



BOARD OF TRUSTEES

Regular Session Agenda

Monday, March 16, 2026

5:00 p.m.

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

This is also streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet, or smartphone.

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/399313765>

If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: https://hpld.formstack.com/forms/board_questions

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. 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
 - a. Policy Process
 - b. High Plains Library District Introduction
 - c. Governance Policy
 - d. AI 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. 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

6.0 ADJOURNMENT

Upcoming meetings:

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



BOARD OF TRUSTEES

Regular and Executive Sessions Minutes

Monday, February 16, 2026

5:00 p.m.

LINC Library Innovation Center

501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:01PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Michael Wailes

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans was excused

Trustee Gerri Holton

Trustee Lisa Taylor

Trustee Patty Bodwell

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia

HPLD Staff: Dr. Matthew Hortt, Ian Holmes, Marjorie Elwood, Natalie Wertz, Niamh

Mercer, Rebecca Libersat, Kim Parker

Eaton Public Library Staff: Director Amber Greene, Daniel Carey

Northern Plains Public Library Director Lisa Bugbee

Platteville Public Library and Nantes Library Director Naomi Nguyen

Guest: James Sherman

Chair Nick Nakamura read the following statements into record:

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

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

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Gerri Holton

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

- 1.3 Approval of Consent Agenda
- a. January 12, 2026 Regular and Executive Sessions Meeting Minutes
MOTION to approve the agenda: Vice-Chair Michael Wailes
SECOND: Trustee Patti Bodwell
DISCUSSION: None
VOTE: 5:0

- 1.4 The Good We Do
- Dr. Hortt reported and showed photos of an interview that was done in the LINC Event Space recently. The Hispanic Women of Weld County were being interviewed, and it was broadcast live on Telemundo. The event space was seen on national television and word about Weld County and their organization was broadcast internationally. The space continues to be used very well.

- 1.5 Public Comment
- No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Member IGA Edit Recommendations (Action) - Dr. Matthew Hortt, HPLD Executive Director
- In 2020, the Inter-Governmental Agreements between branch and member libraries were updated and agreed upon. Since then, the list of services has been updated, but the body of the IGA has remained intact. This year, because of legal action that recently occurred between Lochbuie and Hudson, a *No Third-Party Clause* was added to the IGA, and because of that change, the door was opened to consider additional edits. Recommendations for edits were submitted by the Eaton Public Library, and Amber Greene, the Eaton Public Library Director, spoke to the Board about them.

She thanked Dr. Hortt for his collaboration on the IGA and added that patrons love being a part of the district and use multiple library locations, then praised the advantages of being a part of HPLD. However, there are some areas that are not working as well as they could, in Eaton's estimation. She suggested three ideas that can improve: (1) establish clearly defined service standards and give Members a voice in creating them; (2) clarify the use of taxpayer funds; and (3) implement and expand a local delivery service model, as is done with the training fund that the district provides to member libraries.

Lisa Bugbee, Northern Plains Public Library Director, also expressed her appreciation to the district, and gave an example of how the standards can be improved. The district-approved printers are large for her small building, and so smaller machines would work better for NPPL. She also thanked Dr. Hortt for guiding her through this process.

Direction to Staff will be made after this evening's executive session.

- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- Staff review and update policies on a regular basis. The policies being updated at this follow: For more information, you can find the policies in the [Board Packet](#).
- a. Weapons Policy
- Changes in this policy include more closely aligning the wording with the Colorado Constitution, adding local ordinances for Grover and Mead Libraries, and adding Person-In-Charge to the list who may contact police. Trustee Holton and Trustee Wailes suggested

a couple of changes, and those will be made.

- b. Genealogy Collection Policy
The only change made was for consistency in wording.
- c. Scope of Collection Policy
Per discussion at last month's board meeting, this policy now states that donated yearbooks displaying photos of minors will not be added to the collection until four years after publication.
- d. Internet Use Policy
This update contains changes to clarify the wording and update the description of the internet and libraries.

MOTION to approve the policy updates with the suggested amendments: Vice-Chair Michael Wailes

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 5:0

2.3 Strategic Plan Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director

- a. Construction Updates
The DSS archival shelving and elevator have been installed. Temporary Occupancy is expected to be received on April 13th, and the project is on budget and schedule. The Mead Library beam signing had approximately 50 people in attendance, and staff saw a lot of excitement in the community over it. The expected completion date is projected to be in August.
- b. Staff are continuing to work on preparing for the Workforce Development Vehicle, and the PopUp vehicle is testing routes and conducting surveys. Unfortunately, the expected delivery date of the vehicle of July 4th has been moved to October because the manufacturer has a priority federal contract that supersedes all other projects. Therefore, the plans to have it at the Stampede will not work. Because of the delay, the District will work with Employment Services to determine the next steps forward and look at using existing vehicles, such as the PopUp or Sprinter van.
Trustee Lisa Taylor added that the Weld Trust is happy to work with HPLD in terms of modifying grant timelines for recording purposes. They'll do whatever they can to make this work.
- c. Literacy
ReadCon is scheduled for April 24th, 5:30 to 8:30p.m., at LINC. There will be three authors: Leigha Huggins, Kristin Koval, and Lisa Zimmerman, and copies of their books were given to the Board Trustees.
The Signature Author event is being brought back and will be at UNC on Aug. 15th, and Danny Trejo will be the signature author.

For Information Only. No Action Needed.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
 - a. March 16, 2026 RS
Staff will remove action item 5.2

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Staff are working on the Public Library Annual Report for the State Library’s Library Research Service.

Milliken Library will have a wall signing on March 25th from 3:00 to 5:00pm.

The library district will have an HPLD Staff Art Show from May 1 through May 31 in the LINC art gallery.

The Town of Erie has approached HPLD again about redrawing the boundary lines between the Erie Community Library and Rec Center.

The Greeley Creative District thanked the board for all the support that the district provided to them through sharing survey results and furniture for their new building.

The Pawnee School District and HPLD staff are continuing to communicate about the bookmobile and books.

The Town of Lochbuie Administrator and Hudson Library Director had a good luncheon meeting with Dr. Hortt. They talked through concerns and seemed to be interested in exploring how to move forward to expand services to Lochbuie.

4.0 BOARD COMMENTS

- 4.1 Chair Nakamura expressed gratitude for supporting rights and protections under the 2nd amendment
- 4.2 Vice-Chair Wailes reported on a HPLD Foundation meeting, and things are looking good. He went to the beam signing at Mead, and was surprised at the progress made on the building. He said it was great to see the community, and good things are happening there.
- 4.3 Secretary/Treasurer Lemos-Garcia thanked Lisa, Amber and Naomi for being at the meeting and for sharing their perspective on the IGA. She appreciates the District’s community involvement, such as providing space for the Hispanic Women of Weld County and partnering with the Creative District.
- 4.4 Other Board Members
- Trustee Holton said she is excited about the Signature Author event and Readcon, and is glad we are focusing on literacy and doing so much with the makerspaces, programming, and library of things.
 - Trustee Bodwell went to the Mead beam signing event and was excited to see all the community people there. She also went to Kersey and was pleased to see all the space that the location has.
 - Trustee Taylor thanked the Member Library Directors for being at the meeting. She also appreciates the care and thoughtfulness that goes into creating the policies.

5.0 ADJOURNMENT OF REGULAR SESSION AT 5:53PM AND CONVENE IN EXECUTIVE SESSION AT 6:01PM

MOTION to adjourn the HPLD Board Meeting Regular Session and move into Executive Session per section 24-6-402(4) of the Colorado Revised Statutes for the sole purpose of determining positions relative to matters that may be subject to negotiations regarding the Member Library IGA and discussing personnel matters regarding Dr. Hortt’s performance

appraisal: Vice-Chair Michael Wailes

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: 5:0

- 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

An executive session of the Board of Trustees of the High Plains Library District convened at 6:01pm on February 16, 2026 for the sole purpose of determining positions relative to matters that may be subject to negotiations regarding the Member Library IGA and discussing personnel matters regarding Dr. Hortt’s performance appraisal as authorized by C.R.S § 24-6-402(4). Attending were Board Trustees Nick Nakamura, Michael Wailes, Deana Lemos-Garcia, Gerri Holton, Lisa Taylor, and Patty Bodwell; Legal Counsel Bill Garcia; and HPLD staff Matthew Hortt and Natalie Wertz. During the executive session, the Board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 7:01pm.

6.0 RECONVENING OF REGULAR SESSION AT 7:03PM

6.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Michael Wailes

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans was excused

Trustee Gerri Holton

Trustee Lisa Taylor was excused

Trustee Patty Bodwell

6.2 Approval of Dr. Hortt’s Outside Consulting Business

MOTION to approve Dr Hortt’s outside consulting: Vice-Chair Michael Wailes

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

7:0 ADJOURNMENT at 7:04PM

There being no further business,

MOTION to adjourn the meeting: Trustee Gerri Holton

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

Upcoming meetings:

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

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2026
Type of item: Information
Subject : Auditors' Communication to the Board
Presented by: Natalie Wertz, Finance Manager
Recommendation: Item for information only. No action to be taken by the Board.

Background

Audit standards require that the Auditors provide a letter of communication to the governing body of an organization. Anderson & Whitney have provided the letter and staff are presenting it to the Board of Trustees.

Recommendation

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



February 10, 2026

Board of Trustees
High Plains Library District
Greeley, CO

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the High Plains Library District (the District) financial statements as of and for the year ending December 31, 2025.

Communication

Effective two-way communication between our firm and the Board of Trustees is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the District and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, partners and professional employees of Anderson & Whitney, P.C. are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Anderson & Whitney, P.C. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your business functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your business. The development of a specific audit plan will begin by obtaining an understanding of your business objectives, strategies, risks and performance.

As part of obtaining an understanding of your business and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified and assessed risk of material misstatement that, in our professional judgment, requires special audit consideration.

Fraudulent revenue recognition and management override of controls are two presumed risks of material misstatement. Additional risks of material misstatement and significant risks may be identified as we perform additional audit procedures.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. A financial statement audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the District's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

Timing of the Audit

Audit fieldwork will commence in March 2026. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the District.

This communication is intended solely for the information and use of the Board of Trustees and is not intended to be, and should not be, used by anyone other than this specified party.

Anderson & Whitney, P.C.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16 th , 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

Policy Process

This is an update to the current policy and contains a fair number of changes, primarily to clarify the wording and to update roles and responsibilities.

- Changed the definition of “policy” to be more comprehensive and to reflect better our Policy Manual.
- Updated the role responsible for overseeing and managing the policy process to the Associate Director of Public Services.
- Under “Review and approval”
- Updated “Library Managers” to “Public Services Managers”, which includes the Outreach Manager and Collection Resources Manager. Added in Library Materials Supervisors, who may be consulted on policies in which they have expertise.
- Under “District Support Staff”, removed specific titles, which tend to change, and simply said “staff who report to the Executive Director”.
- Under “Board of Trustees, removed the term “full” to clarify that a quorum of the Board is able to approve a policy.

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

High Plains Library District Introduction

The High Plains Library District Introduction was updated with great help from our Librarian/Archivist Cindy Welsh, who was able to search through our institutional archive to find specific dates and wording for the historical portion of this document.

- Amended to indicate that non-book items were also shared (records, cassette tapes, as examples).
- Updated the population in HPLD’s service area.
- The sentence about member library governance was changed to clarify it further. This change is reflected in the Governance policy as well.
- Added “outreach services” to “branch library”.

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

Governance

This is an update to the current policy. Changes that were made:

- Updated link to Colorado Library Law
- Added “outreach services” to “branches”
- The sentence about member library governance was changed to clarify it further. This change is reflected in the HPLD introduction as well.
- Revised “Other policies” area to reflect current titles of policies and removed “Service Delivery statement”, which is now “Service Delivery policy”

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

Artificial Intelligence

This is a new policy, written in response to the emergence of AI as a tool in the workplace.

Because it is a fairly new technology, we included definitions for: Artificial Intelligence, Generative AI, and Machine Learning. We consulted other AI policies and staff attended a variety of workshops on AI policies. An interesting aspect was looking at the ways our policy, and those of other libraries, might differ from policies/procedures in private companies. For instance, libraries have concerns over copyright and patron privacy that might not hold the same sway in other arenas.

This policy was deliberately kept at a high-level and non-procedural, as the specific use of AI by library departments will be codified in the procedure.

Recommendation

Staff recommend that the Board approve the Policy Updates

The Policy Process

Policies and procedures of the District originate from several sources. The most common source is District staff, in response to an observed need for direction in a particular area. They may also be requested by the Board of Trustees or the Executive Director.

Policies and procedures are regularly reviewed to ensure that there is alignment with actual practice. When practice differs, either the policy or procedure is changed to reflect actual practice, or the practice is rectified to abide by the policy or procedure.

Distinction between policy and procedure

The Board of Trustees sets the policies of the District. A policy defines the library's official stance or guiding principles on a specific aspect of its operations, services, or governance.

All policies require approval by the Board of Trustees. The audience for a policy is the public.

Procedures provide the instructions and details of how a policy of the Board of Trustees is to be applied. Procedures are written by staff and do not require Board of Trustees approval. The audience for procedures is District staff.

Stages of policy and procedure development

There are ten stages in developing policies and procedures. Not every policy or procedure requires all ten stages, depending on the subject matter. The Associate Director of Public Services is responsible for overseeing and managing the process. These stages are as follows:

- **Initial scan.** Reviewing all information and documents pertaining to the topic that can be found on the District's website (MyLibrary.us) and the staff internal network (MyHighPlains).
- **Organizing.** Arranging all information discovered to capture any aspects of the issue that need to be addressed.
- **Research.** Explores different approaches that have been used to address the issue in question. It may include reviewing how other libraries have addressed the issue, looking at emails and other communications among HPLD concerning the issues, and identifying other issues that need to be addressed.
- **Writing or updating.** An initial draft of the policy and/or procedure is written. It may involve editing or rewriting an existing policy or procedure.
- **Review and approval.** Depending upon the topic, the initial draft may be reviewed by:

Public Services Managers, ~~and~~ Patron Services Supervisors (PSS) and Library Materials Supervisors (LMS). Since most policies and procedures involve direct public service, these three groups are the most frequently involved in review, discussion, and amendment of draft policies and procedures.

District Support Staff. This includes the Executive Director and staff who report to the Executive Director. They are consulted if a policy or procedure will impact their department, or if there is some aspect that requires their expertise.

Attorney. The District’s attorney is consulted if the policy or procedure has some legal aspect or requires legal interpretation.

Board of Trustees Governance Committee. All policies are reviewed by the Board of Trustees Governance Committee before coming to the Board of Trustees. This group may or may not make changes to the policy; their usual role is to identify and discuss those aspects of the issue that should be highlighted, and possibly changed, in the presentation to the Board of Trustees.

Board of Trustees. All policies must be approved by the Board of Trustees. The Board of Trustees may request amendments to the draft policy that is presented by staff.

- **Formatting.** The approved policy or procedure is formatted to be consistent with the structure of the Policy or Procedure manual. All website links are checked to be sure they are accurate and functional. The policy or procedure is then inserted into the respective manual.
- **Communicating the change.** When the policy or procedure has been adopted and inserted in the manual, District staff is notified of the new policy and/or procedure. This typically consists of an announcement that appears on MyHighPlains.
- **Coordinating with website.** A second scan of the MyLibrary.us website. Information on the website is changed to be consistent with the policy or procedure.
- **Coordinating with MyHighPlains.** A second review of the MyHighPlains network identifies any drafts or outdated information concerning the policy or procedure and removes or archives it to eliminate confusion as to what information is authoritative.
- **Closing out.** A review of the checklist to make sure all stages have been completed.

Policy History	Process
2021 – Jan 18	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
Reviewed by	Associate Director of Public Services

The Policy Process

Policies and procedures of the District originate from several sources. The most common source is District staff, in response to an observed need for direction in a particular area. They may also be requested by the Board of Trustees or the Executive Director.

Policies and procedures are regularly reviewed to ensure that there is alignment with actual practice. When practice differs, either the policy or procedure is changed to reflect actual practice, or the practice is rectified to abide by the policy or procedure.

Distinction between policy and procedure

The Board of Trustees sets the policies of the District. ~~A policy is a statement of the organization's position or direction in some particular area of operations or services.~~ A policy defines the library's official stance or guiding principles on a specific aspect of its operations, services, or governance.

All policies require approval by the Board of Trustees. The audience for a policy is the public.

Procedures provide the instructions and details of how a policy of the Board of Trustees is to be applied. Procedures are written by staff and do not require Board of Trustees approval. The audience for procedures is District staff.

Stages of policy and procedure development

There are ten stages in developing policies and procedures. Not every policy or procedure requires all ten stages, depending on the subject matter. ~~The Associate Director of Public Services The Patron Experience Specialist~~ is responsible for overseeing and managing the process. These stages are as follows:

- **Initial scan.** ~~Reviewing all~~ information and documents pertaining to the topic that can be found on the District's website (MyLibrary.us) and the staff internal network (MyHighPlains).
- **Organizing.** ~~Arranging all information~~ discovered to capture any aspects of the issue that need to be addressed.
- **Research.** ~~Explores different approaches~~ that have been used to address the issue in question-~~It may include reviewing how other libraries have addressed the issue, looking at emails and other communications among HPLD concerning the issues, and identifying other issues that need to be addressed. It may involve an examination of how other libraries have addressed an issue, for example. It often entails examining emails and communications among staff concerning the issue. This stage may also identify other aspects of the issue that need to be addressed.~~
- **Writing or updating.** ~~An initial draft~~ of the policy and/or procedure is written. It may involve ~~editing or rewriting of~~ an existing policy or procedure.
- **Review and approval.** ~~After the initial draft is written, it is reviewed by various other groups and individuals~~ Depending upon the topic, the initial draft may be reviewed by:

Public Services Managers, ~~and~~ Patron Services Supervisors (PSS) and Library Materials Supervisors (LMS). Since most policies and procedures involve direct public service, these **three** groups are the most frequently involved in review, discussion, and amendment of draft policies and procedures. ~~This group includes the Associate Director of Public Services.~~

District Support Staff. This includes the Executive Director and staff who report to the Executive Director. ~~This includes Managers of the following departments: Human Resources, Finance, Community Relations and Marketing, Community Engagement and Strategies, Information Technology, Collection Resources, and HPLD Foundation, and the Associate Director of MOVE.~~ They are consulted if a policy or procedure will impact their department, or if there is some aspect that requires their expertise.

Attorney. The District’s attorney is consulted if the policy or procedure has some legal aspect or requires legal interpretation.

Board of Trustees Governance Committee. All policies are reviewed by the Board of Trustees Governance Committee before coming to the Board of Trustees. This group may or may not make changes to the policy; their usual role is to identify and discuss those aspects of the issue that should be highlighted, and possibly changed, in the presentation to the Board of Trustees.

Board of Trustees. All policies must be approved by the Board of Trustees. The Board of Trustees may request amendments to the draft policy that is presented by staff.

- **Formatting.** ~~In this stage,~~ The approved policy or procedure is formatted to be consistent with the structure of the Policy or Procedure manual. All website links are checked to be sure they are accurate and functional. The policy or procedure is then inserted into the respective manual.
- **Communicating the change.** When the policy or procedure has been adopted and inserted in the manual, District staff is notified of the new policy and/or procedure. This typically consists of an announcement that appears on MyHighPlains.
- **Coordinating with website.** ~~This is a~~ second scan of the MyLibrary.us website. Information on the website is changed to be consistent with the policy or procedure ~~amendments.~~
- **Coordinating with MyHighPlains.** ~~This is a~~ second ~~scan~~ review of the MyHighPlains network ~~The purpose is to~~ identify ~~ies~~ any drafts or outdated information concerning the policy or procedure and removes ~~it~~ or archives it to eliminate confusion as to what information is authoritative.
- **Closing out.** ~~This stage consists of going through~~ A review of the checklist to make sure ~~that all of the stages have been completed.~~

Policy History	Process
2021 – Jan 18	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
Reviewed by	Associate Director of Public Services

High Plains Library District introduction

The High Plains Library District (originally established as the Weld Library District) is a special taxing district. The various municipalities who voted to participate in a special district held their votes in August and September of 1985. The County Commissioners moved to approve the ordinance creating a library district on Sept. 11, 1985, with the District commencing operations as such on Jan. 1, 1986. This improved library service to residents within the boundaries of the District through the sharing of books and other items in the collection, staff, and tax revenue.

The District serves the residents of Weld County and parts of neighboring counties and covers a geographic area of almost 4,000 square miles. Areas not included in the District are the areas in the Clearview (formerly the Windsor-Severance) Library District and the town of Dacono.

In April 2008, as part of a re-branding project, the High Plains Library District Board of Trustees approved the recommendation to rename the Weld Library District to the High Plains Library District. The resolution ratifying the name change was signed in September 2008.

The High Plains Library District is comprised of branch libraries, member libraries, and outreach services. The branch libraries and outreach services system is governed by the High Plains Library District Board of Trustees. Each member library has its own board, director, and reports to its local municipality

The policies and provisions in this manual are the policies of the branch libraries and outreach services system under the governance of the Board of Trustees and in compliance with Federal and State laws. Member libraries have their own policies.

In conducting its services and programs, the library will maintain non-partisanship and objectivity to support the individuality of the residents and will provide its service in an atmosphere of warmth and welcome. The facilities and grounds will provide an environment that is welcoming, physically comfortable, clean, safe and ADA-compliant.

The High Plains Library District will seek to understand the information needs and wants of all residents and use every practical means to satisfy them in accordance with guidelines adopted by the Board and included in the following statements of the American Library Association: Library Bill of Rights, Freedom to Read, Freedom to View.

The High Plains Library District Policy Manual is regularly reviewed by staff. Revisions, additions and deletions are approved by the High Plains Library District Board of Trustees.

Related documents

Websites:

[Colorado State Library Page – Method of Establishment Quick Guide](#)

[Colorado State Library Page – Library Law](#)

[Colorado Department of Local Affairs – Special Districts Page](#)

[American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View Statement](#)

[American Library Association Library Bill of Rights](#)

Other policies:

Governance policy

Service Areas

Service Areas Outside of the District

Policy History	High Plains Library District introduction
1991 – July	Earliest known fragment appears in section “General Policies.”
2002 – Nov	Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”
2007 – Feb 19	Revised and expanded. Retitled “Introduction.”
2010 – Feb 15	Revised to clarify legal status of District.
2011- Mar 21	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2014 – Mar 17	Adds that the District operates in compliance with Federal and state statutes.
2021 – Aug 16	This was reviewed without significant changes.
Reviewed by	Executive Director

High Plains Library District introduction

The High Plains Library District (originally established as the Weld Library District) is a special taxing district. The various municipalities who voted to participate in a special district held their votes in August and September of 1985. The County Commissioners moved to approve the ordinance creating a library district on Sept. 11, 1985, with the District commencing operations as such on Jan. 1, 1986. that was voted into place by the Weld County residents in 1986 to This improved library service to residents within the boundaries of the District through the sharing of books and other items in the collection, staff, and tax revenue.

The District serves ~~over 217,000 the~~ residents of Weld County and parts of neighboring counties and covers a geographic area of almost 4,000 square miles. Areas not included in the District are the areas in the Clearview (formerly the Windsor-Severance) Library District and the town of Dacono.

In ~~July~~ April 2008, as part of a re-branding project, the High Plains Library District Board of Trustees approved the recommendation to rename the Weld Library District to the High Plains Library District. The resolution ratifying the name change was signed in September 2008.

The High Plains Library District is comprised of branch librarieses, member libraries, and outreach services. The branch librariesy and outreach services system is governed by the High Plains Library District Board of Trustees. Each member library has its own board, director, and reports to its local municipalityis governed by their own separate Board of Trustees.

The policies and provisions in this manual are the policies of the branch librariesy and outreach services system under the governance of the Board of Trustees and in compliance with Federal and State laws. Member libraries have their own policies.

In conducting its services and programs, the library will maintain non-partisanship and objectivity to support the individuality of the residents and will provide its service in an atmosphere of warmth and welcome. The facilities and grounds will provide an environment that is welcoming, physically comfortable, clean, safe and ADA-compliant.

The High Plains Library District will seek to understand the information needs and wants of all residents and use every practical means to satisfy them in accordance with guidelines adopted by the Board and included in the following statements of the American Library Association: Library Bill of Rights, Freedom to Read, Freedom to View.

The High Plains Library District Policy Manual is regularly reviewed by staff. Revisions, additions and deletions are approved by the High Plains Library District Board of Trustees.

Related documents

Websites:

- [Colorado State Library Page – Method of Establishment Quick Guide](#)
- [Colorado State Library Page – Library Law](#)
- [Colorado Department of Local Affairs – Special Districts Page](#)
- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [American Library Association Library Bill of Rights](#)

Other policies:

- Governance policy
- Service Areas
- Service Areas Outside of the District

Policy History	High Plains Library District introduction
1991 – July	Earliest known fragment appears in section “General Policies.”
2002 – Nov	Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”
2007 – Feb 19	Revised and expanded. Retitled “Introduction.”
2010 – Feb 15	Revised to clarify legal status of District.
2011- Mar 21	Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs).
2014 – Mar 17	Adds that the District operates in compliance with Federal and state statutes.
2021 – Aug 16	This was reviewed without significant changes.
Reviewed by	Executive Director

Governance policy

Colorado Library Law

The High Plains Library District is subject to Colorado Revised Statutes [C.R.S. §24-90-101 to 119](#) commonly called “Colorado Library Law.”

A library district is one of four types (municipal, county, joint library or library district) of public libraries permitted under the law. Key sections of the law pertaining to establishment, funding, dissolution and trustee powers and duties are as follows:

C.R.S. §24-90-103 Definitions

C.R.S. §24-90-106 Participation of existing libraries in the formation of new libraries

C.R.S. §24-90-106.3 Inclusion of a governmental unit into an existing library district procedure

C.R.S. §24-90-106.5 Establishment or removal of a municipal library in an existing county library or library district

C.R.S. §24-90-107 Method of establishment (of a municipal, county, joint library or a library district)

C.R.S. §24-90-108 Board of trustees of public libraries

C.R.S. §24-90-109 Powers and duties of board of trustees

C.R.S. §24-90-112 Tax support – elections

C.R.S. §24-90-112.5 Issuance of bonds

C.R.S. §24-90-113.3 Contract to receive library service

C.R.S. §24-90-114 Abolishment of libraries

C.R.S. §24-90-116 Existing libraries to comply

Structure

The High Plains Library District was formed in 1985 and has a governance structure that is unique in the state of Colorado. The District consists of *branches and outreach services*, governed by one executive director and one board of trustees. It also includes *member libraries*, each of which have its own board of trustees, director, and reports to their local municipality/school board. The governing authority of a member library receives funds according to a formula established when the District was created. A portion of the tax generated from the member service area (1/3) is retained by the District for the purpose of district-wide services.

Definition of District

Because of this structure, the term “District” is used in different ways. It often refers to the administration and board. It sometimes refers to the branches and outreach services. Or it can refer to all of the entities involved – administration, branches, outreach and member libraries.

Board representation

The geographic area of the High Plains Library District is divided into the following regions, and each has its own representative on the Board of Trustees. Trustees serve a maximum of two terms, four years each. A trustee’s term expires on December 31.

Region 1 – Erie, Frederick, Firestone

Region 2 – Gilcrest, Fort Lupton, Hudson, Keenesburg, LaSalle, Lochbuie

Region 3 – Berthoud, Johnstown, Mead, Milliken and Platteville

Region 4 – Greeley, Evans, Garden City

Region 5 – Ault, Eaton, Nunn, Pierce, Carr, Rockport, Lucerne

Region 6 – New Raymer, Kersey, Grover, Galeton, Briggsdale, Buckingham, Keota, Masters, Deerfield, Barnesville, Hardin

At large representative

Board member selection

The *selection committee* for the High Plains Library District Board of Trustees does not correspond to the *regions* of the District. The selection committee consists of one elected official from the governmental entities that established the District: Town of Eaton, Town of Ault, City of Greeley, Town of Hudson, Weld County Commissioners. The City of Fort Lupton and RE-8 (Fort Lupton) Board of Education collectively send one elected official. The City of Evans was added as one of the establishing entities in 2017 as part of a settlement between the District and member libraries. The details of the nomination process are spelled out in the bylaws of the Board, noted below.

Board bylaws

The Board of Trustees adheres to the Ethics Policy and Bylaws which conform to C.R.S. §24-90-108 and 109. The bylaws, as well as other documents pertaining to the Board of Trustees can be found on the MyLibrary.us website at [MyLibrary – Board of Trustees page](#).

Related documents

Websites:

[C.R.S. §24-90-101 to 119 – Colorado Library Law](#)

[Colorado Library Law Quick Guide for C.R.S. §24-90-101 et seq.](#)

[Bylaws of the Board of Trustees 2019](#)

[MyLibrary.us – Board of Trustees](#)

Other policies:

Definitions, Service Areas

Service Delivery

Policy History	Governance
1991 – July	Earliest known version. Titled “Government of the Weld Library District.”
2002 – Nov	Revised. Shortened to indicate the source of District’s authority.
2007 – Feb 19	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2009 – Feb	Retitled “Governance Statement” but the text is same as 2002 version.
2021 – May 17	Expanded significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
Reviewed by	Executive Director, Board of Trustees

Governance policy

Colorado Library Law

The High Plains Library District is subject to Colorado Revised Statutes [C.R.S. §24-90-101 to 119](#) commonly called “Colorado Library Law.”

A library district is one of four types (municipal, county, joint library or library district) of public libraries permitted under the law. Key sections of the law pertaining to establishment, funding, dissolution and trustee powers and duties are as follows:

C.R.S. §24-90-103 Definitions

C.R.S. §24-90-106 Participation of existing libraries in the formation of new libraries

C.R.S. §24-90-106.3 Inclusion of a governmental unit into an existing library district procedure

C.R.S. §24-90-106.5 Establishment or removal of a municipal library in an existing county library or library district

C.R.S. §24-90-107 Method of establishment (of a municipal, county, joint library or a library district)

C.R.S. §24-90-108 Board of trustees of public libraries

C.R.S. §24-90-109 Powers and duties of board of trustees

C.R.S. §24-90-112 Tax support – ~~e~~Elections

C.R.S. §24-90-112.5 Issuance of bonds

C.R.S. §24-90-113.3 Contract to receive library service

C.R.S. §24-90-114 Abolishment of libraries

C.R.S. §24-90-116 Existing libraries to comply

Structure

The High Plains Library District was formed in 1985 and has a governance structure that is unique in the state of Colorado. The District consists of *branches and outreach services*, governed by one executive director and one board of trustees. It also includes *member libraries, each of which have its own board of trustees, director, and reports to their local municipality/school board.* ~~*each of which have their own board of trustees and director.*~~ The governing authority of a member library receives funds according to a formula established when the District was created. A portion of the tax-generated from the member service area (1/3) is retained by the District for the purpose of district-wide services.

Definition of District

Because of this structure, the term “District” is used in different ways. It often refers to the administration and board. It sometimes refers to the branches and outreach services. Or it can refer to all of the entities involved – administration, branches, outreach and member libraries.

Board representation

The geographic area of the High Plains Library District is divided into the following regions, and each has its own representative on the Board of Trustees. Trustees serve a maximum of two terms, four years each. A trustee’s term expires on December 31.

Region 1 – Erie, Frederick, Firestone

Region 2 – Gilcrest, Fort Lupton, Hudson, Keenesburg, LaSalle, Lochbuie

Region 3 – Berthoud, Johnstown, Mead, Milliken and Platteville

Region 4 – Greeley, Evans, Garden City

Region 5 – Ault, Eaton, Nunn, Pierce, Carr, Rockport, Lucerne

Region 6 – New Raymer, Kersey, Grover, Galeton, Briggsdale, Buckingham, Keota, Masters, Deerfield, Barnesville, Hardin

At large representative

Board member selection

The *selection committee* for the High Plains Library District Board of Trustees does not correspond to the *regions* of the District. The selection committee consists of one elected official from the governmental entities that established the District: Town of Eaton, Town of Ault, City of Greeley, Town of Hudson, Weld County Commissioners. The City of Fort Lupton and RE-8 (Fort Lupton) Board of Education collectively send one elected official. The City of Evans was added as one of the establishing entities in 2017 as part of a settlement between the District and member libraries. The details of the nomination process are spelled out in the bylaws of the Board, noted below.

Board bylaws

The Board of Trustees adheres to the Ethics Policy and Bylaws which conform to C.R.S. §24-90-108 and 109. The bylaws, as well as other documents pertaining to the Board of Trustees can be found on the MyLibrary.us website at [MyLibrary – Board of Trustees page](#).

Related documents

Websites:

[C.R.S. §24-90-101 to 119 – Colorado Library Law](#)

[Colorado Library Law Quick Guide for C.R.S. §24-90-101 et seq.](#)

[Bylaws of the Board of Trustees 2019](#)

[MyLibrary.us – Board of Trustees](#)

Other policies:

~~Service Delivery statement~~

~~Service Area definitions~~ Definitions, Service Areas

Service Delivery

Policy History	Governance
1991 – July	Earliest known version. Titled “Government of the Weld Library District.”
2002 – Nov	Revised. Shortened to indicate the source of District’s authority.
2007 – Feb 19	Titled “Governing of the Weld Library District” but the text is same as 2002 version.
2009 – Feb	Retitled “Governance Statement” but the text is same as 2002 version.
2021 – May 17	Expanded significantly to identify key areas of library law, an explanation of the District governance structure, representation on the Board of Trustees, method of selection of Board members, and bylaws and responsibilities of the Board of Trustees.
Reviewed by	Executive Director, Board of Trustees

Artificial Intelligence Policy

The High Plains Library District provides access to and makes use of generative Artificial Intelligence (AI) and machine language tools in the following ways:

- Allows library users to access their personal subscriptions or public AI tools and resources on HPLD equipment. The library is not responsible for the misuse or accuracy of these systems.
- Provides classes to support informed use of AI tools.
- May use AI to enhance District workflows and productivity.

While generative Artificial Intelligence (AI) and machine learning models are tools that can be used to great effect, irresponsible use can lead to significant issues. Therefore, High Plains Library District is committed to using AI in a responsible and ethical manner for the benefit of library patrons and the communities served by the District. The District:

- Only uses Personal Identifying Information (PII) in systems with which we have a contractual agreement in place regarding data privacy as stipulated by Colorado Library Law – Privacy of User Records (C .R.S. 24-90-119).
- Will not share proprietary district information with AI systems.
- May use AI to support the work of staff but it shouldn't be presented as a final product without having human review and intervention.
- Only uses creative works within an AI system with the creator's explicit consent.

DEFINITIONS

Artificial Intelligence: A branch of computer science that focuses on creating systems that can act and respond independently based on large amounts of data. The goal of AI is to perform tasks that have previously only been possible for humans.

Generative AI: Generative AI programs take prompts or inputs and use those to create new outputs. Generative AI can be used to create text, respond to chat or questions, and produce images, video and audio, all of which is based on previously existing information. The outputs are unique to the prompt and generated live.

Machine Learning: Machine learning is a part of artificial intelligence that focuses on data analysis, pattern recognition, and statistical inference. It can be used to make predictions or find patterns based on the data it is given.

RELATED DOCUMENTS

Personal Information Protection policy

Artwork policy

Artificial Intelligence procedure

Privacy of User Records policy

Copyright and Licensing policy – programming/music chart

Patron Rights and Responsibility statement

Employee Handbook – Technology Systems and Digital Assets



BOARD OF TRUSTEES

Regular Session Agenda

Monday, April 20, 2026

5:00 p.m.

Farr Regional Library

1939 61st Avenue, Greeley, CO 80634

This is also streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet, or smartphone.

<https://www.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/399313765>

If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: https://hpld.formstack.com/forms/board_questions

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. March 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 PLAR Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. May 18, 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:

May 18, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

HIGHPLAINS PLAN

GATHER

Goal	Standard Updates
<p>COMMUNITY SPACES: New Mead Library</p>	<p>Activity Updates:</p> <ul style="list-style-type: none"> • Bookdrop delivered (installation into exterior wall) • Working on details of Community Room Space • Continued monitoring of circuit pathway and installation • Parts ordering (Self Check, ...) <p><i>03/02/2026</i></p> <p>Activity Updates:</p> <ul style="list-style-type: none"> • Beam signing event complete • Met with Minuteman press for mailer campaign for grand opening <p><i>02/24/2026</i></p> <p>Activity Updates: Updated the expected completion date to reflect the expected opening date + some flex time for late changes.</p> <p><i>02/18/2026</i></p>
<p>COMPLETE: COMMUNITY SPACES: New Raymer Public Computing Center</p> <p>COMMUNITY SPACES: Support New Milliken Library</p>	<p>Activity Updates:</p> <ul style="list-style-type: none"> • Milliken is ITI focus for March • In Feb <ul style="list-style-type: none"> ◦ Walked site with AV vendor and worked details with Benny ◦ Prepped phone system ◦ All client computers prepped and ready for install • Installation of data room scheduled week of 3/2 (along with internet) • Installation of AV and all services gets underway week of 3.9 while also working Johnstown refresh and display installation <p><i>03/02/2026</i></p>

Goal	Standard Updates
COMMUNITY SPACES: DSS Build & Remodel	<p>Activity Updates:</p> <ul style="list-style-type: none"> • walked site with AV vendor • spent ~ 6 hours on elevator communications clarification • met with new Wember rep on all projects with focus on Admin C • working with comcast on circuit installation (still pending for bldg C) • April is month targeted to bring network online and start some tech installation (although clients more at end of April after furniture installation) <p><i>03/02/2026</i></p>

GET

Goal	Standard Updates
Memory Lab\Digitization Hub	<p>Activity Updates:</p> <ul style="list-style-type: none"> • Digitization app moving forward <ul style="list-style-type: none"> ◦ confirmed connected for authentication ◦ met with vendor several times to work through details ◦ have peripherals for photo, slide and negative scanning and will be trying them out ◦ other libraries have expressed interest • Original requested equipment ordered and in <p><i>03/02/2026</i></p> <p>Activity Updates:</p> <ul style="list-style-type: none"> • had second meeting with app vendor • proposal was reviewed and accepted • ETA for app availability would be by end of March • MO regarding options • DECISION GATES <ul style="list-style-type: none"> ◦ build ◦ ongoing agreement <p><i>02/17/2026</i></p>

GROW

Goal	Standard Updates
LITERACY SUPPORT ↳ Burlington English Certificate Skills	

WORKFORCE DEVELOPMENT

Activity Updates: Niamh Mercer, Friends & Foundation Director, received an email with a letter attached on February 10, 2026 from TechOps who is building the vehicle. TechOps won a federal contract related to FIFA which takes precedence over all other contracts. TechOps is required to focus all resources on the federal contract. This will cause delivery of the vehicle to be delayed. TechOps stated estimated delivery is now October.

02/27/2026

→ [Online High School](#)

→ [Workforce Vehicle](#)

→ [Public Learning Systems \(partnerships SnapOn...\)](#)