



**BOARD OF TRUSTEES**  
**Regular and Executive Sessions Agenda**  
**Monday, April 20, 2026**  
**5:00 p.m.**  
**Farr Regional Library**  
**1939 61<sup>st</sup> 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](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 Farr Regional Library & Mead Library Manager Introductions (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.2 Trustee Resignation and Recruitment (Action) - Dr. Matthew Hортt, HPLD Executive Director
- 2.3 Election of Board Officer(s) (Action) - Dr. Matthew Hортt, HPLD Executive Director
- 2.4 Selection of Board Committees (Action) – Dr. Matthew Hортt, HPLD Executive Director
  - a. Finance
  - b. Foundation
  - c. Governance
  - d. Materials Reconsideration
  - e. Construction Projects
    - I. DSS Library and Archive
    - II. Mead
- 2.5 PLAR Update (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.6 Policy Updates (Action) - Dr. Matthew Hортt, HPLD Executive Director
  - a. Finance Policies
  - b. Proctoring Policy
  - c. Public Statement Policy
- 2.7 Strategic Plan Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director

## **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
  - a. May 18, 2026 RS
- 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director

## **4.0 BOARD COMMENTS**

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

## **5.0 EXECUTIVE SESSION**

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

## **6.0 ADJOURNMENT**

### Upcoming meetings:

May 18, 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, March 16, 2026**  
**5:00 p.m.**  
**LINC Library Innovation Center**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

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

**1.1 Roll Call and Pledge of Allegiance**

All Trustees were Present unless noted:  
Chair Nick Nakamura was excused  
Vice-Chair Michael Wailes  
Secretary/Treasurer Deana Lemos-Garcia  
Trustee Jenna Evans  
Trustee Gerri Holton was excused  
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, Elena Rosenfeld, Natalie Wertz, Kim Parker  
Guests: Quentin Rockwell and Steve Miller

Vice-Chair Michael Wailes 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 Lisa Taylor  
**SECOND:** Secretary/Treasurer Deana Lemos-Garcia  
**DISCUSSION:** None  
**VOTE:** 4:0

**1.3 Approval of Consent Agenda**

a. February 16, 2026 Regular and Executive Sessions Meeting Minutes  
**MOTION** to approve the consent agenda: Trustee Jenna Evans  
**SECOND:** Secretary/Treasurer Deana Lemos-Garcia  
**DISCUSSION:** None  
**VOTE:** 4:0

1.4 The Good We Do

Dr. Hortt wished a happy birthday to the Trustees who had a birthday since the last meeting or will have one in the next couple of days.

Also, The Workforce Center of Weld County's *Young Adult Job Fair* was held at the Island Grove Regional Park Event Center on March 11<sup>th</sup>, and 950 youth attended, which was an all-time high. HPLD was well represented; with staff helping participants with resumes before meeting with employers, and the district's computers being set up for them to apply for jobs on the spot. He thanked the HPLD Workforce Development Librarians and staff from Centennial Park Library, who were there making all of it happen. Also, Dr. Hortt talked with Congressman Gabe Evans about the library district while they were there. It was a great event!

Secretary/Treasurer Lemos-Garcia asked if HPLD gathers information on how many young adults actually get jobs from the event and was told that the district does not, but that the County does. Dr. Hortt told her that staff will look into that.

1.5 Public Comment

No public comment

**2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager  
Ms. Wertz reported that it is audit season again, and Anderson & Whitney, Public Accountants, will be onsite starting March 17<sup>th</sup>. They are required to provide to HPLD's governing body a letter of communication that spells out the planned scope and timing of the audit. Ms. Wertz presented an overview to the Board, and the letter is in the [Board Packet](#).

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

- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director  
Marjorie Elwood, HPLD Associate Director, presented the updated policies. For more information, you can find the red-lined and recommended policies in the [Board Packet](#).

The policies being updated at this time follow:

- a. Policy Process  
Changes were made to clarify the wording and update roles and responsibilities.
- b. High Plains Library District Introduction  
Historical information was updated, thanks to Cindy Welsh, HPLD Archivist Librarian, who was able to find specific dates and information in the district's institutional archives.
- c. Governance Policy  
The wording, link to Colorado Library Law, and service area definitions were updated.
- d. AI Policy  
This is a new policy that was written in response to AI being used as a tool in the workplace. It was kept high-level, and the use of AI by library departments will be addressed in the procedure manual.

**MOTION** to approve the policy updates: Trustee Lisa Taylor

**SECOND:** Trustee Patty Bodwell

**DISCUSSION:** None

**VOTE:** 4:0

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

- a. Construction

DSS archive and expansion is on budget and schedule, and is expected to get temporary occupancy on April 13<sup>th</sup>. Furniture delivery will be delayed by three weeks, but will not

delay the grand opening of June 27<sup>th</sup>.

While giving a tour of the new building to Cheri Witt-Brown, the CEO of Greeley-Weld Habitat for Humanity (HfH), she shared that HfH plans to hold a Hope Springs Block Party on May 30<sup>th</sup> to celebrate the completion of the first street of 55 homes. She asked that HPLD staff give tours of the new library & archives during the event. Dr. Hortt let the Trustees know that staff will let them know the details once they are set.

Mead's box walk is complete, paving of the road has been pushed back to late spring or early summer, and it is anticipated that the building's construction will be complete in August.

b. Workforce Development

April 6<sup>th</sup> will be the first stop of the temporary fill-in Mobile Workforce Development Vehicle, which will be parked with Weld County Employment Services' vehicle and the Weld Food Bank mobile food pantry. Weld County has identified Karina Ragland as their staff member who HPLD will work with through the testing phase. Also, the County's contract department has asked that the library district update our MOU with them, so work is being done on that.

c. Literacy

The District continues to work on this very important part of the strategic plan. Readcon is scheduled for April 24<sup>th</sup> at LINC.

Staff are working to get ready for Summer Reading Adventure (SRA).

Also, preparations are being made for the Signature Author event on August 15<sup>th</sup>, which will bring in Danny Trejo as the author.

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

### 3.0 DIRECTORS REPORT

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

a. April 20, 2026 RS

Trustee Taylor asked for a report on the first stop of the workforce development vehicle

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

House Bill 26-1209 legislation would have dropped the property tax revenue cap from 5.25 to 4%, but it failed to move forward out of committee. Staff are grateful for that.

Staff and the Member Libraries have been working on the Public Library Annual Report, and the numbers are being compiled at this time. The report should be done long before the deadline.

The District has hired two new library managers: Erin Neufeld for Farr, and Kristen Bodine for Mead.

Last week, HPLD received the Distinguished Budget Presentation Award for Government Finance Officers Association, the highest recognition for government budgeting.

Staff received an invitation from the Friends of Raymer for the grand opening of the public computing center and their small library on April 25<sup>th</sup>, from 9:30am to 3:00pm.

Dr. Hortt received an invitation to speak to the Pawnee School Board on March 24<sup>th</sup> to talk about the bookmobile stops there.

#### 4.0 BOARD COMMENTS

- 4.1 Vice-Chair Wailes thanked the team who does the policies work. He thanked Natalie and her team for all the work on the budget. Also, he attended the Milliken Wall Signing event, and it was exciting to see a lot of community show up and their excitement about it. He also saw that BlackRock has a \$100,000,000 workforce development initiative and that they are issuing grants, so that may be something we can look into.
- 4.2 Secretary/Treasurer Lemos-Garcia congratulated Natalie, and said as Treasurer, she can understand how we can get this award. She thanked Matt for the update on the young adult job fair. She has heard from young adults that they had a great time and had a lot of opportunities to explore. Also, as always, she appreciated the policy review. Also, her three-year-old grandson got a library card and checked out his first book at LINC, which warms her heart.
- 4.3 Other Board Members
- Trustee Evans reiterated the same: congratulations on the budget and thank you for the policy updates; she knows it takes hours of work. She also thanked the marketing team for the Readcon bag of goodies. She's looking forward to digging into it.
  - Trustee Taylor added her gratitude to staff. She realizes how many hours of work and the tediousness that goes into the policies. She sends good vibes when the auditors are onsite. Her cousin and his 4<sup>th</sup>-grade and 6<sup>th</sup>-grade children visited Lisa from Florida, and they loved LINC. She is grateful that one of the top attractions in town is a library,
  - Trustee Bodwell visited New Raymer, and they were training volunteers on how to use the equipment. It's exciting that they have the PCC. She also thanked Natalie for the budget and told Marjorie and staff 'kudos' for figuring out the AI policy.

#### 5.0 ADJOURNMENT OF REGULAR SESSION AT 5:41PM AND CONVENING OF EXECUTIVE SESSION AT 5:56PM

- 5.1 C.R.S § 24-6-402(4)(e) - Determining positions relative to matters that may be subject to negotiations – Member Library IGA

**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: Trustee Lisa Taylor

**SECOND:** Trustee Jenna Evans

**DISCUSSION:** None

**VOTE:** 4:0

An executive session of the Board of Trustees of the High Plains Library District convened at 5:56pm on March 16, 2026 for the sole purpose of determining positions relative to matters that may be subject to negotiations regarding the Member Library IGA as authorized by C.R.S § 24-6-402(4). Attending were Board Trustees Michael Wailes, Deana Lemos-Garcia, Jenna Evans, 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 6:31pm

**6.0 RECONVENING OF REGULAR SESSION AT 6:32PM**

6.1 Roll Call and Pledge of Allegiance

The following Trustees were present:

Vice-Chair Michael Wailes

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans

Trustee Lisa Taylor

Trustee Patty Bodwell

**7:0 ADJOURNMENT at 6:33PM**

There being no further business,

**MOTION** to adjourn the meeting: Secretary/Treasurer Deana Lemos-Garcia

**SECOND:** Trustee Lisa Taylor

**DISCUSSION:** None

**VOTE:** 4:0

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



# HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 20 <sup>th</sup> , 2026
Type of item: Information
Subject: Farr Regional Library & Mead Library Manager Introductions
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Information only, no action to be taken

## ***Background***

HPLD has hired new Library Managers for both the Farr Regional Library & Mead Library.

Please welcome Erin Neufeld, the new Manager of the Farr Regional Library, and Kristen Bodine, the new Manager of the Mead Library.

## ***Recommendation***

Information only, no action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 20 <sup>th</sup> , 2026
Type of item: Action
Subject: Board Recruitment
Presented by: Dr. Matthew Hорт, Executive Director
Recommendation: Staff recommends the Board approve the release of the recruitment materials

### ***Background***

Each of the towns and cities of Ault, Eaton, Evans, Greeley, and Hudson, as well as the Board of County Commissioners, may appoint one (1) representative to a nominating committee to select seven (7) library board members. The City of Fort Lupton and Weld County School District RE-8 is deemed to be an establishing body for purposes of removal and ratification of library district trustees; but combined shall send only one (1) representative to the HPLD trustee selection committee.

### ***Considerations***

- Trustee Nakamura has resigned from the HPLD Board of Trustees effective immediately
- The District needs to recruit to fill the vacancy for the remainder of his term representing Region 4 (Greeley, Evans, Garden City)
- This will be a partial term and will end on December 31<sup>st</sup>, 2026. It is the first of two four-year terms.
- Staff have prepared and updated:
  - Letter to the Establishing Bodies
  - Notice-Seeking Board Applications
  - Trustee Application
- Deadlines for applications and the interview date may be adjusted by the Board
- Per the Board bylaws, the Vice-Chair of the Board of Trustees chairs the Selection Committee
- Trustee Gerri Holton is the second Member of the Selection Committee due to her service on the Governance Committee

### ***Recommendation***

Staff recommend the Board approve the release of the recruitment materials

# NOTICE

The High Plains Library District Board is seeking candidates to fill one vacancy on its Board of Trustees.

The Board of Trustees consists of seven (7) members, all of whom must reside within the boundaries of the District's legal service area. The area needing representation is:

- Region 4. Greeley, Evans, Garden City

This recruitment is to complete the remainder of a term which concludes on 12/31/2026, and is the first of a possible two four-year term

Interested applicants should complete an online application at

<http://www.mylibrary.us/board/>.

Application deadline is May 22, 2026, at 5pm.

Trustee Interviews will be held June 12, 2026, from 1-3pm.

For more information, contact James Melena at

[jmelena@highplains.us](mailto:jmelena@highplains.us) or 970-506-8559



Administration • 2650 W. 29th Street • Greeley, CO 80631

April 21, 2026

Chair Scott James  
Weld County Board of Commissioners  
PO Box 758  
Greeley, CO 80632

Dear Chair James:

The High Plains Library District is seeking nominations to fill one vacancy on its Board of Trustees due to the resignation of Region 4 Trustee, Nick Nakamura. The incoming Trustee will complete Mr. Nakamura's term, which ends on December 31<sup>st</sup> of this year, and will be eligible to apply for a 2<sup>nd</sup> term which will run from 1/1/2027 to 12/31/2030. Notice of the vacancy has been placed in newspapers, libraries, and on the HPLD website: [www.MyLibrary.us](http://www.MyLibrary.us).

The Board of Trustees consists of seven (7) members, all of whom must reside within the boundaries of the District's legal service area. The area needing representation is:

- Region 4: Greeley, Evans, Garden City

**Where your help is needed.**

Our request to you is to appoint one (1) member of your governing body to serve on a committee to interview and select the new Board member. We request that you contact Kim Parker, Executive Assistant, at 970-506-8569 or [kparker@highplains.us](mailto:kparker@highplains.us) with the *name* and *email* address of your representative by Friday May 22, 2026.

Copies of candidate applications will be sent electronically to your representative during the week of June 1, 2026.

We then need your representative to attend a meeting set for Friday, June 12, 2026, 1:00 to 3:00 pm to interview all candidates. This meeting will be at LINC – Library Innovation Center, 2<sup>nd</sup> floor meeting room, 501 8<sup>th</sup> Ave, Greeley.

Carbon Valley Regional Library • Centennial Park Library • Eaton Public Library • Erie Community Library  
Farr Regional Library • Fort Lupton Public & School Library • Glenn A. Jones, M.D. Memorial Library  
Hudson Public Library • Kersey Library • Lincoln Park Library • Northern Plains Public Library • Outreach  
Platteville Public Library • Riverside Library & Cultural Center  
**1-888-861-READ (7323) • [www.MyLibrary.us](http://www.MyLibrary.us)**



Administration • 2650 W. 29th Street • Greeley, CO 80631

Vice-Chair Deana Lemos-Garcia, At Large, will chair the committee.

### **Background on process**

Each of the towns and cities of Ault, Eaton, Evans, Greeley, and Hudson, as well as the Board of County Commissioners, may appoint one (1) representative to a nominating committee to select seven (7) library board members. Additionally, the City of Fort Lupton and Weld County School District RE-8 is deemed to be an establishing body for purposes of removal and ratification of library district trustees; but *combined* shall send only one (1) representative to the HPLD trustee selection committee.

Attached you will find a copy of the application form to be completed by potential candidates. In addition to applications received through public notices, you may offer nominations as well. As you consider your nomination, please consider these points for appointment to the High Plains Library District Board of Trustees.

- The Board currently meets at least one Monday a month, in the evenings.
- Though attendance at board meetings is a first concern, a trustee must also assume a sense of personal involvement and be willing to give extra time and effort to special library projects and committee meetings.
- In addition, two Trustees may be required to serve on the HPLD Foundation Board of Directors. As per the Foundation bylaws, a minimum of two (2) shall be current Members of the High Plains Library District Board of Trustees and the remaining Directors shall be elected or appointed from the Community at large.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

Executive Director, Dr. Matthew Hорт, 970-506-8563, will be glad to answer any questions the candidates might have concerning service on the Board. We look forward to your assistance in filling this position.

Sincerely,

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES

Carbon Valley Regional Library • Centennial Park Library • Eaton Public Library • Erie Community Library  
Farr Regional Library • Fort Lupton Public & School Library • Glenn A. Jones, M.D. Memorial Library  
Hudson Public Library • Kersey Library • Lincoln Park Library • Northern Plains Public Library • Outreach  
Platteville Public Library • Riverside Library & Cultural Center  
**1-888-861-READ (7323) • [www.MyLibrary.us](http://www.MyLibrary.us)**



## High Plains Library District Board of Trustees Application

Below you will find the High Plains Library District Board of Trustees application form. Please consider these points for appointment to the High Plains Library District Board of Trustees.

- The Board currently meets at least one Monday a month, in the evenings.
- Though attendance at board meetings is a first concern, a trustee must also assume a sense of personal involvement and be willing to give extra time and effort to special library projects and committee meetings.
- In addition, two Trustees may be required to serve on the HPLD Foundation Board of Directors. As per the Foundation bylaws, a minimum of two (2) shall be current Members of the High Plains Library District Board of Trustees and the remaining Directors shall be elected or appointed from the Community at large.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

### High Plains Library District Board Appointments

LINC – Library Innovation Center – 501 8<sup>th</sup> Ave, Greeley, CO 80631

Application is due May 22, 2026, at 5 p.m.

Interviews will take place on June 12, 2026, from 1-3 p.m.



Date/Time \_\_\_\_\_

Name

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Address

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Business Address

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

School District \_\_\_\_\_



Profession, Occupation/Employer, Titles

If more than one, please list all and indicate which is primary.

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Civic/Professional Affiliations, Offices, Activities

Please indicate if you hold or have held an elected or appointed public office and when. Include any appointments to any councils or commissions.

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Education

- 12 years or less  12-16 years  Over 16 years

Highest Degree \_\_\_\_\_

Degree, Year, Institution

Which position are you applying for?

- Region 4 – Greeley, Evans, Garden City



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 20 <sup>th</sup> , 2026
Type of item: Action
Subject: Election of Board Officers
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend the Board approve the proposed slate of Officers

### ***Background***

The resignation of Trustee Nakamura has led to the need to hold an Election for Board Officers. The Board must appoint Board Officers: Chair, Vice-Chair & Secretary/Treasurer. We have received nominations for all Board Officer Positions and have prepared a slate of officers.

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

Chair – Michael Wailes

Vice-Chair – Deana Lemos-Garcia

Secretary/Treasurer – Lisa Taylor

### ***Staff Recommendation***

Staff recommend the Board approve the proposed slate of Officers



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: April 20 <sup>th</sup> , 2026
Type of item: Action
Subject: Selection of Board Committees
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend the Board discuss the committees and determine and then approve the Committee Assignments

### ***Background***

With the resignation of Trustee Nakamura and the new Board Officers the Board must also address changes to committee assignments for focused work. With the changes to Officers, there have been some automatic changes to the committee assignments. Staff are asking the Board to consider changes to the committees to divide the workload.

### ***Standing Committees***

Executive Committee: Michael Wailes, Deana Lemos-Garcia

Governance Committee: Deana Lemos-Garcia, Gerri Holton

Finance Committee: Lisa Taylor,

Foundation Committee: Michael Wailes, Lisa Taylor

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

Construction Project Committees

DSS Archive -

Mead - Michael Wailes

Materials Reconsideration Committee: Jenna Evans, Gerri Holton

### ***Staff Recommendation***

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



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: April 20 <sup>th</sup> , 2026
Type of item: Information
Subject: PLAR Update
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Item for information only. No action to be taken by the Board

### ***Background***

The Public Library Annual Report is submitted to the State of Colorado annually and the submitted data is rolled into the larger Federal IMLS report. The data is used as a basis for state funding and grants. HPLD submitted the report in March of this year.

Staff have prepared a comparison of certain data points between 2024 & 2025.

### ***Recommendation***

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

## Public Library Annual Report

### HPLD Results

	2024	2025	Difference	
Public Internet Sessions	163,246	163,638	392	0.002%
Wifi Sessions	63,998	130,740	66,742	104.00%
<b>Circulation</b>				
Physical	1,706,326	1,464,033	242,293	14%
E- Materials	471,830	532,951	61,121	13%
<b>Total</b>	<b>2,178,156</b>	<b>1,996,984</b>	<b>181,172</b>	<b>8%</b>
<b>Programs</b>				
Childrens (0-5) Onsite	2,688	2,760	72	2%
Attendance	54,258	52,545	1,713	3%
Children 6-11 Onsite	1,256	1,207	49	4%
Attendance	20,458	20,023	435	2%
Young Adult (12-18) Onsite	1,106	1,494	388	35%
Attendance	8,295	15,576	7,281	87%
Adult Onsite	1,927	2,332	405	21%
Attendance	13,732	20,001	6,269	45%
All Ages Onsite	1,921	1,651	279	14%
Attendance	7,058	42,888	35,830	500%
Onsite Total	<b>8,898</b>	<b>9,444</b>	546	6%
<b>Attendance Total</b>	<b>103,801</b>	<b>151,033</b>	<b>47,232</b>	<b>45%</b>
<b>SRA Registration</b>				
Children	7,622	7,964	342	4%
Teens	1,051	1,007	44	4%
Adults	2,135	2,293	158	7%
<b>Total</b>	<b>10,808</b>	<b>11,264</b>	<b>456</b>	<b>4%</b>
<b>Other Services</b>				
Annual Visits	1,337,125	1,371,369	34,244	2%
Annual Reference Transactions	378,333	394,904	16,571	4%
Meeting Room usage	11,477	12,273	796	7%
Study Room usage	11,991	7,913	4,078	0
<b>ILL</b>				
Provided	40,399	39,270	1,129	2%
Received	24,882	39,270	14,388	57%
<b>Outreach</b>				
Directly Engaged	48,968	76,434	27,466	56%
Exposed to Library	24,882	83,108	58266	234%

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: April 20 <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. In addition to the general policies, The HPLD finance committee reviews the finance policies annually. The finance committee has reviewed the policies and is bringing a recommendation to the board.

### ***Considerations***

#### ***Finance policies and URA / TIF guidelines***

The HPLD finance committee is recommending that the URA / TIF guidelines, which the board approved at the November 17, 2025 meeting, be added to the finance policies. This will help alleviate some concerns that the board expressed about ensuring current and future board members and staff maintain awareness of those guidelines.

No other changes are recommended.

#### ***Public Statements policy***

This policy was reviewed but no changes are recommended. The policy was last revised in 2020.

#### ***Exam Proctoring policy***

This is an update to the current policy. We:

- Added “Exam” to the title to bring it in line with other libraries
- Clarified that this service is subject to staff availability
- Created an Exam Proctoring Procedure to capture all the procedural information, which was removed from the policy. This information is also found on our website.

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

### ***Recommendation***

Staff recommend that the Board approve the Policy Updates



**High Plains Library District  
Finance Policies**

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# **High Plains Library District Asset Management Policy**

## **INTRODUCTION**

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Asset Management Policy addresses the need for High Plains Library District to effectively supervise, monitor, and evaluate the District’s capital assets and controlling non-capitalized inventory.

## **SCOPE**

This policy encompasses all fixed assets owned by the High Plains Library District. Examples of fixed assets include buildings, building improvements, vehicles, furniture and fixtures, and equipment.

Information in this policy will be reviewed and updated by the Finance Manager at least bi-annually so that the maximum use and benefit may be derived in accordance with its intended purpose.

## **OBJECTIVES**

The purpose of the Fixed Assets Policy is to present a uniform method of maintaining and updating the High Plains Library District’s fixed asset property records. Incorporated principles are in accordance with Generally Accepted Accounting Principles (GAAP).

It is important for High Plains Library District to keep track of fixed assets for many reasons. These reasons include the control purposes of preventing theft and conducting condition assessments. State law requires that we have a current listing of our fixed assets available for inspection at any time. GAAP requires that we appropriately account for acquisitions and dispositions of our fixed assets. Finally, by having a good information system established on our fixed assets, we have a management tool to assist in making better budgeting decisions.

## **Approvals**

Purchases of fixed assets are approved during the preparation and approval of the annual budget. During the fiscal year Department Heads or Branch managers must approve the purchase of the fixed asset as approved in their respective budget.

## **Valuing Capital Assets**

Property will be recorded at historical cost including ancillary costs necessary to place the assets in their intended location and condition of use. Ancillary costs include freight, site

preparation, appraisal fees, and legal claims directly attributable to the asset's acquisition. Donated capital assets are recorded at estimated fair value of the assets at the time of donation.

If historical cost is unavailable after search of applicable records, an estimate of the original cost using current replacement cost discounted by an appropriate price index is allowed.

The District's "opening day" collection of books and other materials is capitalized at estimated historical cost. As individual items are replaced or updated as necessary, the collection is considered inexhaustible and is not depreciated. Subsequent purchases of materials are not capitalized unless they significantly expand the opening day collection.

## **Dollar threshold**

Fixed assets with an original cost of \$5,000 or more (including ancillary costs) and a useful life of one year or more will be capitalized.

For expenditures of more than \$5,000 related to repair, remodeling, or expansion of an existing capital asset, the District must determine if the expenditure increased the capacity, operating efficiency, or extended the useful life of the asset. Those expenditures should be capitalized. Documentation to support what constitutes an enhancement or useful life extension should be maintained.

Expenditures that only serve to restore a capital asset to working condition or do not enhance or extend the useful life should be recorded as repair and maintenance and not capitalized.

## **Management of Fixed Assets**

The Finance Department in cooperation with the Information Technology and Innovation Department will maintain a Continuing Property Record of all fixed assets which will include description, location, acquisition date, cost, and vendor.

District assets that do not meet the criteria for capitalization will be controlled through an inventory system. This will include assets with a cost of greater than \$500. The record will include description, location, acquisition date, cost, and vendor.

## **Annual Physical Inventory Policy**

An annual physical inventory will be taken by the Finance Manager with assistance from employees from each location and department. The inventory will be reconciled to the general ledger and any differences will be reconciled and adjusted.

## **Depreciation and Estimated Useful Life**

Effective January 1, 2003, the District shall depreciate all of its fixed assets in accordance with GASB Statement #34.

Method: All fixed assets will be depreciated using the straight-line method of depreciation.

Estimated Useful Lives: The following chart depicts the estimated useful life for each major fixed asset classification:

<u>Asset</u>	<u>Life Years</u>
Buildings	25 to 50
Building Improvements	20 to 40
Furniture and Fixtures	10
Vehicles	7
Equipment	5 to 12

Depreciation of fixed assets will occur annually based on this schedule. A prorated amount of the annual depreciation will be taken for the years in which an asset is acquired and the final year of depreciation.

### **Disposal of Fixed Assets**

A disposition of fixed assets represents the physical removal of an asset from custody or accountability. In accordance with Colorado State Statutes (C.R.S. 24-90-109), any asset with a value of over \$5,000 can be disposed of in one of four different ways: donated, scrapped, sold, or traded. If the asset is conveyed to a state agency or political subdivision of the state, the determination can be made by the Executive Director or the Finance Manager. The conveyance of an asset to any outside business or commercial entity must be approved by the Board of Trustees. Unless offered to the public at large, a fixed asset cannot be sold or donated to a private party or employee.

Computer equipment, when obsolete and not subject to donation or sale, will be sent to a computer recycling firm for disposal, according to legislation prohibiting the wholesale dumping of such equipment. Upon disposal of fixed assets, adjustments will be made to record the reduction of assets and accumulated depreciation in the financial records.



Disposal of Property Request

2650 W. 29<sup>th</sup> Street  
Greeley, CO 80631

CRS 24-90-109 (1) The Board of Trustees shall: (i) Sell, assign, transfer, or convey any property of the library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.

No.	Item	Reason	Method of Disposal

Date Approved: Submitted by

**REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees June 21, 2021.

# High Plains Library District Budget Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Budget Policy addresses the need for High Plains Library District to adopt an annual budget and comply with Colorado budget law.

## SCOPE

The Budget Policy establishes guidance for preparation of the annual budget for the High Plains Library District (HPLD).

## PROCEDURES

The development, presentation, and administration of the annual budget is the responsibility of the Executive Director who is assisted by the Finance Manager.

The fiscal year for HPLD is January 1 through December 31.

The annual budget is the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the next two years and translates into financial terms the priorities of the District. Although a two-year budget is prepared, the Board of Trustees adopts an annual appropriation of funds as required by the District’s Bylaws and state law. The annual budget will follow all statutory requirements as stipulated in the Colorado Local Government Budget Law, Section 29-1-101 et seq., C.R.S. It will be compiled to include recommended Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards for budget preparation and presentation.

The annual budget sets forth the operating goals and objectives and capital projects for the upcoming year. The budgeting process is initiated by the Board of Trustees and management by providing the objectives for the coming year along with expectations of business conditions and special circumstances that are expected to occur during the year. Additional general guidelines used to formulate this document include the Mission Statement, Strategic Plan, Capital Improvement Program forecast for the next five years, and financial projections of revenues and expenditures for the next ten years.

The budget shall be presented in a summary format which is intended to be understandable by a general audience. The budget format shall itemize expenditures of the District by fund. It shall describe the expenditure and show the amount budgeted for the current fiscal year; the amount budgeted for the ensuing fiscal year, and the planned budget for the following year.

This policy defines a balanced budget as annual budgeted expenditures not exceeding annual budgeted revenues plus reserves. Adopting a balanced budget is required under state statute and this policy. There are three primary expenditure sections of the General Fund budget – operating expenditures, distribution to member libraries, and capital outlay. A Debt Service Fund budget is also adopted when necessary and the Debt Service Fund budget typically includes transfers from the General Fund. Recognizing the need to maintain financial strength, adopting budgets for more than two consecutive years where budgeted operating expenditures plus budgeted distribution to member libraries exceed budgeted revenues is prohibited. Adopting budgets that use reserves for capital outlay and debt service is permitted as long as the High Plains Library District remains in compliance with the Reserve Policy.

### **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees August 16, 2021.

# High Plains Library District Debt Management Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Debt Management Policy sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policy that the District obtain financing only when necessary, the process for determining the timing and amount of debt or other financing be efficient as possible, and the most favorable interest and other costs be obtained.

## SCOPE

### Debt Limitations

Colorado Revised Statute 22-42-104 limits the District’s debt to 1.5% of the total assessed value of the District. This limit will be used as the total amount of indebtedness that the District may issue, including certificates of participation, general obligation bonds, revenue bonds, and other obligations permitted to be issued or incurred under Colorado law.

Additional guidance for issuing bonds for libraries is defined in Colorado Revised Statute 24-90-112.5. That portion of library law addresses the process with the county commissioners and the election process for bonds. The District will comply with that statute when issuing bonds.

The District will also calculate the annual debt service requirements as a percentage of annual budgeted revenue for the year of the debt issuance, which will not exceed 10%.

## GUIDELINES

### Debt issuance team

For purposes of this policy, the debt issuance team is defined to include the Finance Committee of the High Plains Library District, the Weld Library Finance Corporation, the District’s attorney, bond counsel, the underwriter, and the financial institution trustee for the debt proceeds. Other professionals or outside firms such as those providing paying agent / registrar, credit enhancement, auditing, or printing services may be retained as required.

### Rating and sale requirements

The District’s minimum rating requirement to issue direct, long-term, debt obligations is a rating of “A” or higher. If the debt obligation is not able to meet this requirement, credit enhancement should be sought to achieve the minimum rating.

The District shall seek to issue its debt obligations in a competitive sale unless the debt issuance team determines that a competitive sale will not produce the best results for the District.

**Rebate reporting and covenant compliance**

The Finance Manager with the assistance of the debt issuance team shall establish a method of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code.

**Ongoing disclosure**

The Finance Manager with the assistance of the debt issuance team shall be responsible for providing ongoing disclosure information to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national bodies.

**Terms and uses of debt financing**

Borrowings of the District are to mature over a term that does not exceed the expected economic life of the asset that is being financed. The District will not finance an asset with an expected economic life of less than 4 years.

The District's 10-year financial projection and 5-year capital improvement plan will be used as a guideline and basis for determining financing needs.

**REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees June 21, 2021.

# High Plains Library District Electronic Payments Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Electronic Payments Policy addresses the need for High Plains Library District to maintain appropriate internal controls over cash disbursements.

## SCOPE

This policy applies to Wires and ACH payments made by High Plains Library District (HPLD).

## PROCEDURES

The Finance Department routinely processes electronic payments for various operating expenditures including medical insurance, retirement plan contributions, some library collection materials, and utilities. Those types of payments are generally processed and initiated by log in access to the vendors’ websites. Approval and authorization of those types of payments may be documented by approval noted on the supporting invoice or the Executive Director review of a report of those payments or Executive Director review of the bank reconciliation.

Electronic payments are also processed from the ColoTrust Plus+ account. Those are generally property tax distributions to member libraries, investment purchases, or long-term debt payments. Approval and authorization of ColoTrust activity may be documented by the calculation for the member distribution, the trading ticket for the investment purchase, and the invoice or debt service schedule for long-term debt payments.

For other one-time or infrequent Wire and ACH transactions:

<b>Amount of Wire or ACH</b>	<b>Authorization required</b>
Up to \$5,000	Can be initiated and authorized by one employee
\$5,000 to \$50,000	Can be initiated by one employee and authorized by another
Over \$50,000	Can be initiated by one employee, must be authorized by and verified by the Executive Director and Finance Manager

When the Finance Department receives a request to make a payment by wire or ACH, the Finance Department will verify the request verbally with the requestor before processing the request. The accuracy of a payment request will be verified with a vendor representative directly independent of e-mail.

When the Finance Department receives a request to change payment information for a vendor, the accuracy and validity of the information will be confirmed with a vendor representative directly independent of e-mail.

## REVIEWED AND APPROVED BY DATE

Approved by the Board of Trustees August 16, 2021.

# High Plains Library District Investment Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the District’s funds. It replaces any previous investment policy or investment procedures of the District.

## SCOPE

This Investment Policy shall apply to all funds accounted for in the District’s Comprehensive Annual Financial Report.

All cash shall be pooled for investment purposes unless required to be held separately by law, regulation, or other binding agreement. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average daily balances relative to the total pooled balance in the investment portfolio.

## INVESTMENT OBJECTIVES

The District’s funds shall be invested in accordance with all applicable District policies, Colorado statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Preservation of capital and protection of investment principal.
- Maintenance of sufficient liquidity to meet anticipated cash flows.
- Attainment of a market value rate of return.
- Diversification to avoid incurring unreasonable market risks.
- Transparency of the District’s investments.
- Staying in compliance with the investment policy and plan.

## DELEGATION OF AUTHORITY

The Trustees have delegated to the District’s Executive Director authority for managing the District’s investment program and for implementing this Investment Policy. The Executive Director has delegated to the Finance Manager authority for the day-to-day operation of the District’s investment program. The Finance Manager shall establish written procedures and internal controls for the operation of the District’s investment program, designed to prevent loss of public funds due to fraud, error, misrepresentation and imprudent actions. No person may engage in an investment transaction except as provided under the terms of this Investment Policy.

The District may engage the support services of outside investment advisors in regard to its investment program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the District’s financial resources.

## **PRUDENCE**

The standard of prudence, as defined by the Colorado Revised Statutes, to be used for managing the District's assets is the "prudent investor" standard applicable to a fiduciary, which states that a prudent investor "shall exercise the judgment and care, under circumstances then prevailing, which men of prudence, discretion, and intelligence exercise in the management of the property of another, not in regard to speculation but in regard to the permanent disposition of funds, considering the probable income as well as the probable safety of capital." (Colorado Revised Statutes 15-1-304, Standard for Investments.)

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that no investment is totally riskless and that the investment activities of the District are a matter of public record. Accordingly, the District recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the District.

The Finance Manager and other authorized persons acting in accordance with this policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Trustees and appropriate action is taken to control adverse developments.

## **ETHICS AND CONFLICTS OF INTEREST**

The High Plains Library District Board of Trustees and employees who are involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the District's investment program or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. The Board of Trustees and employees shall disclose to the Finance Manager any material financial interest they have in financial institutions that conduct business with the District, and they shall subordinate their personal investment transactions to those of the District.

## **AUTHORIZED SECURITIES AND TRANSACTIONS**

All investments will be made in accordance with the Colorado Revised Statutes (C.R.S.) as follows: C.R.S. 11-10.5-101, et seq. Public Deposit Protection Act; C.R.S. 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; C.R.S. 24-75-601, et. seq. Funds - Legal Investments; C.R.S. 24-75-603, et seq. Depositories; and C.R.S. 24-75-701 and 702, Investment Funds - Local Government Pooling. Any revisions or extensions of these sections of the statutes will be assumed to be part of this Investment Policy immediately upon being enacted.

This Investment Policy further restricts the investment of District funds to the following types of securities and transactions:

1. U.S. Treasury Obligations: Treasury bills, Treasury notes, Treasury bonds and Treasury STRIPS with maturities not exceeding five years from the date of trade settlement.
2. Federal Instrumentality Securities: Debentures, discount notes, global securities, callable securities, step-up securities and stripped principal or coupons with maturities not exceeding

five years from the date of trade settlement issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB) and Federal Home Loan Mortgage Corporation (FHLMC).

If a Federal Instrumentality Security carries a rating lower than the highest category by any Nationally Recognized Statistical Rating Organization (NRSRO), the security is eligible for purchase subject to the following limitations: the final maturity (from the date of trade settlement) may not exceed the statutory limit stated in C.R.S. 24-75-601 and the security must be rated at least AA- or the equivalent by at least two NRSROs, and not less by any. Subordinated debt shall not be purchased. For securities authorized in this paragraph, the District shall limit the combined total of investments to no more than 90 percent of the total portfolio and 30 percent per issuer.

3. Commercial Paper with an original maturity of 270 days or less that is rated by at least two NRSROs and shall be rated at least A1, P-1 or the equivalent at the time of purchase by all organizations that rate the commercial paper. If the commercial paper issuer has senior debt outstanding, it must be rated, at the time of purchase at least A+, A1 or the equivalent by each NRSRO that rates the issuer. The aggregate investment in commercial paper shall not exceed 20% of the District's total portfolio.
4. Eligible Bankers Acceptances with maturities not exceeding 90 days, issued by FDIC insured state or national banks with combined capital and surplus of at least \$250 million. Banker's Acceptances shall be rated by at least two NRSROs and shall be rated at least A-1, P-1 or the equivalent by all NRSROs that rate them at the time of purchase. If the issuing bank has senior long-term debt outstanding, it must be rated, at the time of purchase AA, Aa or the equivalent by each NRSRO that rates the bank. The aggregate investment in bankers acceptances shall not exceed 20% of the District's total portfolio.
5. Repurchase Agreements with a termination date of 180 days or less collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in 1. and 2. above with a final maturity not exceeding ten years. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held by the District's third-party custodian bank, and the market value of the collateral securities shall be marked-to-the market daily.

Repurchase Agreements shall be entered into only with broker/dealers recognized as a primary dealer by the Federal Reserve Bank of New York, or with firms that have a primary dealer within their holding company structure. Approved Repurchase Agreement counterparties shall have a short-term credit rating of at least A-1 or the equivalent and a long-term credit rating of at least A or the equivalent by a NRSRO. Repurchase agreement counterparties shall execute a District approved Master Repurchase Agreement with the District. The Finance Manager shall maintain a copy of the District's approved Master Repurchase Agreement along with a list of broker/dealers who have executed same.

6. Local Government Investment Pools authorized under C.R.S. 24-75-702 that: 1) are "no-load" (no commission or fee shall be charged on purchases or sales of shares); 2) limit assets of the fund to those authorized by State Statute; 3) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 4) have a rating of AAA or the equivalent by one or more NRSROs.

7. Non-negotiable Certificates of Deposit with a maturity not exceeding five years from the date of trade settlement in any state bank, national bank, or state or federal savings bank located in Colorado that is a member of the Federal Deposit Insurance Corporation and is a state approved depository per C.R.S. 24-75-603. Certificates of deposit that exceed FDIC insurance limits shall be collateralized as required by the Public Deposit Protection Act or the Savings and Loan Association Public Deposit Protection Act. In addition, banks issuing certificates of deposit shall meet the credit criteria set forth in the section of this Investment Policy, "Selection Of Banks."
8. Money Market Mutual Funds registered under the Investment Company Act of 1940 that: 1) are "no-load" (no commission or fee shall be charged on purchases or sales of shares); 2) have a constant net asset value of \$1.00 per share; 3) limit assets of the fund to those securities authorized in this Investment Policy; 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and 5) have a rating of AAA or the equivalent by one or more NRSROs.
9. Corporate or Bank Security issued by domestic corporations or banks with a final maturity not exceeding three years from the date of trade settlement. Securities shall be rated by at least two NRSROs and shall be rated at least AA-, Aa3 or the equivalent by all NRSROs that rate them at the time of purchase. These rating requirements first apply to the security being purchased and second, if the security itself is unrated, to the issuer, provided the security contains no provisions subordinating it from being a senior debt obligation of the issuer.
10. Municipal Bonds of state or local governments. Such obligations of Colorado (or any political subdivision, institution, department, agency, instrumentality, or authority of the state) shall be rated at least A- or the equivalent at the time of purchase by at least two NRSROs. Such obligations of any other governmental entity shall be rated at least AA- or the equivalent at the time of purchase by at least two NRSROs.

It is the intent of the District that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be pre-approved by the Trustees.

## **INVESTMENT DIVERSIFICATION**

It is the intent of the District to diversify the investments within the portfolio to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. The asset allocation in the portfolio should be flexible depending upon the outlook for the economy, the securities markets and the District's anticipated cash flow needs. While the asset allocation in the portfolio is flexible, the District shall have restrictions on both portfolio and issuer concentration limits. In the event the District would like to invest outside of these parameters, board approval is required. The table below illustrates restrictions:

Security Type	Maximum portfolio %	Maximum Issuer %	Maturity Restrictions	Rating Restrictions
U.S. Treasuries	100%	100%	5 years	N/A
Federal Agencies and Instrumentalities	90%	30%	5 years	AA- by 2 NRSROs
Non-Negotiable CD	5%	2%	5 years	FDIC Insured or PDPA
Corporate and Bank Securities	35%	5%	3 years	AA- or Aa3 by 2 NRSROs
Municipal Bonds	25%	5%	5 years	AA- or A--by 2 NRSROs
Commercial Paper	20%	5%	270 days	A-1 by 2 NRSROs
Banker Acceptances	20%	5%	180 days	A-1 by 2 NRSROs
Repurchase Agreements	50%	10%	180 days	Collateral required
Local Government Investment Pools	100%	100%	N/A	AAAm by 1 NRSRO
Money Market Funds	100%	75%	N/A	AAAm by 1 NRSRO

## **INVESTMENT MATURITY AND LIQUIDITY**

The portfolio shall remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. To the extent possible, investments shall be matched with anticipated cash flows and known future liabilities. Investments shall be limited to maturities not exceeding five years from the date of trade settlement.

## **COMPETITIVE TRANSACTIONS**

Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the District is offered a security for which there is no other readily available competitive offering, quotations for comparable or alternative securities will be documented.

Transactions that are executed through an external investment advisor are presumed to meet these requirements. The external investment advisor will maintain the competitive pricing documentation for the transactions they execute for the District.

## **SELECTION OF BROKER/DEALERS**

The Finance Manager shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the District to purchase securities only from those authorized firms.

To be eligible, a firm must meet at least one of the following criteria:

1. Be recognized as a primary dealer by the Federal Reserve Bank of New York or have a primary dealer within its holding company structure,
2. Report voluntarily to the Federal Reserve Bank of New York,
3. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

Broker/dealers will be selected by the Finance Manager on the basis of their expertise in public cash management and their ability to provide service to the District's account. Each authorized broker/dealer shall be required to submit and annually update a District approved Broker/Dealer Information Request Form that includes the firm's most recent financial statements.

Transactions that are executed through an external investment advisor are presumed to meet these requirements, The external investment advisor will maintain the documentation on the selection of broker/dealers that are used to execute transactions for the District.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the District's portfolio, authorized broker/dealers shall attest in writing that they have received and reviewed a copy of this Investment Policy.

The District may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in item 3 of the Authorized Securities and Transactions section of this Investment Policy.

## **SELECTION OF BANKS**

The Finance Manager shall maintain a list of banks approved to provide depository and other banking services for the District. To be eligible, a bank must be a member of the Federal Deposit Insurance Corporation and shall qualify as a depository of public funds in Colorado as defined in C.R.S. 24-75-603.

The District shall utilize Highline Banking to perform credit analysis on banks seeking authorization. The analysis shall include a composite rating, and individual ratings of liquidity, asset quality, profitability and capital adequacy. To be eligible to provide depository and other banking services, a bank shall have an average Highline Banking rating of 30 or better on a scale of zero to 99 with 99 being the highest quality for the four most recent reporting quarters, or in the judgment of the Finance Manager offer adequate safety to the District.

## **SAFEKEEPING AND CUSTODY**

The Finance Manager shall approve one or more banks to provide safekeeping and custodial services for the District. A District approved safekeeping agreement shall be executed with each custodian bank. To be eligible, a financial institution shall qualify as a depository of public funds in Colorado as defined in C.R.S. 24-75-603 and shall have an average Highline Data Peer Group

Rating of 30 or better on a scale of zero to 99, with 99 being the highest quality, for the four most recent reporting quarters before the time of selection, or in the judgment of the Finance Manager offer adequate safety to the District.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the District. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the District will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by the District approved custodian bank, its correspondent bank or the Depository Trust Company (DTC).

All Fed wireable book entry securities shall be evidenced by a safekeeping receipt or a customer confirmation issued to the District by the custodian bank stating that the securities are held in the Federal Reserve system in a Customer Account for the custodian bank which will name the District as "customer."

All DTC eligible securities shall be held in the custodian bank's Depository Trust Company (DTC) participant account and the custodian bank shall issue a safekeeping receipt evidencing that the securities are held for the District as "customer."

All non-book entry (physical delivery) securities shall be held by the custodian bank's correspondent bank and the custodian bank shall issue a safekeeping receipt to the District evidencing that the securities are held by the correspondent bank for the District.

The District's custodian will be required to furnish the District monthly reports of holdings of custodied securities as well as a report of monthly safekeeping activity.

## **PERFORMANCE BENCHMARKS**

The District's investment portfolio shall be designed to attain a market value rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the U.S. Treasury security which most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the District's portfolio, all fees involved with managing the portfolio shall be included in the computation of the portfolio's rate of return net of fees.

The Finance Manager shall present to the Trustees at least annually, a review of the portfolio's adherence to appropriate risk levels and a comparison between the portfolio's total return and the established investment objectives and goals.

## **REPORTING**

At least semi-annually, the Finance Manager shall submit to the Trustees an investment report listing the investments held by the District, security type or description, each transaction along with transaction details, the current market valuation of the investments and performance results. The report shall include a summary of investment earnings during the period.

## **POLICY REVISIONS**

This Investment Policy shall be reviewed annually by the Finance Manager and may be amended by the Trustees as conditions warrant.

## **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees April 19, 2021.

# High Plains Library District Purchasing Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Purchasing Policy addresses the need for High Plains Library District to ensure the effective use of taxpayer funds through proper authorization of expenditures, regular review and monitoring of expenditures, and the application of competitive bidding procedures.

## SCOPE

The Board of Trustees authorizes expenditures through adoption and appropriation of the annual budget. Spending is monitored by the Board of Trustees, Executive Director, Finance Manager, library managers, and department managers through monthly review of revenues and expenditures comparing actual to budget.

## PROCEDURES

Procedures for competitive bidding are developed and implemented by management to ensure the selection of the best vendors, products, and services for the library district.

### Competitive bidding guidelines:

Limit / Circumstance	Additional Approval	Price Solicitation
Over \$50,000 total order or contract	Board of Trustees	Formal request for proposal; 3 vendors minimum
\$20,000 to \$50,000	Executive Director	Telephone / Written bids; 3 vendors minimum
Up to \$20,000	None	Requisition only

High Plains Library District retains the right to reject any and all bids or proposals that are submitted. High Plains Library District is under no obligation to accept any bid or proposal that is submitted.

If High Plains Library District is unable to obtain 3 telephone or written bids for an applicable purchase, the reasons and circumstances for not being able to obtain at least 3 bids should be well documented on a bid summary sheet. The Executive Director must approve the reasons and circumstances for not obtaining at least 3 bids. That should be an infrequent occurrence.

If fewer than three vendors respond to a request for proposal, High Plains Library District may accept a proposal that was submitted, reject any proposals that were submitted and reissue the request for proposal or elect to not proceed with the purchase.

**When Competitive Bidding is Not Required:**

The following may be purchased without giving opportunity for competitive bidding:

1. When the purchase is made using the Colorado State Purchasing Program, US Communities/OMNIA Partners, or other collaborative purchasing agreements which have already been bid for the best prices. Vendors who agree to meet or beat state contract pricing may be used if it is determined to be beneficial to HPLD for consistency, efficiency, or better service for the district.
2. Purchases not expected to exceed \$20,000.
3. Library collection materials – books, periodicals, audio visual materials, etc.- which are purchased at the best discount available consistent with service, delivery date, and other pertinent terms.
4. Supplies, materials, or equipment that can only be furnished by a single dealer or have a uniform price wherever purchased.
5. Supplies, materials, or equipment purchased from another government entity at a price deemed below that obtainable from private dealers.
6. Services (natural gas, electricity, phone, etc.) purchased from a public utility at a price or rate determined by a State commission or other governmental authority.
7. Where proposed goods or services vary to the extent that sealed bids are not practical, detailed proposals may be accepted in lieu of bids. Detailed proposals may be used to select professional/personal services for legal, auditing, consulting services, architectural, engineering, etc., negotiated based on demonstrated competence and qualifications at fees not in excess of market rates.

**Vendor Selection** - The price solicitation process will identify the lowest cost vendor. The vendor selection process considers quality of the product and / or service and vendor relations. Accordingly, such considerations may necessitate the selection of a vendor other than the lowest cost alternative.

**Sole Source Purchases** - When only one vendor is capable of meeting all specifications and purchase requirements, purchases may be made on the basis of prices established by negotiations. All sole source purchases must be approved by the Executive Director and brought to the attention of the full Board of Trustees.

**Emergency Purchases** - In the event of an unforeseen emergency which necessitates purchases be made immediately, portions of this policy can be foregone providing the policy is adhered to as closely as conditions permit.

**Code of Ethics**

No employee of the district, or member of the employee's immediate family, or firm owned by same, will be allowed to sell to the district goods or services of any kind without the prior written consent of the Board of Trustees for expenditures of over \$500.00. It is the responsibility of the Executive Director to bring these matters to the attention of the full Board of Trustees. Goods or services costing \$500.00 or less can be approved by the Executive Director or designee.

No member of the Board of Trustees, or member of the Board of Trustees' immediate family, or firm owned by same, will be allowed to sell to the district goods or services of any kind, at any cost, without the prior written consent of the Board of Trustees. Members of the Board of Trustees will follow all rules of conduct as outlined in C.R.S. (Colorado Revised Statutes) Title

24; Article 18. [Excerpt: Subsection C.R.S. 24-18-108.5: "Rules of conduct for members of boards and commissions. (1) Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty. (2) A member of a board, commission, council or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest."]

No employee or trustee of the district shall accept a fee, gift, or other valuable item or service for personal use from any person or group of persons when such gift or other valuable item or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with High Plains Library District.

### **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees June 21, 2021.

# **High Plains Library District Reserve Policy**

## **INTRODUCTION**

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Reserve Policy addresses the need for High Plains Library District to maintain financial strength and ensure financial sustainability of the library district. This policy is intended to ensure that High Plains Library District will be able to meet emergency obligations, unforeseen circumstances, and minimize the impact of interruptions of cash flow.

## **SCOPE**

The High Plains Library District (HPLD) shall maintain unrestricted net assets in its General Fund equal to fifty percent of the previous year’s actual General Fund operating expenditures.

## **PROCEDURES**

The High Plains Library District will also maintain an emergency reserve in the amount of at least three percent of fiscal year spending in accordance with the provisions of Article X, Section 20 of the Colorado constitution (TABOR Amendment).

In the event that unrestricted net assets falls below six months of regular general fund operating expenditures, the Executive Director with the assistance of the Finance Manager will develop a plan to restore the unrestricted net assets to the intended level within two years. This plan will be presented to and monitored by the Finance Committee. The plan and the progress will be reported to the Board of Trustees.

Replenishment of unrestricted net assets may be accomplished through the control of expenditures, unexpected revenue sources, year-end budget surpluses, or increased property tax revenues.

## **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees April 19, 2021.

# **High Plains Library District URA / TIF Guidelines**

## **INTRODUCTION**

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

These URA / TIF Guidelines provide a list of factors for the High Plains Library District (HPLD) board to consider when reviewing and negotiating URA / TIF agreements.

## **SCOPE**

The HPLD board has the authority to review and negotiate the terms and conditions of URA / TIF agreements that are presented for consideration. The HPLD board is not obligated to accept any or all agreements that are presented. The HPLD board is not bound to ensure that every URA / TIF agreement complies with all the guidelines listed below. The guidelines should be considered when reviewing and negotiating URA / TIF agreements. The HPLD board should document the rationale for entering into a URA / TIF agreement that does not comply with the guidelines.

## **GUIDELINES**

- Each URA / TIF agreement will establish a cap / maximum dollar amount of tax increment that HPLD will contribute
- The HPLD tax increment will not exceed 50% of the HPLD mill levy
- The URA / TIF amount HPLD will contribute will be no more than 5% of the total tax increment from all taxing jurisdictions for any project (if the total tax increment from all taxing jurisdictions is \$30,000,000, HPLD will contribute no more than \$1,500,000)
- The distance of the project to the nearest library will be considered in establishing the amount of tax increment that HPLD will contribute
- HPLD will have no more than 3 TIF agreements outstanding with a URA or municipality (any entity) at any one time
- In new proposals, the entity will be required to present a summary of TIF agreements that HPLD already has in place with that entity. The summary will include the name of the project, remaining term (when the agreement expires), amount of tax increment HPLD has contributed to date for each agreement, and the cap / maximum dollar amount of the HPLD contribution if there is a cap on the agreement.

## **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees November 17, 2025.

## **Exam Proctoring policy**

The High Plains Library District provides exam proctoring service. This service is offered free of charge. There is no requirement that the student test-taker live within the boundaries of the District. A proctoring request is not a guarantee of service and is subject to staff availability.

~~The following guidelines articulate the responsibilities of the student, the library and the proctor, and any disclaimers.~~

### **~~Student responsibilities~~**

- ~~— Complete the Proctoring Request Formstack Proctoring Request Formstack allowing for five business days for review and scheduling of an appointment.~~
- ~~• Determine that the library's resources, including installed software and physical environment, meet the exam requirements.~~
- ~~• Arrange for all necessary exam information to be completed in accordance with the institution's deadline (approval of proctor, receiving the examination, taking the test, returning the test before deadline).~~
- ~~• Pay for any expenses associated with the exam, such as prepaid envelopes or photocopying.~~
- ~~• Provide photo identification at the time of the exam.~~
- ~~• Arrive on time or notify the proctor if unable to make the appointment. Rescheduling will be at the convenience of the proctor if student is late or cancels.~~

### **~~Library responsibilities~~**

- ~~• Contact the student within five business days after receiving the Exam Proctoring Request Formstack.~~
- ~~• Administer the exam during regular library hours.~~
- ~~• Verify the identity of the student with photo identification.~~
- ~~• Notify the student when exam information has been received, if applicable.~~
- ~~• Monitor student periodically during the exam.~~
- ~~• Enforce time limits or other requirements.~~

- Reserve a public computer in advance for online examinations, extend time as needed or reserve a conference room.
- Return the exam to the institution in a timely manner, if applicable.

### Disclaimers

- Library will not offer walk-in proctoring.
- Proctor and library will not be responsible for unforeseen events, such as network or equipment failure, lost or delayed mail, proctor illness, or library closure.
- Proctor and library will not be responsible for completed tests not received by the institution.
- Proctor will not install special software onto computers.
- Proctor will not provide personal information, such as home phone number or social security number.
- Proctor will not arrange for special shipping services such as UPS, FedEx or DHL.
- Proctor will not allow use of cell phones or visiting with others during examination.

### Related documents

#### [Exam Proctoring Procedure](#)

Websites:

[Proctoring Request Formstack](#)

Policy History	Proctoring
2011 – Mar 21	New. Identifies expectations of the public.
2014 – Mar 17	Broken out into “Proctoring Policy” and “Proctoring Guideline.” Significant expansion from previous version.
2021 – May 17	Revised. Combined Policy and Guideline. Added some clarifying language.
Reviewed by	Associate Director of Public Services

## ***Exam Proctoring policy***

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### **Related documents**

Exam Proctoring Procedure

Websites:

[Proctoring Request Formstack](#)

<b>Policy History</b>	<b>Proctoring</b>
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Reviewed by	Associate Director of Public Services

## Public Statements policy

Freedom of expression is the cornerstone of American society. Individuals, organizations, and corporations are free to publicly state their thoughts or positions.

Public libraries are different. *Protecting* freedom of expression is the cornerstone of public libraries. Stated another way, the stand of libraries is for *freedom of expression*. This limits board and staff from expressing a stand for *one point of view*. The implication is that the Board of Trustees and District staff must consider carefully whether and when to make a statement on matters of public concern.

## The Board's Ethics Policy

Each member of the Board of Trustees of the High Plains Library District signs an Ethics Policy. They are guided by and adhere to the ethics policy. The ethics policy addresses non-discrimination, prohibition from using their office to obtain privileges or advantages for themselves, not being swayed by partisan interests, or by public pressure or fear of criticism. It also states Trustees must distinguish clearly in their actions and statements between personal philosophy and those of the District. Within the parameters of the Ethics Policy, the Board considers whether to make a public statement in the following areas.

## Policy decisions

The Board of Trustees sets the policies of the District. Every policy is a statement of the organization's position and direction concerning a matter of public concern. What sets these apart from other public issues is that they address how the organization will conduct the business of the District with an explanation of the reasoning.

## Elections and ballot issues

The Board will not make a statement for or against the election of any candidate, as being a partisan interest. The Board will make a statement only on those ballot issues that have an impact on the welfare of the District, positively or negatively, and with particular regard to financial impacts. The Board will not make a statement on bond issues of other organizations.

## Health and safety issues

The Board may make statements on matters that affect public health or safety, and in particular the health and safety of library patrons and staff.

## Social issues

This area presents the greatest challenge to a Board because libraries are an integral part of the life of the *community and society*. Social issues are those most apt to have the strongest opposing viewpoints. As noted earlier, the role of the library is to protect freedom of expression *by all parties* without itself expressing a stand for *one point of view*.

These issues are those most apt to place the Board at risk in violating its Ethics Policy, such as being swayed by partisan interests, public pressure, fear of criticism, and personal philosophy.

In general, the Board will make statements on social issues only when they address the *organization* itself.

## Considerations for policies or public statements

This section is a series of questions to assist the Board in determining whether to issue a public statement. The Board may choose to appoint an ad hoc committee to apply these considerations and present a recommendation to the Board.

- Does making a policy or public statement protect the freedom of expression for the whole community?
- Does making a policy or public statement appear to be taking a stand for one point of view?
- Could this policy or public statement be construed as violating the Board’s Ethics Policy?
- Is this policy or statement necessary to convey to the public how the District will operate?
- Should this take the form of a policy or public statement, or something else?
- Is this a statement about the *organization*, or a statement about the *community*?
- Is this a statement about another organization?
- Is this an issue affecting public health or safety?
- Are statements by federal, state or local law or regulatory agencies sufficient expression, or is a policy or statement needed for how the District interprets and applies the law?
- What is the compelling need for this policy or public statement?

## Related documents

*Websites:*

[Board of Trustees Page](#)

*Other policies:*

Scope of Collection policy

<b>Policy History</b>	<b>Public Statements</b>
2020 – Dec 7	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Executive Director and Board to assist in determining when and if it’s appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.
Reviewed by	Executive Director, Board of Trustees



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: April 20 <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
  - Punch Walks have begun
  - Project is on budget & schedule
  - Anticipated date to receive the Temporary Certificate of Occupancy is 5/1
  - June 27<sup>th</sup> has been set as the tentative date for a Grand Opening
- Mead Library
  - Drywalling has begun
  - Curb and gutter work have started
  - Framing for the Children's Area Feature Wall has begun.
  - Completion of project is planned for August 2026

### ***Workforce Development***

- Mobile Workforce Development Unit
  - Interviews for vehicle staff have begun
  - Test Stops have started in conjunction with the Weld County Food Bank and County Health Department, resulting in 112 interactions and 55 surveys completed
  - We are working with the County to update our MOU
- Other Workforce Development Activity
  - IRC NOCO has started referring people to the Riverside Library for Workforce-focused Book A Librarian sessions

### ***Literacy***

- Read Con 2026 is scheduled for April 24<sup>th</sup>
- We are gearing up for Summer Reading
- The District will be bringing back the Signature Author Event, and on August 15<sup>th</sup>, 2026 we will be hosting Danny Trejo

### ***Recommendation***

Information only, no action to be taken





**BOARD OF TRUSTEES**  
**Regular Session Agenda**  
**Monday, May 18, 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. April 20, 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 Salary Survey (Action) - 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. June 15, 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:

June 15, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Erie Community Library, 400 Powers St, Erie, CO 80516

## HIGHPLAINS PLAN

### GATHER

Goal	Standard Updates
<b>COMMUNITY SPACES: New Mead Library</b>	<p><b>Activity Updates:</b></p> <ul style="list-style-type: none"><li>• Technology equipment setup starting in April (in prep for later delivery)</li><li>• AV installation scheduled</li><li>• Comcast work continues</li></ul> <p><i>04/01/2026</i></p> <p><b>Activity Updates:</b></p> <ul style="list-style-type: none"><li>• Second basic bookdrop in process</li><li>• Did box walk - no issues</li></ul> <p><i>03/12/2026</i></p>
<b>COMPLETE: COMMUNITY SPACES: New Raymer Public Computing Center</b> <b>COMMUNITY SPACES: Support New Milliken Library</b>	<p><b>Activity Updates:</b></p> <ul style="list-style-type: none"><li>• Infrastructure network equipment installation starting</li><li>• Continue to monitor site readiness</li><li>• All equipment prepped and ready for delivery</li><li>• AV installation abandoned and rescheduled (site not ready)</li><li>• First portion of staff training shared with Johnstown staff (displays)</li></ul> <p><i>04/01/2026</i></p>

Goal	Standard Updates
<p><b>COMMUNITY SPACES: DSS Build &amp; Remodel</b></p>	<p><b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>Elevator communications - considered done and Kone is using their provided service.</li> <li>As of March 31st building not ready for network installation yet</li> <li>Comcast will be installing circuit second week in April and building to building fiber installed beginning of April</li> <li>Door readers being installed and ETA to program is sometime last half of April</li> <li>Equipment from ITI is prepped awaiting installation</li> <li>AV is scheduled in April</li> <li><b>ONE ALERT:</b> core gateways ordered are on backorder and will not arrive until May. We have secured a loaner unit but are working to assess options.</li> </ul> <p><i>04/02/2026</i></p> <p><b>Activity Updates:</b> Confirmed with the City of Greeley Sales Tax and Building Inspection departments that no additional sales tax or business licensing filing will be required for the new building (building C).</p> <p><i>03/31/2026</i></p> <p><b>Activity Updates:</b> Ordering and receiving for the opening day collection for the Library &amp; Archive is in progress.</p> <p><i>03/30/2026</i></p>

## GET

Goal	Standard Updates
<p><b>Memory Lab\Digitization Hub</b></p>	<p><b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>Have meeting to review tech options with key stakeholders. We are moving forward.</li> </ul> <p><i>04/02/2026</i></p> <p><b>Activity Updates:</b></p> <ul style="list-style-type: none"> <li>Training content in process</li> <li>All items have been tested</li> </ul> <p><i>03/12/2026</i></p>

## GROW

Goal	Standard Updates
<p><b>LITERACY SUPPORT</b></p> <p>↳ <a href="#">Burlington English Certificate Skills</a></p>	

**WORKFORCE DEVELOPMENT**

**Activity Updates:** TechOps contacted the Workmobile team to confirm that they still anticipate an October vehicle delivery date.

*04/06/2026*

**Activity Updates:**

- Workforce Librarian job posted
- Workmobile material created to be distributed
- Workforce LA description finalized to be reviewed by workforce committee

*04/06/2026*

**Activity Updates:**

- VR Headset lab tested, redeployed for use by staff

*04/01/2026*

→ **Online High School**

**Activity Updates:** Since the start of offering Career Online Highschool (COHS) in February 2024, a total of 98 people have enrolled in the program. Of these, 38 have passed the prerequisite work. Many get stopped by not being able to complete the math section. Of those who have been able to continue into the program, areas of focus range from child care and commercial driving to hospitality and office management.

To date, a total of 4 people have graduated from the program.

It is anticipated that the COHS will be made available to those making use of the Workmobile once that service is available. Currently, most learners are based in the greater Greeley-Evans area with some from Ault, Eaton, Fort Lupton, Gill, Johnstown, and Platteville.

*04/06/2026*

→ **Workforce Vehicle**→ **Public Learning Systems (partnerships SnapOn...)**