 19% of the total budgeted expenditures.

Budgeted Expenditures

$12,458,884 , 19%

$12,609,678 , 19%
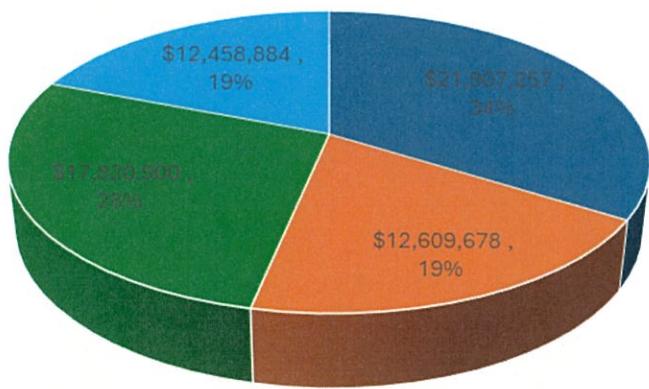
- Salaries and Benefits
- Operating
- Capital Outlay
- Member tax distributions

Budget

The annual budget and appropriation ordinance is adopted by the Board of Trustees in accordance with the Colorado State Statute (29-1-108(4), C.R.S.). The budget is prepared on a basis consistent with accounting principles generally accepted in the United States for all governmental funds. The accounting system is employed as a budgetary management control device during the year to monitor the individual expenditures. The 2026 budget will be continuously evaluated to assure that funds are expended judiciously.

Respectfully submitted,

Dr. Matthew Hortt   Natalie Wertz
Executive Director   Finance Manager

High Plains Library District
Budget Narrative

Strategic Goals and Strategies

During late 2024, High Plains Library District (HPLD) began the strategic planning process (SPP) for 2026. This process involved gathering ideas from staff, listening to community members throughout the library district, meeting with governmental and non-profit organizations, and having discussions with community leaders, board members, and staff. Dr. Matthew Hortt, Executive Director, used the input from these stakeholders to develop a strategic plan.

The SPP is designed to support, inform, and align with the budget process. See the diagram below. HPLD is working toward repeating this process annually.

WHAT'S BEEN DONE SO FAR....AND WHERE WE'RE HEADING
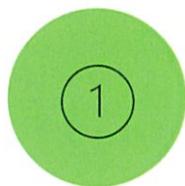
①	②	③	④
DECEMBER – JANUARY	FEBRUARY – MARCH	APRIL – MAY	JUNE -
STAFF SUBMITTED CHALLENGES THE COMMUNITY IS FACING AND IDEAS ON HOW HPLD CAN HELP	SUBMISSIONS COMPILED, SORTED, AND REVIEWED	SUBMISSIONS EVALUATED USING ASSESSMENT TOOL	BUDGET PLANNING PROCESS
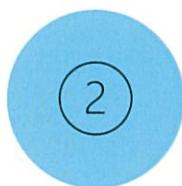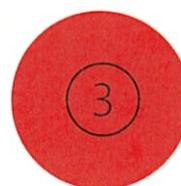
The strategic plan goals include:
- developing programs focused on life skills and workforce development (Skills pipeline);
- capital projects discussed later;
- supporting literacy throughout the district.

Short-Term Organization Factors

A demographic study completed during 2019 indicated that the High Plains Library District service area is experiencing and is expected to experience significant population growth in the foreseeable future. The 2020 census reports a Weld County population of 328,981, an increase of over 76,000 or 30% from the 2010 census. The Colorado State Demography office is forecasting the Weld County population to grow to 422,751 in 2030. High Plains Library District will need to provide library services to those individuals. This growth influences decisions about facilities, staffing, and how best to provide library services efficiently and effectively. The budget for 2026 includes an operational budget and capital projects needed to serve the growing population.

A significant portion of the property tax base for High Plains Library District is from oil and gas. That causes significant volatility in the revenue stream.

Budget Year	Oil and Gas percentage of HPLD assessed value
2026	55%
2025	58%
2024	67%
2023	60%
2022	43%

The Colorado Legislature passed SB19-181 in April 2019. That law changed the way oil and gas production is regulated in Colorado. The uncertainty about the long-term impacts of that law on the oil and gas industry affects revenue projections and decisions about spending available resources and the level of reserves that should be maintained. Other changes in state and federal policy and regulation have impacts on oil and gas production and prices. This uncertainty has caused the library district to maintain a higher level of reserves than might be seen if the property tax base was more predictable.

Inflation continued to increase in 2023 and increased at a slower rate in 2024 and 2025. Inflation is expected to continue into 2026 and is expected to impact most operating expenditures and capital projects. Inflationary pressure on wages and a competitive labor market are expected to increase the cost of labor. The Federal Reserve maintained the Federal Funds Rate at 4.25% to 4.5% through much of 2025. The Federal Reserve cut the rate by .25% at the September and October meetings bringing the Federal Funds rate to 3.75% to 4.00%.

Priorities and Issues

The permanent, long-term effects of the economic conditions created by the shutdowns in response to COVID-19 are yet to be determined. However, the oil and gas market crash and dramatic increase in unemployment that occurred in 2020 demonstrated a need in our communities for High Plains Library District to respond by providing more

skills-based and development programming to help people acquire and improve marketable skills. The shutdowns during 2020 helped identify locations in our district where improved Internet access is most needed.   In response to that need, HPLD obtained grants to purchase mobile Wi-Fi units, placed Wi-Fi units in high need locations in the district community, and purchased 16 mobile Wi-Fi units that were made available for specialty checkout. During 2026, High Plains Library District will work with partner agencies to continue to close the digital divide, improve digital literacy and access.

In addition to the factors noted above, the diversity of the population in the service area must be considered in the development of the budget. High Plains Library District is committed to ensuring that our programs and services are accessible to everyone and is continually striving to improve the library experience for all visitors. The materials collection, programs, and services should be designed to provide some level of library service for the entire population. The facilities and staff should feel welcoming to a wide variety of individuals. The population diversity affects decisions about amounts and types of materials purchased and programs that are offered at the libraries. Funds have been allocated in the Collection Resources department to allow the library to purchase a wide spectrum of materials in a variety of formats and genres. Resources have been allocated in the budget for citizenship, English as a Second Language (ESL), and Right to Read classes. Each year High Plains Library District is honored to host a naturalization ceremony for individuals who have completed citizenship classes and passed the examination. 28 individuals from 17 countries including Brazil, Canada, Djibouti, Mexico, Nepal, Philippines, Sri Lanka, Sudan, and the United Kingdom became United States citizens in the 12th annual naturalization ceremony in Greeley, Colorado on June 27, 2025.

The library district covers a geographical area of almost 4,000 square miles in northeastern Colorado. High Plains Library District includes most of Weld County and a small portion of Boulder County. The service area includes some near-urban/suburban, more densely populated areas, and some rural, remote, sparsely populated areas. Providing library services in areas where individuals do not have convenient access to a library building requires creativity and additional resources. The Outreach Department is designed to provide library services to those individuals. Funds have been allocated in the 2026 budget for Outreach department operations. The Information Technology and Innovation (ITI) Department budget will allow High Plains Library District to continue to support access to electronic resources throughout the district.

The development of the strategic plan has allowed High Plains Library District to improve the focus on priorities for the 2026 budget. The basic priority has been and continues to be providing high-quality library services throughout the district. The focus for 2026 has been refined to specific capital projects, supporting literacy, and developing skills-based and workforce development programming (Skills pipeline).

Moving to more skills-based programming, supporting literacy, developing operational excellence, and specific capital projects were focus points for the 2025 budget. HPLD

will continue to focus on specific capital projects, supporting literacy, and skills-based and workforce development programming in 2026.

As High Plains Library District pursues its mission of *Helping build Community*, taxpayers, patrons, and staff members will know that we are succeeding when patrons are accessing the collection, attending programs, learning new skills, and developing skills. Another marker of success for HPLD is having community partners and local leaders that are engaged with and support the library.

Fund Description and Fund Structure

High Plains Library District maintains two funds for accounting and budgeting purposes – the general fund and the debt service fund.

The general fund is High Plains Library District's primary operating fund. It accounts for all financial resources of the district, except those required to be accounted for in another fund. The general fund is a major governmental fund of the district and the 2026 budget appropriates funds for the general fund.

The debt service fund accounts for the resources accumulated and payments made for principal and interest on the long-term debt of the district. The debt service fund has also been a major governmental fund of the district. The Certificates of Participation Series 2010 were paid off in December 2019. The district has no long-term debt outstanding as of December 31, 2025. There is no debt service fund budget appropriated for 2026.

Basis of Budgeting

Annual budget and appropriation ordinances are adopted by the board in accordance with the Colorado State Budget Law. The budget is prepared on a basis consistent with accounting principles generally accepted in the United States for all governmental funds (modified-accrual - the same basis of accounting used in the audited financial statements). Depreciation is not budgeted for and capital outlay is budgeted for. Depreciation is recorded in the Annual Comprehensive Financial Report government-wide financial statements and capital outlay expenditures are capitalized in the Annual Comprehensive Financial Report government-wide financial statements.

The accounting system is employed as a budgetary management control device during the year to monitor expenditures. The legal level of control is at the fund level. All annual appropriations lapse at year end.

Financial Policies

Below is a summary of some financial policies of High Plains Library District. High Plains Library District is in compliance with the financial policies. The 2026 budget is prepared in compliance with these policies. The finance policies are available on the High Plains Library District website.

Balanced Budget

Colorado state statute and district policy does not allow a budget with deficit spending which is defined as expenditures in excess of available revenues and beginning fund balance. A balanced budget is defined as a budget where budgeted expenditures do not exceed budgeted revenues plus beginning fund balance.

Fund Balance / Reserve

High Plains Library District is subject to the Emergency Reserve requirements of the Colorado Taxpayers Bill of Rights (TABOR). The TABOR Emergency Reserve provision requires High Plains Library District to maintain a reserve of 3% of prior year revenues. In addition to the emergency reserve, High Plains Library District policy requires six months of operating expenditures to be maintained as a fund balance reserve.

Debt

High Plains Library District is prohibited from issuing debt in excess of the legal debt limit of 1.5% of assessed value. Colorado TABOR prohibits governments from issuing bonds without a vote by the citizens. Governments may issue Certificates of Participation without a vote of the citizens. High Plains Library District policy requires approval of the Board of Trustees to issue long-term debt.

Investment

High Plains Library District investment policy complies with Colorado state law. The primary investment objectives are preservation of capital and liquidity. Permitted investments include U.S. Treasuries, Federal Agencies and Instrumentalities, Corporate Securities, Local Government Investment Pools, and Money Market Funds.

Budgetary Control

The legal level of control is the fund level. The proposed budget is presented to the Board of Trustees by October 15 each year. The proposed budget is posted on the High Plains Library District website and interested parties can review it from the website or in person at the district's administrative offices during regular business hours. A public hearing is scheduled and held by December 15 each year. The Board of Trustees adopts the mill levy and the budget by December 15 each year. The budget is posted on the district's website and filed with the State of Colorado by the end of January each year. During the year, the finance department prepares monthly budget to actual reports of revenues and expenditures. The budget to actual reports are posted on the High Plains Library District website and sent to the HPLD finance committee. The Executive Director, the finance department, and each department head and library

manager monitor the budget to actual activity throughout the year. If a budget amendment is needed, the amendment is presented to the board, a public hearing is scheduled and held, and the board votes on the amendment. If the board approves the amendment, the amended budget is filed with the State of Colorado.

Revenue

The primary revenue source for High Plains Library District is property tax. Property tax revenue is a function of the assessed valuation of taxable property within the district as certified by the county assessors multiplied by the mill levy approved by the Board of Trustees. Property taxes are billed and collected by the county treasurers. The county treasurers disburse the property taxes to the taxing districts by the 10th day of the month following collection. High Plains Library District records the property tax revenue received each month as revenue for the previous month. The property taxes levied for the following year are recorded as receivables and deferred revenue in the current year's audited financial statements.

Budget Process

Public input on the budget is obtained by feedback received throughout the year. Participants in some programs are invited to take formal surveys. Staff members receive informal feedback through conversations with community members. During 2023, HPLD began testing the LCI (Library Confidence Indicator) as a tool for collecting community feedback. Community members may submit requests for the purchase of specific items for the library collection. That formal and informal feedback is used to help determine what types of programs are offered and what materials are purchased for the collection. Public use of the libraries (gate count) and circulation statistics impact budget decisions about staffing levels at the libraries. Circulation statistics also impact budget decisions about what materials are purchased for the library collection. Computer use statistics help determine the number of computer stations that are maintained at each facility. Participation at the stops offered by Outreach helps determine the schedule, frequency, and locations that are visited. Board meetings are open to the public and attendees may sign up for public comment to address the board about library services or district budget decisions.

HPLD uses the assessment matrix below, a modified version of the Eisenhower Matrix, as a tool to prioritize ideas and opportunities into potential action as part of the budgeting process.

ASSESSMENT MATRIX

IMPACT/RETURN

Go! Do Now
High Value/Impact & Low Cost/Complexity

Do, But Be Careful
High Value/Impact & High Cost/Complexity

Assess & Evaluate
Low Cost/Low Impact

Avoid
High Cost/Complexity & Low Value/Impact

COST/COMPLEXITY

The High Plains Library District budget preparation process typically begins in late June or early July every year. The Finance Department provides budget request worksheets to each library manager and department head. Library managers and department heads complete the budget request worksheets and return them to the Finance Department by the end of July or early August each year. This includes capital outlay projects identified by the Facilities Department throughout the year during facility walk throughs and from the planned maintenance and replacement schedule.

During August and early September, the Finance Department compiles the requests and reviews them with the Executive Director and Associate Directors. The requests are prioritized, and any necessary adjustments are made and discussed with the library managers or department heads. The preliminary budget is reviewed with the finance committee and the committee may make recommendations for revisions to the budget.

Per state statute, the proposed budget must be presented to the board by October 15 each year. The proposed budget for 2026 was presented to the board at the October 13, 2025 board meeting. The proposed budget was then posted on the High Plains Library District website and a copy was available in the administrative office for public review. A public hearing notice was published.

Per state statute, the Board of Trustees must certify the mill levy by December 15 each year and adopt the budget by December 31 each year. The 2026 budget was adopted and the mill levy was certified at the December 8, 2025 board meeting. The adopted budget was then posted on the High Plains Library District website and filed with the Colorado Department of Local Affairs Division of Local Government. A copy of the budget is also available in the administrative office of High Plains Library District.

Between October when the proposed budget was presented to the board and December when the final budget was presented to the board, some budget adjustments were made. A table of the adjustments is included in the supplemental / statistical section of this budget document.

The legal level of budgetary control is at the fund level. If necessary, the budget may be amended by preparing and presenting a budget amendment to the BOT and holding a public hearing. If the BOT approves the budget amendment, the amended budget must be filed with the Colorado Department of Local Affairs Division of Local Government. Budget amendments may be presented to the BOT at any time during the year. Any budget amendments must be approved by the BOT before the end of the budget year.

Statutory Budget Calendar

August 25	Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values to compute the statutory and TABOR property tax revenue limit.
October 15	Budget officer must submit proposed budget to the governing board. Governing body must publish "Notice of Budget" upon receiving proposed budget.
December 10	Changes in assessed valuation made by the assessors will be made only once by a single notification to the county commissioners or other body authorized by law to levy property tax, and to the Division of Local Government.
December 22	Deadline for county commissioners to levy taxes and to certify the levies to the assessor.
January 30	A certified copy of the adopted budget for the current fiscal year must be filed with the Division of Local Government no later than this date.

Fund Balance

Fund balance may be defined as the excess of the assets of a fund over its liabilities, reserves, and carryover.

The budget for 2026 plans for a decrease in fund balance of approximately $7 million. High Plains Library District anticipates a decrease in property tax revenue in 2026. High Plains Library District is budgeting for an increase in salaries and benefits expenditures FTE (full-time equivalent) and regular staff headcount that will be added in 2026.

Revenues

The primary revenue source (approximately 92%) of the High Plains Library District is the property tax mill levy. The revenue estimate for the budget is calculated based on the certification of assessed valuation received from the county assessors multiplied by the mill levy that is certified by the High Plains Library District Board of Trustees and the Weld and Boulder County Commissioners.

Property Tax Revenue

The Gallagher Amendment in the Colorado Constitution limited the portion of statewide property tax revenue that could come from residential property to 45%. The remaining 55% of statewide property tax revenue was to be levied on other property types – commercial, agricultural, etc. The assessment rate for non-residential property types except oil and gas was fixed at 29%. To maintain that 45% / 55% ratio, the residential assessment rate was adjusted every two years. Since residential property values statewide have increased faster than the other property types, the residential assessment rate had been decreasing. The decreases in the residential assessment rate effectively become permanent since the Taxpayer Bill of Rights (TABOR) in the Colorado Constitution prohibits any tax increases without a vote of the citizens and increasing the residential assessment rate has been interpreted as a tax increase. A measure to repeal the Gallagher Amendment passed in November 2020 election. With the repeal of the Gallagher Amendment, the residential assessment rate was fixed at 7.15% and the non-residential assessment rate was fixed at 29%. The effects of the repeal of the Gallagher Amendment resulted in significant legislative activity every year from 2021 to 2024.

In June 2021, the state legislature passed SB 21-293 reducing the assessment rates on some classes of property for 2022 and 2023 valuations (collection years 2023 and 2024) from 7.15% to 6.95%, 7.15% to 6.8%, and 29% to 26.4%. Under SB 21-293, assessment rates were to return to the previous levels for 2024 valuations.

In June 2022, the state legislature passed SB 22-238 which reduced assessment rates on some classes of property and exempted some portions of valuations of some classes of property for the 2023 and 2024 valuations. Colorado Counties, Inc. has prepared a table summarizing the changes in the assessment rates. Please see the statistical and additional information section for that table.

In May 2023 during the last week of the legislative session, the state legislature passed SB 23-303 which submitted a measure on the November 2023 ballot known as Proposition HH. Provisions of SB 23-303 / Proposition HH included slightly reducing the assessment rate on some residential properties and some other property classes while allowing the State of Colorado to retain more revenue than currently allowed under TABOR for 2023 through 2032 and changes to the statutory budget calendar for this year only which would delay final certifications of valuation and mill levy certifications. Proposition HH failed in the November election.

On Thursday following the November election, the governor called a special session of the state legislature to begin November 17, 2023 to address the increase in property taxes. During the special session, the state legislature passed SB23B-001 which reduced the residential assessment rate to 6.7%, exempted the first $55,000 of residential property value, and delayed the budget adoption and mill levy certification dates for the 2024 budget year only. SB23B-001 also established a property tax commission tasked with studying the property tax structure in Colorado and bringing recommendations to the legislature.

During the last week of the regular legislative session in May 2024, the state legislature passed SB24-233. Provisions of SB24-233 include limiting property tax revenue increases to 5.5% annually, reduced residential and commercial property assessment rates, and creating different assessment rates for school districts.

Two initiatives to reduce property taxes were to be included in the November 2024 ballot. To have the sponsoring groups remove the initiatives from the ballot, the governor called a special session to further address property taxes in August 2024. HB24B-1001 was passed during the special session. SB24-233 and HB24B-1001 continued most of the provisions of SB23B-001 for budget year 2025. The provisions of HB24B-1001 limit property tax revenue increases to 10.5% per reassessment cycle (5.25% per year) and further reduces assessment rates for residential and commercial property which will have a negative impact on HPLD property tax revenue starting with budget year 2026. The limit of a 5.25% increase per year requires HPLD to issue a temporary credit to reduce the mill levy from 3.177 to 3.039 for budget year 2026. Both SB24-233 and HB24B-1001 include a provision allowing the local government to go to the voters to request that the local government be allowed to exceed the imposed revenue limit.

A significant portion of the High Plains Library District tax base has been from oil and gas. With the oil and gas market crash in 2020 and government-imposed shutdowns, oil and gas sales revenue from production in the district decreased dramatically. That

significantly reduced High Plains Library District budgeted revenues for 2022. Construction continued and residential property values increased in the district, but that did not offset the reduction in the oil and gas tax base. The oil and gas market experienced some recovery in 2021 and property values in the HPLD service area continued to increase, so budgeted property tax revenue for 2023 increased. Oil and gas prices increased in 2022 and property values were reassessed in 2023, so budgeted property tax revenue for 2024 increased by approximately 35%. Oil and gas prices decreased in 2023, so budgeted property tax revenue for 2025 decreased by more than 20%. Property values were reassessed in 2025. However, SB24-233 and HB24B-1001 limited property tax revenue increases and required HPLD to temporarily lower the mill levy.

Historical Price of WTI (West Texas Intermediate)
Crude Oil per Barrell last 10 years
per macrotrends.net
data as of November 21, 2025

WTI Closing Price Forecast
per longforecast.com
data as of November 21, 2025
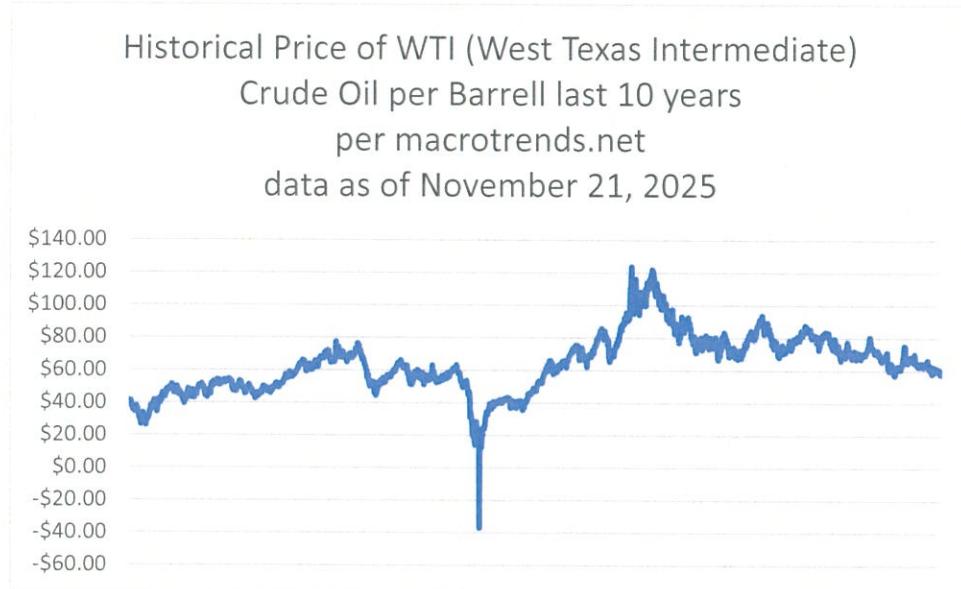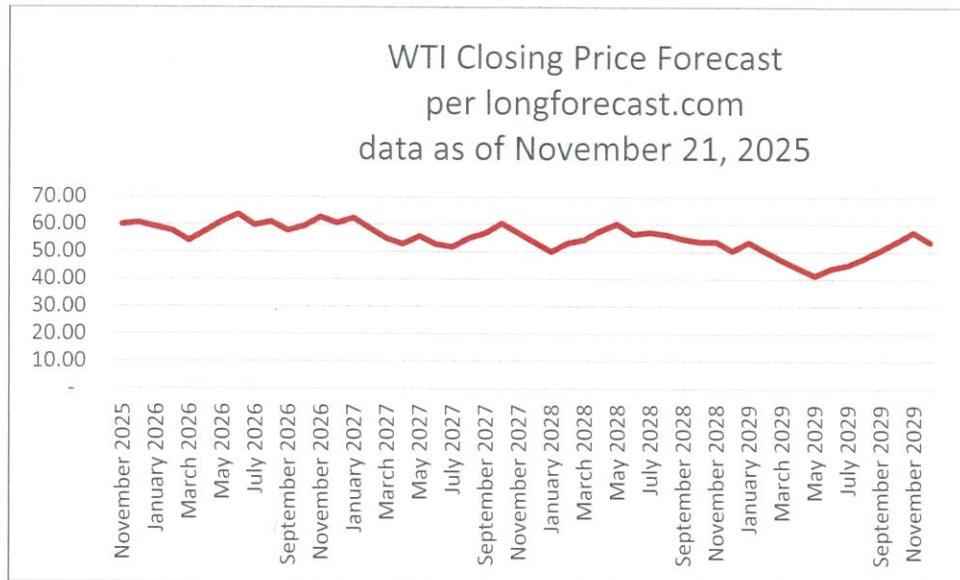
Long-range Financial Plans

The long-range financial operating plans support the achievement of the strategic goals of HPLD. The long-range financial operating plans allow High Plains Library District to estimate resources that will be available to use toward those goals. The long-range financial plan helps determine scope and timing adjustments that may be necessary or possible to work being done on the strategic plan initiatives.

High Plains Library District is dependent on the property tax mill levy as the primary revenue source for the district. Currently, there are no plans to permanently increase or decrease the mill levy. Any proposed increase in the mill levy or exceed the revenue increase limits would need to be approved by the BOT and then presented to the voters for approval. In budget years beyond 2026, HPLD may be required to issue additional temporary credits on the mill levy to comply with the revenue increase limits imposed under HB24B-1001. The High Plains Library District Friends & Foundation (HPLDF&F) will be instrumental in building community connections and community support should it become necessary to request a mill levy increase or override of the imposed annual property tax revenue increase limits.

Since the primary revenue source for High Plains Library District is property taxes, and a significant portion of the tax base has been oil and gas, the oil and gas market crash in 2020 negatively impacted the revenues of the district – particularly for 2022. Increases in oil and gas prices in 2022 and reassessments of property values in 2023 created an increase in budgeted property tax revenue for 2024. A decrease in oil and gas prices and production in 2023 is the main factor causing the decrease in budgeted property tax revenue for 2025. Long-range financial plans and projections were reevaluated in 2025 as HPLD continues to prepare for the future.

Long-range financial planning requires working with other economic interests to get a firm understanding of economic forecasts and their meaning for district revenues and setting priorities to identify areas that could be reduced when revenues take a downturn. During 2025, the Finance Department received information from Weld County government officials, obtained information from the Colorado Oil and Gas Conservation Commission, attended seminars and webinars on economic updates and predictions, and read reports on the national and local economic outlook. That information was used to refine the financial projection for High Plains Library District. The projection was considered in developing the budget for 2026.

The property tax base for HPLD appears to be changing. Economic forecasts seem to indicate that oil and gas production in the Weld County area may have reached its peak. Anticipated population growth in Weld County is expected to support continued residential construction. Residential property sales have slowed and prices have begun to decrease slightly. The assessment rate reductions from recent legislation have had a negative impact on HPLD revenues. The annual revenue property tax increase limit and further assessment rate reductions will have a negative impact on HPLD revenues.

In response to the expected future revenue levels, emphasis will need to be placed on controlling the operating expenditures budget. FTE (Full-time equivalent) and employee headcount were increased significantly in 2023 to staff and support LINC. The 2024 and 2025 budgets planned for some additional increases in FTE to satisfy the demand for the innovation spaces and other library services. Some additional staff requests have been included in the 2026 budget to staff the Mead Library, the DSS Library & Archive, and the Mobile Workforce Unit and to support the growth of HPLD. Beyond 2026, there are no plans for significant annual increases in FTE or staff headcount. Database and periodical subscriptions have been reviewed and items with low patron use have been discontinued. Less expensive, more user-friendly options have been identified and replaced some databases and electronic resources. Computer use in the libraries is regularly evaluated and computer inventory is managed to achieve usage target ranges.

Long-range financial plans include operation of LINC. LINC was opened May 13, 2023. LINC will allow HPLD to achieve strategic plan initiatives of expanding skills-based programming and supporting literacy. The additional skills-based programming and literacy should encourage economic growth and help diversify and expand the property tax base in the HPLD service area over the long-term.

LINC replaced the Lincoln Park Library location. HPLD listed the Lincoln Park Library building for sale in June 2023. The Lincoln Park building was sold in July 2024.

The overview of the capital improvement program provides more information on specific projects. To help control the operating expenditures budget and to accommodate the anticipated levels of future property tax revenue, completing LINC was the largest construction project planned on the schedule. Construction projects planned or anticipated for 2026 through 2030 are much smaller. Anticipated future revenue levels

will require High Plains Library District to leverage available technology to provide library services efficiently in more remote areas of the district.

The government-imposed shutdowns during 2020 created the opportunity to learn how to provide more services virtually. High Plains Library District is using available technology (electronic databases, Ebooks, audiobooks, music, and videos, virtual assistance from librarians, etc.) to provide library services to a wider community more efficiently. The Outreach department will continue to provide library services to the community outside of the library facilities. Technology and the Outreach department will allow HPLD to provide library services with less need for additional library facilities.

Currently, High Plains Library District has no plans to significantly reduce library services. HPLD intends to be responsive to the community. Low use services and programs may be discontinued to improve efficiency or to provide additional resources for other library programming. An example of this is the evaluation of database use and computer use as discussed earlier. High Plains Library District will continue to provide library services throughout the service area while evaluating those services for efficiency and value to the community.

Stewardship and fiscal strength are focus areas of the budget process. High Plains Library District's financial plan is to maintain a sound and sustainable financial position by allocating available resources to provide high quality library services while also maintaining adequate reserves to manage revenue volatility and economic downturns.

Capital Expenditures

The Facilities Master Plan provides general guidance on when a library expansion or a new library should be considered. The BOT and executive team meet with other community leaders regularly. Economic conditions and outlook, population growth and projections, and community plans and needs are often discussed in those meetings. That information is considered when determining which capital projects should be pursued. HPLD updated the Facilities Master Plan in 2025 with particular focus on updating demographic information and population growth projections. That plan was presented to and approved by the HPLD board of trustees at the August 2025 meeting.

The Facilities Department inspects and evaluates the facilities throughout the year and maintains a replacement schedule for significant building components (roofing, HVAC units, boilers, etc.). The Facilities Manager recommends capital projects based on those inspections and the replacement schedule. Library Managers also request improvements to the facilities. The Executive Director, Associate Director of Public Services, Facilities Manager, and Finance Manager review the proposed capital budget requests and prioritize the recommended projects. Projects that affect the safety or the functionality of the facilities are given higher priority than other requested improvements or additions.

The 2026 budget includes funds allocated for the following projects:

DSS Archive / Expansion – Feasibility and needs assessment, project scope determination, and design for a capital project was undertaken in 2023. Planning continued throughout 2024 and construction began in 1st quarter 2025. The project plans include library and archive space, storage space, and office space. The 2026 budget includes $7,000,000 of this estimated $20,000,000 project. Estimated completion in 2nd quarter 2026.

Mead Library – a library in Mead that will be approximately 10,000 square feet. Construction began in early 3rd quarter 2025. The 2026 budget includes $8,000,000 of this estimated $14,000,000 project. Estimated completion in 2026 3rd quarter 2026.

Workforce Development Vehicle – this Freightliner vehicle will assist job seekers in their job hunt. The vehicle will have internet access and computers so individuals can complete training, work on their resume, look for jobs, and apply for jobs. A 50% deposit for the vehicle was paid in September 2025. The 2026 budget includes $260,000 for the over $500,000 vehicle. Delivery expected in 2nd quarter 2026.

Impact of Capital Investments on Operating Budget

The capital investments noted above will have an impact on the operating budget in additional staff, maintenance, and utility costs. The estimated amounts per project are listed below:

Project	Estimated Annual Salaries and Benefits	Estimated Annual Utilities	Estimated Annual Operating Costs including Repairs and Maintenance
DSS Library & Archive / Expansion	$295,000	$16,000	$30,000
Mead Library	$850,000	$52,000	$50,000
Workforce Development Vehicle	$125,000		$30,000

The projects are expected to be financed using available cash and investments, a decrease in earnings on investments is expected.

Debt

The legal debt limit for High Plains Library District is 1.5% of assessed value or $260,727,861as of December 31, 2025. The Certificates of Participation Series 2010 were paid off in December 2019. The High Plains Library District has no long-term debt subject to the legal debt limit as of December 31, 2025. High Plains Library District has no current plans to issue new debt.

Position Summary Schedule

	2024	2025	Budgeted 2026
Librarians	36	38	41
Library Associates	63	66	77
Pages and Materials Clerks	42	42	48
Innovation Space	9	12	13
Facilities	9	9	10
Collection Resources	14	14	14
Information Technology Innovation	11	11	11
Community Relations and Marketing	5	5	6
Managers and Supervisors	30	30	32
Administration (Executive Director, Associate Directors, HR, Finance, Foundation)	9	9	9
Total	228	236	261

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The additional staff budgeted for 2025 is for additional innovation technicians to help meet demand in the innovation spaces, an exhibits specialist to support the children's space at LINC, and additional librarian and library associate hours to help meet service demand at LINC and Erie. The additional staff for 2026 is primarily to staff the Mead Library, DSS Library & Archive, and the Mobile Workforce Unit. Additional staff is planned to support the growth of HPLD.

DEPARTMENT DESCRIPTIONS

The libraries and departments described below are included in the general fund of High Plains Library District.

BRANCH SERVICES

High Plains Library District (HPLD) serves more than 330,000 residents of Weld County and a small part of Boulder County and covers a geographic area of almost 4,000 square miles. Our mission of *helping build community* is carried out by our well-trained staff and through our strong collection of library materials.

Currently, HPLD offers more than 700,000 items to its patrons. The district strives to provide a collection that balances viewpoints across a broad spectrum of opinions and subject matter in formats suitable to a variety of learning and recreational interests and skills.

Our locations offer a wide selection of materials including children, teen, and adult fiction and non-fiction materials in print, audio, video, and electronic formats (CDs, DVDs, e-books, and downloadable audio books). The district also provides a collection of magazines, journals, and newspapers, and subscribes to more than 80 paid subscription databases, most of which can be accessed from any computer with Internet access. Launchpads are also included in the district's digital collection. These pre-loaded tablets for kids are designed with a simple, easy-to-use interface, and come loaded with age-appropriate games and apps. In addition, the district provides Wonderbooks and VOX books, which are children's print books with a pre-loaded audiobook player attached.

High Plains Library District strives to provide current technologies within the libraries as well as in computer centers throughout our service area. At a minimum the district provides access to the catalog, subscription databases, the Internet, and current computer applications.

Computers within the libraries are used by staff to teach classes to the public on a variety of computer-related topics, as well as by the public for research and personal computer use. In addition, each of the district's libraries provides Wi-Fi connectivity without charge to the user.

As an extension of traditional service, each library hosts a variety of programming for all ages that encourages reading, literacy, education, skill development, cultural and social diversity, and fun. These programs are provided free of charge to attendees.

The district maintains a strong commitment to long-term environmental sustainability. During new construction and facility upgrades, the district makes every effort to reduce consumption of resources as well as use our existing resources wisely.

Carbon Valley Regional Library
Carbon Valley Regional Library serves as both a community hub and a resource center for the southwest region of the High Plains Library District. Spanning 35,400 square feet, the facility houses up to 150,000 items and offers 27 public access computers to meet the diverse needs of its patrons.

The library features a wide range of welcoming and functional spaces, including two community meeting rooms, four study rooms, a makerspace, a cozy fireplace area, a dedicated children's storytime room, teen and tween areas, an outdoor patio, café, a nature trail, pollinator garden, and a gated outdoor play space.

The library is an integral part of the Carbon Valley community and partners with the local Chamber of Commerce, area municipalities, and schools to support and advance the district's mission.

Centennial Park Library

Centennial Park Library serves neighborhoods near central Greeley. The 28,000 square foot facility can house up to 80,000 items and offers 48 public access computers. The library includes a computer commons lab with a separate computer classroom for teaching technology. The building contains four study rooms, a conference room, a community meeting room, and a space for teens, which includes their own computer lab and video games. The public is encouraged to visit our seed library to take home free packets of seeds. On the way out, our thriving pollinator-friendly garden provides inspiration for gardens at home.

The Centennial Park library remodel was completed in 2024. Some exciting changes include new features to the children's area, including a re-envisioned story time area, and new art mural by local artist, Betony Coons. Kids can explore the space to find a painted animal or plant for each letter of the alphabet. Colorful new furniture, carpet and paint give the library a fresh and modern look. On the lower level, a water vapor fireplace sets a cozy mood for quiet reading. The genealogy collection, once housed on the lower level, was moved to LINC.

District Services Library & Archive

To meet the needs of the growing Greeley/Evans communities, HPLD is constructing a library and an archive that will be housed in a new annex attached to the current administration building. The library and archive are planned to open in 2026.

The facility will be 8,200 square feet, with the library holding up to 3,500 items and the archive housing HPLD's Institutional Collection and the historical collection of the Greeley Tribune newspapers that was given to HPLD when the District renovated the Greeley Tribune building into LINC: Library Innovation Center.

The library will provide public access computers, Wi-Fi, printing, scanning, and faxing. In addition, a children's nook – where storytimes will be held – and 2 study rooms will be provided. Also included is a digitization station, where the public can digitize their photographs and slides, as well as their audio cassettes and VHS tapes.

Erie Community Library

Erie Community Library is a neighborhood library that holds up to 65,000 items. The 26,500 square foot facility provides 18 public access computers and features a living room with a fireplace, two outdoor patios, a makerspace, four study rooms, and a large event space/meeting room that can be divided into two spaces, one of which is publicly reservable.

To meet the needs of the growing Erie community, the library underwent a renovation in 2020 and added 6,500 square feet to create a makerspace, enlarge the children's storytime room, increase the number of study rooms and meeting spaces, and relocate and remodel the teen area to include room for collaboration, gaming, and hanging out. The project also expanded the patron parking lot.

The four additional study rooms help serve the needs of tutors and students who were previously using library open areas to work, allow groups to collaborate in separate spaces, and provide quiet space for study and work. The larger storytime room can accommodate twice as many adults and children as before and provides a larger area for play and learning after storytimes. The makerspace houses a laser cutter, 3D printer, die cut machine, and several sewing machines for skills-based learning, STEM activities, and arts and craft activities for all ages. The larger meeting spaces enable the community to make twice as many room reservations for larger numbers of people than previously.

Farr Regional Library
Farr Regional Library serves a dual role as both a community library and a resource library for the northern area of the High Plains Library District. The 38,000 square foot facility has a collection size of approximately 84,000 items and is equipped with 30 public computers.

Through its building design, the library has a variety of spaces that meet the diverse needs of the community including areas for collaboration, meetings, and quiet study. The library offers a café/vending area, a flex meeting room for impromptu meetings and collaborative work, community reading and study rooms, a large children's area, a separate teen area, and numerous informal seating areas.

The Farr Regional Library features eight custom stained-glass windows commissioned by local artist Carolyn Stuart, a fireplace with a comfortable reading area, a small conference room, and a large meeting room.

Farr Regional Library also serves as the home for the Virtual Library. Virtual Library staff assist those who prefer online or phone-based services. Through phone, email, and chat, trained library staff find online-based resources, request items, renew items, troubleshoot e-book questions, sign up for programs, help with reserving a meeting room, create district preloaded library cards, and much more.

Grover Library
HPLD and the Town of Grover are working together to provide library services in a library facility for the residents of Grover and the surrounding area. The town donated land in Grover, and the library secured a building that is approximately 1,792 square feet. HPLD opened the library in November 2024. The facility includes a small library collection, computer access, and a small community room for meetings. The service model for this location is for limited staffed hours with some self-service access for the patrons during non-staffed hours. Grover is being used as a pilot location for this service model that HPLD could potentially use for future small, rural locations similar to this facility.

Kersey Library
To meet the needs of the growing Kersey community, the library renovated a location within the heart of the community, right next to Kohler Park. This location is 3,400

square feet and can hold 5,600 items. It offers public access computers, Wi-Fi, printing, scanning and faxing, and one children's computer with age-appropriate learning activities and games. The library hosts a variety of programs for all ages that encourage reading, literacy, education, and diversity with a focus on skills-based learning/training. There is one public study room available for reservation.

In addition to the adult book club, Kersey Library services include a summer reading program, a free lunch program in conjunction with the Weld Food Bank, and afterschool programming for children. The library is an important part of the Kersey community and partners often with the Town of Kersey to carry out the district's mission.

LINC

LINC (Library Innovation Center), a 63,000 square foot building that represents the next iteration of the High Plains Library District opened May 13, 2023. Built at the old Greeley Tribune site in downtown Greeley, the state-of-the art building features a fully equipped makerspace with 3D printers, laser engravers, cri-cuts, and a sublimation printer, an industrial room with woodworking equipment, a large innovation workspace, a fiber arts studio, a quiet reading room, an art studio, a recording studio, a podcast room, an atrium with an indoor/door fireplace, and a board room. LINC houses the High Plains Library District's Local History and Genealogy Collection, which was previously located at Centennial Park Library.

Plentiful opportunities for children and teens exist at LINC. The mezzanine level showcases a dynamic, hands-on learning Children's Exhibit that physically connects to the two-story large-scale interactive installation by nationally renowned artist Wes Bruce. The Children's library features a Hobbit Door that welcomes families into the Storytime room. Older kids and teens can take advantage of the gaming room next door to the Children's Library.

There is no shortage of community spaces in the building. There are 5 study rooms, 5 meeting rooms, 2 collaboration spaces, 2 computer classrooms, 3 general classrooms. The event space, which holds up to 200 people, features 2 projectors with large screens and a built-in platform for presenters. More than 50 computers are available throughout the building and LINC's materials collection can expand to 100,000 items.

At LINC, individuals can transform information into knowledge while developing and sharing skills and ideas in a sensory rich, experience driven, creative environment. A community catalyst for workforce development, STEM education, and future innovation, LINC is a place where creativity and possibility comes to life.

Mead Library

HPLD is working with the Town of Mead to provide library services in a new library facility to the residents of Mead and the surrounding area. This community library is planned to open in 2026 and will hold up to 21,000 items. The 13,500 square foot facility will provide public access computers, Wi-Fi, printing, scanning, and faxing. The

library is designed to offer a variety of spaces to meet the diverse needs of the community, including a community meeting space, a children's room with a feature wall and a fireplace, an outdoor patio, 2 study rooms, a teen space, and a flex space where makerspace programming will be provided.

Views off to the West showcase the mountains and the palette and design elements of the library draw inspiration from the agricultural history and natural beauty of the area.

Riverside Library & Cultural Center

Nestled in the heart of Old Town Evans, the Riverside Library & Cultural Center is more than just a library — it's a lively community hub serving neighborhoods throughout Evans and beyond. Spanning 18,500 square feet, this vibrant space combines the power of knowledge with cultural enrichment, all under one roof.

With room for up to 30,000 items and 21 public computers, Riverside Library offers something for everyone — whether you're here to research, relax, study, or explore. Inside, you'll find a welcoming mix of collaborative spaces, private study rooms, and cozy nooks. Four dedicated study rooms, a warm fireplace, plenty of casual seating, and a versatile multi-purpose room for library programs help support a wide range of needs and activities. Visitors also enjoy access to free Wi-Fi, public computers, printing services, and a full calendar of engaging programs for children, teens, and adults. The cultural center, operated by the City of Evans, brings even more value to the community. It features spacious, fully equipped meeting rooms, fascinating local history exhibits, and city office spaces. Just outside, a beautiful plaza and a playful children's area invite families and neighbors to gather, connect, and enjoy the outdoors.

Whether you're here to learn, meet, create, or just unwind — Riverside Library & Cultural Center is your community's place to grow.

DEPARTMENT OF COMMUNITY ENGAGEMENT – ALIGNING LIBRARY ROLES WITH COMMUNITY NEEDS

Community Engagement is a coordinated effort made by the District to:

- Bring services and programs to the community members both inside and outside of the walls of our facilities and satellite locations; inclusive of in-person interactions, vehicle-based delivery, virtual presence (using social media sites), and use of communication tools such as phone, email, and chat.
- Learn about the needs and priorities of community members through market research, community assessments, and conversations.
- Share the information learned with stakeholders within the district and appropriate external stakeholders.
- Use the information learned to focus and prioritize services and experiences most important and relevant to community members.
- Partner with community agencies to support community-wide success.

- Identify opportunities for staff to represent the High Plains Library District as an engaged resource at various community events.
- Assess and measure the impact of our work for the purpose of better aligning our efforts to best support community success.

Outreach Services

The Outreach Department serves as an extension of High Plains Library District by delivering services and programs to patrons and communities unable or unwilling to use library facilities. The department operates in cooperation with the libraries throughout the High Plains Library District.

The Outreach Department provides popular materials in various formats, reading readiness training, materials and services for families, and programming. These services are provided to schools, daycare centers, preschools, families, assisted living centers, and senior centers in areas where geographic, economic, linguistic, and other barriers hinder access to a library. Outreach services are delivered through Mobile Services and Outreach Services.

Mobile Services staff focus on bringing services and programs out into communities throughout the district with the purpose of making the library a visible, valuable service without the expectation that patrons will be expected to enter a facility. Service delivery includes providing popular materials in various formats and through programming, storytimes, and events. The Mobile Services staff operates three mobile units. One unit, a bookmobile, serves as a mobile library, carrying a collection of approximately 5,000 books and non-print materials to schools and neighborhoods. The second and third units provide mobile library services to early childhood facilities and senior centers by bringing carts of books along with staff who host lobby stop and in-classroom services and programming. The units have access to the entire High Plains Library District collection.

Outreach Services consists of Outreach Librarians who are centrally located and work throughout the library district to bring services out into the community through identified organizational partners and to build bridges to connect new populations with the library facilities and services. They are additionally tasked with creating connections and filling gaps in our community between the library and our underserved communities and communities that face barriers to library service. Outreach Librarians also develop community-wide programs.

Community Relations and Marketing (CRM) Department

CRM is responsible for ensuring consistent messaging for all communications, marketing, advertising, and public relations functions as overseen by the HPLD Executive Director. As the High Plains Library District's brand ambassador, CRM represents HPLD with one voice, one message, and through presenting a trustworthy presence in our community.

CRM enhances the district's brand and visual presentation by identifying and supporting best practices in merchandising, establishing and maintaining partnerships, and strategically identifying areas with market penetration potential for patron growth.

CRM actively supports districtwide efforts as directed by the Executive Director based on conversations with the Member Directors and Boards. Within this framework, CRM:

- Provides the community with consistent and accurate information about library policies, procedures, programs, and services.
- Creates advertising campaigns that enhance and build the HPLD brand.
- Coordinates market research and analyzes local needs.
- Openly communicates with local media that serve the various district communities.
- Coordinates all press releases, columns, press conferences, media kits and information packets that are distributed to increase awareness and knowledge about High Plains Library District.
- Serves as the hub of all communication throughout High Plains Library District.
- Manages the social media presence of the High Plains Library District.
- Provides collateral material and everyday tools to assist staff. Edits the content, appearance and usability of external and internal communications including promotional materials, publicity campaigns, and other tools in order to ensure that the desired message is communicated, and the desired image is presented.
- Collaboratively manages the web page to ensure a clean organized design is presented and the content is accurate and up to date.

The HPLD Events and Experiences Team is part of CRM that markets HPLD and its services by attending events and parades. Events and Experiences staff operate the Pop-Up Library, a Ford F250 with a custom box that opens to display library materials available for checkout onsite. They combine point-in-time collections with targeted patron experiences to generate a lifelong connection with the library.

DISTRICT SUPPORT SERVICES
District Support Services is responsible for the operation of the branch library system, long range planning, and oversight of centralized services to all branch and member libraries. Together the District Support Services departments including the Executive Director, Associate Director, Collection Resources, Finance, Human Resources and Facilities, and Information Technology and Innovation Departments provide leadership and management services to support district operations.

Collection Resources Department
The Collection Resources Department consists of Collection Development, Interlibrary Loan and Prospector, Bibliographic Services, Specialty Checkout, and Archives. Together these units accomplish the processes necessary to make a wide array of materials available to the public in a timely, efficient, and cost-effective manner.

- Collection Development selects and manages the collections and resources of the branch system in accordance with the Collection Development Policies. The department, in collaboration with library managers and the Outreach manager, coordinates the management and maintenance of the collection materials including books, magazines, and media. Digital collections include databases, eBooks, eAudio, and streaming music and video. This centralized process provides cost effective efficiencies to build a quality collection that strives to balance districtwide collection goals with local branch needs.

- Interlibrary Loan and Prospector support the educational, recreational and information needs of High Plains Library District patrons through resource sharing with other libraries. Interlibrary Loan/Prospector enables all High Plains Library District libraries to provide patrons with a broad range of materials by supplementing existing collections. Interlibrary Loan and Prospector borrow and lend materials from various libraries throughout Colorado and the United States.

- Bibliographic Services is responsible for ordering, receiving, processing and cataloging materials acquired by the district. Bibliographic Services is responsible for maintaining the integrity of the data contained in the online catalog using Resource Description and Access standards (RDA). This organization and description of materials is the foundation for other basic library services, such as circulation, materials management, collection development, and acquisitions.

- Specialty Checkout maintains a collection of equipment and nontraditional library items. Because the equipment is often expensive and in limited supply, use is restricted to resident patrons over the age of 18. Specialty Checkout manages patron reservations through calendar-based software, allowing patrons to reserve items such as laptops, hotspots, projectors, telescopes, and experience passes for a specific date.

- The High Plains Library District Archive organizes, protects, preserves, and provides access to historical materials primarily pertaining to the District for present and future generations. The District's archive consists largely of two non-circulating collections: the Institutional Collection and the Greeley Tribune Collection.

Finance Department

The Finance Department is responsible for the general accounting functions of the High Plains Library District including:

- Accounting Procedures - assure compliance with applicable laws and policies governing the reporting of financial transactions, provide timely and accurate information, record all resources and assets by adhering to Generally Accepted Accounting Principles (GAAP) applicable to fund accounting, preparation of the Annual Comprehensive Financial Report and the coordination and preparation of the annual Budget document.
- Payroll - ensure proper and accurate payment to employees and payment of payroll liabilities.
- Accounts Payable - process payments for goods and services.
- Cash Management - provide general cashiering operations, maintain banking relationships, and manage investment of district funds.
- Fiscal Reports - prepare bank reconciliations, general ledger account reconciliations, and reports for use in analyzing various financial functions of the High Plains Library District.
- Procurement Cards - administer a procurement card program to facilitate district purchases as well as monitoring the program and payment of monthly statements.

Human Resources Department

The Human Resources Department provides leadership, direction, and support to libraries by facilitating compliance, partnering strategically, and advocating for employees. The department is responsible for administering talent acquisition, learning and development, total rewards, organizational development and effectiveness, employee relations, diversity and inclusion, and labor law compliance.

Human Resources promotes a workplace culture encouraging employees to:

- Focus on the patron
- Take initiative
- Contribute to a positive work environment
- Think strategically and systemically
- Pursue personal development
- Continuously improve
- Take pride in the workplace

Facilities Department

The Facilities Department has four functions:

- To provide expert assistance in planning and construction of new and remodeled facilities

- To provide equipment maintenance for all branches
- To provide custodial services
- To maintain the district's vehicles

In addition, the department also provides assistance, as requested, to the member libraries. Member libraries are part of the High Plains Library District, but function independently and receive services from the district.

- Planning and Construction - this department is supervised by the Executive Director. The expert assistance is provided by a Facilities Manager, with support from the district's contracted Owner's Representative. These, along with others in the organization, work with architects and contractors to construct and maintain the facilities that are appropriate for the community in which they are built.

High Plains Library District worked with an architect to develop a "prototype library." The architects developed a "concept" that represents the library brand, but then translates that into customized designs and square footage that meet local needs. HPLD is using the prototype library concept for the Mead library.

- Equipment maintenance - this includes everything from major projects like HVAC and roofing to soap dispensers in the restrooms. These services are provided by the Facilities Manager and Facilities Technicians. The department also utilizes contract labor for projects beyond the scope of the Facilities Technician skills.

- Custodial services - these are the typical routine services that ensure that the facilities are clean and inviting to the public. Some of these services are provided by paid staff, and in other cases the services are contracted.

- Grounds maintenance and landscaping services – these routine services ensure that the grounds around the facilities are safe, functional, and appealing. Some of these services are provided by paid staff, and in other cases the services are contracted.

- Safety and security services – ensure that the workplace is a safe environment for employees and visitors. Security services are contracted for two of the libraries – Centennial Park and LINC.

- HPLD vehicle maintenance - As noted elsewhere in this narrative, there are four vehicles operated by HPLD plus a Facilities pickup. Facilities provides inspections, record keeping, and maintenance support for the vehicles.

Information Technology and Innovation Department

The Information Technology and Innovation (ITI) Department supports all technology solutions and facilitates process improvement throughout the District. The department key processes include:

- Assessing, determining and providing best fit technology and process solutions
- Maintaining an available and responsive infrastructure
- Providing responsive support services
- Improving process maturity throughout the District
- Ensuring access to needed information and knowledge

HPLD Friends & Foundation

The High Plains Library District Friends & Foundation is a separate 501(c)(3) nonprofit, established to support the programs and services of the High Plains Library District. The Friends & Foundation's mission is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness, and advocacy for the libraries of the High Plains Library District.

The Foundation's assets and income are derived from the following activities:

- Grant funding – mission-aligned funding for programming from private, family, corporate, municipal, and federal grant sources
- Individual gift solicitation, including planned giving
- Corporate giving, including sponsorship for programs and events
- Special events
- Earnings from investments

The Friends & Foundation's current funding priorities include LINC, capital projects, programs supporting literacy among underserved populations, and HPLD districtwide programs including Summer Reading Adventure and YES!fest.

Fundraising goals for 2026 include raising funds to sustain HPLD's upcoming Mobile Workforce Unit through events like the Innovation Luncheon, and sustained support for programs to be determined by the staff funding request process in 2025.

GOALS AND OBJECTIVES AND PERFORMANCE MEASURES

The following is a table of some of the strategic goals and objectives that the High Plains Library District is working toward:

Highlights from 2025

Goal	Department	Tie to Strategic Plan	Objectives	Performance Measures	Results
Capital Projects — libraries in Mead, addition at District Support Services, and refreshing Carbon Valley and Farr Libraries	Executive Associate Director Facilities Human Resources Finance	Gather – library spaces provide a place for community members	Complete the projects on schedule and within budget. Provide facilities for patrons, public, and employees to provide library services and operate the district	Library refreshes to be completed in early 2025. Mead library construction and DSS expansion to be completed in 2026. Projects completed on schedule and within budget.	Refreshes began in late 2024 and were completed by mid 2025. DSS expansion construction began in late 1st quarter 2025. Mead construction began in late 2nd quarter 2025. Projects to be completed in early to mid 2026.
HPLD serving as a skills pipeline for community members by developing programs focused on life skills and workforce development	Branch services MOVE	Grow	Provide patrons with an opportunity to learn and develop marketable skills and life skills	60% of households have used HPLD services within the past year. Patrons learned on enhanced skills at HPLD programs. Patrons using the innovation spaces and learning to use the technology and equipment	A partnership with Snap-On Tools for certifications has been developed and we have received our first set of tools. Staff received training. Programming began in 2025. Certifications are being offered. Issued an RFP and executed a contract to purchase a Workforce Development Vehicle. Vehicle to be placed in service in 2026.
Support all sections of the community to achieve their literacy goals, in their native language or a secondary language	Excellence Coordinator Programming	Grow	Support literacy in the community	60% of households have used HPLD services within the past year. Participation in literacy programs	HPLD continued the summer reading (SRA), adults read on (ARO), 1,000 books before kindergarten (1000 BBK), and 100 books before graduation (100 BBG programs that encourage reading and literacy for all ages. SRA had 6,220 participants and 1,952 (31.38%) completed the program ARO had 1,321 participants as of September 2025 – goal was 300. 603 had read 4 books, 448 had read 8 books, and 363 had read 12 books by April. 1000 BBK had 564 new participants and 81 had completed 1,000 books as of August 2025. As of September 2025 - 100 BBG has 834 participants – 183 new participants in 2025. 42 have completed the program in 2025

HPLD 2026 Strategic Plan Initiatives

Goal	Department	Tie to Strategic Plan	Start Date	Due Date	Measures
Capital Projects – library in Mead and addition at District Support Services	Executive Associate Director Facilities Human Resources Finance	Gather – library spaces provide a place for community members	01/01/2024	12/31/2026	Mead library construction and DSS expansion completed in 2026 Projects completed on schedule and within budget Provide additional access points to help reach the goal of 60% of households using HPLD services within the past year See potential to impact 5,399 households from the DSS location and 1,932 households from the Mead location
HPLD serving as a skills pipeline for community members by developing programs focused on life skills and workforce development	Branch services MOVE	Grow	01/01/2025	12/31/2026	60% of households have used HPLD services within the past year Workforce Development Vehicle placed in service Workforce and skills development programming to lead to the issue 500 new library cards that are used at least once
Support all sections of the community to achieve their literacy goals	Excellence Coordinator Programming	Grow	01/01/2026	12/31/2026	60% of households have used HPLD services within the past year Literacy programming to lead to the issue of 20 new library cards that are used at least once

2026
District
Budget

High Plains Library District
Budgeted Revenue & Expenditures - General Fund
FY 2026

	2024 Actual	2025 Budget	2025 Estimated	2026 Budget	2027 Planned
ESTIMATED RESOURCES					
Beginning Fund Balance	$ 81,916,097	$ 105,543,925	$ 118,823,316	$ 117,367,640	$ 110,382,948
Estimated Revenue					
Property Tax	69,979,208	54,088,098	54,250,000	52,910,374	53,439,478
Specific Ownership Tax	2,519,173	1,440,000	1,700,000	1,680,000	1,500,000
Other Revenue	6,869,328	1,312,941	4,150,032	3,221,653	1,640,000
Total Estimated Revenue	79,367,709	56,841,039	60,100,032	57,812,027	56,579,478
TOTAL ESTIMATED RESOURCES	161,283,806	162,384,964	178,923,348	175,179,667	166,962,426
ESTIMATED EXPENDITURES					
Total Operating Expenses	23,200,269	31,048,331	29,174,547	34,516,935	35,138,369
Capital Outlay	4,967,579	30,706,444	20,639,444	17,820,900	5,164,000
Transfers Out - Debt Service/Capital Projects	-	-	-	-	-
Distribution to Member Libraries:					
Northern Plains (Ault)	1,216,546	1,421,782	1,421,782	1,357,566	1,371,142
Eaton	2,495,057	1,764,231	1,764,231	2,069,264	2,089,957
Ft. Lupton	3,655,753	2,440,252	2,440,252	2,533,292	2,558,625
Hudson	4,332,556	3,581,555	3,581,555	3,663,801	3,700,439
Johnstown	1,281,679	1,477,912	1,477,912	1,539,308	1,554,701
Platteville	1,311,051	1,055,985	1,055,985	1,295,653	1,308,610
	14,292,642	11,741,717	11,741,717	12,458,884	12,583,474
TOTAL EXPENDITURES	42,460,490	73,496,492	61,555,708	64,796,719	52,885,843
REVENUE OVER (UNDER) EXPENDITURES	36,907,219	(16,655,453)	(1,455,676)	(6,984,692)	3,693,635
Ending Fund Balance	118,823,316	88,888,472	117,367,640	110,382,948	114,076,583
DESIGNATION OF FUND BALANCE					
Operating Reserve	11,600,135	15,524,166	14,587,274	17,258,468	17,569,185
Emergency Reserve	2,174,951	1,665,843	1,678,500	1,637,711	1,648,184
Stabilization Reserve	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Capital Improvement Reserve	95,048,230	61,698,463	91,101,866	81,486,769	84,859,214
TOTAL ENDING FUND BALANCE	$ 118,823,316	$ 88,888,472	$ 117,367,640	$ 110,382,948	$ 114,076,583

High Plains Library District
Budgeted Revenue - General Fund
FY 2026

	2024 Actual	2025 Budget	2025 Estimated	2026 Budget	2027 Planned
TAXES					
Property Taxes Weld Co.	$69,108,111	53,221,522	$53,383,424	52,020,607	52,627,257
Property Taxes Boulder Co.	871,097	832,548	832,548	802,858	812,221
Delinquent Taxes	-	-	-	-	-
Refunds/Abatements Taxes Weld Co.	-	33,504	33,504	85,588	-
Refunds/Abatements Taxes Boulder Co.	-	524	524	1,321	-
Specific Ownership Taxes	2,519,173	1,440,000	1,700,000	1,680,000	1,500,000
TOTAL TAXES	72,498,381	55,528,098	55,950,000	54,590,374	54,939,478
OTHER REVENUE					
Fines, & Fees	41,522	25,000	30,000	25,000	55,000
Earnings on Investments	5,727,331	1,200,000	4,000,000	2,850,000	1,500,000
Grants	147,301	79,941	85,032	338,653	75,000
Miscellaneous	953,174	8,000	35,000	8,000	10,000
TOTAL OTHER REVENUE	6,869,328	1,312,941	4,150,032	3,221,653	1,640,000
TOTAL REVENUE	$79,367,709	$56,841,039	$60,100,032	$57,812,027	$56,579,478

High Plains Library District
Budgeted Expenditures - General Fund
FY 2026

	2024 Actual	2025 Budget	2025 Estimated	2026 Budget	2027 Planned
OPERATING					
Salaries and wages	11,789,369	14,928,727	14,000,000	15,906,758	16,702,095
Fringe benefits	3,290,377	5,670,369	4,500,000	5,885,499	6,177,975
Workers' compensation	52,139	95,000	95,000	115,000	120,000
Bank fees	888	1,980	1,700	1,560	1,560
Minor equipment/furniture <$5k	73,013	130,938	130,938	183,123	70,470
Janitorial supplies	53,817	90,000	90,000	120,000	120,000
Operating supplies	196,885	247,099	260,000	307,759	304,784
Bib processing supplies	145,296	244,069	244,069	244,069	244,069
Postage	32,406	38,093	38,093	39,931	39,870
Printing	8,443	14,500	20,000	37,000	37,000
Memberships	21,966	47,966	47,966	60,206	61,351
Public relations	88,587	97,229	97,229	118,816	123,699
Programs	116,361	204,300	204,300	234,725	151,700
Elec. - utilities	249,687	367,000	367,000	355,500	376,000
Water & sewer	71,284	103,000	103,000	116,000	126,000
Natural gas	70,796	150,000	150,000	129,500	148,000
Telephones	225,922	492,609	525,000	600,000	680,337
Disposal services	87,518	98,043	98,043	113,543	130,547
Professional contracts	1,716,430	2,257,500	2,257,500	2,704,330	2,409,137
Gasoline motor oil, lubricants	9,130	27,000	27,000	20,000	22,000
Repair maint.- bldg	493,735	650,000	700,000	900,000	900,000
Repair maint.- vehicles	30,259	34,400	34,400	57,200	34,200
Repair maint.- office equip.	238,290	298,770	298,770	396,770	416,488
Repair maint.- computer	433,089	462,660	462,660	1,079,090	816,920
Repair maint.- on-line comp	294,968	379,556	379,556	424,132	466,545
Repair maint.- other equip.	8,417	155,263	155,263	128,500	132,000
Tuition reimbursement	22,965	25,000	30,000	25,000	25,000
Travel & mileage	33,681	73,379	73,379	90,360	91,943
In-house training	20,643	53,000	95,000	95,000	95,000
Meetings	5,621	11,790	11,790	14,870	15,810
Out-of-house training & conferences	49,721	91,700	80,000	106,000	102,700
Treasurer's fee	1,039,942	891,000	891,000	935,550	940,000
Books	576,687	554,000	554,000	554,000	554,000
Newspapers/periodicals.	37,441	55,500	60,000	56,000	56,000
Ebooks	170,229	165,000	165,000	170,000	170,000
Compact discs	28,801	47,000	47,000	42,000	42,000
Software	542,239	687,991	687,991	800,244	880,269
DVD/BluRay	62,197	90,000	90,000	78,000	78,000
Other expense	5,527	134,650	134,650	259,550	259,550
Electronic resources	610,913	630,000	630,000	750,000	750,000
Platform Fees	23,484	13,250	13,250	13,350	13,350
Insurance	171,106	225,000	215,000	240,000	250,000
Rent contribution-in-kind	-	-	-	-	-
Equipment rentals	-	14,000	14,000	8,000	2,000
Lease / rental expense	-	-	95,000	-	-
TOTAL OPERATING	23,200,269	31,048,331	29,174,547	34,516,935	35,138,369
CAPITAL OUTLAY					
Opening Day Collections	15,710	510,000	510,000	405,000	-
Equipment/furn over $5000	77,395	7,500	7,500	433,900	-
New Computers & Other Technology	238,872	2,121,944	2,121,944	483,000	200,000
Capital Improvements	4,635,602	28,067,000	18,000,000	16,499,000	4,964,000
Construction Graphics					
TOTAL CAPITAL OUTLAY	4,967,579	30,706,444	20,639,444	17,820,900	5,164,000
TRANSFERS OUT					
Transfers - Debt Service Fund	-	-	-	-	-
TOTAL TRANSFERS	-	-	-	-	-
TOTAL CAPITAL OUTLAY & TRANSFERS	4,967,579	30,706,444	20,639,444	17,820,900	5,164,000
Distribution to Member Libraries	14,292,642	11,741,717	11,741,717	12,458,884	12,583,474
TOTAL DIST TO MEMBER LIBRARIES	14,292,642	11,741,717	11,741,717	12,458,884	12,583,474
TOTAL EXPENDITURES	42,460,490	73,496,492	61,555,708	64,796,719	52,885,843

Branches	20 Carbon Valley	10 Centennial Park	71 Erie	15 Farr	74 Grover	72 Kersey	30 Lincoln Park	35 LINC	45 Mead	46 DSS L&A
6110 Salaries	1,260,929	1,308,485	1,140,060	1,619,230	85,745	162,728	-	2,288,840	429,108	116,302
6112 Benefits	466,544	484,139	421,822	599,115	31,726	60,209	-	846,871	158,770	43,032
6136 Workers' Compensation										
Total Salaries & Benefits	1,727,473	1,792,624	1,561,882	2,218,345	117,471	222,937	-	3,135,711	587,878	159,334
6000 Distribution to member libraries										
6205 Bank fees										
6220 Minor equipment/Furniture <$5k	13,311	9,400	39,500	2,000	1,000	3,100	-	11,327	7,500	4,250
6236 Janitorial supplies										
6249 Operating supplies	17,580	19,400	15,900	11,000	3,385	3,725	-	59,500	16,500	3,820
6250 Bib processing supplies										
6310 Postage	100	104	100	50	461	32	-	88	100	15
6320 Printing										
6340 Memberships	1,050	500	400	300	100	150	-	400	700	250
6345 Public relations										
6358 Programs										
6362 Electric	50,000	40,000	36,000	50,000	6,000	4,000	-	80,000	10,000	2,500
6364 Water & sewer	10,000	8,000	16,000	20,000	3,000	2,000	-	20,000	7,500	1,500
6365 Natural gas	15,000	12,000	8,000	12,000	5,000	2,500	-	36,000	9,000	2,000
6367 Telephones										
6369 Disposal services	15,000	10,000	4,000	10,000	2,000	4,000	-	22,000	5,000	1,500
6379 Professional contracts	5,900	74,300		200	-		-	116,311		
6380 Gasoline, motor oil, lubricants										
6382 Repair maint.- bldg										
6384 Repair maint.- vehicles										
6385 Repair maint.- office equip.		2,000				-	-	-		
6387 Repair, maint., replacement / computer										
6388 Repair maint.- on-line comp										
6389 Repair maint.- other equip.	5,000	-		2,000				12,000		
6393 Tuition reimbursement										
6394 Travel & mileage	3,500	1,085	3,480	140	1,000	735	-	2,320	3,000	2,300
6395 In-House Training										
6396 Meetings	800	600	150	600	880	550	-	600	100	140
6397 Out-of-House Training & Conferences										
6398 Treasurers fee										
6410 Books										
6425 Newspapers/periodicals										
6430 Ebooks										
6460 Compact discs										
6480 Software										
6490 DVD/BluRay										
6495 Other expense										
6496 Electronic resources										
6500 Platform Fees										
6510 Insurance										
6520 Equipment rental										
6530 Lease / rental expense						-	-			
6952 Equip/furniture - over $5000	-	-	6,900	17,000						
6940 Improvement to Buildings				-						
6954 New Computers & other technology										
6985 Lease debt service										
6986 Opening Day Collection										
6987 Construction Graphics										
	1,864,714	1,970,013	1,692,312	2,343,635	140,297	243,729	-	3,496,257	647,278	177,609
6980 Capital improvements	-						-			
Total	1,864,714	1,970,013	1,692,312	2,343,635	140,297	243,729	-	3,496,257.00	647,278	177,609

	Branches	73	40		Dist. To	2026	2027
		Riverside	Outreach	Admin	Mbr Lib	TOTAL	TOTAL
6110	Salaries	989,693	1,122,160	5,383,478		15,906,758	16,702,095
6112	Benefits	366,186	415,199	1,991,886		5,885,499	6,177,975
6136	Workers' Compensation			115,000		115,000	120,000
	Total Salaries & Benefits	1,355,879	1,537,359	7,490,364		21,907,257	23,000,070
6000	Distribution to member libraries				12,458,884	12,458,884	12,583,474
6205	Bank fees			1,560		1,560	1,560
6220	Minor equipment/Furniture <$5k	15,000	7,000	69,735		183,123	70,470
6236	Janitorial supplies			120,000		120,000	120,000
6249	Operating supplies	12,400	13,000	131,549		307,759	304,784
6250	Bib processing supplies			244,069		244,069	244,069
6310	Postage	146	50	38,685		39,931	39,870
6320	Printing			37,000		37,000	37,000
6340	Memberships	200	650	55,506		60,206	61,351
6345	Public relations			118,816		118,816	123,699
6358	Programs			234,725		234,725	151,700
6362	Electric	22,000		55,000		355,500	376,000
6364	Water & sewer	8,000		20,000		116,000	126,000
6365	Natural gas	8,000		20,000		129,500	148,000
6367	Telephones			600,000		600,000	680,337
6369	Disposal services	5,000		35,043		113,543	130,547
6379	Professional contracts		75,021	2,432,598		2,704,330	2,409,137
6380	Gasoline, motor oil, lubricants		10,000	10,000		20,000	22,000
6382	Repair maint.- bldg			900,000		900,000	900,000
6384	Repair maint.- vehicles		49,200	8,000		57,200	34,200
6385	Repair maint.- office equip.	400	-	394,370		396,770	416,488
6387	Repair, maint., replacement / computer			1,079,090		1,079,090	816,920
6388	Repair maint.- on-line comp			424,132		424,132	466,545
6389	Repair maint.- other equip.			109,500		128,500	132,000
6393	Tuition reimbursement			25,000		25,000	25,000
6394	Travel & mileage	400	8,000	64,400		90,360	91,943
6395	In-House Training			95,000		95,000	95,000
6396	Meetings	400	500	9,550		14,870	15,810
6397	Out-of-House Training & Conferences			106,000		106,000	102,700
6398	Treasurers fee			935,550		935,550	940,000
6410	Books			554,000		554,000	554,000
6425	Newspapers/periodicals			56,000		56,000	56,000
6430	Ebooks			170,000		170,000	170,000
6460	Compact discs			42,000		42,000	42,000
6480	Software			800,244		800,244	880,269
6490	DVD/BluRay			78,000		78,000	78,000
6495	Other expense			259,550		259,550	259,550
6496	Electronic resources			750,000		750,000	750,000
6500	Platform Fees			13,350		13,350	13,350
6510	Insurance			240,000		240,000	250,000
6520	Equipment rental			8,000		8,000	2,000
6530	Lease / rental expense			-		-	-
6952	Equip/furniture - over $5000		-	410,000		433,900	-
6940	Improvement to Buildings						-
6954	New Computers & other technology			483,000		483,000	200,000
6985	Lease debt service			-		-	-
6986	Opening Day Collection			405,000		405,000	-
6987	Construction Graphics			-		-	-
		1,427,825	1,700,780	20,134,386	12,458,884	48,297,719	47,921,843
6980	Capital improvements		-	16,499,000		16,499,000	4,964,000
	Total	1,427,825	1,700,780	36,633,386	12,458,884	64,796,719	52,885,843

Administration

	Departments	50/51 Admin	01 BOT	02 Exec Dir	03 Assoc Dir	53 Community Relations	54 Information Technology	55 Human Resources
6000	Tax Distrbtn - member libraries	12,458,884						
6136	Workers' Compensation	115,000						
6205	Bank fees							
6220	Minor equipment/furniture <$5k	-		150	35,235	12,450	7,600	1,000
6236	Janitorial supplies							
6249	Operating supplies	6,500	750	1,500	41,625	54,500	11,124	4,000
6250	Bib processing supplies							
6310	Postage	50		10	2,500		-	-
6320	Printing					36,000		-
6340	Memberships		300	17,100	450	11,050	11,449	8,349
6345	Public relations					104,775		13,041
6358	Programs				234,725	-		
6362	Electric	55,000						
6364	Water and sewer	20,000						
6365	Natural gas	20,000						
6367	Telephones						600,000	
6369	Disposal services	30,000					5,043	
6379	Professional contracts	425,600			13,040	28,650	83,683	222,070
6380	Gasoline, Motor Oil, Lubricants					-		
6382	Repair maint.- bldg							
6384	Repair maint.- vehicles					-		
6385	Repair maint.- office equip						394,370	
6387	Repair, maint., replacement / computer						1,079,090	
6388	Repair maint.- online comp						424,132	
6389	Repair maint.- other equip.				7,000		102,500	
6393	Tuition reimbursement							25,000
6394	Travel & mileage		2,800	3,750	1,020	2,000	34,320	1,400
6395	In-House Training							95,000
6396	Meetings		2,000	3,500	2,000	1,000	-	200
6397	Out-of-House Training&Conferences		500	4,500				101,000
6398	Treasurers fee	935,550						
6410	Books							
6425	Newspapers/periodicals							
6430	Ebooks							
6460	Compact discs							
6480	Software						800,244	
6490	Video/DVD							
6495	Other expense				100,000	100,000		
6496	Electronic resources							
6500	Platform Fees							
6510	Insurance	240,000						
6520	Equipment rentals						6,000	
6530	Lease / rental expense	-						
	Capital Outlay							
6952	Equipment over $5000					-		
6940	Improvement to Buildings							
6954	New Computers & Other Technology	-					483,000	
6980	Capital improvements	-					-	
6985	Lease debt service	-						
6986	Opening Day Collection							
6987	Construction Graphics						-	
	DEPARTMENT TOTAL	14,306,584	6,350	130,500	435,105	252,925	4,042,555	471,060

	Administration						
		56	**57**	**58**	**59**		
				Facilities	**Collection**	**2026**	**2027**
	Departments	**Finance**	**Foundation**	**Services**	**Resources**	**Total**	**Total**
6000	Tax Distrbtn - member libraries					12,458,884	12,583,474
6136	Workers' Compensation					115,000	120,000
6205	Bank fees	1,560				1,560	1,560
6220	Minor equipment/furniture <$5k	-		10,000	3,300	69,735	26,770
6236	Janitorial supplies			120,000		120,000	120,000
6249	Operating supplies	750	400	1,000	9,400	131,549	133,424
6250	Bib processing supplies				244,069	244,069	244,069
6310	Postage	1,125	550		34,450	38,685	38,685
6320	Printing		1,000			37,000	37,000
6340	Memberships	1,320	1,088	4,000	400	55,506	56,601
6345	Public relations		1,000			118,816	123,699
6358	Programs					234,725	151,700
6362	Electric					55,362	57,000
6364	Water and sewer					20,000	21,000
6365	Natural gas					20,000	22,000
6367	Telephones					600,000	680,337
6369	Disposal services					35,043	37,547
6379	Professional contracts	133,155	-	1,100,000	426,400	2,432,598	2,136,825
6380	Gasoline, Motor Oil, Lubricants			10,000		10,000	10,000
6382	Repair maint.- bldg			900,000		900,000	900,000
6384	Repair maint.- vehicles			8,000		8,000	8,000
6385	Repair maint.- office equip					394,370	414,088
6387	Repair, maint., replacement / computer					1,079,090	816,920
6388	Repair maint.- online comp					424,132	466,545
6389	Repair maint.- other equip.				-	109,500	112,500
6393	Tuition reimbursement					25,000	25,000
6394	Travel & mileage	630	900	15,000	2,580	64,400	65,250
6395	In-House Training					95,000	95,000
6396	Meetings		750		100	9,550	10,150
6397	Out-of-House Training&Conferences		-			106,000	102,700
6398	Treasurers fee					935,550	940,000
6410	Books				554,000	554,000	554,000
6425	Newspapers/periodicals				56,000	56,000	56,000
6430	Ebooks				170,000	170,000	170,000
6460	Compact discs				42,000	42,000	42,000
6480	Software		-		-	800,244	880,269
6490	Video/DVD				78,000	78,000	78,000
6495	Other expense		4,550		55,000	259,550	259,550
6496	Electronic resources				750,000	750,000	750,000
6500	Platform Fees				13,350	13,350	13,350
6510	Insurance					240,000	250,000
6520	Equipment rentals			2,000		8,000	2,000
6530	Lease / rental expense					-	-
	Capital Outlay						
6952	Equipment over $5000			410,000	-	410,000	-
6940	Improvement to Buildings						
6954	New Computers & Other Technology			-	-	483,000	200,000
6980	Capital improvements			16,499,000		16,499,000	4,964,000
6985	Lease debt service					-	-
6986	Opening Day Collection				405,000	405,000	-
6987	Construction Graphics					-	
	DEPARTMENT TOTAL	138,540	10,238	19,079,000	2,844,049	41,716,906	28,777,013

RESOLUTION TO ADOPT BUDGET
25-1

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2026, AND ENDING ON THE LAST DAY OF DECEMBER 2026.

WHEREAS, the Board of Trustees of the High Plains Library District has appointed Dr. Matthew Hortt, High Plains Library District Executive Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Dr. Matthew Hortt has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 8, 2025, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

Section 1.   That estimated expenditures for each fund are as follows:

General Fund $ 64,796,719

Debt Service Fund

Section 2.   That estimated revenues for each fund are as follows:

General Fund:

From un-appropriated surpluses	$117,367,640	
From the general property tax levy	$ 52,823,465	
From sources other than general property tax	$ 4,988,562	
Total General Fund		$ 175,179,667

Debt Service Fund

Section 3.   That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the High Plains Library District for the year stated above.

Section 4.   That the budget hereby approved and adopted shall be signed by the Chairman, High Plains Library District Board of Trustees, and made a part of the public records of the District.

ADOPTED, this 8th day of December, A.D., 2025.

Attest:

_____
Chairman, Board of Trustees

Attest:

_____
Secretary/Treasurer, Board of Trustees

RESOLUTION TO APPROPRIATE SUMS OF MONEY
25-2

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2026 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the local Government Budget Law, on December 8, 2025 and

WHEREAS, the Library Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

General
Fund:

Current Operating Expenses	$ 34,516,935	
Capital Outlay	$17,820,900	
Transfers (internal activities) Distribution to Member Libraries	$12,458,884	
Total General Fund		$ 64,796,719

Debt Service
Fund:

Principal & Interest & Other

ADOPTED, this 8th day of December, A.D., 2025.

ATTEST:

_____

Chairman, Board of Trustees

ATTEST:

_____

Secretary/Treasurer, Board of Trustees

RESOLUTION TO SET MILL LEVIES
25-3

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2026 BUDGET YEAR.

WHEREAS, the Board of Trustees of the High Plains Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 8, 2025, and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is $52,020,607

WHEREAS, the 2025 valuation for assessment for the High Plains Library District as certified by the Weld County Assessor is $17,117,672,544

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the High Plains Library District during the 2026 budget year, there is hereby levied a tax of 3.039 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2025.

Section 2: That the District Executive Director is hereby authorized and directed to immediately recertify to the County Commissioners of Weld County, Colorado, the mill levies for the High Plains Library District as hereinabove determined and set.

ADOPTED, this 8th day of December, A.D., 2025.

ATTEST:

_____
Chairman, Board of Trustees

ATTEST:

_____
Secretary/Treasurer, Board of Trustees

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments *

* School governments must use forms provided by the Colorado Department of Education (303) 866-6600.

TO: County Commissioners of ___Weld___ County, Colorado. The ___Board of Trustees___
(governing board)

of the ___High Plains Library District___ hereby certifies the following mill levies to be extended upon the
(name of local government)

GROSS‡ assessed valuation of $ ___17,513,406,530___ . Submitted this date: ___December 9, 2025___

	PURPOSE	LEVY		REVENUE
1.	General Operating Expenses [This includes fire pension, **unless** fire pension levy is voter-approved; if so, use Line 7 below.]	3.177 mills		$ 54,382,846
2.	**(Minus)** Temporary Property Tax Credit/ Temporary Mill Levy Rate Reduction, 39-1-111.5, C.R.S.	< .138 > mills ‡		$ < 2,362,239 >
‡	IF THE CREDIT DOES NOT APPLY TO the General Operating Expenses levy PLEASE INDICATE HERE THE LEVY TO WHICH THE CREDIT APPLIES			
	SUBTOTAL	3.039 **mills**		$ 52,020,607
3.	General Obligation Bonds and Interest [Special districts must certify separately for each debt pursuant to 32-1-1603, C.R.S.; see Page 2 of this form. If bond levy ended last year, enter date/name].	mills		$
4.	Contractual Obligations Approved At Election	mills		$
5.	Capital Expenditures [These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities <u>through public hearings</u> pursuant to 29-1-301(1.2) C.R.S. and for special districts <u>though approval from the Division of Local Government</u> pursuant to 29-1-302(1.5) C.R.S. or for any entity if <u>approved at election</u>.]	mills		$
6.	Refunds/Abatements [if the gov't.entity is in more than one county, the levy must be uniform throughout the entity's boundaries].	.005 mills		$ 85,588
7.	Other (specify):	mills		$
	TOTAL	3.044 **mills**		$ 52,106,195

NOTE: Certification **must** be carried to three decimal places only.
NOTE: If you certify to more than one county, you **must** certify the **same levy** to each county.
NOTE: If your boundaries extend into more than one county, please list all counties here:
Counties: Boulder and Weld

Contact person:
(print) ___Natalie Wertz___   Daytime phone: ___(970) 506-8566___

Signed: _____   Title: ___Finance Manager, High Plains Library District___

Send one completed copy of this form to the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, Colorado 80203 when you submit it to the Board(s) of County Commissioners. Questions? Call DLG at (303) 866-2156.

‡ *As reported by County Assessor in <u>final</u> certification of valuation; use <u>NET Assessed Valuation</u> to calculate any levy.*

THIS APPLIES ONLY TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. Total of all levies should be recorded on Page 1, Line 3.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS:

1.   Purpose of Issue: N/A
    Series:
    Date of Issue:
    Coupon Rate:
    Maturity Date:
    Levy:
    Revenue:

2.   Purpose of Issue:
    Series:
    Date of Issue:
    Coupon Rate:
    Maturity Date:
    Levy:
    Revenue:

CONTRACTS:

3.   Purpose of Contract: N/A
    Title:
    Date:
    Principal Amount:
    Maturity Date:
    Levy:
    Revenue:

4.   Purpose of Contract:
    Title:
    Date:
    Principal Amount:
    Maturity Date:
    Levy:
    Revenue:

RESOLUTION TO SET MILL LEVIES
25-4

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2025 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2026 BUDGET YEAR.

WHEREAS, the Board of Trustees of the High Plains Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 8, 2025, and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is $802,858

WHEREAS, the 2025 valuation for assessment for the High Plains Library District as certified by the Boulder County Assessor is $264,184,885

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the High Plains Library District during the 2026 budget year, there is hereby levied a tax of 3.039 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2025.

Section 2: That the District Executive Director is hereby authorized and directed to immediately recertify to the County Commissioners of Boulder County, Colorado, the mill levies for the High Plains Library District as hereinabove determined and set.

ADOPTED, this 8th day of December, A.D., 2025.

ATTEST:

_____

Chairman, Board of Trustees

ATTEST:

_____

Secretary/Treasurer, Board of Trustees

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments *

School governments must use forms provided by the Colorado Department of Education (303) 866-6600.

TO: County Commissioners of ___Boulder___ County, Colorado. The ___Board of Trustees___
(governing board)

of the ___High Plains Library District___ hereby certifies the following mill levies to be extended upon the
(name of local government)

GROSS‡ assessed valuation of $ ___275,650,708___ . Submitted this date: ___December 9, 2025___

PURPOSE	LEVY		REVENUE
1. General Operating Expenses [This includes fire pension, <u>unless</u> fire pension levy is voter-approved; if so, use Line 7 below.]	3.177	mills	$ 839,315
2. (**Minus**) Temporary Property Tax Credit/ Temporary Mill Levy Rate Reduction, 39-1-111.5, C.R.S.	< .138>	mills ‡	$ < 36,457 >
‡ IF THE CREDIT DOES NOT APPLY TO the General Operating Expenses levy PLEASE INDICATE HERE THE LEVY TO WHICH THE CREDIT APPLIES			
SUBTOTAL	3.039	**mills**	$ 802,858
3. General Obligation Bonds and Interest [Special districts must certify separately for each debt pursuant to 32-1-1603, C.R.S.; see Page 2 of this form. If bond levy ended last year, enter date/name].		mills	$
4. Contractual Obligations Approved At Election		mills	$
5. Capital Expenditures [These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities <u>through public hearings</u> pursuant to 29-1-301(1.2) C.R.S. and for special districts <u>though approval from the Division of Local Government</u> pursuant to 29-1-302(1.5) C.R.S. or for any entity if <u>approved at election.</u>]		mills	$
6. Refunds/Abatements [if the gov't.entity is in more than one county, the levy must be uniform throughout the entity's boundaries].	.005	mills	$ 1,321
7. Other (specify):		mills	$
TOTAL	3.044	**mills**	$ 804,179

NOTE: Certification **must** be carried to three decimal places only.
NOTE: If you certify to more than one county, you **must** certify the **same levy** to each county.
NOTE: If your boundaries extend into more than one county, please list all counties here:
Counties: Boulder and Weld

Contact person:
(print) ___Natalie Wertz___   Daytime phone: ___(970) 506-8566___

Signed: _____   Title: ___Finance Manager, High Plains Library District___

Send one completed copy of this form to the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, Colorado 80203 when you submit it to the Board(s) of County Commissioners. Questions? Call DLG at (303) 866-2156.

‡ *As reported by County Assessor in <u>final</u> certification of valuation; use <u>NET Assessed Valuation</u> to calculate any levy.*

CERTIFICATION OF TAX LEVIES, continued

THIS APPLIES ONLY TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. Total of all levies should be recorded on Page 1, Line 3.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS:

1. Purpose of Issue: N/A
    Series:
    Date of Issue:
    Coupon Rate:
    Maturity Date:
    Levy:
    Revenue:

2. Purpose of Issue:
    Series:
    Date of Issue:
    Coupon Rate:
    Maturity Date:
    Levy:
    Revenue:

CONTRACTS:

3. Purpose of Contract: N/A
    Title:
    Date:
    Principal Amount:
    Maturity Date:
    Levy:
    Revenue:

4. Purpose of Contract:
    Title:
    Date:
    Principal Amount:
    Maturity Date:
    Levy:
    Revenue:

LEASE-PURCHASE SUPPLEMENTAL SCHEDULE TO THE ADOPTED BUDGET (29-1-103(3)(D), C.R.S.

BUDGET YEAR 2026

The Supplemental Schedule must present information **separately** for all lease-purchase agreements involving real property and all lease purchase agreements for non-real property.

I. REAL PROPERTY LEASE-PURCHASE AGREEMENTS:

Description of real Property Lease-Purchase:

Lease of Library Facilities:	**Year**	**Amount**
	2026	$

Total maximum payment liability for all Real Property Lease Purchase Agreements over the entire terms of all such agreements, including all optional renewal terms:		$

II. ALL LEASE-PURCHASE AGREEMENTS NOT INVOLVING REAL PROPERTY

Description of Lease-Purchase Item(s):_____

_____

_____

Description of Lease-Purchase Agreement(s):_____

	Year	Amount
Total amount to be expended for all Non-Real Property Lease Purchase Agreements in Budget Year:	20__	$_____
Total maximum payment liability for all Non-Real Property Lease Purchase Agreements over the entire terms of all such Agreements, including all optional renewal terms:		$_____

2026
Capital
Improvement

OVERVIEW OF CAPITAL IMPROVEMENT PROGRAM PROCESS

It is the practice of the High Plains Library District (HPLD) to develop, maintain, and revise when necessary a continuing Capital Improvement Program (CIP). The CIP covers a five-year planning horizon, identifying infrastructure and facility projects that the District plans to undertake.

Defining a Capital Improvement

To be included in the CIP, projects need to meet one of the following criteria:

• Construction of a new District asset or expansion of an existing District-owned facility, including preliminary planning and surveys, cost of land (if applicable), staff and contractual services for design and construction, and related furnishings and equipment.

• Initial acquisition of a major equipment system, which will become a District asset that has a cost of $10,000 or more and a useful life of at least three years.

• Major renovation or rehabilitation of an existing District-owned facility that requires an expenditure of $10,000 or more and will extend the life of the original District asset. Exceptions have been made for inclusion of a few projects that do not meet the above criteria to make them more visible to the public and the HPLD Board of Trustees (BOT).

Steps from Submittal to Approval

The CIP process begins with the District's annual Budget kick-off meeting with all Directors and Managers. The Directors and Managers are given the months of July and August to develop their CIP requests and review future year requests based on their assessment of needs. The 2026 - 2030 Program includes projects that are pay-as-you-go funded with operating funds and allocation of fund balance. The Finance Department reviews all requests for funding availability and reasonableness.

Summary of Expenditures and Funding

The approved five-year CIP for Fiscal Years 2026 through 2030 totals approximately $35.83 million. The 2026 budget includes funds to construct a library in Mead, construct a library and archive and expansion at DSS, and replacements and improvements to district-owned facilities. Funding will be from 2026 revenue and the fund balance in the General Fund.

Impact on the Operating Budget

The completion of many projects is the beginning of recurring costs for the operating budget. All projects included in the first year of the Capital Program are funded in the 2026 recommended budget. Projects included in the subsequent years (2027-2030) will be approved by the BOT in concept only. The Program will be updated annually to address specific needs as they arise or as the BOT goals and policies change.

Thus, it is important for the reader to understand that the District's BOT is not committing funds for any projects beyond the 2026 year.

Location/Item Description	2026	2027	2028	2029	2030
Carbon Valley Regional Library					
P-1 and P-2 Base Mounted Pumps					$ 36,000
HVAC system - 2 Boilers & Pumps / 4 RTUs / Controls	$ 1,000,000				
Room split system	$ 17,000				
Meeting room carpet	$ 4,000				
Total	$ 1,021,000	$ -	$ -	$ -	$ 36,000
Centennial Park Library					
RTU 1, 2, and 3			$ 258,000		
Exhaust Fans - EF1, 2, and 3		$ 8,000			
Total	$ -	$ 8,000	$ 258,000	$ -	$ -
District Support Services					
New Tech Eqpt (Computer, Phone, Server...)	$ 483,000	$ 200,000	$ 40,000	$ 50,000	$ 70,000
Repair, replacement & new equipment	$ 70,000	$ 80,000	$ 80,000	$ 100,000	$ 150,000
Workforce Development Vehicle	$ 260,000				
Box Truck - ITI and Facilities	$ 80,000				
Parking lots	$ 25,000				
Makerspace Vehicle				$ 400,000	
RTU 2	$ 142,000				
RTU 1, 3, and 4 and exhaust fan 1			$ 221,898		
Special projects (Facilities)	$ 50,000	$ 50,000	$ 50,000	$ 50,000	
Special projects (IT)			$ 50,000	$ 50,000	
Total	$ 1,110,000	$ 330,000	$ 441,898	$ 650,000	$ 220,000
Erie Community Library					
RTU 3			$ 8,000		
Base Mounted Pump - B1 & B2		$ 36,000			
Relief Fans - RF 1, 2, 3, & 4		$ 32,000			
Exhaust Fans - EF1, 2,3, & 4		$ 8,000			
Makerspace counter and paint	$ 5,000				
Patio furniture	$ 6,900				
2 Boilers / Pumps	$ 215,000				
Total	$ 226,900	$ 76,000	$ 8,000	$ -	$ -
Farr Regional Library					
Roof			$ 230,000		
CU2 cooling unit 2 IT room			$ 4,000		
RTU 3					$ 50,000
Concret replacement	$ 6,000				
Meeting Room Tables	$ 12,000				
Blinds for nursing room	$ 5,000				
Total	$ 23,000	$ -	$ 234,000	$ -	$ 50,000
LINC					
ADA Door openers	$ 29,000				
Drive through widening	$ 6,000				
Total	$ 35,000	$ -	$ -	$ -	$ -
Riverside Library					
Refresh		750,000			
Total	$ -	$ 750,000	$ -	$ -	$ -
	Mead & DSS				Erie
Opening Day Collection	$ 405,000				$ 950,000
Total	$ 405,000	$ -	$ -	$ -	$ 950,000
Library Buildings, PC Centers, and Facilities					
DSS Expansion and Archive	$ 7,000,000				
Mead	$ 8,000,000				
Erie		$ 4,000,000	$ 10,000,000		
Total	$ 15,000,000	$ 4,000,000	$ 10,000,000	$ -	$ -
Grand Total	$ 17,820,900	$ 5,164,000	$ 10,941,898	$ 650,000	$ 1,256,000

Opening Day Collection:				
Mead & DSS	$ 405,000			
Equipment / Furniture > $5,000				
Workforce Development Vehicle	$ 260,000			
Box Truck - ITI and Facilities	$ 80,000			
Repair, replacement & new equipment	$ 70,000			
Patio furniture - Erie	$ 6,900			
Meeting room tables and blinds - Farr	$ 17,000			
Sub total	$ 433,900			
New Computers & Other Technology:				
IT projects	$ 483,000			
Sub total	$ 483,000			
Capital Improvements:				
Mead	$ 8,000,000			
DSS Expansion and Archive	$ 7,000,000			
Carbon Valley improvements	$ 1,021,000			
DSS improvements	$ 217,000			
Erie improvements	$ 220,000			
Farr improvements	$ 6,000			
LINC improvements	$ 35,000			
Sub total	$ 16,499,000			
Total Capital outlay	$ 17,820,900			
Opening Day Collection	$ 405,000			
Equipment & Furniture > $5,000	$ 433,900			
New Computers & Other Technology	$ 483,000			
Capital Improvements	$ 16,499,000			
	$ 17,820,900			
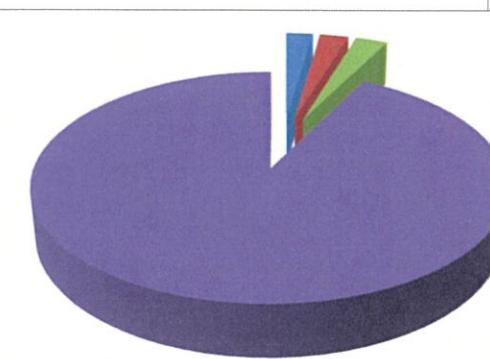
Pie chart legend:
- Opening Day Collection
- Equipment & Furniture > $5,000
- New Computers & Other Technology
- Capital Improvements

2026
Department
Budgets

01-xxxx-50-01 Board of Trustees					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k					
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	810		750	750	800
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships			300	300	300
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	1,021		2,800	2,800	2,900
6396 · Meetings	2,001	110	2,000	2,000	2,100
6397 · Out-of-House Training & Conferences	108		500	500	500
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	3,940	110	6,350	6,350	6,600

01-xxxx-50-02 Executive Director					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	434	1,180		150	150
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	12,584	67,949	1,200	1,500	1,500
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships	375	515	1,200	17,100	17,100
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	4,506	1,684	3,500	3,750	4,000
6396 · Meetings		57	3,500	3,500	3,500
6397 · Out-of-House Training & Conferences	1,863	652	1,200	4,500	1,200
6480 · Software					
6495 · Other Expense			100,000	100,000	100,000
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	19,762	72,037	110,600	130,500	127,450

01-xxxx-50-03 Associate Directors					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	37		20,200	35,235	200
6236 · Janitorial supplies					
6249 · Operating supplies	490		495	41,625	41,625
6250 · Bib Processing Supplies					
6310 · Postage			10	10	10
6320 · Printing					
6340 · Memberships			450	450	450
6345 · Public Relations					
6358 · Programs	116,361	110,171	204,300	234,725	151,700
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	34,486	7,667	12,140	13,040	14,140
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment				7,000	10,000
6394 · Travel and Mileage	459	784	1,020	1,020	1,020
6396 · Meetings		66	500	2,000	2,000
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense	3,930		6,000	100,000	100,000
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	155,763	118,688	245,115	435,105	321,145

01-xxxx-10-00 Centennial Park					
Expense Account	Actual 2024	YTD 6/30/2025	Budget 2025	Budget 2026	Planned 2027
6220 · Minor Equipment/Furniture <$5k	5,953	1,505	7,550	9,400	4,500
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	20,844	9,075	20,200	19,400	18,300
6250 · Bib Processing Supplies					
6310 · Postage	13	6	1,314	104	104
6320 · Printing					
6340 · Memberships	200		500	500	500
6345 · Public Relations					
6358 · Programs					
6362 · Electric	30,463	15,569	52,000	40,000	41,000
6364 · Water and sewer	3,316	2,936	5,500	8,000	8,000
6365 · Natural gas	6,316	5,120	15,000	12,000	13,000
6367 · Phones					
6369 · Disposal Services	7,930	3,970	9,000	10,000	12,000
6379 · Professional Contracts	66,656	34,038	70,720	74,300	74,880
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment				2,000	2,000
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	160	119	621	1,085	1,085
6395 · In-House Training					
6396 · Meetings	113	30	300	600	600
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6952 · Equip/furniture-over $5000					
6954 · New Computers & Other Technology					
6980 - Capital improvements					
Total	141,964	72,368	182,705	177,389	175,969

01-xxxx-15-00 Farr					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5K		2,217	2,000	2,000	2,000
6236 · Janitorial supplies					
6249 · Operating supplies	8,459	3,908	13,000	11,000	11,000
6250 · Bib Processing Supplies					
6310 · Postage			25	50	50
6320 · Printing					
6340 · Memberships	99	(49)	200	300	300
6345 · Public Relations					
6358 · Programs					
6362 · Electric	43,354	41,793	70,000	50,000	51,000
6364 · Water and sewer	15,121	13,240	22,000	20,000	22,000
6365 · Natural gas	5,123	6,690	20,000	12,000	12,000
6367 · Phones					
6369 · Disposal Services	8,628	4,616	10,000	10,000	12,000
6379 · Professional Contracts	173	163	1,160	200	200
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment			12,000	2,000	2,000
6394 · Travel and Mileage	120	52	201	140	140
6396 · Meetings			400	600	600
6397 · Out-of-House Training $ Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000				17,000	
6954 · New Computers & Other Technology					
6980 - Capital improvements					
Total	81,077	72,630	150,986	125,290	113,290

01-xxxx-20-00 Carbon Valley					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	9,717	5,657	16,248	13,311	6,200
6221 · E-book Readers					
6224 - CVRL Foundation Purchases					
6236 · Janitorial supplies					
6249 · Operating supplies	15,682	9,469	16,500	17,580	16,800
6250 · Bib Processing Supplies					
6310 · Postage			100	100	100
6320 · Printing					
6340 · Memberships	200	45	1,050	1,050	1,050
6345 · Public Relations					
6358 · Programs					
6362 · Electric	46,178	22,045	55,000	50,000	51,000
6364 · Water and sewer	5,964	2,058	15,000	10,000	10,000
6365 · Natural gas	9,702	10,463	20,000	15,000	16,000
6367 · Phones					
6369 · Disposal Services	12,113	6,567	15,000	15,000	16,000
6379 · Professional Contracts			5,900	5,900	5,900
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment			5,000	5,000	5,000
6394 · Travel and Mileage	2,614	1,134	3,275	3,500	3,500
6396 · Meetings	317	231	540	800	800
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000			7,500		
6954 · New computers & other technology					
6980 - Capital improvements					
6986 - Opening Day Collection					
Total	102,487	57,669	161,113	137,241	132,350

01-xxxx-30-00 Lincoln Park					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k					
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	1,024				
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships					
6345 · Public Relations					
6358 · Programs					
6362 · Electric	1,812				
6364 · Water and sewer	849				
6365 · Natural gas	2,380				
6367 · Phones					
6369 · Disposal Services	4,384				
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage					
6396 · Meetings					
6397 · Out-of-House Training &Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6530 - Lease / Rent Expense					
6952 · Equip/furniture-over $5000					
6954 · New computers and other technology					
6980 - Capital improvements					
Total	10,449	-	-	-	-

01-xxxx-35-00 LINC - Library INnovation Center					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5K	14,710	2,205	3,690	11,327	5,000
6236 · Janitorial supplies					
6249 · Operating supplies	63,111	27,447	69,800	59,500	59,500
6250 · Bib Processing Supplies					
6310 · Postage				88	88
6320 · Printing					
6340 · Memberships	46	150	300	400	400
6345 · Public Relations					
6358 · Programs					
6362 · Electric	73,188	48,330	60,000	80,000	82,000
6364 · Water and sewer	17,950	7,406	18,000	20,000	21,000
6365 · Natural gas	32,593	25,225	50,000	36,000	40,000
6367 · Phones					
6369 · Disposal Services	19,498	10,134	20,000	22,000	25,000
6379 · Professional Contracts	107,649	55,067	113,152	116,311	116,311
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment				-	
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment			12,000	12,000	12,000
6394 · Travel and Mileage			2,320	2,320	2,320
6396 · Meetings	728	292		600	600
6397 · Out-of-House Training $ Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & Other Technology					
6980 - Capital improvements					
Total	329,473	176,256	349,262	360,546	364,219

01-xxxx-40-00 Outreach					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	1,642		4,500	7,000	5,000
6236 · Janitorial supplies					
6249 · Operating supplies	9,902	8,990	10,000	13,000	11,000
6250 · Bib Processing Supplies					
6310 · Postage			125	50	
6320 · Printing					
6340 · Memberships	534	248	650	650	650
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	15,447	20,031	68,761	75,021	75,021
6380 · Gasoline, Motor Oil, Lubricants	6,022	2,759	16,000	10,000	12,000
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles	29,803	12,264	26,400	49,200	26,200
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	4,341	4,675	5,600	8,000	10,000
6396 · Meetings	267	277	750	500	750
6397 · Out-of-House Training & Conferences					
6410 · Books					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6530 · Lease / Rental		24,416			
6952 · Equip/furniture-over $5000					
6954 · New computers & other technology					
6980 - Capital improvements					
Total	67,958	73,660	132,786	163,421	140,621

01-xxxx-45-00 Mead Library					
Expense Account	Actual 2024	YTD 6/30/2025	Budget 2025	Budget 2026	Planned 2027
6220 · Minor Equipment/Furniture <$5k				7,500	3,500
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies				16,500	15,000
6250 · Bib Processing Supplies					
6310 · Postage				100	100
6320 · Printing					
6340 · Memberships				700	700
6345 · Public Relations					
6358 · Programs					
6362 · Electric				10,000	17,000
6364 · Water and sewer				7,500	12,000
6365 · Natural gas				9,000	15,000
6367 · Phones					
6369 · Disposal Services				5,000	8,000
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					500
6394 · Travel and Mileage				3,000	2,500
6396 · Meetings				100	100
6397 · Out-of-House Training & Conferences					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	-	-	-	59,400	74,400

01-xxxx-46-00 DSS Library and Archive					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k				4,250	1,500
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies				3,820	4,120
6250 · Bib Processing Supplies					
6310 · Postage				15	15
6320 · Printing					
6340 · Memberships				250	250
6345 · Public Relations					
6358 · Programs					
6362 · Electric				2,500	5,000
6364 · Water and sewer				1,500	3,000
6365 · Natural gas				2,000	4,000
6367 · Phones					
6369 · Disposal Services				1,500	3,000
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage				2,300	2,500
6396 · Meetings				140	160
6397 · Out-of-House Training & Conferences					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	-	-	-	18,275	23,545

01-xxxx-71-00 Erie					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	9,841	23,276	26,750	39,500	
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	14,523	7,047	19,300	15,900	15,900
6250 · Bib Processing Supplies					
6310 · Postage	13	15	125	100	
6320 · Printing					
6340 · Memberships			405	400	400
6345 · Public Relations					
6358 · Programs					
6362 · Electric	30,682	15,712	50,000	36,000	37,000
6364 · Water and sewer	12,716	3,399	15,000	16,000	16,000
6365 · Natural gas	3,770	3,055	12,000	8,000	8,000
6367 · Phones					
6369 · Disposal Services	1,718	1,012	5,000	4,000	5,000
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	961	1,080	1,740	3,480	3,248
6396 · Meetings	92		450	150	
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000				6,900	
6954 · New computers & other technology					
6980 - Capital improvements					
Total	74,316	54,596	130,770	130,430	85,548

01-xxxx-72-00 Kersey Library					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	850		7,500	3,100	2,500
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	1,105	882	3,160	3,725	3,790
6250 · Bib Processing Supplies					
6310 · Postage			15	32	32
6320 · Printing					
6340 · Memberships	10		150	150	150
6345 · Public Relations					
6358 · Programs					
6362 · Electric	2,880	1,823	5,000	4,000	5,000
6364 · Water and sewer	810	514	1,500	2,000	2,000
6365 · Natural gas	963	778	3,000	2,500	3,000
6367 · Phones					
6369 · Disposal Services	3,111	1,803	3,000	4,000	4,000
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment			250		
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	676		600	735	
6396 · Meetings			100	550	650
6397 · Out-of-House Training &Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6530 · Lease / Rental expense					
6952 · Equip/furniture-over $5000					
6954 · New computers and other technology					
6980 - Capital improvements					
Total	10,405	5,800	24,275	20,792	21,122

01-xxxx-73-00 Riverside Library & Cultural Center					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture<$5k	1,063		15,000	15,000	12,000
6236 · Janitorial supplies					
6249 · Operating supplies	8,663	3,511	12,650	12,400	12,400
6250 · Bib Processing Supplies					
6310 · Postage	156		159	146	146
6320 · Printing					
6340 · Memberships	102		200	200	200
6345 · Public Relations					
6358 · Programs					
6362 · Electric	18,535	7,061	25,000	22,000	25,000
6364 · Water and sewer	6,524	924	8,000	8,000	8,000
6365 · Natural Gas	4,575	2,708	10,000	8,000	10,000
6367 · Phones					
6369 · Disposal Services	4,199	2,224	4,000	5,000	6,000
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment			200	400	400
6387 · Repair maint. - computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	390		500	400	400
6395 - In House Training					
6396 · Meetings	215	111	300	400	400
6397 · Out of House Training & Conferences					
6410 - Books					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6952 · Equip/furniture-over $5000					
6954 · New computers and other technology					
6980 - Capital Improvements					
Total	44,422	16,539	76,009	71,946	74,946

01-xxxx-74-00 Grover Library					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	230		2,600	1,000	1,500
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	855	513	6,120	3,385	3,550
6250 · Bib Processing Supplies					
6310 · Postage				461	550
6320 · Printing					
6340 · Memberships			100	100	150
6345 · Public Relations					
6358 · Programs					
6362 · Electric	1,561	2,748	5,000	6,000	5,000
6364 · Water and sewer	226	539	3,000	3,000	3,000
6365 · Natural gas	938	665	5,000	5,000	5,000
6367 · Phones					
6369 · Disposal Services	453	1,724	2,000	2,000	2,000
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage			1,200	1,000	1,000
6396 · Meetings				880	1,000
6397 · Out-of-House Training & Conferences					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	4,263	6,189	25,020	22,826	22,750

01-xxxx-50-51 Administration					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6136 - Workers' Compensation	52,139	60,810	95,000	115,000	120,000
6205 - Bank Service Charges					
6220 · Minor Equipment/Furniture <$5k					
6236 · Janitorial supplies					
6249 · Operating supplies	5,366	(767)	6,500	6,500	6,500
6250 · Bib Processing Supplies					
6310 · Postage			50	50	50
6320 · Printing					
6340 · Memberships	2,697				
6345 · Public Relations					
6362 · Electric	1,033	9,689	45,000	55,000	57,000
6364 · Water and sewer	7,809	2,914	15,000	20,000	21,000
6365 · Natural gas	4,435	4,731	15,000	20,000	22,000
6367 · Phones					
6369 · Disposal Services	21,182	8,972	25,000	30,000	32,000
6378 - High Plains RLSS Courier					
6379 · Professional Contracts	71,486	65,044	75,000	425,600	75,600
6385 · Repair maint. - office equipment					
6394 · Travel and Mileage					
6395 - In-House Training					
6396 · Meetings					
6397 · Out-of-House Training & Conferences					
6398 - Treasurer's fee	1,039,942	800,253	891,000	935,550	940,000
6410 - Books					
6425 - Periodicals					
6480 · Software					
6495 · Other expense	1,584	2,400			
6510 · Insurance	171,106	198,316	225,000	240,000	250,000
6520 · Equipment Rentals					
6530 · Lease / Rental expense		31,593			
6952 - Equipment / furniture over $5,000					
6954 · New Computers & other technology					
6980 - Capital improvements					
6985 - Lease debt service					
Total	1,378,779	1,183,955	1,392,550	1,847,700	1,524,150

01-xxxx-50-53 Community Relations and Marketing					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	3,816	887	8,000	12,450	3,000
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	17,682	3,721	42,500	54,500	54,500
6250 · Bib Processing Supplies					
6310 · Postage			100	2,500	2,500
6320 · Printing	8,443	10,315	13,500	36,000	36,000
6340 · Memberships	6,166	4,245	16,995	11,050	11,050
6345 · Public Relations	74,272	44,951	83,355	104,775	107,775
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	7,621	6,340	30,120	28,650	30,500
6380 · Gasoline, Motor Oil, Lubricants			5,000		
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile			3,000		
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	2,283	130	600	2,000	2,500
6396 · Meetings	1,420	665	1,500	1,000	1,500
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6987 - Construction - Graphics					
Total	121,703	71,254	204,670	252,925	249,325

01-xxxx-50-54 - Information Technology and Innovation					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	23,768	1,036	7,600	7,600	9,120
6240 - Supplies Resale - Flash Drives					
6249 · Operating supplies	7,797	3,184	11,124	11,124	13,349
6250 · Bib Processing Supplies					
6310 · Postage			100		
6320 · Printing					
6340 · Memberships	660		11,342	11,449	12,594
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones	225,922	264,216	492,609	600,000	680,337
6369 · Disposal Services	3,699	2,146	5,043	5,043	5,547
6379 · Professional Contracts	30,521	30,295	113,269	83,683	127,051
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment	238,290	102,623	298,320	394,370	414,088
6387 · Repair, maint., replacement / computer	433,089	371,535	462,660	1,079,090	816,920
6388 · Repair maint. - on-line computer	294,968	282,640	379,556	424,132	466,545
6389 · Repair maint. - other equipment	6,767	39,018	126,263	102,500	102,500
6394 · Travel and Mileage	9,028	2,860	34,320	34,320	34,320
6395 - In-House Training					
6396 · Meetings	288		400		
6397 · Out-of-House Training & Conferences	(1,443)				
6480 · Software	539,288	348,224	687,991	800,244	880,269
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals		6,547	12,000	6,000	
6952 · Equip/furniture-over $5000	77,395				
6954 · New Computers & other technology	238,873	180,854	2,121,944	483,000	200,000
6980 · Capital Improvements					
6985 · Lease					
Total	2,128,910	1,635,178	4,764,541	4,042,555	3,762,640

01-xxxx-50-55 Human Resources

Expense Account	Actual 2024	YTD 6/30/2025	Budget 2025	Budget 2026	Planned 2027
6220 · Minor Equipment/Furniture <$5k			1,000	1,000	1,000
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	2,260	458	3,000	4,000	3,600
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing		116			
6340 · Memberships	7,921	12,705	8,349	8,349	8,299
6345 · Public Relations	14,240	6,559	12,874	13,041	14,924
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	134,001	87,409	227,173	222,070	229,328
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6393 - Tuition Reimbursement	22,965	18,503	25,000	25,000	25,000
6394 · Travel and Mileage	1,207	112	1,200	1,400	1,400
6395 - In-House Training	20,643	83,721	53,000	95,000	95,000
6396 · Meetings	20		200	200	200
6397 · Out-of-House Conference & Meetings	49,139	18,640	90,000	101,000	101,000
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
Total	252,396	228,223	421,796	471,060	479,751

01-xxxx-50-56 Finance					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6205 -Bank Service Charges	888	431	1,980	1,560	1,560
6220 · Minor Equipment/Furniture <$5k					
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	13	33	750	750	750
6250 · Bib Processing Supplies					
6310 · Postage			1,095	1,125	1,125
6320 · Printing					
6340 · Memberships	1,394	1,748	1,320	1,320	1,320
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	77,182	68,482	130,405	133,155	133,806
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	343		402	630	630
6396 · Meetings					
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	79,820	70,694	135,952	138,540	139,191

01-xxxx-50-57 Foundation					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	325				
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	2,059	75	400	400	400
6250 · Bib Processing Supplies					
6310 · Postage			550	550	550
6320 · Printing		177	1,000	1,000	1,000
6340 · Memberships	1,503	858	1,055	1,088	1,088
6345 · Public Relations	76		1,000	1,000	1,000
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	306				
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	835	68	900	900	900
6395 - In-House Training					
6396 · Meetings	161	23	750	750	750
6397 · Out-of-House Training & Conferences					
6480 · Software	2,951	3,009			
6495 · Other Expense	10		3,650	4,550	4,550
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology					
Total	8,226	4,210	9,305	10,238	10,238

01-xxxx-50-58 Facilities Services					
Expense Account	Actual 2024	YTD 6/30/2025	Budget 2025	Budget 2026	Planned 2027
6220 · Minor Equipment/Furniture <$5k			5,000	10,000	10,000
6221 · E-book Readers					
6236 · Janitorial supplies	53,817	25,278	90,000	120,000	120,000
6249 · Operating supplies	408	14		1,000	1,000
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships			3,000	4,000	4,000
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	860,302	432,246	982,000	1,100,000	1,100,000
6380 · Gasoline, Motor Oil, Lubricants	3,109	884	6,000	10,000	10,000
6382 · Repair maint. - building	493,735	267,875	650,000	900,000	900,000
6383 · Repair maint. - grounds					
6384 · Repair maint. - vehicles	455		5,000	8,000	8,000
6385 · Repair maint. - office equipment	1,651	30			
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment		6,720			
6394 · Travel and Mileage	2,605	4,183	10,000	15,000	15,000
6396 · Meetings					
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals			2,000	2,000	2,000
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000				410,000	
6954 · New Computers & other technology					
6980 · Capital Improvements	4,635,602	5,680,947	28,067,000	16,499,000	4,964,000
Total	6,051,684	6,418,177	29,820,000	19,079,000	7,134,000

01-xxxx-50-59 Collection Resources					
Expense Account	**Actual 2024**	**YTD 6/30/2025**	**Budget 2025**	**Budget 2026**	**Planned 2027**
6220 · Minor Equipment/Furniture <$5k	626		3,300	3,300	3,300
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	3,077	5	9,650	9,400	9,400
6250 · Bib Processing Supplies	145,296	49,847	244,069	244,069	244,069
6310 · Postage	32,225	11,541	34,325	34,450	34,450
6320 · Printing					
6340 · Memberships	60	50	400	400	400
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	310,600	202,688	427,700	426,400	426,400
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	2,132	291	2,580	2,580	2,580
6396 · Meetings			100	100	100
6397 · Out-of-House Training & Conferences					
6410 - Books	574,954	260,516	554,000	554,000	554,000
6425 - Newspapers & Periodicals	37,441	40,069	55,500	56,000	56,000
6430 - Ebooks	170,229	60,717	165,000	170,000	170,000
6460 - Compact Discs	28,801	9,420	47,000	42,000	42,000
6480 · Software					
6490 - DVD/BluRay	62,197	21,819	90,000	78,000	78,000
6495 · Other Expense		1,629	25,000	55,000	55,000
6496 - Electronic resources	610,913	458,322	630,000	750,000	750,000
6500 · Platform Fees	23,494	12,405	13,250	13,350	13,350
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over $5000					
6954 · New Computers & other technology		39			
6986 - Opening Day Collection	15,710		510,000	405,000	
Total	2,017,755	1,129,358	2,811,874	2,844,049	2,439,049

2026
Budget String
Coding

Budget String Coding - Numeric Sort

The following format is used for coding expenses for purchase order requisitions and for future budgeting:

Fund	Expense	Location	Department	Project
□□ -	□□□□ -	□□ -	□□ -	□□□□

Definitions:

- **Fund**: A fiscal and accounting entity with a set of accounts recording revenues and expenditures of the entity.

- **Expenses:** Charges incurred for operation, maintenance, supplies, equipment, etc to benefit the current fiscal period.

- **Location:** Various branch location or member library designations associated with a two-digit code.

- **Department:** A two-digit code associated with District Support Services departments.

- **Project:** A four-digit code associated with special expenditure categories.

Coding Examples

Example One: 01-6220-50-51

01=General Fund   6220=Minor Equipment   50=District Support Services   51=Administration

Example Two: 01-6249-10-00

01=General Fund   6249=Operating Supplies   10=Centennial Park   00=No Department

Example Three*: 01-6358-10-00-1001

01=General Fund   6358=Programs   10=Centennial Park   00=No Department

1010=Centennial Park Programs

*In most instances you will not need to code for projects unless you have expenses specifically related to an item on the project list.

Schedule of Budget Codes

Fund	Expense	Location	Department	Project
☐☐ -	☐☐☐☐ -	☐☐ -	☐☐ -	☐☐☐☐

Location Codes

10	Centennial Park
15	Farr
20	Carbon Valley
30	Lincoln Park
35	LINC - Library INnovation Center
40	Bookmobile
45	Mead
46	DSS Library & Archive
50	District Support Services
70	Ault (Northern Plains)
71	Erie
72	Kersey Library
73	Riverside Library & Cultural Center
74	Grover
75	Eaton
80	Fort Lupton
85	Hudson
90	Johnstown (Glenn A. Jones)
95	Platteville
00	High Plains Library District

Department Codes

00	None
01	Board of Trustees
02	Executive Director
03	Associate Director
51	Administration
53	Community Relations & Marketing
54	Information Technology
55	Human Resources
56	Finance
57	Foundation
58	Facility Services
59	Collection Development

Program/Professional Contracts/Project Codes

Programs

1010	Centennial Park
1015	Farr
1020	Carbon Valley
1030	Lincoln Park
1071	Erie
1072	Kersey
1073	Riverside Library & Cultural Center
8001	Outreach

Professional Contracts

5010	Centennial Park
5015	Farr
5020	Carbon Valley
5030	Lincoln Park
5071	Erie
5072	Kersey
5073	Riverside Library & Cultural Ctr.
8002	Outreach

Projects

2012	Riverside Library & Cultural Ctr.
2013	Lincoln Park
2014	Energy Performance
3513	Interlibrary Loan system
8501	Spell Grant

6000 Tax Distribution to Member Libraries

6010 Contingency / An amount budgeted for expenditures that cannot be foreseen and planned for in the budget process because of an occurrence of an unusual or extraordinary event.

6105 Third Party Health Insurance Payment / Insurance payment for COBRA insurance coverage.

6110 Salaries / Wages paid to employees who are employed by the District.

6112 Life/Disability Insurance / Premium paid for short-term and long-term, life and disability insurance coverage.

6136 Worker's Compensation / Premium paid for worker's compensation insurance policy to provide medical care to employees in the case of a work related accident.

6137 Dental Insurance / Premium paid for dental insurance coverage as elected by employees.

6138 Medical Insurance / Premium paid for medical insurance coverage as elected by employees.

6139 Vision Insurance / Premium paid for vision insurance coverage as elected by employees.

6140 Social Security / Social Security taxes paid by the District on the employees' behalf.

6144 Retirement/401A/457 Expense / Employee paid contribution to the 401A mandatory and 457 elective retirement plan.

6145 Legal Shield / Employee paid Legal Services.

6146 Medicare / Federal withholding contribution as part of social security program.

6148 Federal Unemployment Taxes / Amounts paid by the District to provide unemployment compensation benefits for employees.

6149 State Unemployment Taxes / Amounts paid by the District to provide unemployment compensation benefits for employees.

6200 Retirement — Employer Contribution / Amount paid by District to match employees' contribution to the 401A retirement plan.

6203 Fees — Other / Miscellaneous fees.

6205 Bank Services Charges / Fees paid for bank services.

6220 Minor Equipment / Items costing less than $5000, such as VCRs, projectors, televisions, display units and typewriters.

6221 E Readers / Kindle Fires and IPads.

6224 Foundation Purchases / Items purchased by the District that the Foundation has approved for funding.

6236 Janitorial Supplies / Items used to clean and supply facilities, such as floor finish, stain remover, toilet tissue, paper towels, hand soap, and vacuum bags.

6249 Operating Supplies / Items such as pens, paper, tape, scissors, desk accessories, binders, paper clips, security cases, seasonal decorations, break room supplies, and craft supplies. Items costing $100 and less.

6250 Tech Processing Supplies / Items purchased for processing library collection items.

6310 Postage / Mailing costs for sending letters and packages.

6320 Printing / Printing and copying of materials for internal or external use.

6340 Memberships / Payment of membership dues to professional organizations.

6345 Public Relations / Advertising expenses, including recruitment ads, newspaper publications and promotional items.

6358 Programs / Expenditures to promote and conduct programs such as Summer Reading, National Library Week and Children's Read Week. May include prizes, arts and crafts, supplies, decorations and refreshments.

6362 Electric / Expenditures for electrical services provided by a public utility company.

6364 Water and Sewer / Expenditures for services provided by public or private companies.

6365 Natural Gas / Expenditures for natural gas services provided by a public utility company.

6367 Phones / Phone service charges paid to a private utility company, including cell phones and networking line connections.

6369 Disposal Services / Pick up and removal of waste and recyclable materials.

6379 Professional Contracts / Payment for services rendered by outside contractors (organizations or individuals).

6380 Gasoline, Motor Oil, Lubricants / Expenses for fuel and lubricants to operate District vehicles.

6382 Repair & Maintenance-Buildings / Materials and supplies for the repair and maintenance of District buildings. Includes light bulbs, paint, lumber, and hardware supplies.

6384 Repair & Maintenance-Vehicles / Repair and maintenance costs for District vehicles.

6385 Repair & Maintenance-Office Equipment / Services, supplies and maintenance agreements purchased to repair and maintain office equipment, such as copy machines, microfiche reader/printers and fax machines.

6387 Repair, Maintenance, Replacement-Computer / Services, supplies and maintenance agreements purchased to repair and maintain computer equipment, such as monitors, central processing units and printers. Also includes cost of replacement computers.

6388 Repair & Maintenance-On-line Computer / Cost of upkeep for the Dynix Horizon system.

6389 Repair & Maintenance-Other Equipment / Services, supplies and maintenance agreements purchased to repair and maintain any equipment that is not otherwise classified.

6393 Tuition Reimbursement / Reimbursement for classes taken by those employees continuing their education.

6394 Travel & Mileage / Reimbursement for mileage, parking, meals, and incidental expenses incurred by a District employee when conducting District business. This does not include expenses incurred for conferences and training.

6395 In-House Training / Costs of in-house classes and seminars for staff needs.

6396 Meetings / Incidental expenses incurred when hosting or attending meetings.

6397 Out-of-House Training & Conferences / Expenses incurred for conference attendance, and out-of-house training.

6398 Treasurer Fee / Fees paid to the county for collection and distribution of property taxes.

6410 Books / Hardbound or softbound materials purchased, not via a subscription.

6425 Periodicals / Printed materials purchased with a subscription for magazines, newspapers, or professional journals.

6430 E Books / Recorded audio materials in cassette type form.

6460 Compact Discs / Recorded audio materials including music in compact disk (CD) form.

6480 Software / Published software programs and site licenses.

6490 DVD/Blue Ray / Recorded visual material in DVD or Blue Ray format.

6495 Other Expense / Expenses not otherwise classified.

6496 Electronic Resources / Subscription costs for online databases.

6510 Insurance / Premiums paid for coverage of bookmobiles, buildings, general liability and Directors and Officers of the District.

6520 Equipment Rentals / Rental costs for equipment rented by the District including rentals of postage machine rental.

6952 Equipment/Furniture over $5000 / Equipment or furniture items costing more than $5000.

6953 RFID / Costs for the collection management and inventory control system.

6954 New Computers & Other Technology / Includes personal computers, monitors, printers, and multi-functional equipment.

6980 Capital Improvements / Permanent repairs, upgrades, remodel or improvements made to enhance the appearance of a District building.

6985 Lease Payment / Payments made to lease Library buildings. Debt service transfer for 2001 COPS and 2006 COPS.

6986 Opening Day Collection / Expenses incurred in purchasing Library materials for opening day inventory.

Budget String Coding - Alpha Sort

The following format is used for coding expenses for purchase order requisitions and for future budgeting:

Fund	Expense	Location	Department	Project
□□ -	□□□□ -	□□ -	□□ -	□□□□

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- **Project:** A four-digit code associated with special expenditure categories.

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   01=General Fund 6358=Programs 10=Centennial Park 00=No Department

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   *In most instances you will not need to code for projects unless you have expenses specifically related to an item on the project list.

Schedule of Budget Codes

Fund	Expense	Location	Department	Project
☐☐ -	☐☐☐☐ -	☐☐ -	☐☐ -	☐☐☐☐

Location Codes

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15	Farr
20	Carbon Valley
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35	LINC - Library INnovation Center
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45	Mead
46	DSS Library & Archive
50	District Support Services
70	Ault (Northern Plains)
71	Erie
72	Kersey Library
73	Riverside Library & Cultural Center
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80	Fort Lupton
85	Hudson
90	Johnstown (Glenn A. Jones)
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02	Executive Director
03	Associate Director
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53	Public Information
54	Information Technology
55	Human Resources
56	Finance
57	Foundation
58	Facility Services
59	Collection Development

Programs/Professional Contracts/Project Codes

Programs

1010	Centennial Park
1015	Farr
1020	Carbon Valley
1030	Lincoln Park
1071	Erie
1072	Kersey
1073	Riverside Library & Cultural Center
8001	Outreach - programming

Project

2010	Riverside Library & Cultural Ctr.
2013	Lincoln Park
2014	Energy Performance project
3513	Interlibrary Loan system

Professional Contracts

5010	Centennial Park
5015	Farr
5020	Carbon Valley
5030	Lincoln Park
5071	Erie
5072	Kersey
5073	Riverside Library & Cultural Ctr
8002	Outreach - professional contracts

Fund Code
01 General Fund / for the High Plains Library District

Expenditure Codes

6205 Bank Services Charges / Fees paid for bank for funding.

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6000 Tax Distribution to Member Libraries

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6136 Worker's Compensation / Premium paid for worker's compensation insurance policy to provide medical care to employees in the case of a work related accident.

2026
Statistical /
Supplemental
Section

High Plains Library District
Proposed Budget
2026

	Revenues	Expenditures	Revenue Over / (Under) Expenditures	
Original Proposed Budget	57,746,973.00	64,317,828.00	(6,570,855.00)	
Adjustments to Original Proposed Budget:				
Adjusted property tax revenue	62,025.00		62,025.00	A
Adjusted distributions to members		28,891.00	(28,891.00)	A
Adjusted grant revenue	3,029.00		3,029.00	B
Adjustment to carry over funds for technology for Milliken and Centennial Park		250,000.00	(250,000.00)	C
Adjustment to Box Truck per estimate		20,000.00	(20,000.00)	D
Adjust distributions to members for Safety Improvement Fund		120,000.00	(120,000.00)	E
Adjust for Signature Author Event		60,000.00	(60,000.00)	F
	57,812,027.00	64,796,719.00	(6,984,692.00)	

A - The proposed budget was prepared based on the preliminary information and estimates.
The final valuations were released by the county assessors in late November.

B - The final allocation of state grant funds for libraries was released after the proposed budget was presented.

C - Adjustment to carry over funds for technology for Milliken and Centennial Park.

D - Adjustment to Facilities Truck per estimate.

E - Adjustment for Safety Improvement Fund approved by board at November meeting.

D - Adjustment to programming to add Signature Author Event.

High Plains Library District
Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years
(in thousands of dollars)

Levy Year	Vacant Land	Residential Property	Commercial Property	Industrial Property	Agricultural	Natural Resources	Oil & Gas	State Assessed	Total Taxable Assessed Value	Estimated Actual Taxable Value	Total Direct Tax Rate	Assessed Value as a % of Actual Value	All Other
2014	46,605	915,284	620,508	430,782	138,769	14,625	5,544,193	710,011	8,420,777	25,523,496	3.249	32.992%	1,961,300
2015	55,985	1,146,858	655,020	525,734	168,228	18,440	7,374,473	740,461	10,685,199	31,560,980	3.249	33.856%	2,163,868
2016	48,576	1,192,400	677,672	680,033	172,787	18,187	4,708,785	771,524	8,269,964	29,936,864	3.249	27.625%	2,368,779
2017	65,994	1,413,932	764,517	795,317	197,001	18,605	4,369,798	813,039	8,438,203	35,327,035	3.249	23.886%	2,654,473
2018	57,708	1,460,074	785,202	822,019	199,744	22,062	6,338,480	814,026	10,499,315	38,645,508	3.249	27.168%	2,700,761
2019	76,518	1,789,785	959,571	938,681	190,691	25,222	9,194,058	893,660	14,068,186	48,245,043	3.177	29.160%	3,084,343
2020	66,708	1,846,452	988,053	1,217,340	195,667	25,995	8,297,234	1,036,480	13,673,929	49,819,777	3.177	27.447%	3,530,243
2021	85,241	2,090,030	1,082,697	1,196,204	198,835	28,255	4,928,653	1,183,431	10,793,346	50,333,570	3.177	21.444%	3,774,663
2022	74,516	2,101,828	1,104,430	1,169,469	190,161	30,236	10,426,829	1,409,193	16,506,662	58,634,935	3.177	28.152%	3,978,005
2023	108,247	2,434,509	1,379,293	1,357,494	221,751	40,644	14,963,302	958,323	21,463,563	71,824,108	3.177	29.884%	4,065,752
2024	102,252	2,506,104	1,420,229	1,364,066	212,805	49,501	10,479,847	1,002,358	17,137,162	67,854,483	3.177	25.256%	4,151,211
2025	120,743	2,802,754	1,623,684	1,367,381	219,544	59,573	10,244,356	1,075,371	17,513,406	76,854,330	3.039	22.788%	4,466,296

Source: Weld County Assessor's office

Assessed Value History

Legend: Total Taxable Assessed Value, Oil & Gas
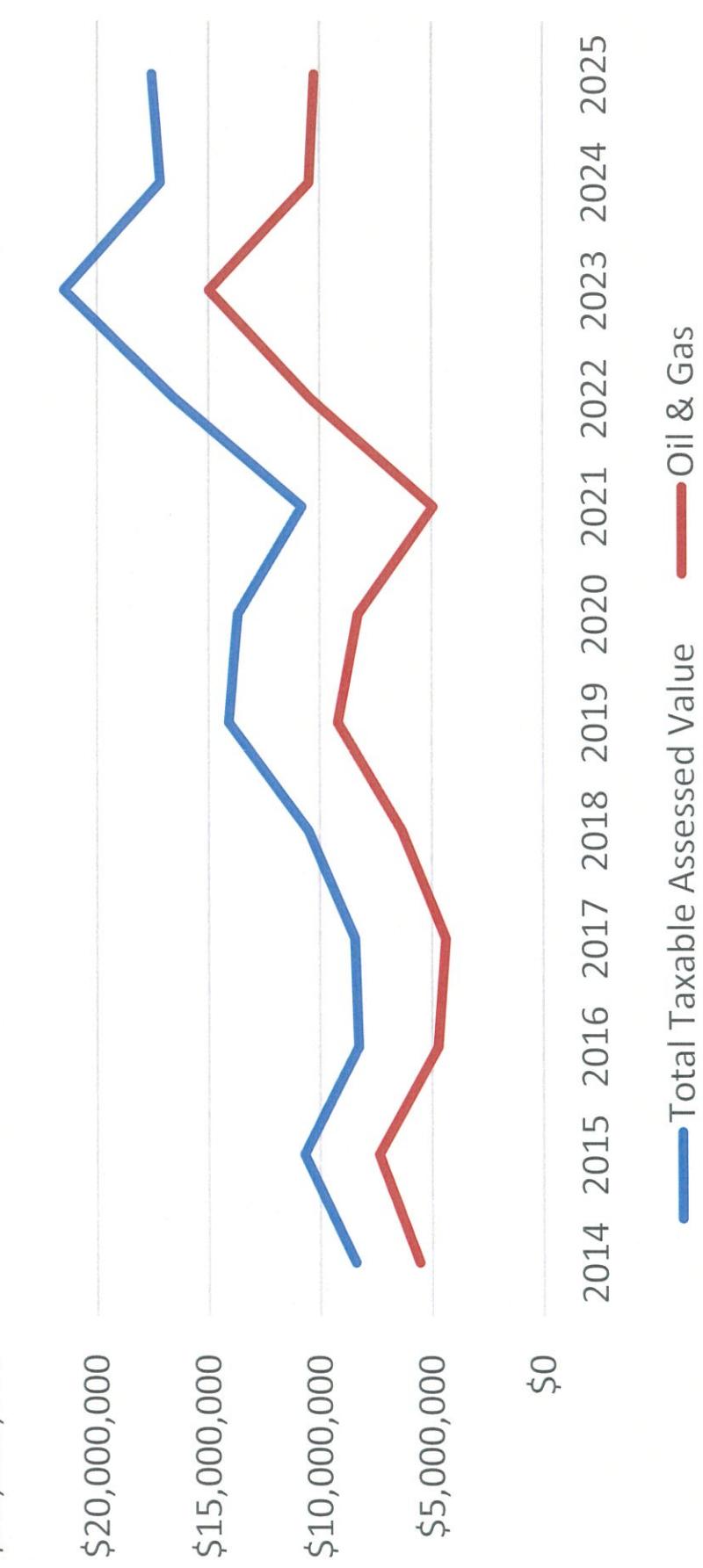
Assessed Value by Property Category

Legend: Oil & Gas · Residential Property · All Other
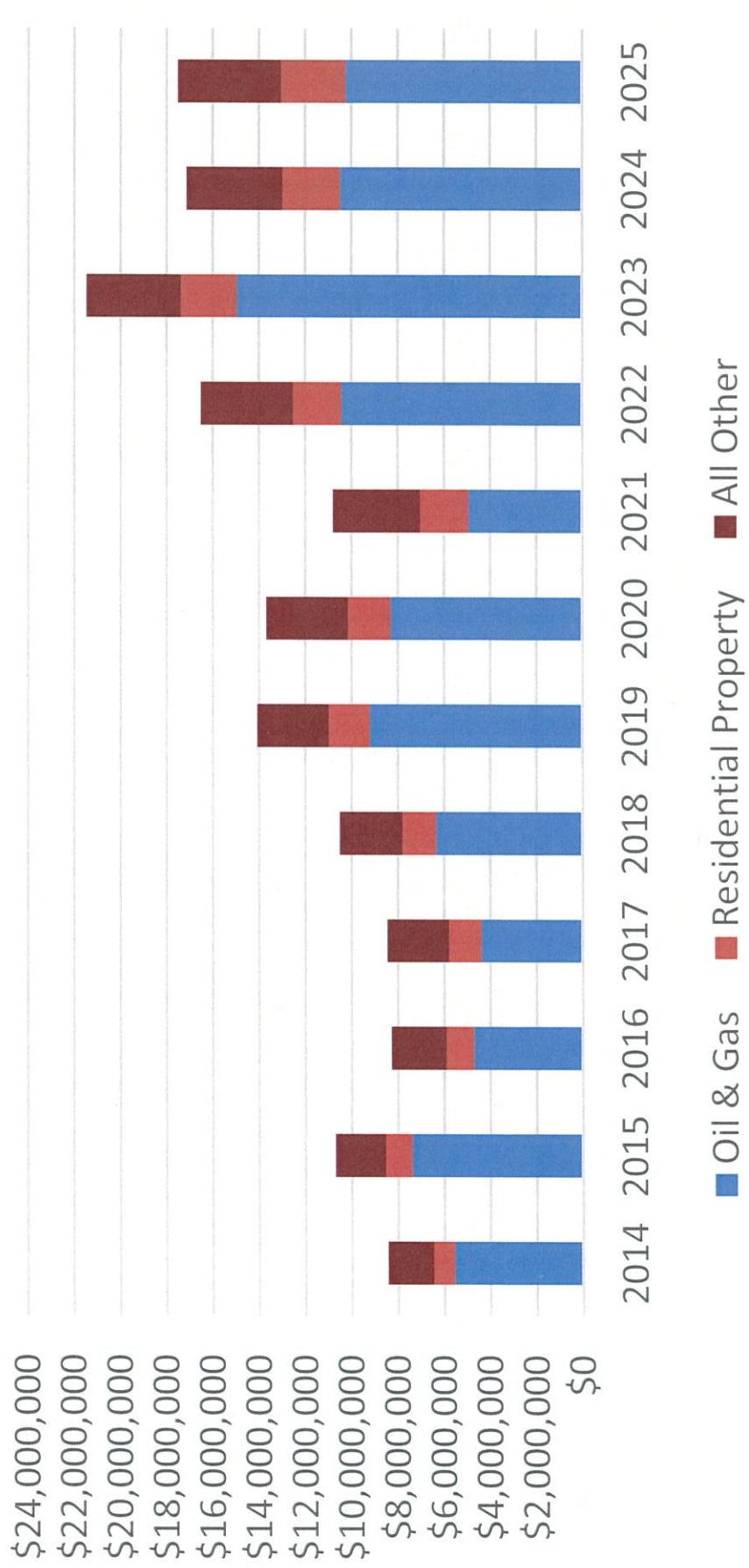
High Plains Library District
Property Tax Levies and Collections
Last Ten Fiscal Years
(amounts expressed in thousands)

Levy Year	Collect Year	Total Tax Levy for Fiscal Year [1]	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years [3]	Total Collections to Date	
			Tax Amount [2]	Percent of Levy		Tax Amount	Percent of Levy
2013	2014	21,063	21,038	99.9%	-	21,038	99.9%
2014	2015	27,320	26,882	98.4%	-	26,882	98.4%
2015	2016	35,255	35,223	99.9%		35,223	99.9%
2016	2017	26,930	26,870	99.8%		26,870	99.8%
2017	2018	27,390	27,352	99.9%		27,352	99.9%
2018	2019	33,949	33,870	99.8%		33,870	99.8%
2019	2020	45,044	44,671	99.2%		44,671	99.2%
2020	2021	43,095	42,893	99.5%		42,893	99.5%
2021	2022	34,032	33,999	99.9%		33,999	99.9%
2022	2023	51,878	51,233	98.8%		51,233	98.8%
2023	2024	68,940	68,736	99.7%		68,736	99.7%
2024	2025	54,088	53,862	99.6%		53,862	99.6%

Source:
[1] Final Budget
[2] YTD Treasurer's Tax Distribution
[3] Not available for years not shown

High Plains Library District
Principal Taxpayers
December 31, 2024

	2024			2015		
	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Noble Energy Inc.	2,393,753,790	1	13.97%	2,115,829,960	2	23.18%
PDC Energy Inc.	1,756,569,740	2	10.25%	432,068,270	5	4.73%
Kerr-Mcgee Oil & Gas Onshore LP	1,697,500,960	3	9.91%	2,742,921,420	1	30.04%
Verdad Resources LLC	740,624,880	4	4.32%			
Civitas Resources Inc.	520,891,470	5	3.04%			
Bayswater Exploration and Production LLC	472,999,450	6	2.76%			
Kerr Mcgee Gathering LLC	439,356,720	7	2.56%			
Extraction Oil & Gas LLC	402,193,590	8	2.35%	186,796,300	8	2.05%
Crestone Peak Resources LLC	342,606,760	9	2.00%			
Bison IV Operating LLC	310,430,440	10	1.81%			
Encana Oil & Gas (USA) Inc.				639,256,280	3	7.00%
Bonanza Creek Energy Inc.				432,940,970	4	4.74%
Public Service Company of Colorado (Xcel)				236,338,400	6	2.59%
DCP Midstream LP				202,790,600	7	2.22%
Bill Barrett Corporation				164,226,450	9	1.80%
Whiting Oil & Gas				162,453,010	10	1.78%
	$ 9,076,927,800		52.97%	$7,315,621,660		80.13%

Total Gross Taxable Assessed Valuation $ 17,137,162,140

Source: Weld County Assessor

High Plains Library District
Principal Employers - Weld County
December 31, 2024

	2024				2015		
	Employees	Rank	Percentage of Total County Employment		Employees	Rank	Percentage of Total County Employment
JBS Swift Beef Company	4992	1	2.81%		4523	1	3.06%
Banner Health (NCMC)	3710	2	2.08%		3069	2	2.07%
Vestas	2631	3	1.48%		1980	3	1.34%
Greeley/Evans School District 6	2258	4	1.27%		1923	4	1.30%
Weld County Government	1823	5	1.02%		1405	7	0.95%
University of Northern Colorado	1221	6	0.69%		1442	6	0.97%
Halliburton Energy Services Inc	1200	7	0.67%		1110	8	0.75%
City of Greeley	1145	8	0.64%		857	9	0.58%
AIMS	817	9	0.46%				0.00%
Occidental Petroleum Corp	580	10	0.33%				0.00%
State Farm Insurance					1720	5	1.16%
Tele Tech					700	10	0.47%
Total Principal Employers	20,377		11.45%		18,729		12.66%
Other Employers	157,582		88.55%		129,255		87.34%
Total County Employment	177,959		100.00%		147,984		100.00%

Source: Weld County Annual Comprehensive Financial Report and Upstate Colorado

High Plains Library District
Demographic and Economic Statistics
Last Ten Fiscal Years

Year	High Plains Library District Patron Population	Weld County Population	Total Personal Income ($ billions)	Per Capita Income	Unemployment Rate
2013	245,989	263,691	8.35	29,986	6.70%
2014	251,308	269,785	8.35	31,657	3.90%
2015	257,157	274,487	10.74	27,047	3.80%
2016	259,688	284,876	10.60	42,787	3.80%
2017	268,307	294,397	11.20	42,701	3.40%
2018	270,901	304,435	12.50	44,080	2.70%
2019	290,103	323,637	14.70	46,172	3.00%
2020	298,361	331,895	15.30	50,198	7.20%
2021	302,022	340,018	12.70	52,054	5.70%
2022	300,565	345,152	21.00	56,553	3.00%
2023	310,855	358,111	17.30	58,860	3.30%
2024	330,330	377,586	21.10	62,532	4.70%

Source: Upstate Colorado in cooperation with the University of Northern Colorado
and the State of Colorado demographer.
Library Research Service State of Colorado for HPLD population.
Weld County Annual Comprehensive Financial Report

Note: The HPLD Patron population is shown as a comparative to the Weld County population as the District's
service area approximates the boundary of Weld County.

PRELIMINARY POPULATION FORECAST
FOR WELD COUNTY
STATE DEMOGRAPHER SEPTEMBER 29, 2025

Population forecast by year:

Year	Population
2025	376,012
2030	422,751
2035	468,139
2040	510,796
2045	550,800
2050	588,815
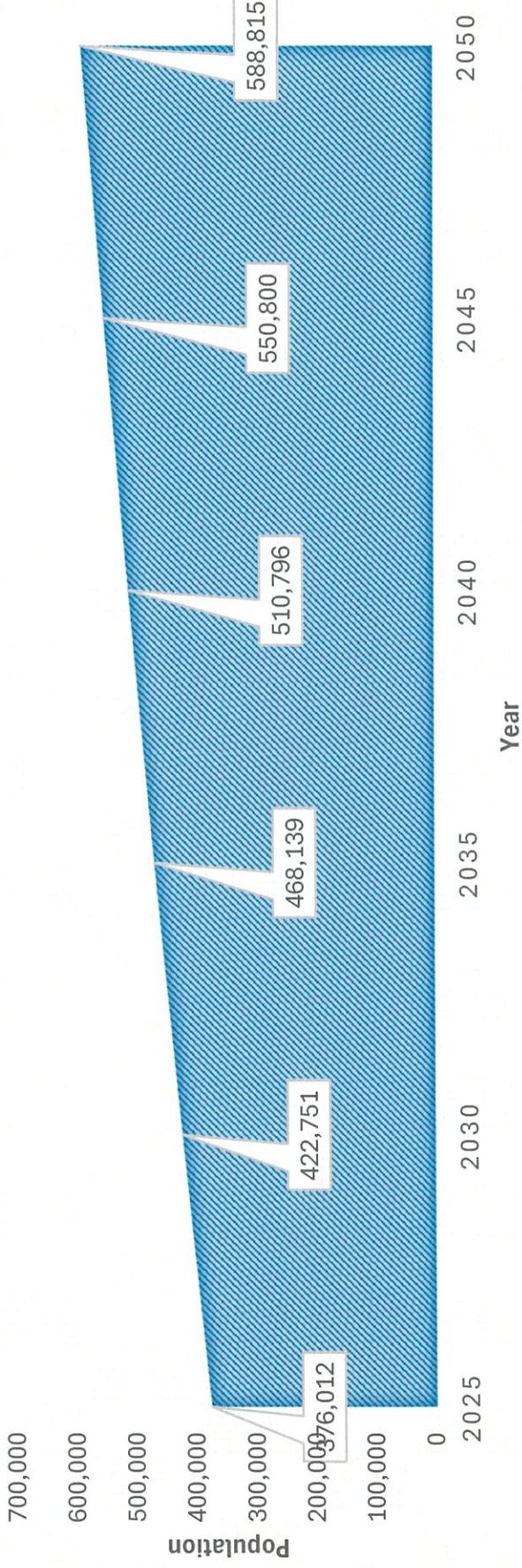
POPULATION BY AGE GROUP
WELD COUNTY
STATE DEMOGRAPHER SEPTEMBER 29, 2025

52,126 , 14%

95,535 , 25%

82,040 , 22%

110,089 , 29%

36,222 , 10%

■ Under 18   ■ 18 to 24   ■ 25 to 44   ■ 45 to 64   ■ 65 & Over
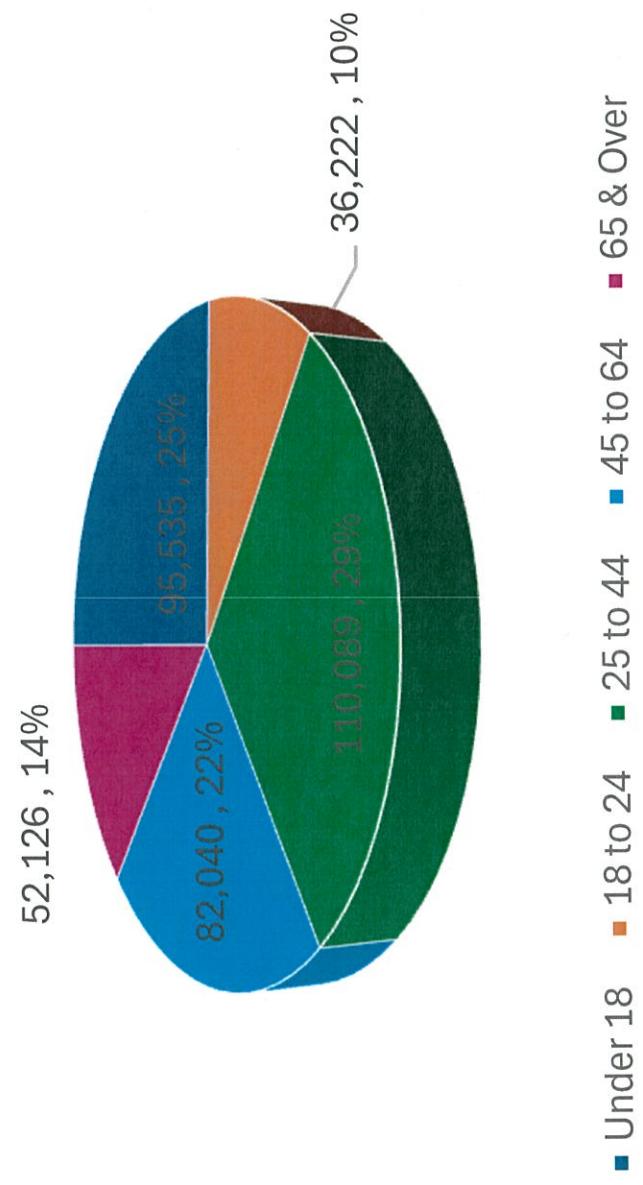
PROJECTED WELD COUNTY
POPULATION CHANGE
STATE DEMOGRAPHER SEPTEMBER 29, 2025

Legend:
- 65 & Over
- 45 to 64
- 25 to 44
- 18 to 24
- Under 18

2025:
- 52,120 (65 & Over)
- 82,040 (45 to 64)
- 110,089 (25 to 44)
- 36,222 (18 to 24)
- 95,535 (Under 18)

2035:
- 72,900 (65 & Over)
- 109,850 (45 to 64)
- 132,866 (25 to 44)
- 41,886 (18 to 24)
- 111,826 (Under 18)
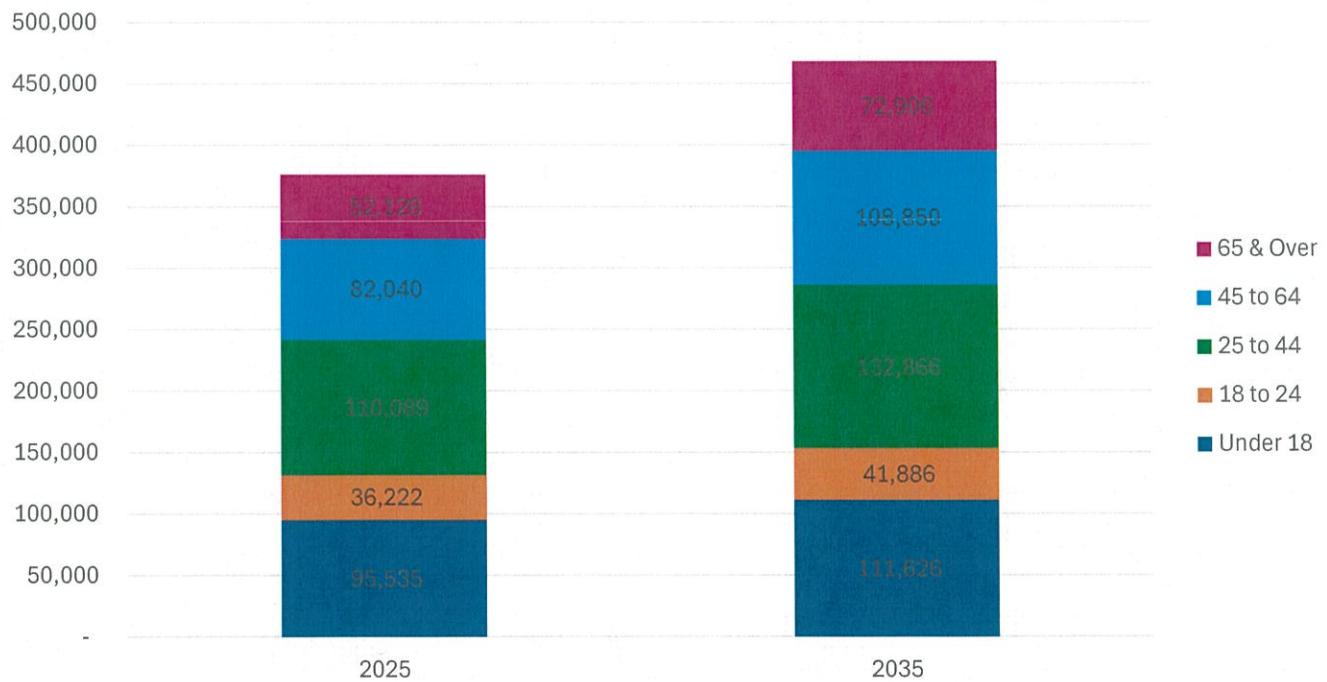
High Plains Library District
Revenue and expenditure projection through 2035
General Fund

Revenues												
Property tax percentages	1.34	0.77	0.98	1.01	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
All other revenue (except investments)												
Earnings on investments												

Revenues	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031 Projected	2032 Projected	2033 Projected	2034 Projected	2035 Projected
TAXES												
Property taxes - Weld Co. (1)	$ 69,113,066	$ 53,255,026	$ 52,106,195	$ 52,627,257	$ 53,679,802	$ 54,753,398	$ 55,848,466	$ 56,965,435	$ 58,104,744	$ 59,266,839	$ 60,452,176	$ 61,661,219
Property taxes - Boulder Co.	866,142	833,072	804,179	812,221	828,465	845,035	861,935	879,174	896,758	914,693	932,987	951,646
Specific Ownership taxes	2,519,173	1,440,000	1,680,000	1,500,000	1,515,000	1,530,150	1,545,452	1,560,906	1,576,515	1,592,280	1,608,203	1,624,285
TOTAL TAXES	72,498,381	55,528,098	54,590,374	54,939,478	56,023,268	57,128,583	58,255,853	59,405,516	60,578,017	61,773,812	62,993,365	64,237,151
OTHER REVENUE												
Charges for services (Copier usage)	-	-	-	-	-	-	-	-	-	-	-	-
Fines, & fees	41,522	25,000	25,000	55,000	55,550	56,106	56,667	57,233	57,806	58,384	58,967	59,557
Earnings on investments	5,727,331	1,200,000	2,850,000	1,500,000	1,200,000	960,000	768,000	614,400	491,520	393,216	314,573	251,658
Grants	147,301	79,941	338,653	75,000	75,750	76,508	77,273	78,045	78,826	79,614	80,410	81,214
Contributions - In kind												
Miscellaneous	953,174	8,000	8,000	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829
Tax Dist - Member Libraries												
TOTAL OTHER REVENUE	6,869,328	1,312,941	3,221,653	1,640,000	1,341,400	1,102,814	912,242	760,085	638,661	541,829	464,672	403,258
TOTAL REVENUE	$ 79,367,709	$ 56,841,039	$ 57,812,027	$ 56,579,478	$ 57,364,668	$ 58,231,397	$ 59,168,095	$ 60,165,600	$ 61,216,678	$ 62,315,641	$ 63,458,037	$ 64,640,409

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Salaries					1.04	1.03	1.03	1.03	1.03	1.03	1.03	1.03
Benefits					1.05	1.03	1.03	1.03	1.03	1.03	1.03	1.03
Administrative services					1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Library materials					1.01	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Facilities/operations					1.04	1.01	1.01	1.01	1.01	1.01	1.01	1.01
Tax Dist - Member Libraries					1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
Capital outlay												
Benefits % of Salaries	28.4%	38.0%	37.7%	37.7%	38.1%	38.1%	38.1%	38.1%	38.1%	38.1%	38.1%	38.1%

	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031 Projected	2032 Projected	2033 Projected	2034 Projected	2035 Projected
Salaries	$ 11,789,369	$ 14,928,727	$ 15,906,758	$ 16,702,095	$ 17,370,179	$ 17,891,284	$ 18,428,023	$ 18,980,863	$ 19,550,289	$ 20,136,798	$ 20,740,902	$ 21,363,129
Benefits	3,342,516	5,670,369	6,000,499	6,297,975	6,612,874	6,811,260	7,015,598	7,226,066	7,442,848	7,666,133	7,896,117	8,133,001
Administrative services	5,166,034	6,198,442	8,379,678	8,318,299	8,401,482	8,485,497	8,570,352	8,656,055	8,742,616	8,830,042	8,918,342	9,007,526
Library materials	1,486,268	1,554,750	1,650,000	1,650,000	1,666,500	1,683,165	1,699,997	1,716,997	1,734,167	1,751,508	1,769,023	1,786,714
Facilities/operations	1,416,082	2,696,043	2,580,000	2,170,000	2,256,800	2,279,368	2,302,162	2,325,183	2,348,435	2,371,919	2,395,639	2,419,595
Operating Expenditures	23,200,269	31,048,331	34,516,935	35,138,369	36,307,835	37,150,574	38,016,131	38,905,164	39,818,354	40,756,401	41,720,023	42,709,964
Tax Dist - Member Libraries	14,292,642	11,741,717	12,458,884	12,583,474	12,835,143	13,091,846	13,353,683	13,620,757	13,893,172	14,171,036	14,454,456	14,743,545
Capital outlay	4,967,579	30,706,444	17,820,900	5,164,000	10,941,898	650,000	1,256,000	5,000,000	7,500,000	6,000,000	5,000,000	6,500,000
Debt service (transfers out)												
Capital projects (transfers out)												
TOTAL EXPENDITURES	$ 42,460,490	$ 73,496,492	$ 64,796,719	$ 52,885,843	$ 60,084,876	$ 50,892,420	$ 52,625,814	$ 57,525,921	$ 61,211,527	$ 60,927,436	$ 61,174,480	$ 63,953,509
Excess of Revenues over Expenditures	36,907,219	(16,655,453)	(6,984,692)	3,693,635	(2,720,208)	7,338,977	6,542,281	2,639,679	5,152	1,388,205	2,283,558	686,900
Fund Balance beginning	81,916,095	118,823,314	102,167,861	95,183,169	98,876,804	96,156,596	103,495,572	110,037,854	112,677,533	112,682,684	114,070,889	116,354,446
Fund Balance ending	118,823,314	102,167,861	95,183,169	98,876,804	96,156,596	103,495,572	110,037,854	112,677,533	112,682,684	114,070,889	116,354,446	117,041,346

Assumptions:
No mill levy increase for HPLD.
No additional debt after COPs were paid off in December 2019.

Property Tax Assessment Rate Changes pursuant to SB22-238
June 27, 2022

Type of Property		Assessment Rates – For property tax years 2022 (payable in 2023) Created under SB21-293	Assessment Rates – For property tax year 2023 (payable in 2024) Created under SB22-238	Assessment Rates – For property tax year 2024 (payable in 2025) Created under SB22-238	Assessment Rates – For property tax year 2025 (payable in 2026) & thereafter
Non-residential	Hotels, motels and B &Bs – 'lodging properties'	29%	27.9% (Exempt first $30,000 of Actual Value)	29%	29%
	Renewable Energy Production	26.4%	26.4%	26.4%	29%
	Agricultural Property	26.4%	26.4%	26.4%	29%
	Commercial, Vacant, Industry	29%	27.9% (For improved commercial only: exempt first $30,000 of Actual Value)	29%	29%
	Oil & Gas	87.5%	87.5%	87.5%	87.5%
Residential	Multi-family housing (i.e. apartments)	6.80%	6.765% (Exempt first $15,000 of Actual Value)	6.8%	7.15%
	All other residential property	6.95%	6.765% (Exempt first $15,000 of Actual Value)	TBD (set at a level to hit a total revenue reduction over the 2023 & 2024 property tax years of $700 million)	7.15%

Backfill for Property Tax Year 2023 (3 tiers). *(There is **NO** backfill for property tax year 2022 and 2024)*

1.) Local governments in counties with over 300,000 people will be made whole for 65% of their lost revenue.

9 counties: Adams, Arapahoe, Boulder, Denver, Douglas, El Paso, Jefferson, Larimer and Weld

*Fire, library, sanitation & water districts, health service districts & municipalities within these counties will receive a higher percentage backfill. Those with an assessed valuation of more than 10% will be made whole for 90% of their lost revenue. Those with an assessed valuation of less than 10% will be made whole for 100% of their lost revenue.

2.) Local governments in counties with a.) under 300,000 people <u>and</u> b.) an assessed valuation growth of over 10% will be made whole for 90% of their lost revenue.

10 counties: Chaffee, Eagle, Elbert, Grand, Gunnison, Lake, Montrose, Park, San Miguel and Summit

3.) Local governments in counties with a.) under 300,000 <u>and</u> b.) an assessed valuation growth of under 10% will be made whole for 100% of their lost revenue.
Remaining 45 counties

Comparison: Non-School Local Governments, SB24-233 to HB24B-1001

Dianne Criswell, SDA Chief Legal Counsel

September 5, 2024

1. **Residential Assessment Rates (RAR)**

	SB24-233	Changes in HB24B-1001	HB24B-1001 – as passed
PTY 2024	• 6.7% • $55,000 exemption from actual value	Same	• 6.7% • $55,000 exemption from actual value
PTY 2025	Schools are de-coupled hereafter RAR = 6.4%	Same de-coupling • If statewide actual value change is more than 5%, RAR = 6.15% • If statewide actual value change is less than or equal to 5%, RAR = 6.25%	Schools are de-coupled this year and thereafter • If statewide actual value change is more than 5%, RAR = 6.15% • If statewide actual value change is less than or equal to 5%, RAR = 6.25%
PTY 2026	• 6.95% • Non-school homestead exemption, 10% of actual value up to $700,000, indexed to inflation	• If statewide actual value change is more than 5%, RAR = 6.7% • If statewide actual value change is less than or equal to 5%, RAR = 6.8% • Same homestead exemption	• If statewide actual value change is more than 5%, RAR = 6.7% • If statewide actual value change is less than or equal to 5%, RAR = 6.8% • Non-school homestead exemption, 10% of actual value up to $700,000, indexed to inflation

2. **Non-Residential Assessment Rates (AR)**

Oil and gas are not included in the below

	SB24-233	Changes in HB24B-1001	HB24B-1001 – as passed
PTY 2024	• 27.9% • $30,000 exemption from actual value	Same, but also extends reduction to lodging properties in PTY 2024	• 27.9% (including lodging properties) • $30,000 exemption from actual value
PTY 2025	27%	Same	• 27%
PTY 2026	25%	• 25% for improved commercial and ag • 26% for most other nonresidential	• 25% for improved commercial and ag • 26% for most other nonresidential
PTY 2027	25%	Same	• 25%

3. **Property Tax Limit – applies to non-school, non-home rule, local governments**

SB24-233	Changes in HB24B-1001	HB24B-1001 – as passed
Starts in Property Tax Year (PTY) 2025	Same	Starts in Property Tax Year (PTY) 2025
5.5% annual	10.5% over 2-year assessment cycle	10.5% over 2-year assessment cycle
Base year = PTY2023 tax revenue plus state reimbursement (backfill); limit changes by 5.5%+ annually, compounding	Growth is from: • The "qualified property tax revenue" collected and retained from whichever property tax year in a previous assessment cycle for which the local government collected the most revenue, plus • Any "carry over amount" (which is any amount that was under the 10.5% that was not collected in the last assessment cycle as tax revenue)	Growth from the Property Tax Limit is from: • The "qualified property tax revenue" collected and retained from whichever property tax year in a previous assessment cycle for which the local government collected the most revenue, plus • Any "carry over amount" (which is any amount that was under the 10.5% that was not collected in the last assessment cycle as tax revenue)
<u>Exclusions from revenue:</u> • New construction • Changes in law for property tax classification • Annexation/inclusion • Revenue from a TIF expiration • Previously omitted property • Abated or refunded revenue • Revenue from previously exempt property • Revenue from oil and gas • Bond or other contractual payments • Revenue from new mills approved by voters after SB24-233 takes effect (upon Governor's Proclamation	<u>Exclusions from revenue – same, but for:</u> • Revenue from new mills is amended to be local ballot measures approved by voters on or after November 5, 2024 (if HB24B-1001 takes effect) • Clarification that revenue from a TIF expiration also applies to Part 8 of Article 25 of Title 31 and Article 31 of Title 30. • Adds that revenue attributable to Specific Ownership Tax is excluded. • In a separate section (not in list of exclusions), adds that revenue expended for declared disasters are exempt.	<u>Exclusions from revenue:</u> • New construction • Changes in law for property tax classification • Annexation/inclusion • Revenue from a TIF expiration (including clarification in HB24B-1001) • Previously omitted property • Abated or refunded revenue • Revenue from previously exempt property • Revenue from oil and gas • Bond or other contractual payments • Revenue attributable to Specific Ownership Tax • Revenue expended for declared disasters • Revenue from new mills approved by voters on or after November 5, 2024

2026
Glossary

GLOSSARY

Abatement – A complete or partial cancellation of a levy imposed by a government.

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Ad Valorem – Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the mill levy (tax) rate.

Annual Comprehensive Financial Report – An annual financial report of the government's fiscal condition, which includes a minimum of three parts: 1) Introductory section providing background on the government, 2) Financial section including the combined general purpose financial statements and notes, and 3) Statistical section comprising 15 or more tables of non-audited information composed of 10-year trend data on revenues, expenditures and tax collections.

Appropriation – A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation – The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

Asset – Resources owned or held by a government which have monetary value.

Audit – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

Available (Undesignated) Fund Balance – This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet - The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP (Generally Accepted Accounting Principles).

Balanced Budget – A budget where budgeted expenditures do not exceed budgeted revenues plus beginning fund balance.

Basis of Accounting – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Bond – A long term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amounts of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Budget – A plan of financial activity for a specific period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budget Message – A general discussion of the proposed budget as presented in writing by the budget-making authority to the governing body. The budget message should contain an explanation of the

principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar – The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget – The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

Capital Improvements – Expenditures related to the acquisition, expansion or rehabilitation of an element of government's physical plant; sometimes referred to as infrastructure.

Capital Improvement Program (CIP) – A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay – Fixed assets which have a value of $5,000 or more and have a useful economic lifetime of more than one year; or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project – Construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Capital Reserve – An account used to segregate a portion of the government's equity to be used for future capital program expenditures.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CGFOA - Colorado Government Finance Officers Associations. Colorado chapter of the Government Finance Officers Association (see GFOA).

CGFO – Certified Government Finance Officer. Certification program offered and administered through the CGFOA.

Compensated Absences – Absences, such as vacation, illness, and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, post-retirement benefits, deferred compensation, or other long-term fringe benefits, such as group insurance and long-term disability pay.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit – The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department – The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation – An accounting method of allocating the cost of a tangible asset over its estimated useful life to account for declines in value over time.

Disbursement – The expenditure of monies from an account.

Eisenhower Matrix – A productivity, prioritization, and time-management framework designed to help prioritize tasks or agenda items by first categorizing them by urgency and importance.

Employee (or Fringe) Benefits – Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, building machinery, furniture, and other equipment.

Full Faith and Credit – A pledge of government's taxing power to repay debt obligations

Full-time Equivalent Position (FTE) – A position converted to the decimal equivalent of a fulltime position based on 2080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a full-time position.

Fund – A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance – The excess of the assets of a fund over its liabilities, reserves, and carryover.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

GASB – Governmental Accounting Standards Board. The authoritative accounting and financial reporting standard-setting body for government entities.

General Fund – the primary fund used by a government entity that constitutes the core operational and administrative tasks of the governmental entity.

GFOA – Government Finance Officers Association. A national group whose membership includes government finance officers through the USA and Canada. Formed to network ideas and strategies for best governmental accounting strategies. Provides input and limited funding to the GASB.

Goal – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Governmental Funds – used to account for activities primarily supported by taxes, grants, and similar revenue sources. There are five types : General Fund, special revenue funds, capital project funds, debt service funds, and permanent funds.

Grants – A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Holds / holds pick up – Patron request for a library collection item from one library location to be delivered to another library location for them to check out or patron request to be put on a waiting list to be able to check out an item when it becomes available.

HPLD finance committee – the HPLD finance committee consists of the Secretary/Treasurer of the BOT, one other trustee, the Executive Director, and Finance Manager.

LCI / Library Confidence Indicator – based on the concept of the consumer confidence indicator. An at-the-moment assessment of how a person feels about the library district based on their perception of the library district's value to them as an individual, their family, and their community, whether the library district will be a value in the future, and whether the tax dollars spent are well used.

Levy – To impose taxes for the support of government activities.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Major Fund - funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds

Mill – The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each $1,000 assessed property valuation.

Modified Accrual Basis – The accrual basis of accounting adapted to the governmental fundtype measurement focus. Under it, revenues and other financial resource increments are recognized with they become susceptible to accrual, this is when they become both "measurable" and available to finance expenditures of the current period." "Available" means collectible in the current period or soon

enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Objective – Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations – Amounts which a government may be legally required to meet out of its resources.

Operating Revenue – Revenue from any regular source.

Performance Measure – Data collected to determine how effective or efficient a program is in achieving its objectives.

Program – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Prospector – A consortium of public and academic libraries which share their materials through an online catalog ordering system.

Purpose – A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

Reserve – An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Reserved Fund Balance – Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Revenue – Sources of income financing the operations of government.

Skills pipeline – skills based programming and workforce development programming designed to encourage and enhance learning and personal growth.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year or biennium has started.

Tax Levy – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services from the recipient fund.

Unreserved Fund Balance – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

West Texas Intermediate (WTI) – a benchmark used by oil markets, representing oil produced in the United States of America.

ACRONYMS

ADA	Americans with Disabilities Act
ALA	American Library Association
ALTA	American Library Trustee Association
BOT	Board of Trustees
CAFR	Comprehensive Annual Financial Report
CAL	Colorado Association of Libraries
CGFOA	Colorado Government. Finance Officers Association
CLiC	Colorado Library Consortium
COPs	Certificates of Participation
CRM	Community Relations and Marketing Department
CRS	Colorado Revised Statutes
DLG	Division of Local Government
DSS	District Support Services
ESL	English as a Second Language
FDIC	Federal Deposit Insurance Corporation
GAAP	Generally Accepted Accounting Principles
GFOA	Government Finance Officers Association
HPLD	High Plains Library District
HPLDF&F	High Plains Library District Friends & Foundation
HR	Human Resources
ILL	Interlibrary Loan
ILS	Integrated Library System
IRS	Internal Revenue Service
IT	Information Technology
ITI	Information Technology and Innovation Department

LCI	Library Confidence Indicator
LINC	Library Innovation Center
MOVE	Mobile, Outreach, Virtual, Experiences Department
MPLA	Mountain Plains Library Association
MSEC	Mountain States Employers Council
OBPE	Outcomes Based Planning and Evaluation
OCLC	On-Line Computer Library Center
PDPA	Public Deposit Protection Act
PLA	Public Library Association
PPE	Personal Protection Equipment
RDA	Resource Description and Access Standards
RFID	Radio Frequency Identifier
RFP	Request for Proposal
RTU	Roof Top Unit – part of HVAC system
SAS	Signature Author Series
SDA	Special District Association
SPP	Strategic Planning Process
SRA	Summer Reading Adventure
STEM	Science, Technology, Engineering, and Math
TABOR	Colorado Taxpayers Bill of Rights
WTI	West Texas Intermediate

HIGH PLAINS LIBRARY DISTRICT
BOARD OF TRUSTEES COMMUNICATION

Meeting Date: December 8, 2025
Type of Item: Action
Subject: Revised Amendments to 457 Deferred Compensation Plan
Presented by: Matt Hortt, Executive Director
Recommendation: Approve amendments

The High Plains Library District offers a Deferred Compensation 457(b) plan to employees which allows them to save money pre-tax for retirement.

The plan is being amended for the following reasons:

1. In section 4.5(d), adjusting the effective date and the earnings threshold for catch-up contributions due to modifications in the law.

   The previous plan amendment had an effective date of January 1, 2027, that dis-allowed employees earning $145,000 or more per year from being eligible to take advantage of the 50 and over catch-up contributions or the 60-63 catch-up contributions.

   The adjusted effective date and earnings threshold for this amendment are January 1, 2026, and $150,000 respectively.

2. In section 3.6, removing the quarterly restriction on when an employee can modify their contribution amount.

**AMENDMENT
TO THE
HIGH PLAINS LIBRARY DISTRICT
DEFERRED COMPENSATION PLAN**

WHEREAS, High Plains Library District (the "Employer"), a governmental entity created as part of Weld County, State of Colorado, maintains the High Plains Library District Deferred Compensation Plan (the "Plan");

WHEREAS, Section 6.8 of the Plan provides that the Board of Trustees of the Employer has the authority to amend the Plan;

WHEREAS, the Board of Trustees desires to amend the Plan.

NOW THEREFORE, the Board of Trustees hereby adopts the following Amendment:

1.   Effective January 1, 2026, Article III of the Plan is amended to read as follows:

ARTICLE III - ELIGIBILITY AND ENROLLMENT

3.1   Eligibility. Each Eligible Employee, shall be eligible to participate in the Plan and defer Compensation pursuant to the terms of the Plan as of the Entry Date.

3.2   Election Required for Participation. An Eligible Employee may elect to become a Participant by executing an election to defer a portion of his or her Compensation (and have that amount contributed as an Annual Deferral on his or her behalf) and filing it with the Plan Administrator. This participation election shall be made on the deferral agreement provided by the Plan Administrator under which the Eligible Employee agrees to be bound by all the terms and conditions of the Plan. The participation election also shall include designation of designation of Annual Deferrals as pre-tax contributions or Roth contributions, designation of investment funds, a designation of Beneficiary. Any such election shall remain in effect until a new election is filed.

3.3   Commencement of Participation. An Eligible Employee shall become a Participant as soon as administratively practicable following the date the Eligible Employee files a participation election pursuant to Section 3.2 and as of the Participant's Entry Date. Such election shall become effective no earlier than the calendar month following the month in which the election is made. A new Eligible Employee may defer compensation payable in the calendar month during which the Participant first becomes an Eligible Employee if an agreement providing for the deferral is entered into on or before the first day on which the Participant performs services for the Employer.

3.4   Information Provided by the Participant. Each Eligible Employee enrolling in the Plan should provide to the Plan Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Plan Administrator to administer the plan, including, without limitation, whether the Eligible Employee is a participant in any other eligible plan under Code Section 457(b).

3.5   Contributions Made Promptly. Annual Deferrals by the Participant under the Plan shall be transferred to the Trust Fund within a period that is not longer than is reasonable for the proper administration of the Participant's Account Balance. For this purpose, Annual Deferrals shall be treated as contributed within a period that is not longer than is reasonable for the proper administration if the contribution is made to the Trust Fund within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant.

3.6   Amendment of Annual Deferrals Election. Subject to other provisions of the Plan, a Participant may at any time revise his or her participation election, including a change of the amount of his or her Annual Deferrals, designation of Annual Deferrals as pre-tax contributions or Roth contributions, his or her investment direction and his or her designated Beneficiary. Unless the election specifies a later effective date, a change in the amount and type of the Annual Deferrals shall take effect for subsequent pay periods by filing a new Deferral Agreement with the Plan Administrator at least ten (10) days before the end of such period. A Participant may cease deferrals by filing a revocation of his Deferral Agreement. Such revocation will be effective for a subsequent pay period by filing with the Plan Administrator at least ten (10) days before the end of such period. A Participant who has revoked his Deferral Agreement may again participate effective for a subsequent pay period by filing a Deferral Agreement with the Plan Administrator at least ten (10) days before the end of such period. A change in the investment direction shall take effect as of the date provided by the Plan Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Plan Administrator.

3.7   Leave of Absence. Unless an election is otherwise revised, if a Participant is absent from work by leave of absence, Annual Deferrals under the Plan shall continue to the extent that Compensation continues.

3.8   Disability. A disabled Participant may elect Annual Deferrals during any portion of the period of his or her disability to the extent that he or she has actual Compensation (not imputed Compensation and not disability benefits) from which to make contributions to the Plan and has not had a Severance from Employment.

3.9   Termination of Participation and Election. A Participant's election shall terminate immediately upon Severance from Employment, or if earlier, a transfer to a position that disqualifies the Employee from participating in the Plan. Participation will cease upon the complete distribution of a Participant's Account after Severance from Employment with the Employer.

2.   Effective January 1, 2026, Article IV of the Plan is amended to read as follows:

ARTICLE IV – DEFERRAL ARRANGEMENT

4.1   Deferral.

(a)   By execution of a Deferral Agreement, the Participant authorizes the Plan Administrator to make payroll deductions from his paychecks in the amount specified by such Participant in his Deferral Agreement. This participation election shall be made on the Deferral Agreement provided by the Plan Administrator under

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which the Eligible Employee agrees to be bound by all the terms and conditions of the Plan.

(b) A Participant may designate a portion of or all of his or her Annual Deferrals as either a pre-tax contribution or as a Roth contribution. Unless otherwise specified in this Plan, Roth contributions will be treated in the same manner as pre-tax contributions.

4.2 **Minimum Deferral Limitation.** No Participant may elect to defer less than $100 in any calendar year, regardless of when during the year he becomes a Participant.

4.3 **Maximum Deferral Limitations.** Except as otherwise provided in Sections 4.4 and 4.5, the maximum Annual Deferral by any Participant for any one calendar year shall be the lesser of the Applicable Dollar Amount as adjusted for each calendar year to reflect increases in cost-of-living, or 100% of Includible Compensation. For purposes of this rule:

(a) The Applicable Dollar Amount is the amount specified in Code Section 457(e)(15) ($24,500 in 2026).

(b) Includible Compensation is the meaning of Participant's Compensation in Code Section 415(c)(3).

4.4 **Pre-Retirement Limitation.** Notwithstanding the maximum limitations of Section 4.3, the maximum amount that may be deferred during each of the last three calendar years ending prior to the date a Participant attains Normal Retirement Age shall not exceed the lesser of:

(a) Twice the Applicable Dollar Limit in effect under Section 4.3(a) or

(b) The sum of:

[1] An amount equal to (A) the limit for the current year in Section 4.3(a), plus each prior calendar year beginning after December 31, 2001, during which the Participant was an Employee under the Plan, minus (B) the aggregate amount of Compensation that the Participant deferred under the Plan during such years, plus

[2] An amount equal to (A) the aggregate limit referred to in section 457(b)(2) of the Code for each prior calendar year beginning after December 31, 1978 and before January 1, 2002 during which the Participant was an Employee (determined without regard to Section 4.3 and 4.4), minus (B) the aggregate contributions to Pre-2002 Coordination Plans for such years.

However, in no event can the deferred amount be more than the Participant's Compensation for the year.

4.5   Catch-up Annual Deferral Contributions.

(a)   Age 50 Catch-up Annual Deferral Contributions.   A Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Annual Deferrals, up to the maximum age 50 catch-up Annual Deferrals for the year. The maximum dollar amount of the age 50 catch-up Annual Deferrals for a year is $8,000 for 2026 (adjusted for cost-of-living after 2026 to the extent provided under Code Section 415(d)).

(b)   Age 60 to 63 Catch-up Annual Deferral Contributions: A Participant who will attain age 60, 61, 62 or 63 (but not 64 or older) prior to the close of the taxable year is permitted to elect an additional amount of Annual Deferrals, up to the adjusted dollar amount. The adjusted dollar amount is the greater of [1] $10,000, or [2] an amount equal to 150 percent of the dollar amount which would be in effect under Code Section 414(v)(2)(B)(i) for 2024 for eligible participants ($11,250 for 2026 (adjusted for cost-of-living after 2026 to the extent provided under Code Sections 414(v)(2)(E)(i) and 415(d))).

(c)   However, in no event can the deferred amount be more than the Participant's Compensation for the year. If a Participant is subject to both Sections 4.4 and 4.5 for a plan year, the participant may not take advantage of both limits, but is entitled to the greater of the two limits.

(d)   Effective January 1, 2026, a Participant whose wages as defined under Code Section 3121(a) for the preceding calendar year from the Employer exceed $150,000 in 2025 (as adjusted for cost of living) must make Catch-up Annual Deferral Contributions under this Section 4.5 as Roth contribution. This requirement shall be interpreted in accordance with the requirements of Code Section 414(v)(7), which are incorporated herein by reference. Such Code providers shall override any provision sin the Plan that may be inconsistent with Code Section 414(v)(7), as amended by the SECURE 2.0 Act.

4.6   Special Rules.

(a)   Participant Covered By More Than One Eligible Plan. If the Participant is or has been a participant in one or more other Code Section 457(b) plans, then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Article IV. For this purpose, the Plan Administrator shall take into account any other such Code Section 457(b) maintained by the Employer and shall also take into account any other Code Section 457(b) for which the Plan Administrator receives from the Participant sufficient information concerning his or her participation in such other plan.

(b)   Pre-Participation Years. In applying Section 4.4, a year shall be taken into account only if (i) the Participant was eligible to participate in the Plan during all or a portion of the year and (ii) Compensation deferred, if any, under the Plan during the year was

subject to the Basic Annual Limitation described in Section 4.3 or any other plan ceiling required by section 457(b) of the Code.

(c) Pre-2002 Coordination Years. For purposes of Section 4.4(b)[2](B), "contributions to Pre-2002 Coordination Plans" means any employer contribution, salary reduction or elective contribution under any other eligible Code Section 457(b) plan, or a salary reduction or elective contribution under any Code Section 401(k) qualified cash or deferred arrangement, Code Section 402(h)(1)(B) simplified employee pension (SARSEP), Code Section 403(b) annuity contract, and Code Section 408(p) simple retirement account, or under any plan for which a deduction is allowed because of a contribution to an organization described in Code Section 501(c)(18), including plans, arrangements or accounts maintained by the Employer or any employer for whom the Participant performed services. However, the contributions for any calendar year are only taken into account for purposes of Section 4.4(b)[2](B) to the extent that the total of such contributions does not exceed the aggregate limit referred to in Code Section 457(b)(2) for that year.

(d) <u>Disregard Excess Deferral</u>. For purposes of Sections 4.3, 4.4 and 4.5, an individual is treated as not having deferred compensation under a plan for a prior taxable year to the extent Excess Deferrals under the plan are distributed, as described in Section 4.8. To the extent that the combined deferrals for pre-2002 years exceeded the maximum deferral limitations, the amount is treated as an Excess Deferral for those prior years.

4.7 Deferred Compensation Balances.

(a) Separate Accounts: For bookkeeping purposes, the Plan Administrator shall maintain a separate account for the Deferred Compensation Balance of each Participant that shall show the dollar value of his current Deferred Compensation Balance as of the last previous annual computation date, including the earnings, losses, and expenses due to the investment of such Balance. However, until distributed to the Participant or Beneficiary, all amounts deferred under the Plan, all property and rights purchased with such amounts, and all income attributable to such amounts, property, or rights shall be held in the Trust for the exclusive benefit of Participants and Beneficiaries. Participants may designate the investment of their Deferred Compensation Balance under Section 6.3. Neither any Participant nor his Beneficiary shall have a vested, secured, or preferred interest in any of the Employer's assets. The Plan Administrator shall distribute, or cause to be distributed, to each Participant at least annually a written statement setting forth the current value of such Participant's Deferred Compensation Balance and such other information as the Plan Administrator shall determine to be appropriate.

(b) The Plan will maintain a record of the amount of Roth contributions in each Participant's accounts. A Participant's Roth contributions will be credited to the Participant's Roth account in the Plan. No contributions other than Roth contributions will be credited to each Participant's Roth accounts, and gains, losses, and other credits or charges will be allocated on a reasonable basis to such account.

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(c)   Valuation and Computation: As of the last day of each calendar year, the Plan Administrator shall determine the value of the net assets in the Deferred Compensation Balance of each Participant (i.e., the value of all assets in the Deferred Compensation Balance of each Participant at their then current fair market value, less all liabilities) and the value of the deferrals made by each Participant for the year. The Plan Administrator shall compute the value of each Participant's Deferred Compensation Balance annually on the last day of each calendar year and shall base such computations on the valuation of the assets in the Deferred Compensation Balance on the valuation date coincident with such date. When a Participant's Deferred Compensation Balance becomes distributable to him (whether by Separation from Service, or unforeseeable emergency, the Plan Administrator shall make a special computation by which he shall adjust the dollar value of the Participant's Deferred Compensation Balance to reflect the values determined on the first business day of the calendar month during which the Balance becomes payable. The adjusted amount shall be the amount that the Trustee shall use in determining the amount that shall be paid to the Participant or Beneficiary. The Plan Administrator shall be under no obligation to compute the value of any Participant's Deferred Compensation Balance more than once annually, unless an event occurs that causes the Participant's Deferred Compensation Balance to become distributable, in which case the Plan Administrator shall compute the Balance of such Participant as provided above, and at his discretion, may also compute the Deferred Compensation Balance of all other Participants.

4.8   Correction of Excess Deferrals. If the Annual Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Annual Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another eligible deferred compensation plan under Code Section 457(b) for which the Participant provides information that is accepted by the Plan Administrator, then the Annual Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant. For any calendar year in which a Participant makes Annual Deferrals that include Roth contributions and the Plan is required to distribute Excess Deferrals, the Plan shall distribute to the extent required first from pre-tax contributions, and then from Roth contributions.

4.9   Protection of Persons Who Serve in a Uniformed Service. Notwithstanding any provision of this Plan to the contrary, contributions, benefit and service credit with respect to qualified military service will be provided in accordance with Section 414(u) of the Internal Revenue Code. An Employee whose employment is interrupted by qualified military service under Code section 414(u) or who is on a leave of absence for qualified military service under Code section 414(u) may elect to make additional Annual Deferrals upon resumption of employment with the Employer equal to the maximum Annual Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Annual Deferrals, if any, actually made for the Employee during the period of the interruption or leave. This right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

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3. *Except as amended above, the Employer hereby affirms and readopts each and every other provision of the Plan.*

IN WITNESS WHEREOF, the undersigned, being duly authorized by the Board of Trustees of High Plains Library District, has approved this Amendment as of the date set forth below.

BOARD OF TRUSTEES – HIGH PLAINS LIBRARY DISTRICT

By: _____

Title:_____

Date: _____

HIGH PLAINS LIBRARY DISTRICT
BOARD OF TRUSTEES COMMUNICATION

Meeting date: December 8th, 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
  - The building envelope for Building C is nearly enclosed and all levels have been drywalled
  - Project is on budget & schedule
- Mead Library
  - Construction is underway on both the library site and overall site plan
  - Foundations have been poured
  - Paving of the road has been pushed back until spring 2026

Workforce Development

  - Mobile Workforce Development Unit
    - Bizzwest ran a great article on The Weld Trust's funding of the vehicle
    - The Mobile Workforce Development Unit design is underway
    - We are currently conducting a survey on the vehicle and gathering input from the community

Literacy

- Efforts on all phases of literacy continue

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT
BOARD OF TRUSTEES COMMUNICATION

Meeting date: December 8th, 2025
Type of item: Information
Subject: Outgoing Trustee Recognition
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Item for information only. No action to be taken by the Board.

Background
Our Region 6 Trustee Joyce Smock's Board Term is set to end on December 31st, 2025.

Considerations
Staff would like to recognize her service and thank her for her dedication and the time she has invested to help build our community!

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

BOARD OF TRUSTEES
Regular Session Agenda
Monday, January 12, 2026
5:00 p.m.
LINC Library Innovation Center
501 8th Ave, Greeley, CO 80631

This is also streamed virtually by GoToMeeting and 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
      1.0   Roll Call and Pledge of Allegiance
      1.1   Approval of Agenda
      1.2   Approval of Consent Agenda
            a.   December 8, 2025 Regular and Executive Sessions Meeting Minutes
      1.3   The Good We Do
      1.4   Public Comment

2.0   ITEMS FOR INFORMATION/ACTION
      2.1   Oath of Office and Ethics Policy (Action) - Dr. Matthew Hortt, HPLD Executive Director
      2.2   Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director
            a.   Chair
            b.   Vice-Chair
            c.   Secretary/Treasurer
      2.3   Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director
            a.   Finance
            b.   Foundation
            c.   Governance
            d.   Construction Projects
                 I.   DSS Library and Archive
                 II.   Mead

2.4 Policy Updates
  a. Criteria for Collection policy
  b. Genealogy Collection policy
  c. Self-published Works policy

2.5 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
  a. Construction Updates
  b. Workforce Development
  c. Literacy

3.0 DIRECTORS REPORT

3.0 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  a. February 16, 2026 RS

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

4.0 BOARD COMMENTS

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

5.0 ADJOURNMENT

Upcoming meetings:
February 16, 2026, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Centennial Park Library, 2227 23rd Ave, Greeley, CO 80631

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GOALS

GOAL

Goal	Board only updates
*Provide updates to the Board	**NEW** **Eric Ewing:** **Location\Department:** Human Resources **What's Happened in the last 30 days?:** Total Employees- 295* Open Positions - 4 Job Applications Received - 6 New Hires - 1 Resignations - 0 Training Requests - 25 * ADP Employee Count report produced at time of submitting the Board report. **What's Coming Up in the next 30 days?:** -Performance Reviews *12/01/2025* **NEW** **Susan Staples:** **Location\Department:** Information Technology & Innovation **What's Happened in the last 30 days?:** - Raymer turned over to Outreach - Erie - meeting room upgrade to align with current standards, new study room AV installation, new maker room AV installation - Hudson - client technology refresh - Mobile app testing, Vega continued work - Support of all strategic plan work - Milliken, Mead, Admin C - Johnstown copier addition **What's Coming Up in the next 30 days?:**

- Farr refresh

- Decommission existing Milliken coffee shop site

- Erie - installation of Qty 2 collaboration units

- Year end work and planning

- Mobile app testing, Vega continued work

- Support of all strategic plan work - Milliken, Mead, Admin C

11/30/2025

NEW **Marjorie Elwood:**

Location\Department: Executive

What's Happened in the last 30 days?: -Building a Better Organization tours at Centennial Park, Riverside, Farr, Erie, and LINC.
-Continued work on furniture finishes for Mead Library as well as power options for pod; weekly OAC (Owner, Architect, and Contractor) meetings.

-Meeting about controls for the pergola at DSS, as well as weekly OAC (Owner, Architect, and Contractor) meetings.

-5 responses to emoji questions.

-Performance appraisals: contributed to 4, wrote 8, read and approved 100.

What's Coming Up in the next 30 days?: -Last of the Building a Better Organization tours
-Preparing for Charlene Parker's (Manager of the Farr Library) retirement

-Continued work on policies and procedures

11/28/2025

NEW **Bobby Arellano:**

Location\Department: Facilities

What's Happened in the last 30 days?:
- Completed cleaning and disinfecting at all locations including homeless clean ups, and cleaning schedule changes and maintaining supplies.

- Completed work order for all locations including assisting IT department and member library work order requests.

- Attended construction meetings including walk throughs , subcontractor meetings and manager's meeting.

- Assisted Buyers reps, construction superintendent's and branch managers.

- Completed deliveries and pick up services including lumber and materials, ski ball machine to Loveland event center and table to New Raymer school for scheduled event.

- Completed moving staff and vehicles out of bank building and storage units including key returns and cleaning after move outs back to admin building and removing temporary electrical shorelines from storage units.

- Completed Grover 11 month walk through items including ADA re-inspections.

- Completed annual performance appraisals for facilities department and executive director.

- Completed makerspace counter replacement and laser cutter ventilation issues or Erie including adding shrubs around Erie patio to reduce traffic noise, painted all exterior metal awnings at Farr library and painted exterior metal railings as well as replaced cell phone charging stations at Centennial Park.

- Completed several annual fire department inspections and elevator inspections including adding CO_2 sensors at Grover library.

- Completed winterizations all locations including taking down sun shades for winter and snow removal renewal contracts for all locations.

- Obtained bids for various items such as vehicle purchases, LINC drive way widening including engineer bids, Grover wind break, lighting upgrades at Carbon Valley and Farr libraries, Security/Fire system installations including monitoring for admin building A-B-C and Mead library, door hardware, Grover propane service contracts and vehicle repairs.

What's Coming Up in the next 30 days?:
- Complete cleaning and disinfecting at all locations including equipment and supplies.

- Complete all work orders including for member libraries.

- Complete MOVE vehicle inspections, maintenance and record keeping.

- Attend construction and safety meetings.

- Prep for moving into admin building C.

- Complete ITI department vehicle purchase agreement, complete prep work and scheduling for replacing entire HVAC system including software at Carbon Valley library and boiler replacements for Erie for 2026 CIP projects.

- Complete end of year projects and begin prepping for 2026 CIP projects.

11/26/2025

NEW **James Melena:**

Location\Department: Community Relations and Marketing

What's Happened in the last 30 days?:
- Diaper drive promotion

- United Way diaper partnership

- Noco Style article planning

What's Coming Up in the next 30 days?:
- Noco Style article release

- Holiday programming promotion

- Marketing Tech (full time) onboarding

- Large format printer coming back online

11/26/2025

NEW **Elena Rosenfeld:**

Location\Department: Community Engagement and Strategies

What's Happened in the last 30 days?: Generation Wild of Greeley: The Greeley Generation Wild Coalition hosted a community meeting at Bella Romero to ask residents on the east side of Greeley to identify what projects and programs best meet their needs and interests. There may have been 70 or more community members participating.

Measuring Outreach Better: A former member of the project team reached out to journal publishers about the Measuring Outreach Better study and found some journals that might be willing to share a story about our study. As a result, Sara Wicen and Elena Rosenfeld agreed to reach out to the editor of *Public Libraries* which will be focusing on Community Engagement in their September 2026 issue. Sara has sent an email of inquiry about whether the editor has interest in a short article about our project. We do not anticipate a response due to our study not having received formal International Review Board (IRB) approval.

State Demography Summit: The State Demography Summit highlighted the importance of migration into the State and Weld County for population growth. It was noted that Weld County's population would be flat if we didn't have so many young families moving into the region. During the Summit, the presenters shared how the Census had to change the measures for migration as patterns have changed from the past.

Historically, 80% of Colorado's new population came in from other states and only 20% arrived from other countries. For the past few years, 80% are from other countries and only 20% are from other states.

What's Coming Up in the next 30 days?: United Way of Weld County will be hosting the Leaders in Giving reception on Thursday, December 4th. The event will honor Kay and Tom Norton for their work in the community.

State's Digital Access Team Meeting: Elena Rosenfeld will be meeting with one of the State's Digital Access team members to discuss the status of the State's Digital Equity project and how that might align with the District's priorities.

11/26/2025

NEW **Melanie Goldman:**

Location\Department: Carbon Valley

What's Happened in the last 30 days?:
- Patron Feedback: "*This library is a great source of resources and information. The computer system works very well. Last but not least, the staff is very friendly and helpful.*"

- Children's librarians Bridget Parker and Amanda Pittman visited multiple classrooms at Firestone Charter Academy on November 12, to promote library services.

- Career and Workforce Development Librarian, Cassandra Bland, hosted a booth at the Carbon Valley Chamber of Commerce *Non-Profit Showcase* on November 13.

- The makerspace welcomed 163 patrons in November.

What's Coming Up in the next 30 days?:
- Librarians Diana Grover and Cassandra Bland will be hosting a booth at the 2025 *Carbon Valley Holiday Festival* on December 6.

- Librarians Lisa Varra and Bridget Parker will be hosting a booth at *Mead Christmas in the Park* on December 6.

- The Firestone Police will be conducting storytime during *Cookies with a Cop* at the library on December 20.

11/24/2025

NEW **Natalie Wertz:**

Location\Department: Finance

What's Happened in the last 30 days?:
- GFOA WPFN Mentoring Program

- 2026 budget work

- Year-end preparation

What's Coming Up in the next 30 days?:
- 2026 budget filing with state and GFOA and mill levy certification to county assessors

- Year-end preparation

- performance appraisal

- GFOA WPFN Mentoring Program

11/21/2025