



## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, January 12, 2026**

**5:00 p.m.**

**LINC Library Innovation Center**

**501 8<sup>th</sup> Ave, Greeley, CO 80631**

**This is also streamed virtually by GoToMeeting and viewed from your computer, tablet, or smartphone.**

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

### **1.0 OPENING OF MEETING**

- 1.0 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. Genealogy Collection policy
  - b. Criteria for Collection policy
  - c. Self-published Works policy
  - d. Social Media Policy
  - e. Community Relations & Marketing
- 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 23<sup>rd</sup> Ave, Greeley, CO 80631



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

**1.0 OPENING OF MEETING AT 5:03pm**

**1.1 Roll Call and Pledge of Allegiance**

All Trustees were Present:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia attended virtually and arrived at 5:10pm

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Lisa Taylor

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

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

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 Michael Wailes

**DISCUSSION:** None

**VOTE:** 5:0

**1.3 Approval of Consent Agenda**

November 17, 2025 Regular and Executive Sessions Meeting Minutes

**MOTION** to approve the consent agenda: Trustee Lisa Taylor

**SECOND:** Trustee Jenna Evans

**DISCUSSION:** None

**VOTE:** 5:0

1.4 The Good We Do

Dr. Hortt said that in building community, the library is not only a place for books, but also a place for events. In November, the Erie Community Library hosted the *Daughters of the American Revolution's* "Let's party like it's 1776" VIP event and revolutionary experience that included an interactive exhibit. Over 900 people were able to go through the exhibit, and examples of the experience were a reenactment of the Green Mountain Boys and someone playing King George. Also, Dr. Hortt talked with their Historian, who was very interested in HPLD's Archives.

1.5 Public Comment

No public comment

**2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Introduction of new Trustees (Information) – Dr. Matthew Hortt, HPLD Executive Director  
HPLD went through the recruitment process for a Region 6 Trustee, because Trustee Smock will be term-limited on December 31<sup>st</sup>, and were fortunate to have a great candidate who was appointed by the committee and ratified by the establishing bodies. Dr. Hortt introduced Patty Bodwell, who said she got involved with High Plains Library District through the Briggsdale Community Library, where she is president. When she first went to Briggsdale, the library had no wi-fi; and through communicating with Trustees and staff, they now have computers, a MondoPad, and a copier/printer.

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

- 2.2 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager

The final valuation was received and some changes were made in abatements since the October board meeting, resulting in the following numbers.

The mill levy for 2026 is set at 3.039 for operations. Total revenues come to \$57,812,027, expenditures for operations are \$34,516,935, capital outlay is \$17,820,900, and distributions to Member libraries are \$12,458,884. That results in a decrease in net assets of \$6,984,692.

The adjustments to abatements include carrying over \$250,000 for the IT capital budget for new equipment in Milliken, because it is being carried over from 2025, and increasing reimbursements to the member libraries for the safety improvement program that the board approved last month.

Secretary/Treasurer Deana Lemos-Garcia joined the meeting at 5:10pm.

**MOTION** to open the public hearing: Trustee Gerri Holton

**SECOND:** Trustee Michael Wailes

**DISCUSSION:** None

**VOTE:** 6:0

Chair Nakamura asked if there were any members of the public who would like to comment on the budget.

There were no comments.

**MOTION** to close the public hearing: Trustee Gerri Holton

**SECOND:** Trustee Michael Wailes

**DISCUSSION:** None

**VOTE:** 6:0



**MOTION** to approve the 2026 budget and adopt resolution 25-1: Trustee Michael Wailes  
**SECOND:** Trustee Jenna Evans  
**DISCUSSION:** None  
**VOTE:** 6:0

**MOTION** to adopt resolution 25-2 and appropriate sums of money: Trustee Michael Wailes  
**SECOND:** Trustee Lisa Taylor  
**DISCUSSION:** None  
**VOTE:** 6:0

**MOTION** to adopt resolution 25-3 to set the Mill Levy for Weld County: Trustee Michael Wailes  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 6:0

**MOTION** to adopt resolution 25-4 and set the Mill Levy for Boulder County: Trustee Lisa Taylor  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 6:0

- 2.3 457 Plan Update (Action) - Dr. Matthew Hорт, HPLD Executive Director  
Changes to the Deferred Compensation 457(b) plan were brought to the Board in October and were approved, and now there are a couple of additional changes to address. Instead of the plan starting on 1/1/27, as it was presented in October, it will actually start on 1/1/26. Also, a restriction on when employees could modify their contribution amount was removed. Staff recommended that the Board approve the amendments.

**MOTION** to approve the 457(b) deferred compensation amendments: Trustee Michael Wailes  
**SECOND:** Trustee Lisa Taylor  
**DISCUSSION:** None  
**VOTE:** 6:0

- 2.4 Strategic Plan Updates (Information) - Dr. Matthew Hорт, HPLD Executive Director  
Construction is continuing to make progress at DSS building 3 and Mead, and both projects are on schedule and within budget. There had been some concerns about the Mead Library being a part of the area HOA, but that was resolved.

Workforce Development: The Workforce Vehicle plans to be delivered in the second quarter of 2026. There was a great article in BizWest about it, thanks to the Weld Trust, and staff are grateful for all the support that the Weld Trust has provided for the project. Also, staff continue to gather survey results.

Literacy initiatives continue to stay strong.

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

- 2.5 Outgoing Trustee Recognition (Information)  
Dr. Hорт recognized Trustee Joyce Smock, who was on the board since before he started working at HPLD. He remarked that she served in many capacities and has been the cog who held them together throughout her time with the board.

Trustee Smock said the pleasure has been all hers, and reflected that Matt has led this organization in ways that surprised her, and now look at all that has been done in the last eight years.

Chair Nakamura thanked Joyce for all her guidance when he was a new member, and has enjoyed sitting next to her in the meetings.

Trustee Evans, too, has enjoyed sitting by her and getting to know her, she thanked Joyce for everything, and said she will miss her.

Trustee Holton said she appreciates and admires Joyce so much and went into detail about specifics.

Trustee Wailes said he is really sad for the District because she brings a passion to the things she's involved with, and it will be missed.

Trustee Taylor appreciates how Joyce shows up all the way around, not just literally, and how she cares deeply about HPLD and takes time to ask questions. She recognized how Joyce thinks critically and has the heart and soul for staff and patrons. Trustee Smock said HPLD has hired good people, and that is the key.

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

### **3.0 DIRECTOR'S REPORT**

#### **3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director**

##### **a. January 12, 2026**

Dr. Horts went over the January 2026 agenda and asked if anyone wanted him to add anything. Trustee Taylor asked that Niamh Mercer, HPLD Friends & Foundation Director, report on CO Gives Day and year-end giving.

#### **3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director**

Staff talked with the Pawnee School District, and the superintendent asked that they put together a proposal on how the two entities can work together. The Outreach team has been working on that, and Dr. Horts and Marjorie Elwood should be getting a copy of the proposal, which will outline how parents can be more involved, soon. They will review it and submit it to the superintendent, who will present it to their Board at the next meeting.

Staff also heard from Prairie School District, and they expect to set up a meeting.

Today, LINC hosted staff from DIA, who were there to tour the facility and look at their makerspace and workforce development, because DIA is planning to put in a makerspace and are trying to work on workforce development for aeronautics.

Also, the LINC Manager gave a tour for NASA and UNC's Monfort School of Business because they are looking at forming some kind of partnership and want to pull HPLD into it.

Tomorrow is Colorado Gives Day, and Dr. Horts encouraged everyone to support their favorite non-profit. Of course, he put a plug in for HPLD's Friends & Foundation.

The person who recorded the closing announcements at LINC is the same person who records the announcements for the Emmies, and she enjoys doing her recordings at LINC's recording studio.

#### 4.0 BOARD COMMENTS

- 4.1 Chair Nakamura thanked Joyce again for her service to the District, and wished everyone happy and safe holidays.
- 4.2 Vice-Chair Smock has been thinking about the bookmobile situation. We don't want to ban and censure, but we do want to have people who use common sense and discretion. It's been a wonderful ride. She also thanked Legal Counsel Garcia for all he has done.
- 4.3 Secretary/Treasurer
- 4.5 Other Board Members
  - Trustee Evans gave a shout out to Joyce again, thanked Natalie and her staff for all the work on the budget,
  - Trustee Holton was glad to see former-Trustee Mary Heberlee at the meeting because it means it's not the last time she will see her. She said she really enjoys working with the current board, and thanked Natalie all her work on the budget and said because of it, she feels very secure. She also said 'good luck' to Niamh Mercer.
  - Trustee Wailes thanked Natalie and her staff, along with Joyce, for their service. He also thanked anyone who gave support to an employee at Johnstown who needed it.
  - Trustee Taylor thanked Joyce and gave a shout out to all HPLD staff: both at admin and in branch libraries and member libraries. She also shared recent interactions where the other party gave a shout out to LINC: this week she had two separate check-ins with Weld Trust grantees, and they both gave a shout out to HPLD. The first one, the IRC of Northern Colorado, said they had 49 new US citizens in 2025, and that would not have been possible without the help of HPLD. The second one, a check-in call with Young Americans Center, asked her if she had been to LINC and told her how easy it is to work with them and what a big help it is to be able to use their space.

Chair Nakamura announced that there will be a fifteen-minute recess.

#### 5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (f) Personnel Matters – Matthew Hортt's Performance Appraisal
  - 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) (f), Personnel Matters – Matthew Hортt's performance appraisal: Trustee Michael Wailes
  - SECOND:** Vice-Chair Joyce Smock
  - DISCUSSION:** None
  - VOTE:** 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:15pm on December 8, 2025, for the sole purpose of discussing Matthew Hортt's performance appraisal. Attending were Chair Nick Nakamura; Vice-Chair Joyce Smock; Trustees Jenna Evans, Gerri Holton, Michael Wailes, and Lisa Taylor; Dr. Matthew Hортt; and Legal Counsel William Garcia.

During the executive session, the Board discussed Matthew Hортt's performance appraisal and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4) (f). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action.

**6.0 RECONVENING OF REGULAR SESSION AT 6:40PM**

**6.1 Roll Call**

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia was excused

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Michael Wailes

Trustee Lisa Taylor

**7.0 ADJOURNMENT AT 6:48PM:**

There being no further business,

**MOTION** to adjourn the meeting: Vice-Chair Joyce Smock

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 5:0

*Upcoming meetings:*

January 12, 2026, at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: January 12th, 2026
Type of item: Action
Subject: Oath of Office & Ethics Policy
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff is recommending the Board of take the Oath of Office and sign the Ethics Statement

### ***Background***

In accordance with C.R.S. 24-90-101, et. Seq. the office of Library Board Trustee qualifies as a “civil officer”. Under C.R.S. 32-1-901, civil officers are required to take an Oath of Office. This had not been a common practice at HPLD until 2020.

The practice of the HPLD Board has been to review and sign the HPLD Board of Trustees Ethics Statement Annually. The statement was last amended in 2018, and at that time an Ethics Statement was added to the beginning of every board meeting script and read to introduce the meeting.

### ***Considerations***

Oath of Office verbiage:

- I [name], do [select swear, affirm, or swear by the everliving God] that I will support the constitution of the United States, the constitution of the state of Colorado, and the laws of the state of Colorado, and will faithfully perform the duties of the office of High Plains Library District Board of Trustee upon which I am about to enter to the best of my ability.
- The practice of taking of the Oath of Office became an HPLD Practice in 2020
- The taking of the Oath of Office is a sign of continued evolution of the District and supports our efforts to be the Best Library District

The Ethics Statement read at each Board Meeting:

- The High Plains Library District (HPLD) 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.
- The signing of the Ethics Statement has been an HPLD practice and is defined in the bylaws

### ***Recommendation***

Staff is recommending the Board of take the Oath of Office and sign the Ethics Statement



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: January 12 <sup>th</sup> , 2026
Type of item: Action
Subject: Election of Board Officers
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff recommend the Board approve the proposed slate of Officers

### ***Background***

Annually the Board must appoint Board Officers: Chair, Vice-Chair, and Secretary/Treasurer. We have received nominations for all three positions.

### ***Slate of Board Officers***

Chair – Nick Nakamura

Vice-Chair – Michael Wailes

Secretary/Treasurer – Deana Lemos-Garcia

### ***Staff Recommendation***

Staff recommend the Board approve the proposed slate of Officers





# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: January 12 <sup>th</sup> , 2026
Type of item: Action
Subject: Selection of Board Committees
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff recommend the Board discuss the committees and determine and then approve the Committee Assignments

### ***Background***

Annually the Board must set committee assignments for focused work. Staff contacted each trustee and determined their interest in the committee assignments. Staff used this information to prepare the proposed list.

### ***Standing Committees***

Governance Committee: Michael Wailes, Jenna Evans, Gerri Holton

Finance Committee: Deana Lemos-Garcia, Michael Wailes

Foundation Committee: Michael Wailes, Lisa Taylor

### ***Ad Hoc Committees***

Construction Project Committees

DSS Archive -

Mead -

Materials Reconsideration Committee: Jenna Evans, Gerri Holton

### ***Staff Recommendation***

Staff recommend the Board discuss the committees and determine and then approve the Committee Assignments



# HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

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Meeting date: January 12 <sup>th</sup> , 2026
Type of item: Action
Subject: Policy Updates
Presented by: Dr. Matthew Hott, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the Policy Updates

## ***Background***

Staff continue to review and update policies on a regular basis. While we have a regular schedule for updating our policies and procedures, occasionally there are no changes needed, as is the case for the Criteria for Collection policy.

## ***Considerations***

### **Genealogy Collection**

This is an update to the current policy. The changes to the policy are:

- Added the item's space requirements to the selection criteria.
- It is more encompassing about regions that we might collect (Weld County plus any relevant regional towns and cities).
- To address limited space in the Archives, changed "will accept gifts of materials" to "may accept gifts of materials".

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

### **Criteria for Collection**

This policy was reviewed but no changes are recommended. The policy was last revised in 2021.

### **Self-published Works**

This is an update to the current policy. There were two minor changes:

- Specify the Criteria for Collection policy as the basis for selection criteria
- Minor wording changes to one paragraph

The rest of the policy, last revised in 2021, remains in effect.

### **Social Media**

This is an update to the current policy. The changes to the policy are:

- Clarifies that employees can post to new social media platforms under the guidance of the CRM, as opposed to starting up said platforms.
- Removes the information about employees posting to their personal social media accounts, as the audience for this is employees, not the public. This is retained in the procedure, an employee-facing document.

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

### **Community Relations and Marketing**

This is an update to the current policy. The update removed the “see also” references, as those documents are listed in the “Related Documents” section.

The rest of the policy, last revised in 2021, remains in effect.

### ***Recommendation***

Staff recommend that the Board approve the Policy Updates

## **Genealogy Collection policy**

Genealogy collections should begin with available local history materials and local records for the community which the library serves. For the District, this includes ~~all of Weld County and the town of Erie~~ [Weld County and relevant regional towns and cities](#).

These collections include such items as family histories and genealogies of local families, any vital records available (births, deaths, wills, probate, etc.), local newspapers, maps of the area, cemetery records, county histories, collections of historical importance to the area, and access to the Master File Index. These items may be found in various formats, including microform, print, and digital.

The purpose of the collection is to support basic research needs of the community served, based on ethnic and religious backgrounds and countries of origin, while representing the majority, if not all, of patrons in the area.

The majority of this collection does not circulate and as such, has unique policies regarding its growth and maintenance.

### **Selection criteria**

The following criteria are considered when adding materials to the collection:

- Geographic relevance
- Families of local interest
- Accuracy and ease of use of item
- Price, availability, and condition
- [Digital access](#)
- [Space required relative to the value the item contributes to the collection](#)

### **Donations**

Gifts and donations are important supplements to the collection. The library ~~will~~[may](#) accept gifts of materials relating to local families, local history, all of Weld County and Erie, and possibly Colorado in general. We will only accept items in good condition.

### **Collection maintenance**

Genealogy resources are not weeded as aggressively as the regular library collection. Items may be replaced by newer editions or copies as they become available. Items in extremely poor condition may be removed for preservation.

### **Related documents**

*Websites:*

[American Library Association Freedom to Read Statement](#)  
[American Library Association Freedom to View Statement](#)  
[American Library Association Library Bill of Rights](#)  
[Request for Reconsideration of Library Resources Formstack](#)

*Other policies:*

Scope of Collection policy  
Criteria for Collection policy  
Interlibrary Loan policy  
Copyright and Licensing policy  
Self-published Works policy  
[Archival Collection policy](#)  
Donations policy  
Circulation policy  
Reconsideration of Library Resources policy

*Procedures:*

Collection Development procedure

Copyright procedure

Donation procedure

Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Genealogy Collection</b>
2019 – Sept 16	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
Reviewed by	Executive Director, Collection Resources Manager

## ***Genealogy Collection policy***

Genealogy collections should begin with available local history materials and local records for the community which the library serves. For the District, this includes Weld County and relevant regional towns and cities.

These collections include such items as family histories and genealogies of local families, any vital records available (births, deaths, wills, probate, etc.), local newspapers, maps of the area, cemetery records, county histories, collections of historical importance to the area, and access to the Master File Index. These items may be found in various formats, including microform, print, and digital.

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*Websites:*

[American Library Association Freedom to Read Statement](#)  
[American Library Association Freedom to View Statement](#)  
[American Library Association Library Bill of Rights](#)  
[Request for Reconsideration of Library Resources Formstack](#)

*Other policies:*

Scope of Collection policy

Criteria for Collection policy  
 Interlibrary Loan policy  
 Copyright and Licensing policy  
 Self-published Works policy  
 Archival Collection policy  
 Donations policy  
 Circulation policy  
 Reconsideration of Library Resources policy

*Procedures:*

Collection Development procedure  
 Copyright procedure  
 Donation procedure  
 Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Genealogy Collection</b>
2019 – Sept 16	New. Written because there are aspects of genealogy collection not applicable to other parts of collection.
2025 – Oct 15	Revision. Adds an item's space requirements to the selection criteria.
Reviewed by	Executive Director, Collection Resources Manager



## ***Criteria for Collection policy***

### **Selection criteria**

- Contemporary significance or popular interest
- Local significance of the author, creator, or subject of the work
- Reputation and qualifications of the author, creator, or publisher of the work
- Quality of content, including accuracy, timeliness, and literary/artistic merit as indicated by positive attention from critics and reviewers
- Relation to existing collections and other materials on the subject
- Cost, availability, and library materials budget
- Space required relative to the value the item contributes to the collection
- Suitability of format or physical form for library use

Materials need not meet all criteria to be selected. Recommendations for purchase from staff or the public are considered, with the criteria noted above being applied. Textbooks or other curriculum-related materials will be acquired only in subject areas where there is little or no material in any other format or where they substantially add to the collection.

The same general criteria apply to the selection of print and audiovisual materials. Some additional criteria are considered in the selection of digital formats:

- Ease of use
- Accessibility for multiple concurrent users and/or remote users
- Comparison of content and price with other available formats
- Accuracy and frequency of updates
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training
- Licensing fees and agreements

### **Withdrawal criteria**

The physical collection is continually evaluated for sustained value and usefulness. Items are withdrawn if they meet certain criteria:

- Damaged or poor condition
- Infrequency of use of a particular copy
- Number of copies exceeds level of demand
- No longer relevant to the needs and interest of the community
- More space required for newer materials
- Available elsewhere, including online or through resource sharing networks
- Out of date, inaccurate, or replaced by newer edition

### **Related documents**

*Websites:*

[American Library Association Freedom to Read Statement](#)  
[American Library Association Freedom to View Statement](#)  
[American Library Association Library Bill of Rights](#)

## [Request for Reconsideration of Library Resources Formstack](#)

### *Other policies:*

- Scope of Collection policy
- Interlibrary Loan policy
- Specialty Checkout policy
- Genealogy Collection policy
- Self-published Works policy
- Donations policy
- Reconsideration of Library Resources policy

### *Procedures:*

- Collection Development procedure
- Donation procedure
- Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Criteria for Collection</b>
1991 – July	Earliest known version. Was a section within “Materials Selection” policy.
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2018 – Aug 20	Included as part of “Collection Development Policy.”
2021 – Nov 15	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Self-published Works.
2025 – Oct 15	Reviewed but no changes.
Reviewed by	Executive Director, Collection Resources Manager

## ***Self-published Works policy***

The library primarily purchases books published by commercial publishers that fit the library's selection criteria and priorities for selection. The District may also acquire self-published books or e-books when they include content that fits the library's collection and meets the selection criteria listed in the [collection development policies](#) [Criteria for Collection Policy](#).

[Self-published E-books selected for inclusion in the collection](#) must either be available through the District's established e-book partners ~~to be considered for the collection~~ or donated to the library as a file in EPUB format, along with a signed license agreement.

The District gives strong consideration to local authors, and to works that have received a positive review in one or more of the major library review journals (e.g., Library Journal, Booklist, Publishers Weekly, etc.) or major local publications like the Greeley Tribune.

### **Email**

Self-published authors wishing to recommend their works for addition to the library collection are encouraged to contact the Collection Development Department using the [High Plains Library District Comment, Suggestion or Question](#) form. The following information should be included:

- Basic information about the book: title, author, ISBN, publisher, date of publication, number of pages, and price.
- Link to the book's website and links to reviews or other coverage in the news media, if available.
- Brief description of the book, its intended audience and information about how or where to buy it.

### **Mail**

Authors should not submit a review copy for consideration. Fliers or promotional materials may be mailed to the following address:

High Plains Library District  
Attn: Collection Resources Manager  
2650 W 29<sup>th</sup> Street  
Greeley, CO 80631

Due to the volume of submissions, the District is not always able to notify an author if an item has been added to the collection or not. Authors may check the District catalog at MyLibrary.us to see if their titles are listed.

### **Review copies**

If a review copy is sent to the District, it will not be returned and it is subject to our collection criteria. If it is added to the collection it will appear in our catalog. Materials that are not selected will be repurposed – resold for fundraising, recycled, or put to other uses.

### **Related documents**

*Websites:*

[American Library Association Freedom to Read Statement](#)  
[American Library Association Freedom to View Statement](#)  
[American Library Association Library Bill of Rights](#)  
[High Plains Library District – Comment, Suggestion or Question form](#)  
[MyLibrary.us](#)  
[Request for Reconsideration of Library Resources Formstack](#)

*Other policies:*

Interlibrary Loan policy  
Copyright and Licensing policy

Criteria for Collection policy  
Genealogy Collection policy  
Donations policy  
Reconsideration of Library Resources policy

*Procedures:*

Collection Development procedure  
Copyright procedure  
Donation procedure  
Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Self-published Works</b>
2018 – Aug 20	Included as part of “Collection Development policy” and titled “Guidelines for Authors.”
2021 – Nov 15	Broken out into a separate policy.
Reviewed by	Executive Director, Collection Resources Manager

## ***Self-published Works policy***

The library primarily purchases books published by commercial publishers that fit the library's selection criteria and priorities for selection. The District may also acquire self-published books or e-books when they include content that fits the library's collection and meets the selection criteria listed in the Criteria for Collection policy.

Self-published e-books selected for inclusion in the collection must either be available through the District's established e-book partners or donated to the library as a file in EPUB format, along with a signed license agreement.

The District gives strong consideration to local authors, and to works that have received a positive review in one or more of the major library review journals (e.g., Library Journal, Booklist, Publishers Weekly, etc.) or major local publications like the Greeley Tribune.

### **Email**

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 Copyright procedure  
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 Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Self-published Works</b>
2018 – Aug 20	Included as part of “Collection Development policy” and titled “Guidelines for Authors.”
2021 – Nov 15	Broken out into a separate policy.
2025 – Oct 15	Two minor changes: (1) specifies Criteria for Collection policy as the basis for selection criteria and (2) minor wording changes to one paragraph.
Reviewed by	Executive Director, Collection Resources Manager

## Social Media policy

The High Plains Library District uses and encourages the use of multiple social media platforms.

### Social media and public information

Social media is a subset of public information function and policy. Social media presents several challenges to public information:

1. Public information distribution is typically in the hands of a *few* individuals. Social media involves a *great number of employees* with different styles and perspectives. The challenge is maintaining a style and perspective that is consistent with the brand, views and objectives of the organization.
2. Comments a District *employee* makes on social media on personal time and on personal accounts have legal protection in Colorado law under certain circumstances.
3. Comments by the *public* have some level of First Amendment protection.
4. Social media *platforms* are private enterprises that control what is and isn't permitted, thus a potential conflict with freedom of speech.

This policy outlines the ways and means whereby the District uses social media while dealing with these challenges.

### Purpose of social media

Social media serves several important purposes. Social media:

- is used to promote library initiatives, programs, and services and to communicate and engage with individuals, [organizations](#), and businesses online.
- is increasingly preferred over traditional public information sources to communicate immediately and directly with a target audience.
- extends the mission and vision of the District.
- is an extension of the District brand.
- can create a sense of community among library users.
- provides a forum for conversation about the District and its services.

### Responsibility for social media

The District's Community Relations and Marketing (CRM) Department has responsibility for information posted on social media accounts.

The District's CRM Department grants access and authority to employees to post, comment, and share under the profile of the District. Under the guidance of CRM, employees can also ~~start-up~~ [post to](#) new social media platforms that meet the organization's purposes. Employees who have been granted access to social media accounts have the following responsibilities:

- Following standards and best practices as determined by the CRM Department
- Accuracy in information content
- Representing the District positively and in a professional manner
- Maintaining a constant and steady presence on social media

## Means of regulation

The District's CRM Department has several means to ensure that use of social media by employees represents the District appropriately. The CRM Department relies upon the following to provide a reasonable level of regulation:

- Social media platforms provide regulation of comments through their terms of agreement.
- The CRM Department provides standards, education, and coaching to employees for use of District social media accounts.
- The CRM Department monitors employee use of District social media accounts.
- The CRM Department investigates claims of inappropriate postings.
- The CRM Department works with supervisors in coaching, correcting or disciplining employees who have intentionally or unintentionally violated organizational standards.
- The CRM Department corrects or retracts employee posts on District social media accounts that violate legal or organizational standards.
- The CRM Department intervenes in situations in which comments by the public require guidance.

## District social media accounts

Public information concerning the District, its employees and affiliates must not violate any laws or organizational directives, especially as they relate to discrimination, unlawful harassment, and illegal activities.

Some specific examples of prohibited social media conduct include posting material that violates copyright, or posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

Employees may not disclose any sensitive, proprietary, confidential, or financial information about the District on social media accounts. This would include District inventions, services strategy or products that have not been made public or without approval of CRM department.

## ~~Personal social media accounts~~

~~Under Colorado law (C.R.S. §Sec. 24-34-402.5) it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bona fide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.~~

~~The CRM Department does not intentionally monitor employee personal social media accounts. The CRM Department takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above.~~

~~Just as with District social media accounts, District employees using personal social media accounts may not disclose any sensitive, proprietary, confidential, or financial information about the District. This would include District inventions, services strategy or products that have not been made public or without approval of the CRM department. Individuals may be recognized as District employees and the comments could reflect on the organization.~~



~~District employee complaints regarding alleged discrimination, unlawful harassment or safety issues of the District shall be made using the complaint procedures in the Employee Handbook.~~

~~District employees can be held personally liable for posts on personal social media accounts by organizations and institutions other than the District, and posts made on personal accounts are not protected by the District. For this reason, employees should use caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions, libel and derogatory remarks and characterizations.~~

~~District employees engaging in personal use of social media are expected to make clear that comments as an individual are not representative of the District.~~

~~Use of the District logo, trademarks, or branding on personal social media accounts is prohibited.~~

## Related documents

### *Websites:*

[C.R.S. §24-34-402.5 – Discriminatory or Unfair Employment Practices](#)

### *Other policies:*

- Employee Handbook
- Community Relations and Marketing policy
- Privacy of User Records policy
- Patron Rights and Responsibilities statement
- Copyright and Licensing policy

### *Procedures:*

- Privacy of User Records procedure
- Community Relations and Marketing procedure
- Copyright procedure

Policy History	Social Media
2020 – Nov 16	New. There were policies and procedures in use by the organization, but these were never in final form or included in the policy manual. This policy explains why social media is important; the efforts taken by CRM to manage the challenges of staff, public, and vendor policy; and the interpretation of state law impacting personal social media accounts.
Reviewed by	Executive Director, Community Relations and Marketing Manager



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## **Related documents**

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2025 – Dec 8	Revision. Clarifies that employees may post to new social media platforms, as opposed to starting up new platforms. Removes a section about employee personal media accounts.
Reviewed by	Executive Director, Community Relations and Marketing Manager



## Community Relations and Marketing policy

The Community Relations and Marketing Department is the official source for public information and contact with the media.

Responsibilities and authority of the department are as follows:

- To provide accurate information about the District's programs and services through traditional media and social media outlets. ~~See also the Social Media policy and Social Media procedure.~~
- To provide guidance, tools and resources to staff in interactions with media or speaking engagements.
- To promote use of the District's programs and services.
- To maintain a positive relationship with the community.
- To respond to the media concerning issues, policies and procedures of the District. ~~See also the Photography and Video Recording policy, the Photography and Video Recording procedure and the Community Relations and Marketing procedure.~~
- To alert media outlets in cases of emergency and weather closures. ~~See also the Weather and Unexpected Closures procedure~~
- To receive, consider and manage sponsorships that are proposed. ~~See also the Sponsorship policy and Sponsorship procedure.~~
- To assist the Executive Director and Library Board if they determine that it is in accordance with the Public Statements policy to issue a statement. ~~See also the Public Statements policy.~~

### Related documents

#### *Other policies:*

Donations policy  
Photography and Video Recording policy  
Public Statements policy  
Social Media policy  
Sponsorship policy

#### *Procedures:*

Community Relations and Marketing procedure  
Donation procedure  
Photography and Video Recording procedure  
Community Relations and Marketing procedure  
Social Media procedure  
Sponsorship procedure  
Weather and Unexpected Closures procedure

Policy History	Community Relations and Marketing
2002 – Nov	Earliest known version and titled "Public Information". Sections on media contact, speaking engagements, library promotional materials, emergency situations, tours
2007 – Feb 19	Section on tours removed.

2009 – Feb	Significant revision. The Public Information Policy is now called the “Publicity Procedure.” This is broken out into “Public Information Policy”, “Photo Release Procedure” and “Publicity Procedure.”
2012 – Feb 12	“Photo Release Procedure” and “Publicity Procedure” moved to Procedures Manual.
2021 – May 17	Renamed from “Public Information Policy” to “Community Relations and Marketing Policy” and expanded to identify the roles and authority of the CRM Department.
Reviewed by	Executive Director, Community Relations and Marketing Manager



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Donation procedure  
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2021 – May 17	Renamed from "Public Information Policy" to "Community Relations and Marketing Policy" and expanded to identify the roles and authority of the CRM Department.
2025 – Dec 8	Revision. Removes the "see also" references, as those documents are located in the "Related Documents" section.
Reviewed by	Executive Director, Community Relations and Marketing Manager



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: January 12 <sup>th</sup> , 2026
Type of item: Information
Subject: Strategic Plan Updates
Presented by: Dr. Matthew Hорт, 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
  - Foundations have been poured
  - Fireplace Stack has been installed
  - Steel Beams and decking is being installed
  - Paving of the road has been pushed back until spring 2026

### ***Workforce Development***

- Mobile Workforce Development Unit
  - We are preparing to test the stops and routes with the Pop-up vehicle
  - 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





## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, February 16, 2026**

**5:00 p.m.**

**Centennial Park Library**

**2227 23<sup>rd</sup> 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.

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](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. January 12, 2026 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

#### **2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Policy Updates (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.2 Strategic Plan Updates (Information) - Dr. Matthew Horts, HPLD Executive Director
  - a. Construction Updates
  - b. Workforce Development
  - c. Literacy

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. March 16, 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 ADJOURNMENT**

#### Upcoming meetings:

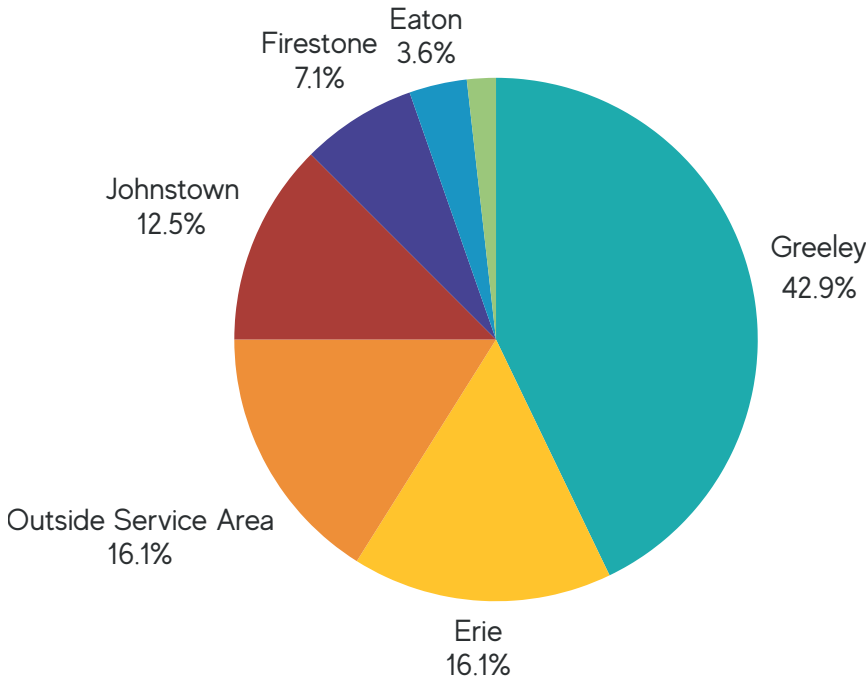
March 16, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631

2025 Colorado Gives Day Wrap Up

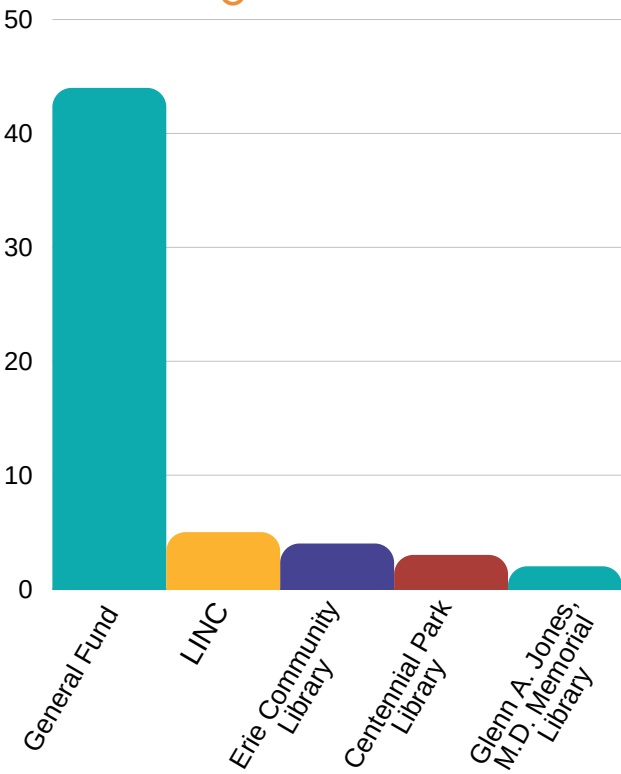


	Number of Gifts	Net Income	Matching Fund	Average Gift
2025	65	\$11,548.28	\$232.28	\$177.67
2024	52	\$5,659.17	\$118.17	\$98.64
2023	51	\$5,167.22	\$130.24	\$101.31

Gifts by Location



Libraries with Most Designated Gifts



	New Donors	Recurring Donors	Increased Gifts	Recaptured Donors
2025	9	28	19	3
2024	13	62	7	
2023	15	24	10	







**Total Engagement - 6,211 Patrons**  
**Total Books Distributed - 912 Books**  
**Total New Cards - 96 Cards**

# **PopUp Semi-Annual Report**

## **July- December 2025**

### **July 11**

**Mead Ground Breaking**

Engagement - 103



### **July 17**

**Surprise & Delight @  
Bittersweet Park**

Engagement - 103  
Check outs - 1

### **July 26**

**Back to School Night**

Engagement - 26

# PopUp Semi-Annual Report

## July - December 2025

**August 2**

**D6 Kickoff**

Engagement - 1127

New Cards - 33



**August 3**

**NoCo Ag**

**Worker Network**

**Appreciation Picnic**

Engagement - 200

**August 5**

**Eagle Valley**

**National Night Out**

Engagement - 84

**August 9**

**Victory Outreach**

Engagement - 69

Replacement Card - 1

**August 23**

**Monster Day**

Engagement - 2211

New Card - 10

Replacements - 1

Waived fines - 2

Checkouts - 48

# PopUp Semi-Annual Report

## July - December 2025

**August 16**

**Pride Family Picnic**

Engagement - 55

Checkouts - 1



**August 28**

**Hat Works**

**Show Room Sessions**

Engagement - 10

**August 31**

**Cake & Eggs**

Engagement - 30

Checkouts - 1

Replacements - 3

**September 6**

**Al Frente de lucha**

**Carnival**

Engagement - 120

Replacements - 1

Donations - 92





# PopUp Semi-Annual Report

## July - December 2025

### September 8

#### HIPPY Enrollment

Engagement - 80

New Cards - 4

Checkouts - 11

### September 9

#### Envision Employee Health Fair

Engagement - 60

New Cards - 1

### September 10

#### Delta Park Opening

Engagement - 215

Replacement - 1

Donations - 4



### September 13

#### Evans Heritage Days

Engagement - 152

New Cards - 2

Checkouts - 18



# PopUp Semi-Annual Report

## July - December 2025

**September 15**

**Tx Roadhouse  
Kids Night**

Engagement - 102

**September 20**

**NCCU Family  
Fall Festival**

Engagement - 116

Checkouts - 7

**September 27**

**Campo Esperanza  
Natural Area**

Engagement - 24

Checkouts - 1



**September 30**  
**Aims Arty's Bazaar**

Engagement - 56

New Cards - 4

Check outs - 2

# **PopUp Semi-Annual Report**

## **July - December 2025**

### **October 04**

#### **Multicultural Festival**

Engagement - 142  
New Cards - 1  
Checkouts - 2

### **October 4**

#### **Observe the Moon Night UNC**

Engagement - 52  
Checkouts - 11

### **October 7**

#### **Banned Book Week**

#### **The Downtown Armory**

Engagement - 36  
Checkouts - 1

### **October 10**

Banned Book Week  
Erie Briggs Street Books  
Engagement - 31  
New Cards - 1

### **October 16**

**Project Connect**  
Engagement - 330  
New Cards - 39  
Replacements - 32  
Donations - 650

### **November 8**

**PopUp Resource Fair**  
Engagement - 120  
Donations - 62



# PopUp Semi-Annual Report

## July - December 2025

**November 12**  
**Community**  
**Connections Fair**  
Engagement - 36

**November 13**  
**Pete Mirich**  
**Elementary**  
Engagement - 62  
New Cards - 1

**November 21**  
**Evans**  
**Holiday Lighting**  
Engagement - 235

**November 17**  
**D6 Staff**  
**Wellness Fair**  
Engagement - 250

**December 6**  
**SEVA**  
**Holiday Fiesta**  
Engagement - 174



# PopUp Semi-Annual Report

## July - December 2025

Over 100 surveys collected for the new  
Workforce Development Vehicle

### Staff Shout Outs

#### Thank you to:

Sarah (OU) & Juan (LINC) - Children's Summer Festival  
Lynde (OU), Sarah (OU), & Sandra (Gr) - New Raymer Fair  
Mateo (OU), Teresa (OU) & Emily (OU) - D6 Kickoff  
Jake (OU) & Sally (ECL) - Erie fest  
Tripp (Ker) & Rick (OU) - Kersey Days  
Cassandra (CVR) - Eagle Valley National Night Out  
Jessica (Farr) - Monfort Back to School Night  
Sarah (OU) & Team - NoCo Pride  
Rob and his team (LINC) - Monster Day  
Courtney (LINC) & Anna (LINC) - Jefferson High School  
Family Resource Night  
Christina (OU) - HIPPY enrollment  
Christina & Language contractors (OU) - Delta Park  
Opening Celebration



# **PopUp Semi-Annual Report**

## **July - December 2025**

### **Staff Shout Outs**

#### **Thank you to:**

**CP Team - Latinx Heritage Month Kickoff UNC**

**Jonie (RVS) - Evans Heritage Days**

**Mikayla (RVS) - Centennial Parent Engagement Night**

**Ian (CP) - Scott Fall Carnival**

**Olivia (Farr) & Karyn (Farr) - ECA Resource Night**

**Hannah (OU) - Spanish Colony Neighborhood Night**

**Denise (CP) - Observe the Moon Night UNC**

**Hannah (OU) & many districtwide staff - Project Connect**

**Sarah (OU) & Ellen (RVS) - Evans PD Halloween**

**Katherine (CP) - Jackson Saint Lunch**

**Rick (OU) - Blackbox Arts Collective Come As You Are**

**Lynde (OU) & Rick (OU) - Briggsdale Library Craft Fair**

**Carolyn (OU) & Gwen (OU) - Found Family Thanksgiving**

**Mikayla (RVS) - Evans Holiday Lighting**

**Carolyn (OU) - SEVA Holiday Fiesta**

# PopUp Semi-Annual Report

## July - December 2025

### Community Feedback

- “Wow you have so many offerings!”
- Need for Spanish Book Donations
- Everyone is always so excited to see the library at local events
- “One of our favorite holiday traditions is going to the Polar Express event” (RVS)
- Parents are so thankful for skills they learn from storytime librarians
- Many tearful thank yous for all the support offered to D6 staff
- “Thank you for standing strong in a time of book banning and censorship: we all have the right to read and access all kinds of books at our local libraries”
- We got feedback from at least 20 different D6 staff on the need for bookmobile services at D6 due to closures of school libraries

# 1

## GOALS

### GOAL

Goal	Board only updates
<p><b>*Provide updates to the Board</b></p>	<p><b>NEW Eric Ewing:</b>            Location\Department: Human Resources</p> <p>What's Happened in the last 30 days?:            Total Employees- 295*            Open Positions - 2            Job Applications Received - 81            New Hires - 1            Resignations - 1            Training Requests - 31</p> <p>* ADP Employee Count report produced at time of submitting the Board report.</p> <p>What's Coming Up in the next 30 days?:            -Merit Increases  <i>01/05/2026</i></p> <p><b>NEW Susan Staples:</b>            Location\Department: Information Technology &amp; Innovation</p> <p>What's Happened in the last 30 days?:</p> <ul style="list-style-type: none"> <li>• Build 2026 work plan</li> <li>• Erie collaboration station installation</li> <li>• Vega comparative testing</li> <li>• Assessments</li> </ul>

- Farr service desk upgrade
- Eaton collaboration room upgrades, remaining computer upgrades
- Deployment process review

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

- Annual reports/data compilations (update dashboard)
- Farr (remaining) and Riverside Refresh
- Milliken start equipment setup
- Support for all strategic planning activities
- Annual work plan activities
- Communicate about changes to updates in Cascade

01/01/2026

**NEW Natalie Wertz:**

Location\Department: Finance

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

- filed the 2026 budget with the state and submitted it to the GFOA Budget Award program
- year-end planning and prep
- performance appraisal
- strategic planning meeting
- GFOA WPFN mentoring program

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

- year-end work and audit preparation
- GFOA WPFN mentoring program
- strategic planning meeting
- SLT retreat follow up - January 29
- HPLDF&F board meeting
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12/29/2025

**NEW Bobby Arellano:**

Location\Department: Facilities

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

- Completed work orders for all locations including members.
- Completed cleaning at all locations including MOVE vehicles and carpet cleanings for Vehicles and LINC library.
- Completed MOVE vehicle maintenance, inspections and record keeping.
- Attended construction meetings, HVAC meeting and safety meeting.
- Completed cleaning supply and equipment orders.

- Completed annual in person PA's for facilities department.
- Began bids for IT box van.
- Completed roof inspections.
- Assisted with refrigerator deliveries at DSS including incorrect measurements of fridge by Wember Rep.
- Assisted with electrical and HVAC repairs caused by construction renovations at DSS.
- Removed ground light in sidewalk at Farr and filled opening with concrete following tripping incident.
- Completed facilities truck door replacement repairs and maintenance.
- Began LINC drive up lane widening including engineer deliverables.
- Completed annual inspections of fire systems and elevators including 3rd party inspections.
- Assisted Rick (MOVE manager) and James (CRM manager) with several work requests including upgrades.

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

- Complete work orders for all locations.
- Complete cleaning at all locations including schedules and supplies.
- Attend construction and subcontractor meetings.
- Complete IT box truck RFP's.
- Begin 2026 CIP projects including complete HVAC system replacements at Carbon Valley.

12/29/2025

**NEW Marjorie Elwood:**

**Location\Department:** Executive

**What's Happened in the last 30 days?:** -Completed the Building a Better Organization Tours

-Quite a bit of work on policies and procedures

-The chimney is up at Mead and the concrete slab has been poured

**What's Coming Up in the next 30 days?:** -Mead Library - Work will begin on the wood framing in early January

-DSS - Building C - The first week of January, flooring will start to be laid and the elevator will be installed.

-Library Manager hires for Farr Regional Library and Mead Library

-PIC training at Erie Community Library

12/29/2025

**NEW Rebecca Libersat:**

**Location\Department:** Collection Resources

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

- We welcomed our new Catalog Librarian, Sami Merrell.
- Shipments from Ingram have been delayed due to staffing issues at the vendor, but these are starting to come in.
- Components for Memory Kits, a new circulating item to support dementia patients and caregivers, have been ordered.

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

- We will be interviewing candidates for a vacant Bibliographic Services Clerk position, and onboarding two new ILL Library Assistant substitutes.

- The Collection Development Librarians will return to finalizing a draft of new collection maintenance training with the aim of scheduling workshops for public service librarians in March or April.
- We will begin discussions with Ingram, our primary vendor, to provide Opening Day Collection services for the Mead library.

12/23/2025

**NEW Elena Rosenfeld:**

Location\Department: Community Engagement and Strategies

**What's Happened in the last 30 days?: Displays for International Persons with Disabilities Day** Thanks to a reach-out from a member of Greeley's Commission on Disabilities, HPLD libraries were made aware that Wednesday, December 3rd was the United Nation's promoted International Persons with Disabilities Day. A number of library locations and the bookmobile hosted displays.

**State's Digital Access Coalition Meeting:** The Digital Access & Empowerment Initiative is an effort led by the Colorado Department of Labor & Employment's Office of the Future of Work in Colorado. The Office hosted a coalition meeting this month to identify priorities and interests for moving forward. In general, there seems to be interest in creating a space for information and resource sharing. There may be interest at looking at state-wide collaborative efforts. Feedback from break-out groups is still being collated by the organizers.

**What's Coming Up in the next 30 days?: The State Legislative Session starts:** The 2026 Legislative Session begins on Wednesday, January 14, 2026. There will be a number of economic and legislative preview events being held. Currently on the radar is *BizWest's* Economic Forecast being held on Thursday, January 15th and *Colorado Sun's* Legislative Update on January 8th.

**Great Outdoors Colorado (GOCO) Workshop:** GOCO is hosting a 3-day workshop for Generation Wild project members. Elena will be attending with other Greeley Generation Wild team members. Detailed information about the workshop is pending.

**American Library Association (ALA) Council Meetings:** ALA Council will be meeting in late January. It's expected that much of the discussion will focus on ALA's financial status, changes to the organization, and stances on national legislation.

12/23/2025

**NEW Niamh Mercer:**

Location\Department: Friends & Foundation

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

- Raised \$11,316.00 (gross) on Colorado Gives Day
- Continued EOY Giving work

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

- Reports for 2025
- Open hiring process for Development Associate
- Preparation for Q1 F&F Board meeting

12/22/2025