



## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, February 16, 2026**

**5:00 p.m.**

**LINC Library Innovation Center  
501 8<sup>th</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.

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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](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 Member IGA Edit Recommendations (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
  - a. Weapons Policy
  - b. Genealogy Collection Policy
  - c. Scope of Collection Policy
  - d. Internet Use Policy
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
  - a. Construction Updates
  - b. Workforce Development
  - c. Literacy

## **3.0 DIRECTORS REPORT**

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

- 5.1 C.R.S § 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations – Member Library IGA
- 5.2 C.R.S. § 24-6-402(4)(f) Personnel Matters – Matthew Hortt’s Performance Appraisal

## **6.0 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



**BOARD OF TRUSTEES**  
**Regular and Executive Sessions Minutes**  
**Monday, January 12, 2026**  
**5:00 p.m.**  
**LINC Library Innovation Center**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:01PM**

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Trustee Jenna Evans  
Trustee Gerri Holton  
Trustee Michael Wailes  
Trustee Nick Nakamura arrived at 8:02pm  
Trustee Lisa Taylor  
Trustee Patty Bodwell  
Trustee Deana Lemos-Garcia was excused

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia  
HPLD Staff: Dr. Matthew Hortt, Eric Ewing, Rebecca Libersat, James Melena, Niamh Mercer, Natalie Wertz, Kim Parker

Dr. Matthew Hortt read the following statements into record:

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

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

1.2 Approval of Agenda

**MOTION** to approve the agenda: Trustee Michael Wailes  
**SECOND:** Trustee Nick Nakamura  
**DISCUSSION:** None  
**VOTE:** 6:0

1.3 Approval of Consent Agenda

December 8, 2025 Regular and Executive Sessions Meeting Minutes  
**MOTION** to approve the consent agenda: Trustee Lisa Taylor  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 6:0

#### 1.4 The Good We Do

Peter Derk, HPLD eMarketing Specialist, posted a picture of a cat on social media, and it generated interest, so he called it the High Plains Library District Spokescat. He then invited people to submit a photo and description of their cat that could be used to promote the library district's collections, events, and services. He also said he would personally pledge \$2 to the Humane Society for every cat that was submitted through January 9<sup>th</sup>. As of January 8<sup>th</sup>, he had received 185 different images, and numerous interactions and engagement. In fact, the first one brought over 1100 interactions. The numbers continue to stay strong.

#### 1.5 Public Comment

Paul Wember, owner of Wember, Inc, HPLD's Owners Rep construction management team and sponsor of CALCON, said 'thank you' to everyone in the room for allowing them to work with HPLD. He started working with the organization before it became the High Plains Library District, and he built and remodeled many of the HPLD Libraries. As a young architect, he got to work on Farr and CP, then build Erie and CVRL, and later renovated them, along with many of the other buildings. He again thanked everyone for working with Wember.

### 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Oath of Office and Ethics Policy (Action) - Dr. Matthew Hortt, HPLD Executive Director  
Per Colorado Revised Statutes, the office of Library Board Trustee is considered a "civil officer" and so Trustees are required to take an Oath of Office. HPLD practice has also been for Trustees to review and sign an Ethics Statement at the beginning of each year. Legal Counsel Bill Garcia led the Trustees in reciting the Oath of Office and asked them to review and sign the Ethics Statement. Both documents will be linked to the HPLD website under the Trustees' photos.

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

- 2.2 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director

- a. Chair – Nick Nakamura
- b. Vice-Chair – Michael Wailes
- c. Secretary/Treasurer – Deana Lemos-Garcia

Prior to this meeting, staff reached out to the Trustees to find out who was interested in serving as an officer. From that feedback, the proposed slate of officers, listed above, was generated. It is the recommendation of staff that the Board approve the slate as proposed.

**MOTION** to approve the proposed slate of officers: Trustee Gerri Holton

**SECOND:** Trustee Lisa Taylor

**DISCUSSION:** None

**VOTE:** 6:0

- 2.3 Selection of Board Committees (Action) - Dr. Matthew Hortt, HPLD Executive Director

The Board sets committee assignments each year to prepare for focused work. As part of the responsibilities of the Vice-Chair position, Michael Wailes will be on the Governance Committee. Also, the Secretary/Treasurer, Deana Lemos-Garcia, will be on the Finance Committee. In addition to that, staff asked Trustees what positions they were interested in. From that feedback and further discussion in the meeting, the following committees were created.

#### **Standing Committees**

- a. Finance Committee: Secretary/Treasurer Deana Lemos-Garcia and Trustee Lisa Taylor
- b. Foundation: Vice-Chair Michael Wailes and Trustee Lisa Taylor

- c. Governance Committee: Vice-Chair Michael Wailes and Trustee Gerri Holton \

#### **Ad Hoc Committees**

- d. Construction Projects  
I. DSS Library and Archive  
II. Mead
- e. Materials reconsideration: Trustee Jenna Evans and Trustee Gerri Holton  
**MOTION** to approve the committee assignments: Trustee Jenna Evans  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 5:0

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

- a. Genealogy Collection policy  
b. Criteria for Collection policy  
c. Self-published Works policy  
d. Social Media Policy  
e. Community Relations & Marketing

Staff review and update policies on a regular basis, and are presenting five policy updates at this time. The Criteria for Collection policy was reviewed, and no changes were made. After board discussion, the Genealogy policy will be amended and brought back next month with the recommended changes. The other policies listed had minimal changes. The changes in the policies can be seen in the [board packet](#).

**MOTION** to approve policy updates B through E: Trustee Lisa Taylor  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 5:0

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

- a. Construction Updates
- The DSS3 building envelope is mostly closed up, except for a couple of garage doors that need to be installed. The drywall is up, and most accent walls have been painted. The project is on budget and on schedule.
  - At Mead, the foundation has been poured, and the fireplace stack was installed. They have been working on getting the steel beams and decking in place, and have started framing the building.
- b. Workforce Development
- Staff members are preparing and testing stops for the vehicle and are still collecting surveys. The chassis is complete, and the HPLD team hopes to highlight the vehicle at the Greeley Stampede.
- c. Literacy
- Literacy is always a priority, and staff have already started planning this year's summer reading adventure.

Elena Rosenfeld has a strategic plan survey that will be sent to the Trustees.

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

### 3.0 DIRECTOR'S REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
- a. February 16, 2026  
Staff will add the Genealogy policy to the existing agenda

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

- Over the holiday break, Dr. Hortt got a phone call from the Town of LaSalle, asking how they can get a library, and they asked that he let our Board know of their interest.
- Wember, Inc. has had a couple of staff changes, and the district has a new owners rep.
- The box truck for I.T. and Facilities that was budgeted for this year will cost \$3,000 to \$4,000 more than planned.
- Dr. Hortt met with the superintendent of the Pawnee School District and put together some options to get the bookmobile back into the school, and the desire is to work together to make it happen.
- The Prairie School District Principal is open to meeting with Dr. Hortt, but a meeting has not been set up yet.
- The HPLD Friends & Foundation reported that from Colorado Gives Day they received 65 gifts, totaling \$11,548. The wrap up report is in the board packet.
- The Events & Experiences semi-annual report is also in the packet. They interacted with 6,211 patrons, checked out over 900 books, and made 96 new library cards in the last six months
- There will be a stud signing event at the Mead Library in early February. More details to come.

## 4.0 BOARD COMMENTS

- Chair Nakamura thanked the board for their faith in his leadership on this board, and said he will be happy to mentor for transition if someone else is interested. His wife did a regional judicial event at LINC, and the state director came and was surprised and impressed. As a result, the state-wide judicial event may be held here.
- Vice-Chair Wailes toured the new Milliken library that is under construction, which is exciting. They hope to be open in the summer, and are repurposing many of the old materials.
- Trustee Evans congratulated the Foundation for doubling their CO Gives Day numbers from last year. Also, her family is enjoying the board games that they are checking out at Erie.
- Trustee Holton gave a shoutout to Niamh and Christina, of the Foundation, for always being so put together and doing great work, and to the PopUp for doing great things for outreach. Ft. Lupton is also putting together a strategic plan, and is doing an onboarding and having a strategic planning workshop with the State Library.
- Trustee Taylor said there's so much to be thankful for, and gave a shoutout to the Foundation and Niamh for their diligence and follow up: its not just about how to get that dollar, it's about how to keep that donor engaged. Also, she gave a shoutout for the HPLD social media. It is on-point and always witty, always fun. She really loves the intellect and humor, and the great way it engages the community. She also told a story about returning a book that was so overdue that the district had turned off her Hoopla. She returned it while on her way to the airport when the library was not open, and checked the next day - and her Hoopla was already reactivated. She thought, "God bless these HPLD employees!" Finally, she shared how pumped she is about the workforce vehicle. That's going to be a game-changer for people in terms of access and support.
- Trustee Bodwell is excited to be here and learn about what goes on. She's ready to get her feet wet and is especially concerned about the bookmobile in Pawnee and Prairie because kids need the bookmobile. She's also very excited about the workforce mobile unit.

## 5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4)(f) Personnel Matters – Matthew Hortt'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: Vice-Chair Michael Wailes  
**SECOND:** Trustee Lisa Taylor  
**DISCUSSION:** None  
**VOTE:** 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:05pm on January 12, 2026, for the sole purpose of discussing Matthew Hортt’s performance appraisal. Attending were Chair Nick Nakamura, Vice-Chair Michael Wailes, Trustee Jenna Evans, Trustee Gerri Holton, Trustee Lisa Taylor, Trustee Patty Bodwell, Legal Counsel Bill Garcia, and HPLD staff Natalie Wertz and Eric Ewing.

**6.0 RECONVENING OF REGULAR SESSION AT 6:34PM**

6.1 Roll Call

The following Trustees were present:

Chair Nick Nakamura  
Vice-Chair Michael Wailes  
Trustee Jenna Evans  
Trustee Gerri Holton  
Trustee Lisa Taylor  
Trustee Patty Bodwell

There was a quorum.

6.2 Action Salary Adjustment

**MOTION** to award Dr. Hортt a 5% merit salary increase retro to January 1, 2026:

Trustee Lisa Taylor  
**SECOND:** Vice-Chair Michael Wailes  
**DISCUSSION:** None  
**VOTE:** 5:0

**7.0 ADJOURNMENT AT 6:35PM:**

There being no further business,

**MOTION** to adjourn the meeting: Vice-Chair Michael Wailes  
**SECOND:** Trustee Jenna Evans  
**DISCUSSION:** None  
**VOTE:** 5:0

Upcoming meetings:

February 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



# HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 16 <sup>th</sup> , 2026
Type of item: Action
Subject: Member IGA Edit Recommendations
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend that the Board consider the recommended edits and provide direction to staff

## ***Background***

The Inter-Governmental Agreements (IGA) between the district and each of the member libraries were agreed upon and signed on various dates in 2020. In 2020, the same IGA was agreed upon by the District and all Member Libraries. Following the legal action by the Town of Lochbuie, HPLD Legal Counsel has recommended that the district add a “No Third Party Clause” to the body of the IGA. This recommendation and change will need to be mutually agreed upon by each of the governing entities of the district and member libraries. This action will also open the door for additional recommendations for edits to the IGA. In anticipation of this, staff reached out to the member libraries and asked for any edits that they had been contemplating. Additional recommendations for edits were submitted by the Eaton Public Library.

## ***Considerations***

### **HPLD Recommendation –**

Add the following verbiage to the body of the IGA – possibly to the end of the first paragraph of the agreement.

“No Third Party Beneficiary. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned parties and nothing in this Agreement shall give or allow any claim or right of action whatsoever by any other person not included in this Agreement. It is the express intention of the undersigned parties that any entity other than the undersigned parties receiving services or benefits under this Agreement shall be an incidental beneficiary only.”

### **Eaton Recommendation -**

#### **1. Use of Retained Property Tax Revenue**

- Revise Paragraph 5 to remove the phrase “among other uses”
- Clarify that the one-third of property tax revenue retained from member service areas is used to support member library services
- Reflect this clarification through alignment with the services listed in the service addendum

#### **2. Service Standards**

- Clearly define references to “District standards” within the service addendum
- Establish shared, measurable service definitions and expectations
- Formalize a collaborative process for member library input into the development, approval, and revision of service standards

### **3. Opt-Out / Credit Flexibility**

- Build on the 2024 service addendum, which first introduced discussion of opt-out or reimbursement options for certain services
- Expand the existing credit approach currently in use for the Safety Fund to other applicable services where delivery occurs locally (IT, makerspace, outreach, etc.)
- Structure any credits to remain budget-neutral for the District and applied consistently across member libraries

### ***Recommendation***

Staff recommend that the Board consider the recommended edits and provide direction to staff

# HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 16 <sup>th</sup> , 2026
Type of item: Action
Subject: Policy Updates
Presented by: Dr. Matthew Hortt, 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.

## ***Considerations***

### **Weapons Policy**

This is an update to the current policy. Revisions include:

- More closely aligning the wording in the policy with the Colorado Constitution
- Adding in local ordinances for Grover Library and Mead Library
- Adding Person-In-Charge (PIC) to the list of those who may contact the police if there are concerns about weapons in the library.

Notes:

We have the role of Person-In-Charge (PIC) because a Library Manager or Supervisor is not always available; the PIC steps into the role of taking care of situations that crop up, interpreting policy, and guiding staff. As such, they should be amongst those who may contact the police.

- Changed “will contact the police” to “may contact the police”.

Notes:

From the Associate Director of Human Resources: “This continues to provide staff permission to call the police and could reduce the opportunity for a victim to claim dereliction of duties if they were harmed with a firearm on our property.”

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

### **Genealogy Policy**

Upon further investigation, the policy impacted by any discussion of yearbooks is the Scope of Collection policy – Special Collections section – which deals with local history.

As such, the only change made to the Genealogy policy since the January Board meeting was to ensure consistency in wording.

### **Scope of Collection – Special Collections**

Based on feedback at the January Board meeting about having photographs of minors in the school yearbooks that we receive as a donation from Erie High School, we added: “School yearbooks

displaying photographs of minors will not be added to the collection until four (4) years have passed since publication.” to the Local History section.

Information from our Legal Counsel indicated: “Regarding yearbooks, parental consent is not needed for interviews and publication in school yearbooks, and students provide their pictures, activities and interviews for the yearbook, constituting consent. The school/district should have its own policies for content. Yearbooks are the work of students or student organizations and its preparation for publication makes it a published work. Because it is a student activity, it is not governed by FERPA. Providing the yearbooks in the genealogy collection doesn’t raise liability red flags. Also, we are covered under the Governmental Immunities Act, so unless we have a reckless program or use of the yearbooks, the placement of the yearbooks in the genealogy collection doesn’t expose us to liability. That said, yearbooks are public on Ancestry and it appears that they use a 10 year window before making them available. Right now, they are available for 2016 and before.”

### **Internet Use**

This is an update to the current policy and contains a fair number of changes, primarily to clarify the wording since it is such a crucial policy, and to update the description of the internet and of a library.

- Removed “The collection of physical materials in a facility are the staple of what constitutes a library.” While we continue to believe this, the policy is about the Internet, not about the definition of a library nor about the importance of the collection.
- Removed “registered” from “registered user”, since those without library cards can still use our wifi access.
- Removed redundant wording (“the main concepts of these laws are explained below”)
- Some material was moved to the procedure, as it is of interest to staff, but not necessarily to patrons (challenges to CIPA; the specific type of library cards available to visitors).
- Time limits section was revised to reflect current practice.
- Clarified that you may not view materials harmful to minors or explicit sites no matter where you are in the library, even if you’re using our wireless access, unless it constitutes bona fide research. And that, if it is for bona fide research, you’ll need to access the materials outside of the children’s area.

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

### ***Recommendation***

Staff recommend that the Board approve the Policy Updates

## **Weapons policy**

The High Plains Library District policy on weapons in library facilities is based on (1) state and federal law and (2) local ordinances which vary in each community.

### **District application**

- The District does not prohibit the open carry of firearms in its facilities, provided that the person is otherwise not in violation of state, federal or other laws concerning weapons.
- As according to law, the District recognizes the right to concealed carry of a weapon if the person has a permit.
- Library supervisors ~~or~~, managers or a **PIC (Person In Charge)** may contact the police concerning carrying of weapons or firearms if in their judgment there is a perceived level of risk or suspected violation of the law.
- The District abides by any local ordinances concerning weapons and may contact the police when there is a suspected violation.

### **Colorado statutes on firearms and weapons**

State statutes on firearms and weapons appear in Colorado Constitution Article 2, Sections 3 and 13; Colorado Revised Statutes Title 18, Article 12; Title 29, Article 11.7; and United States Code USC 922. Provisions that most directly affect libraries appear below.

#### **Open carry**

- Any person in good legal standing can openly carry firearms. There are no laws expressly stating this, but the right is generally protected under Article 2, Section 3 of the Colorado Constitution. ~~which states that "All persons have certain natural, essential and inalienable rights, among which may be reckoned the right of enjoying and defending their lives and liberties; of acquiring, possessing and protecting property; and of seeking and obtaining their safety and happiness."~~

Persons without **good** legal standing according to Colorado State Statutes:

- minors under age 18 (C.R.S. § 18-12-108.5)
- persons legally prohibited, such as convicted felons (C.R.S. § 18-12-108)
- persons subject to a protective order prohibiting firearms possession (C.R.S. § 18-1-1001; C.R.S. § 13-14-105.5)

- residents of other states that do not have reciprocity with Colorado. Reciprocity is the principle that residents of other states can carry firearms if that other state recognizes Colorado law.

Persons without **good** legal standing under United States Code 922:

- convicted or indicted under some crimes against state or federal law (also C.R.S. § 18-12-108)
- a fugitive from justice
- unlawful user of, or addicted to, any controlled substance
- adjudicated as a mental defective or having been committed to a mental institution
- illegally in the United States, or under a non-immigrant visa
- dishonorably discharged from Armed Forces
- renounced U.S. citizenship
- subject to a court order pertaining to harassment, stalking or threatening of an intimate partner
- has been convicted of domestic violence

No license or permit is required for open carrying of firearms (Article 2, Section 13, Colorado Constitution).

Open carry is not permitted in the following locations (C.R.S. § 18-12-105.5):

- federal property
- public transportation facilities unless the firearm is not loaded
- public and private schools and universities
- local businesses or organizations that prohibit firearms, if posted

Local government entities may prohibit open carry in areas directly under their jurisdiction (C.R.S. § 29-11.7-104).

Government entities cannot restrict a person's ability to travel with a weapon in a private vehicle (C.R.S. § 18-12-105.6).

A person is prohibited from unlawfully aiming a firearm at another person or recklessly or with criminal negligence discharging a firearm, or possessing a firearm while under the influence of liquor or a controlled substance (C.R.S. § 18-12-106).

### **Concealed carry**

A Colorado permit, issued by a county sheriff, is required to carry a concealed weapon (C.R.S. § 18-12-203; C.R.S. § 18-12-105).

The state must issue a concealed carry permit to any applicant who meets these conditions (C.R.S. § 18.12.201 and 203):

- resident of Colorado

- 21 years of age or older
- not ineligible under federal law or C.R.S. § 18-12-108, which pertains to Colorado Bureau of Investigation duties
- not convicted of perjury
- not chronic user of alcoholic beverages
- not an unlawful user of, or addicted to, a controlled substance
- not subject to a protection order
- demonstrates competence with a handgun

Concealed carry is not permitted in the following locations (C.R.S. § 18-12-214):

- federal property
- public schools
- buildings with permanent security screening devices (such as courthouses)

Local government entities cannot prohibit concealed firearms of a licensed individual (C.R.S. § 18.12-214).

The principle of reciprocity applies to concealed carry (C.R.S. § 18-12-213).

### **Local ordinances**

- Erie prohibits carrying concealed knives with a blade longer than 3.5 inches.
- Evans Municipal Code prohibits possession of “illegal weapons” which includes blackjacks, gas guns, metallic knuckles, gravity or switchblade knives.
- Firestone prohibits carrying a concealed knife.
- Greeley Municipal Code prohibits possession of “illegal weapons” which includes blackjacks, gas guns, metallic knuckles, knives with a blade longer than 3.5 inches, butterfly, gravity or switchblade knives.
- Grover prohibits possession of dangerous weapons as defined by C.R.S. § 18-12-102(1) as firearm silencers, machine guns, rapid-fire devices, short shotguns, and short rifles as well as illegal weapons as defined by C.R.S. § 18-12-102(2) as blackjacks, gas guns, ballistic knives, or metallic knuckles.
- Kersey defines illegal weapons as blackjacks, saps, clubs, bombs, firearm silencers, gas guns, short shotgun or shotgun with a barrel less than 22 inches in length, nunchucks, gravity knives or any knife with a blade 3.5 inches in length or longer.
- Mead prohibits concealed knives, nunchucks, and throwing stars

### **Related documents**

**Websites:**

[Colorado Constitution Article II, Section 3 – Inalienable rights](#)

[Colorado Constitution Article II, Section 13 – Right to bear arms](#)

[C.R.S. § 13-14-105.5 – Civil protection orders – prohibition on possessing or purchasing a firearm](#)

[C.R.S. § 18-1-1001 – Protection order against defendant – definitions](#)

[C.R.S. § 18-12-105 – Unlawfully carrying a concealed weapon – unlawful possession of weapons](#)

[C.R.S. § 18-12-105.5 – Unlawfully carrying a weapon – unlawful possession of weapons – school, college or university grounds](#)

[C.R.S. § 18-12-105.6 – Limitation on Local Ordinances Regarding Firearms in Public Vehicles](#)

[C.R.S. § 18-12-106 – Prohibited use of weapons](#)

[C.R.S. § 18-12-108 – Possession of weapons by previous offenders](#)

[C.R.S. §18-12-201 – Permits to carry concealed handguns – Legislative declaration](#)

[C.R.S. § 18-12-203 – Permits to carry concealed handguns – Criteria for obtaining a permit](#)

[C.R.S. § 18-12-213 – Permits to carry concealed handguns – Reciprocity](#)

[C.R.S. § 18-12-214 – Permits to carry concealed weapons – Authority granted by permit – carrying restrictions – local authority](#)

[C.R.S. §29-11.7-104 – Regulation of firearms – Regulation – carrying – posting](#)

[US Code 922 – Unlawful Acts](#)

**Procedures:**

High Plains Library District Safety Manual

Weapons procedure

<b>Policy History</b>	<b>Weapons</b>
2015 – Apr 24	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.

2021 – July 19	Added language on the main provisions on state laws that affect libraries concerning open and concealed carry of firearms; local ordinances; and the District’s application of these laws.
Reviewed by	Executive Director; Associate Director of Human Resources



## ***Weapons policy***

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Persons without good legal standing according to Colorado State Statutes:

- minors under age 18 (C.R.S. § 18-12-108.5)
- persons legally prohibited, such as convicted felons (C.R.S. § 18-12-108)
- persons subject to a protective order prohibiting firearms possession (C.R.S. § 18-1-1001; C.R.S. § 13-14-105.5)
- residents of other states that do not have reciprocity with Colorado. Reciprocity is the principle that residents of other states can carry firearms if that other state recognizes Colorado law.

Persons without good legal standing under United States Code 922:

- convicted or indicted under some crimes against state or federal law (also C.R.S. § 18-12-108)
- a fugitive from justice
- unlawful user of, or addicted to, any controlled substance
- adjudicated as a mental defective or having been committed to a mental institution
- illegally in the United States, or under a non-immigrant visa
- dishonorably discharged from Armed Forces
- renounced U.S. citizenship
- subject to a court order pertaining to harassment, stalking or threatening of an intimate partner
- has been convicted of domestic violence

No license or permit is required for open carrying of firearms (Article 2, Section 13, Colorado Constitution).

Open carry is not permitted in the following locations (C.R.S. § 18-12-105.5):

- federal property
- public transportation facilities unless the firearm is not loaded
- public and private schools and universities
- local businesses or organizations that prohibit firearms, if posted

Local government entities may prohibit open carry in areas directly under their jurisdiction (C.R.S. § 29-11.7-104).

Government entities cannot restrict a person's ability to travel with a weapon in a private vehicle (C.R.S. § 18-12-105.6).

A person is prohibited from unlawfully aiming a firearm at another person or recklessly or with criminal negligence discharging a firearm, or possessing a firearm while under the influence of liquor or a controlled substance (C.R.S. § 18-12-106).

### **Concealed carry**

A Colorado permit, issued by a county sheriff, is required to carry a concealed weapon (C.R.S. § 18-12-203; C.R.S. § 18-12-105).

The state must issue a concealed carry permit to any applicant who meets these conditions (C.R.S. § 18.12.201 and 203):

- resident of Colorado
- 21 years of age or older
- not ineligible under federal law or C.R.S. § 18-12-108, which pertains to Colorado Bureau of Investigation duties

- not convicted of perjury
- not chronic user of alcoholic beverages
- not an unlawful user of, or addicted to, a controlled substance
- not subject to a protection order
- demonstrates competence with a handgun

Concealed carry is not permitted in the following locations (C.R.S. § 18-12-214):

- federal property
- public schools
- buildings with permanent security screening devices (such as courthouses)

Local government entities cannot prohibit concealed firearms of a licensed individual (C.R.S. § 18.12-214).

The principle of reciprocity applies to concealed carry (C.R.S. § 18-12-213).

### **Local ordinances**

- Erie prohibits carrying concealed knives with a blade longer than 3.5 inches.
- Evans Municipal Code prohibits possession of “illegal weapons” which includes blackjacks, gas guns, metallic knuckles, gravity or switchblade knives.
- Firestone prohibits carrying a concealed knife.
- Greeley Municipal Code prohibits possession of “illegal weapons” which includes blackjacks, gas guns, metallic knuckles, knives with a blade longer than 3.5 inches, butterfly, gravity or switchblade knives.
- Grover prohibits possession of dangerous weapons as defined by C.R.S. § 18-12-102(1) as firearm silencers, machine guns, rapid-fire devices, short shotguns, and short rifles as well as illegal weapons as defined by C.R.S. § 18-12-102(2) as blackjacks, gas guns, ballistic knives, or metallic knuckles.
- Kersey defines illegal weapons as blackjacks, saps, clubs, bombs, firearm silencers, gas guns, short shotgun or shotgun with a barrel less than 22 inches in length, nunchucks, gravity knives or any knife with a blade 3.5 inches in length or longer.
- Mead prohibits concealed knives, nunchucks, and throwing stars

### **Related documents**

*Websites:*

[Colorado Constitution Article II, Section 3 – Inalienable rights](#)

[Colorado Constitution Article II, Section 13 – Right to bear arms](#)

[C.R.S. § 13-14-105.5 – Civil protection orders – prohibition on possessing or purchasing a firearm](#)

[C.R.S. § 18-1-1001 – Protection order against defendant – definitions](#)

[C.R.S. § 18-12-105 – Unlawfully carrying a concealed weapon – unlawful possession of weapons](#)

[C.R.S. § 18-12-105.5 – Unlawfully carrying a weapon – unlawful possession of weapons – school, college or university grounds](#)

[C.R.S. § 18-12-105.6 – Limitation on Local Ordinances Regarding Firearms in Public Vehicles](#)

[C.R.S. § 18-12-106 – Prohibited use of weapons](#)

[C.R.S. § 18-12-108 – Possession of weapons by previous offenders](#)

[C.R.S. §18-12-201 – Permits to carry concealed handguns – Legislative declaration](#)

[C.R.S. § 18-12-203 – Permits to carry concealed handguns – Criteria for obtaining a permit](#)

[C.R.S. § 18-12-213 – Permits to carry concealed handguns – Reciprocity](#)

[C.R.S. § 18-12-214 – Permits to carry concealed weapons – Authority granted by permit – carrying restrictions – local authority](#)

[C.R.S. §29-11.7-104 – Regulation of firearms – Regulation – carrying – posting](#)

[US Code 922 – Unlawful Acts](#)

*Procedures:*

High Plains Library District Safety Manual

Weapons procedure

<b>Policy History</b>	<b>Weapons</b>
2015 – Apr 24	New. States that District is governed by state laws permitting open and concealed carrying of firearms, and local ordinances pertaining to other weapons.
2021 – July 19	Added language on the main provisions on state laws that affect libraries concerning open and concealed carry of firearms; local ordinances; and the District’s application of these laws.

Reviewed by	Executive Director; Associate Director of Human Resources
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## **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.

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 may accept gifts of materials relating to local families, local history, ~~all of Weld County and Erie~~ [Weld County and relevant regional towns and cities](#), 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.
2025 – Oct 15	Revision. Adds an item's space requirements to the selection criteria.
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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- Digital access

Space required relative to the value the item contributes to the collection

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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

## ***Scope of Collection policy***

Collection development at the High Plains Library District is founded on the principles of intellectual freedom and equal access for all.

To meet the needs of the library's diverse community, the library strives to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills.

The three basic supporting documents used to achieve these principles are the American Library Association's [\*Freedom to Read Statement\*](#), the [\*Freedom to View Statement\*](#), and the [\*Library Bill of Rights\*](#).

## **Physical collection**

The District selects and supports access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public, while recognizing the needs of special population groups in the community. The collection provides an assortment of new and popular materials while retaining depth through a balanced variety of subjects in formats suitable to a variety of learning and recreational interests and skills.

Materials are purchased in the most appropriate and available format. Examples of the varieties of physical formats collected include books, magazines, and newspapers in print, and audiovisual materials such as DVDs, Blu-rays, books on CD, and music CDs.

The District regards its physical collection as one shared or "floating" collection that is distributed among the branch locations. When a circulating item is returned to one branch it is shelved at the library where it is returned. Mobile Services collections are housed separately from the general collection and are not shared among branches.

## **Online collection**

The online collection, like the physical collection, reflects diverse viewpoints and needs of the community. Electronic formats selected include databases, e-books, e-audiobooks, e-magazines, and both downloadable and streaming video and music. Duplication of titles among different online delivery formats is minimized.

## **Special collections**

“Special Collections” at High Plains Library District are defined as materials of any format dedicated to narrowly-defined subject areas. These collections do not float and are housed separately from the general floating collection. They may consist of circulating materials, non-circulating materials, or both.

The District maintains circulating Local History collections at multiple locations, in order to provide easy access to students, researchers, and history lovers. These collections consist of adult nonfiction titles highlighting the histories of our Colorado area and local communities; titles may be duplicated in the regular floating collection. Selections are made in accordance with the general selection criteria listed in the Criteria for Collection policy. Additional criteria which may be considered when adding items to this collection include geographic relevance and diversity of viewpoints regarding historically underrepresented and marginalized groups in Colorado history. [School yearbooks displaying photographs of minors will not be added to the collection until four \(4\) years have passed since publication.](#)

Genealogical materials include family histories, genealogies of local families, local newspapers, and cemetery records. The majority of these materials do not circulate and are housed in the Genealogy Collection located in Greeley, Colorado. Selections and collection maintenance decisions are made according to the criteria listed in the Genealogy Collection policy.

Archival collections include the High Plains Library District Institutional Collection and the Greeley Tribune collection, comprising administrative and historical records of the District and its antecedents and archives of the Greeley Tribune newspaper. These materials do not circulate and are housed in the Archival Collection in Greeley, Colorado. The collection is managed according to the criteria listed in the Archival Collection policy.

Contemporary Weld County stories are captured in digital audio format via Weldcast. Access to these stories is available through the District website.

### **Reconsideration**

Individuals who reside within the legal boundaries of the High Plains Library District may express concerns about library materials, programs, displays, and exhibits by submitting a Request for Reconsideration form in accordance with our Reconsideration of Library Resources policy.

### **Cooperative networks**

The District participates in cooperative interlibrary loan networks, including the Prospector system of libraries in Colorado and Wyoming and WorldCat, the nationwide OCLC network.

This expands the range of materials available to District users beyond what can be provided in any local collection while minimizing the purchase of materials expected to be infrequently used or of a low level of demand.

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[C.R.S. §24-90-122 – Public libraries - standards for acquisition - retention - display - utilization - reconsideration of library resources - use of library facilities](#)

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#### *Other policies:*

Interlibrary Loan policy

Specialty Checkout policy

Criteria for Collection policy

Copyright and Licensing policy

Genealogy Collection policy

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#### *Procedures:*

Collection Development procedure

Copyright procedure

Donation procedure

Reconsideration of Library Resources procedure

<b>Policy History</b>	<b>Scope of Collection</b>
1991 – July	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
2004 – Apr	Retitled “Collection Development Policy.” Includes most of what is in 1991 version, but has added section on “Weld Library District Donation Policy” and includes gifts of money and volunteering.
2007 – Feb 19	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2009 – Feb	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2014 – Mar 17	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2015 – Apr 24	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2018 – Aug 20	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.

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, Copyright, Genealogy Collection, and Self-published Works.
2024 – Jun 17	Revision. Updates wording in Special Collections section; adds reference to Archival Collection policy; adds reference to Reconsideration of Library Resources policy.
Reviewed by	Executive Director, Collection Resources Manager



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Criteria for Collection policy

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#### *Procedures:*

Collection Development procedure

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Reviewed by	Executive Director, Collection Resources Manager



## Internet Use policy

~~The collection of physical materials in a facility are the staple of what constitutes a library. What the Internet adds to libraries is a universe of information that is easily accessible to many people at the same time, with the only space requirement being that of the hardware.~~

In order for a library to fulfill its mission to the community:

- Access to the Internet is provided at no charge beyond what residents pay in taxes.
- ~~Access to the Internet is provided equally, meaning that any registered user can use the resources of the Internet in the same way that the resources of the physical collection are available to all.~~
- ~~The District provides access to paid subscription databases. These offer the advantage that professional selection criteria by library staff have been applied, just as for other materials in the library collection.~~
- The three basic supporting documents used to achieve these principles are the American Library Association's *Freedom to Read Statement*, the *Freedom to View Statement*, and the *Library Bill of Rights*.

At the same time, there are limitations to the Internet:

- Unlike the library's physical collection, there are no selection criteria by professional library staff. The Internet contains some information that is inaccurate and outdated. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information.
- ~~Internet platforms are privately owned sources, which means that they each have their own regulations for what information is permissible on their platform.~~
- ~~Libraries are legally regarded as a "limited public forum" and that concept applies to the Internet, just as it applies to other products and services of the District. This concept is explained below.~~
- ~~District Internet Use policy is affected by two laws: one national law (Children's Internet Protection Act) and one state law (Internet Protection in Libraries). The main concepts of these laws are explained below, followed by District interpretation and application of the laws.~~

~~In order to address some of the limitations of the Internet, the District provides the following:~~

- ~~Library staff is available to help patrons navigate, identify, access, and evaluate resources on the Internet.~~
- ~~Library staff provides classes to assist patrons in how to most effectively use the Internet and personal computer use.~~

- ~~The District provides access to paid subscription databases. These offer the advantage that professional selection criteria by library staff have been applied, just as for other materials in the library collection.~~

### **Internet and limited public forum**

Libraries are legally regarded as a “limited public forum” and that applies to the Internet, just as it applies to other products and services of the District. The concept of “*limited public forum*” occurs in many places throughout this Policy Manual. This is a legal concept pertaining to first amendment protection of free speech. It is often contrasted to a *public forum*. A public forum has little restriction to free speech. In a limited public forum, free speech is not unlimited. There are reasonable restrictions provided that these relate to *time, place and manner*.

District policy on Internet use is governed by federal law (Children’s Internet Protection Act) and state law (Internet Protection in Libraries). The main provisions of these laws are described below, followed by an explanation of District interpretation and application of these laws.

### **Main provisions of the Children’s Internet Protection Act (CIPA)**

This was signed into federal law in 2000 and is intended to allow Internet access while also ensuring security, privacy, and avoiding materials harmful to minors. ~~The law was challenged by the American Library Association and American Civil Liberties Union in 2001. It was appealed to the Supreme Court. The law was upheld.~~

The Main provisions of CIPA are as follows:

- Libraries must have an Internet safety policy and use technology protection measures (commonly called “filters”) in order to receive E-rate discounts and Library Services and Technology Act (LSTA) funds.
- The policy must provide measures to restrict minors’ access to inappropriate or harmful materials on the Internet; provide safety to minors on online communications; prevent hacking by minors; unauthorized disclosure of a minor’s personal information.
- Materials that are obscene or harmful to minors must be filtered when the computer is being used by minors. These terms are explained in the law.
- The filter must be disabled without significant delay when the computer is being used by an adult, to enable access for “bona-fide research or other lawful purpose.”
- The law does not require libraries to track Internet use by adults or minors.

### **Main provisions of Colorado Internet Protection in Public Libraries law (C.R.S. §24-90-601 et seq.)**

This state law was made effective July 2004 and is intended to reflect the provisions of CIPA.

The Main provisions of C.R.S. §24-90-601 et. seq. are as follows:

- Libraries are required to adopt and *enforce* Internet safety policies consistent with CIPA.
- Filters are required on any computers that are accessed by minors.
- Defines “harmful to minors” as a visual depiction that appeals to prurient interests, depicts actual or simulated sexual contact, and taken as a whole lacks serious literary, artistic, political or scientific value to minors.
- Defines minor as under the age of 17.
- Defines “technology protection measure” as technology that blocks or filters Internet access.
- Requires the brief disabling of filters for adults *or minors* doing *supervised* bona fide research if the computers are not in the children’s area. This must be done without significant delay.
- No involvement of library staff is needed if the library requires age verification library cards.
- Filters in a children’s area cannot be disabled.
- Libraries can filter access to materials in addition to those that are obscene.
- No action is required if a library has no budget for filtering software or cannot find free filters that meet the law’s requirements.

#### **District interpretation of CIPA and state law**

The District interpretation and application of these laws is as follows:

- The default is that all computers in all District facilities have active filtering software.
- Temporary disabling of filters is required for an adult upon their request when it is for bona fide research. This must be done without significant delay. The filters are re-enabled when the patron has completed their session.
- In order to comply with a request to disable filters for bona fide research, the patron may need to be moved to another area. This would be, for example, when the computer the patron is using is in an area frequented by minors.
- Disabling of filters for minors (defined as under age 17) is permitted if they are doing bona fide research. The minor must be under adult supervision.
- Filters in a children’s area cannot be disabled.
- Child pornography is illegal and therefore patently prohibited, even as bona fide research.
- Library staff are obligated to decline to disable filters if the computer is an area adjacent to a children’s area or where the computer is apt to be viewed by minors.
- Infractions relating to violations of Internet use may result in loss of computer privileges or expulsion for various periods of time.
- The District does maintain a list of the types of materials that are blocked by the filtering software.

- Patrons using their personal computers and viewing materials identified in the law will be required to move from the area where minors are present.

### Rules for use

To comply with the laws and the District's policy on patron behavior, those using the Internet are expected to abide by the following:

- A library card is required to use the District's computers for Internet access. ~~Limited privilege~~ ~~There are library cards are~~ available to those who are visiting, or whose library activity is limited to computer access only.
- ~~Time limits for using the Internet computers are based on the library location and levels of business. During busy times, a one-hour time limit is enforced.~~
- Computers are available for at least 60 minutes at any of our locations and the time limit may be extended if other patrons are not waiting to use them.
- Library staff are on hand to help patrons to navigate the Internet and evaluate information they find on the Internet. Staff can provide some basic instruction on how to get connected to the District's wi-fi. But staff cannot and will not provide detailed technical direction.
- All patrons must comply with the District's interpretation of federal and state law pertaining to the Internet.
- All computers in the District have filtering software.
- Patrons 17 years of age and older may request the filters be turned off in adult areas for bona fide research.
- Patrons younger than 17 years of age must have the parent, guardian or caregiver give express permission to turn off the filters. The parent, guardian or caregiver must provide direct supervision during the session.
- Unfiltered access is allowed only in adult areas and if the patron is engaged in bona fide research.
- Computers in the children's areas must remain filtered at all times.
- Attempts to bypass the filtering system are a violation of state law.
- Those using wireless access will not view materials harmful to minors or explicit sites for bona fide research in the children's areas.
- Filtering software is imperfect and may miss blocking some sites as well as incorrectly block other sites. Patrons are encouraged to inform library staff of either situation.
- Decisions for levels of Internet access are the responsibility of a child's parent, guardian or caregiver. Parents are strongly encouraged to work with their children to develop rules for Internet usage.

### Inappropriate use

Patron behavior in District facilities is regulated by the Patron Rights and Responsibilities statement in this Policy Manual. Infractions relating to Internet use will result in loss of computer privileges or expulsion for various periods of time. Specific infractions include the following:

- Use of District computers and personal devices using the District's wi-fi service to obtain, transmit, or display photographs, images, or drawings which are in violation of the federal Children's Internet Protection Act and Colorado Library Law, C.R.S. §24-90-100 part 6.
- Violation of the federal law prohibiting the transportation of obscene matters for sale or distribution.
- Attempts to alter or damage computers, other digital equipment, software configurations, or files that are the property of District.
- Attempts to enter the District network without authorization.
- Intentional propagation and/or transmission of computer viruses.
- Copyright infringement violations.

### Wireless service

The District provides free wireless network (wi-fi) access in all of its facilities, which permits Internet access from an individual's personal laptop or similar devices. Important things to know about this service:

- Before signing onto wireless network access, a patron must agree to comply with the District's terms of service.
- Library staff will provide basic instruction in accessing the District's wireless service, but staff are unable to provide technical assistance and no guarantee can be made that individuals will be able to make a connection to the wireless service.
- The District's wireless network service is not secure. It is the individual's responsibility to provide appropriate security settings to control access from other wireless devices. The District assumes no responsibility for providing virus protection or other security measures.
- Individuals using wireless access are expected to comply with other provisions in this Internet policy.
- If the patron is accessing materials that would be in violation of the laws or District policy, ~~but it is~~ for bona fide research, ~~individuals-they~~ may be asked to move to a different area in the library if a site being viewed is deemed inappropriate for the age level primarily served in the area.
- The District assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the wireless access.

## Printing

Printing and copying of materials from the Internet are another service of the District. The District allows for the printing and copying of a certain number of pages without cost. Details concerning printing are described in the Fines and Fees policy elsewhere in this Policy Manual.

## Related documents

### Websites:

[Children’s Internet Protection Act \(CIPA\)](#)

[Colorado State Library Quick Guide for C.R.S. §24-90-600 et seq.](#)

[MyLibrary.us – Computers and Wi-fi](#)

[Freedom to Read Statement](#)

[Freedom to View Statement](#)

[Library Bill of Rights](#)

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### Other policies:

Patron Rights and Responsibilities statement

Fines and Fees policy

Policy History	Internet Use
2002 – Nov	Earliest known version. Titled “Public Access to the Internet.”
2007 – Feb 19	Retitled “Internet Use Policy.” Added new policy titled “Wireless Access.”
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2021 – Nov 15	Policy was amended in several places to reflect that it is required to disable the filter without significant delay when there is a legitimate request for bona fide research.
Reviewed by	Associate Director of Public Services, Executive Director

## ***Internet Use policy***

What the Internet adds to libraries is a universe of information that is easily accessible to many people at the same time.

In order for a library to fulfill its mission to the community:

- Access to the Internet is provided at no charge beyond what residents pay in taxes.
- Access to the Internet is provided equally, meaning that any user can use the resources of the Internet.
- The District provides access to paid subscription databases. These offer the advantage that professional selection criteria by library staff have been applied, just as for other materials in the library collection.
- The three basic supporting documents used to achieve these principles are the American Library Association's [\*Freedom to Read Statement\*](#), the [\*Freedom to View Statement\*](#), and the [\*Library Bill of Rights\*](#).

At the same time, there are limitations to the Internet:

- Unlike the library's physical collection, there are no selection criteria by professional library staff. The Internet contains some information that is inaccurate and outdated. Patron use of the Internet carries with it the responsibility to evaluate the quality of the information.

### **Internet and limited public forum**

Libraries are legally regarded as a "limited public forum" and that applies to the Internet, just as it applies to other products and services of the District. The concept of "*limited public forum*" occurs in many places throughout this Policy Manual. This is a legal concept pertaining to first amendment protection of free speech. It is often contrasted to a *public forum*. A public forum has little restriction to free speech. In a limited public forum, free speech is not unlimited. There are reasonable restrictions provided that these relate to *time, place and manner*.

District policy on Internet use is governed by federal law (Children's Internet Protection Act) and state law (Internet Protection in Libraries). The main provisions of these laws are described below, followed by an explanation of District interpretation and application of these laws.

### **Main provisions of the Children's Internet Protection Act (CIPA)**

This was signed into federal law in 2000 and is intended to allow Internet access while also ensuring security, privacy, and avoiding materials harmful to minors.

The main provisions of CIPA are as follows:

- Libraries must have an Internet safety policy and use technology protection measures (commonly called “filters”) in order to receive E-rate discounts and Library Services and Technology Act (LSTA) funds.
- The policy must provide measures to restrict minors’ access to inappropriate or harmful materials on the Internet; provide safety to minors on online communications; prevent hacking by minors; unauthorized disclosure of a minor’s personal information.
- Materials that are obscene or harmful to minors must be filtered when the computer is being used by minors. These terms are explained in the law.
- The filter must be disabled without significant delay when the computer is being used by an adult, to enable access for “bona-fide research or other lawful purpose.”
- The law does not require libraries to track Internet use by adults or minors.

### **Main provisions of Colorado Internet Protection in Public Libraries law (C.R.S. §24-90-601 et seq.)**

This state law was made effective July 2004 and is intended to reflect the provisions of CIPA.

The main provisions of C.R.S. §24-90-601 et. seq. are as follows:

- Libraries are required to adopt and *enforce* Internet safety policies consistent with CIPA.
- Filters are required on any computers that are accessed by minors.
- Defines “harmful to minors” as a visual depiction that appeals to prurient interests, depicts actual or simulated sexual contact, and taken as a whole lacks serious literary, artistic, political or scientific value to minors.
- Defines minor as under the age of 17.
- Defines “technology protection measure” as technology that blocks or filters Internet access.
- Requires the brief disabling of filters for adults *or minors* doing *supervised* bona fide research if the computers are not in the children’s area. This must be done without significant delay.
- No involvement of library staff is needed if the library requires age verification library cards.
- Filters in a children’s area cannot be disabled.
- Libraries can filter access to materials in addition to those that are obscene.
- No action is required if a library has no budget for filtering software or cannot find free filters that meet the law’s requirements.

### **District interpretation of CIPA and state law**

The District interpretation and application of these laws is as follows:

- The default is that all computers in all District facilities have active filtering software.
- Temporary disabling of filters is required for an adult upon their request when it is for bona fide research. This must be done without significant delay. The filters are re-enabled when the patron has completed their session.
- In order to comply with a request to disable filters for bona fide research, the patron may need to be moved to another area. This would be, for example, when the computer the patron is using is in an area frequented by minors.
- Disabling of filters for minors (defined as under age 17) is permitted if they are doing bona fide research. The minor must be under adult supervision.
- Filters in a children's area cannot be disabled.
- Child pornography is illegal and therefore patently prohibited, even as bona fide research.
- Library staff are obligated to decline to disable filters if the computer is an area adjacent to a children's area or where the computer is apt to be viewed by minors.
- Infractions relating to violations of Internet use may result in loss of computer privileges or expulsion for various periods of time.
- The District does maintain a list of the types of materials that are blocked by the filtering software.
- Patrons using their personal computers and viewing materials identified in the law will be required to move from the area where minors are present.

### **Rules for use**

To comply with the laws and the District's policy on patron behavior, those using the Internet are expected to abide by the following:

- A library card is required to use the District's computers for Internet access. There are library cards available to those who are visiting, or whose library activity is limited to computer access only.
- 
- Computers are available for at least 60 minutes at any of our locations and the time limit may be extended if other patrons are not waiting to use them.
- Library staff are on hand to help patrons to navigate the Internet and evaluate information they find on the Internet. Staff can provide some basic instruction on how to get connected to the District's wi-fi. But staff cannot and will not provide detailed technical direction.
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Reviewed by	Associate Director of Public Services, Executive Director

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 16 <sup>th</sup> , 2026
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 archival shelving and elevator have been installed
  - Project is on budget & schedule
  - Anticipated date of receiving the Temporary Certificate of Occupancy is 4/13
- Mead Library
  - Steel Beams and decking have been installed
  - Framing is underway
  - Beam signing was held on 2/13
  - Paving of the road has been pushed back until spring 2026
  - Completion of project planned for August 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
  - The district received communication from Tech Ops, the vehicle vendor. They have received a priority Federal Government Contact that supersedes all other work. This has pushed back the delivery date of the vehicle to October.

### ***Literacy***

- Efforts on all phases of literacy continue
- Read Con 2026 is scheduled for April 24<sup>th</sup>
- The District will be bringing back the Signature Author Event on August 15<sup>th</sup>, 2026, and we will be hosting Danny Trejo

### ***Recommendation***

Information only, no action to be taken





## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, March 16, 2026**

**5:00 p.m.**

**LINC Library Innovation Center  
501 8<sup>th</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. February 16, 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 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager
- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
  - a. Construction Updates
  - b. Workforce Development
  - c. Literacy

## **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. April 20, 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)(e) Determining positions relative to matters that may be subject to negotiations – Member Library IGA
- 5.2 C.R.S. § 24-6-402(4)(f) Personnel Matters – Matthew Hortt’s Performance Appraisal

## **6.0 ADJOURNMENT**

### Upcoming meetings:

April 20, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Farr Regional Library, 1939 61<sup>st</sup> Avenue, Greeley, CO 80634

## HIGHPLAINS PLAN

## GATHER

Goal	Standard Updates
<b>COMMUNITY SPACES: New Mead Library</b>	<p><b>Susan Staples:</b></p> <p>Activity Updates:</p> <ul style="list-style-type: none"><li>• Delivered data vault</li><li>• Continuing support for service provider installation</li></ul> <p><i>02/02/2026</i></p> <p><b>Marjorie Elwood:</b></p> <p>Activity Updates: Beam-signing will take place on Friday, February 13th, from 3 to 4 pm.</p> <p><i>02/01/2026</i></p> <p><b>Executive Director:</b></p> <p>Activity Updates: The building has gone vertical.</p> <p><i>01/28/2026</i></p> <p><b>Natalie Wertz:</b></p> <p>Activity Updates: checked the Town of Mead website for business license and sales tax information. will probably need to submit a business license application. Mead sales tax is collected by the state, so will need to contact Colorado Department of Revenue to get Mead added to HPLD profile.</p> <p><i>01/28/2026</i></p> <p><b>James Melena:</b></p> <p>Activity Updates:</p> <ul style="list-style-type: none"><li>• Beam signing materials designed</li><li>• Materials will be delivered to south county libraries and posted online</li></ul> <p><i>01/28/2026</i></p> <p><b>Rebecca Libersat:</b></p> <p>Activity Updates: Collection Resources has begun discussion with Ingram for the Mead Opening Day Collection, and decided on a tentative timeline:</p> <ul style="list-style-type: none"><li>• CDev profile due at the end of March.</li><li>• Orders due at the end of May.</li><li>• Tentative delivery date of materials to Mead will be August 5 (but this is adjustable).</li></ul> <p><i>01/26/2026</i></p>

Goal	Standard Updates
<p><b>COMMUNITY SPACES: New Raymer Public Computing Center</b></p>	<p><b>Susan Staples:</b>  <b>Activity Updates:</b> Per Executive Director. Marking this as completed.  <i>02/02/2026</i></p> <p><b>Susan Staples:</b>  <b>Activity Updates:</b> Technology was delivered, setup and turned over to outreach ~ November 4. Technology implementation is complete.  <i>01/23/2026</i></p>
<p><b>COMMUNITY SPACES: Support New Milliken Library</b></p>	<p><b>Susan Staples:</b>  <b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>• did several onsite visits to confirm cabling in a few locations</li> <li>• working with Kristi, answering questions, as part of owners rep transition</li> <li>• Kristi confirmed she wants HPLD to provide the phone system for Milliken so that will be added</li> <li>• Working with vendors/project schedule on date for the data room setup and fiber installation</li> </ul> <p><i>02/02/2026</i></p>
<p><b>COMMUNITY SPACES: DSS Build &amp; Remodel</b></p>	<p><b>Susan Staples:</b>  <b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>• Working elevator access via reader (cabling), confirmed external reader types, walked building for AV installations. No issues at this time.</li> </ul> <p><i>02/02/2026</i></p> <p><b>Marjorie Elwood:</b>  <b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>· Finished decking on southwest canopy and starting added steel for the pergola.</li> <li>· Casework on second floor is complete except for the AskHere desk.</li> <li>· Elevator is in progress</li> </ul> <p><i>02/01/2026</i></p>

**GET**

Goal	Standard Updates
<p><b>Memory Lab\Digitization Hub</b></p>	<p><b>Susan Staples:</b>  <b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>• got pricing for all equipment on original list</li> <li>• developing options for consideration</li> <li>• need to confirm scope</li> </ul> <p><i>02/02/2026</i></p>

## LITERACY SUPPORT

[↳ Burlington English Certificate Skills](#)**Executive Director:**

Activity Updates: The classes have launched. We will be adding additional seats due to demand.

01/28/2026

## WORKFORCE DEVELOPMENT

[↳ Online High School](#)[↳ Workforce Vehicle](#)**Susan Staples:****Activity Updates:**

- had call with vehicle vendor to continue work on tech. Had mtg to confirm components.

02/02/2026

**Executive Director:**

Activity Updates: Vehicle should be delivered in May or June and is set to launch in July.

01/28/2026

[↳ Public Learning Systems \(partnerships SnapOn...\)](#)**Executive Director:**

Activity Updates: The vehicle is set to be delivered in May or June and launch in July.

01/28/2026