



BOARD OF TRUSTEES
Regular Session and Executive Session Agenda
Monday, August 17, 2026
5:00 p.m.
Milliken Public Library
266-B S. Irene Avenue, Milliken, CO 80543

This is also streamed virtually by GoToMeeting.

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

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

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

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. July 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 Erie Recreation Center Expansion (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Policies Update (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Owner's Rep Guidelines
 - b. Owner's Rep On-Call Contract

- 2.3 2nd Quarter Statistics Overview (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.4 Strategic Plan Updates (Information) - Dr. Matthew Horts, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
 - a. September 21, 2026 RS
- 3.2 District Updates – Dr. Matthew Horts, 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) (b) Receiving legal advice on specific legal questions from an attorney –
Trustee Interviews

6.0 ITEMS FOR INFORMATION/ACTION (Continued)

- 6.1 Board Trustee Recruitment (Action) - Dr. Matthew Horts, HPLD Executive Director

7.0 ADJOURNMENT

Upcoming meetings:

September 21, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
HPLD Library & Archive, 2650 W. 29th Street. Greeley, CO 80631



BOARD OF TRUSTEES
Regular and Executive Sessions Minutes
Monday, July 20th, 2026
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80634

1.0 OPENING OF MEETING AT 5:02

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Michael Wailes
Vice-Chair Deana Lemos-Garcia
Secretary/Treasurer Lisa Taylor
Trustee Jenna Evans
Trustee Gerri Holton
Trustee Dr. Carmody Lee
Trustee Patty Bodwell

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia and Hannah Taylor
HPLD Staff: Marjorie Elwood, Natalie Wertz, Dt. Matthew Hortt and Kim Parker

Chair Wailes read the following into record:

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

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

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Gerri Holton

SECOND: Vice-Chair Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

June 15, 2026 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Secretary/Treasurer Lisa Taylor

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

1.4 The Good We Do

In honor of the HPLD Library & Archive that was opened last month, Dr. Hortt shared information on the digitation of Greeley Tribune newspapers through the Colorado History Newspaper Collection. Looking at HPLD's account from January 1st through December 31st of last year, there were 16,704 views and 2,799 active users. Comparing that to the first six months and few days of this year, January 1st through July 12th, that same collection had 15,798 views and 2,543 active users. In summary, the first six months of this year almost equaled the entire year last year. Part of that is credited to the District highlighting the information that it is available. And now that the Archive is open, people can more readily access the collection.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 New Trustee Introduction (Information) - Dr. Matthew Hortt, HPLD Executive Director

After the resignation of the previous Region 4 Board Trustee, staff went through the recruitment process, and Dr. Hortt introduced the newly appointed Board Trustee, Dr. Carmody Lee.

Dr. Lee told a little about herself and thanked everyone for having her and allowing her to serve on the Board.

For Information Only. No Action Needed.

2.2 IGAs with Member Libraries Update (Information) - Dr. Matthew Hortt, HPLD Executive Director

Per the Board direction, the IGA amendment to add a "No Third-Party Clause" was released to the Member Libraries' Towns and Cities, and signed approvals have been received from Ault, Eaton, Fort Lupton, Hudson, and Platteville. When Johnstown and Weld RE8 school district's signed copies are in, all will be complete.

For Information Only. No Action Needed.

2.3 Signature Author Event Update (Information) - Dr. Matthew Hortt, HPLD Executive Director

The 900 tickets to Danny Trejo that were available sold out in two minutes. Because of that, staff asked his agent if he would add a second show on the following day, Sunday, August 16th, to his contract. He and his team have agreed to do so. As soon as the signed contract is received, tickets will be offered again, and the 200 people on a waiting list will have first chance to secure a ticket.

For Information Only. No Action Needed.

2.4 Policies Update (Action) - Dr. Matthew Hortt, HPLD Executive Director

HPLD staff have updated the Retention Policy and Definitions Policy, and the Governance Committee has reviewed them.

Minor changes, which included cleaning up some wording and updating a link, were made to the Retention Policy.

The Definitions Policy changed the passive voice to the active voice, made the wording more succinct and accessible, and brought the wording in line with the recently updated Governance Policy and Policy Process.

MOTION to approve the Retention Policy and Definitions Policy as presented:

Secretary/Treasurer Lisa Taylor

SECOND: Trustee Patty Bodwell

DISCUSSION: None

VOTE: 6:0

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

a. Construction Updates

The DSS Library & Archive is now open. There were over 150 people in attendance at the grand opening on June 27th.

Mead's interior finishes are almost complete, and furniture was supposed to be delivered starting on July 20th. Temporary Occupancy Certificate has not been received yet but is expected to be issued soon, and the opening date is anticipated to be in early October.

b. Workforce Development

Work continues to be done to prepare for the Workforce Development Mobile Unit, and testing stops are still being done. The MOU with the County is still in process and data is still being collected.

c. Literacy

Between May 18th and July 3rd, there were 4,667 registrants for the Summer Reading Adventure in the branch system, Northern Plains Public Library, and Glenn A Jones, MD Memorial Library. Of those, 1,269 were completed, which is 725 more than last year. Also, in the SRA activities, 75,846 have been completed, which is 20,000 higher than last year. In rewards redeemed, 2,568 rewards were redeemed and 16,536 badges earned.

For Information Only. No Action Needed.

3.0 DIRECTOR'S REPORT

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

a. August 17, 2026 RS

Matt will include highlights from previous weekend

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

The *Kids Eat Free* summer lunch program partnership with Greeley/Evans School District 6 at LINC and Centennial Park Library feeds 320 children under the age of 18 weekly. The Weld Food Bank partnership with the summer lunch program at Kersey feeds 100, and Grover feeds 25. In all, 445 kids eat weekly because of the District's partnerships. Some of the Member Libraries also partner with the Weld Food Bank and provide lunches, but Dr. Horts did not have the numbers.

The number of registrants for the Foundation's upcoming *Carnival in the Stacks* is 81 at LINC and 55 at Erie. LINC's event, which is for ages 21+, will be held on August 14th, and Erie's event, which is a family event, will take place on August 21st.

Staff received a request from the U.S. House of Representatives to distribute information on the *Congressional App Challenge* for Stem students to inspire Middle- and High- School students to explore the STEM field and build an app. They are looking for applications to be submitted.

The Colorado Smart City Alliance has put together a library challenge, and all the libraries across Colorado are invited to participate. Libraries are invited to submit a problem and work together to pick which problem to jointly tackle. HPLD will watch it this year.

Chair Wailes invited Dr. Horts to comment on the Pop-Up Report that was included in the packet.

4.0 BOARD COMMENTS

- 4.1 Chair Wailes expressed gratitude for all the work that is going on in the District. Obviously, a lot of hard work is being done between meetings. He was impressed by the SRA numbers, and said that the Library & Archive grand opening was a nice event. Carnival in the Stacks will be a great event. He's proud of the Foundation team: the event is innovative and doing well on numbers. Also, he thanked staff for the Danny Trejo book and is looking forward to the event.
- 4.2 Vice-Chair Lemos-Garcia attended the grand opening of the Library & Archive: it's an amazing building and people were excited. She welcomed Dr. Lee to the board, thanked Marjorie Elwood for the policies' updates, and thanked Dr. Horts for the report on the student lunches.
- 4.3 Secretary/Treasurer Taylor echoed the gratitude and added that she is excited about the taco cookbook. She welcomed Dr. Lee and encouraged everyone to participate in the Carnival in the Stacks.
- 4.4 Other Board Members
- Trustee Evans will be at Erie's Carnival in the Stacks. She also welcomed Dr. Lee, thanked Marjorie Elwood for the work on the policies and the marketing team for the book, and gave a shoutout to the Pop-Up team.

Trustee Holton thanked staff for getting Danny Trejo here for a second performance. She asked how many HPLD employees will be going to CALCON, and Dr. Horts replied that a number of staff members will attend and added that the YES!fest team will be there because they will receive the *Project of the Year* award. Trustee Holton also mentioned an article from the front cover of The Atlantic Magazine about Reading is Dead, she's proud of the work our staff is doing to combat it?

Trustee Lee was grateful for getting to serve on the board. She, too, was at the Library & Archive grand opening, and it was great to see what the library is doing. She appreciates the warm welcome and onboarding she has received – the whole process has been very smooth.

Trustee Bodwell said she looks forward to the Carnival in the Stacks because it sounds like a great event, and she thanked the Foundation for all they do. She attended the grand opening and was very impressed with the archives and PhotoMyne. She also thanked Marjorie Elwood for the policies.

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (e), Determining positions relative to matters that may be subject to negotiations - Erie Recreation Center Expansion

MOTION to adjourn from Regular Session and enter into Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (e), Determining positions relative to matters that may be subject to negotiations - Erie Recreation Center Expansion: Trustee Gerri Holton

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

Once the room has cleared out and Board is in Executive Session, Chair or Matt reads the following:

An executive session meeting of the Board of Trustees of the High Plains Library District is being convened at 6:07pm on July 20, 2026, for the sole purpose of discussing the Erie Recreation Center Expansion that may be subject to negotiations. Attending are Chair Wailes, Vice-Chair Lemos-Garcia, Secretary/Treasurer Taylor, Trustee Evans, Trustee Holton, Trustee Dr. Lee, Trustee Bodwell, Matthew Horrt, Natalie Wertz, and Legal Counsels Bill Garcia and Hannah Taylor

6.0 RECONVENING OF REGULAR SESSION AT 6:39PM

6.1 Roll Call

All Trustees were present

Chair Michael Wailes

Vice-Chair Deana Lemos-Garcia

Secretary/Treasurer Lisa Taylor

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Carmody Lee

Trustee Patty Bodwell

Quorum was established.

7.0 ADJOURNMENT AT 6:40PM:

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Deana Lemos-Garcia

SECOND: Trustee Patty Bodwell

DISCUSSION: None

VOTE: 6:0

Upcoming meetings:

August 17, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Milliken Library, 266B S. Irene Avenue, Milliken, CO 80543

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 17 th , 2026
Type of item: Action
Subject: Erie Recreation Center Expansion
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff recommend the Board consider removing the contingency request and authorize the Executive Director to review and sign the future documents related to this project

Background

In late 2025, the Town of Erie proposed a plat amendment for the Erie Community Library Site and a land swap, which would enable the Erie Recreation Center to Expand in 2027. In July 2026 the Board of Trustees directed staff to sign an authorization letter that allowed the Town of Erie to proceed with the plat amendment and represent both parties in the process with the caveat that the amendment was contingent upon the passage of a ballot initiative in Erie set for November 2026. Staff will be sharing the process with the Board and asking for approval of the proposed MOU.

Considerations

- Timeline
 - The land use/site plan & minor plat revision were submitted to the town
 - It is anticipated that the review and approval will be complete by late September or early October and presented to Town Council in late October
- Contingency
 - Erie Town Staff shared that they will include the District's contingency request in all agreements, but also shared that the long-range plan for the Recreation Center is to expand and if the ballot measure was not successful it would be pursued again
- Administrative Function
 - The remainder of the agreements and submissions that will be needed to complete the land trade and minor plat revision are considered administrative functions by the Town of Erie. Staff propose that the District consider taking the same action and direct and authorize the Executive Director to review and sign the related documents

Recommendation

Staff recommend the Board consider removing the contingency request and authorizing the Executive Director to review and sign the future documents related to this project

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 17 th , 2026
Type of item: Action
Subject: Owner' Rep Guidelines
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend the Board approve the recommended changes to the guidelines and provide direction on renewal of contract

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. In this case the proposed amendment is being made to a guideline.

In June 2019, following a discussion on construction costs, the Board gave staff direction to recommend guidelines for Member Libraries' use of contracted Owner's Representative services. In September 2019, the Board approved specific guidelines for this funding. In December 2024, changes were made to the guidelines to specify the On-Call Owner's Rep usage requirement. Since that time Member Libraries have proceeded to use other Owner's Rep firms.

Considerations

- Some of the Member Libraries have pursued the use of other Owner's Rep firms
- Our Contract with Wember Inc is up for renewal at the end of the year
- The original intent of the funding was to encourage the Member Libraries to utilize an Owner's Representative, but not cover the full cost of the service
- Interest has been expressed to allow the funds to be used for other professional services on a capital improvement project
- Staff are recommending the following edits to the guidelines

Proposed edits to Guidelines

1. ~~Member Library construction project must be presented, and Owner's Rep Task Order approved by the HPLD board prior to any fees being paid.~~ HPLD must be informed of the capital project and intent to request the funds prior to funds being paid to the Owner's Rep Firm. This must be done in time for budget process for the year that the fees are expected to be paid – by mid-August the year prior to when the fees will be paid.
2. ~~The District will only fund the use of the current On-Call Owner's Rep Contracted Firm. If the District does not have a current On-Call Owner's Rep under contract funds will not be available. This does not preclude the Member Library from utilizing their RFP process and their funds for an Owner's Rep, however, to access the reimbursement, the HPLD contracted firm must be used.~~
3. Project limit on a 9% scale of the total expected project cost with a maximum of \$100,000 limit per project.
- 4 Limit of 1 project per 2-year cycle
5. Owners Rep fees will be paid by the member library and submitted for a reimbursement request with copies of the invoices to HPLD.

6. Each project will require that the Member Library submit for grants and reimburse HPLD if grants are received.

Clean version of the guidelines

1. This must be done in time for budget process for the year that the fees are expected to be paid – by mid-August the year prior to when the fees will be paid.
2. Project limit on a 9% scale of the total expected project cost with a maximum of \$100,000 limit per project.
3. Limit of 1 project per 2-year cycle
4. Owners Rep fees will be paid by the member library and submit for a reimbursement request with copies of the invoices to HPLD.
5. Each project will require that the Member Library submit for grants and reimburse HPLD if grants are received.

Recommendation

Staff recommend the Board approve the recommended changes to the guidelines and provide direction on renewal of contract

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 17 th , 2026
Type of item: Information
Subject: Building a Better Organization (BBO) - Community Data
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Information only, no action to be taken

Background

As part of the HPLD Strategic Plan, the High Plains Library District has chosen to pursue excellence in the form of adopting the Malcom Baldrige Framework. The district has been working with the Rocky Mountain Performance Excellence Organization to do this work. We have called this initiative, Building a Better Organization (BBO). As part of this effort, staff is sharing the community data that we have available and utilize. The data is available through ESRI. The reports can be run by defined community boundaries or custom boundaries. We have included a sample report for the Town of Mead.

Considerations

- Data Included:
 - Standard Demographics
 - Drive/travel patterns and times
 - Generational Mix
 - Financial Information including struggles, spending, eating habits
 - Political Leanings and Affiliations

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 17 th , 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
 - Kaylie Longley, Our Archive Librarian has put together an info graphic on the grand opening metrics (included in the packet)
- Mead Library
 - Interior finishes are being completed
 - Furniture has been installed
 - The Temporary Certificate of Occupancy has been received
 - Opening is planned for Saturday, October 3rd at 10am

Workforce Development

- Mobile Workforce Development Unit
 - Test Stops have started in conjunction with the Weld County Food Bank and County
 - We are working with the County to update our MOU

Literacy

- The Signature event with Danny Trejo was held August 15th & 16th – Staff will report about the event at the meeting
- Summer Reading Adventure Final numbers
 - 5,040 registrants overall
 - 2,286 kids completed the entire program, earning 2 prize books

Recommendation

Information only, no action to be taken

HPLD LIBRARY & ARCHIVE GRAND OPENING

Survey Results

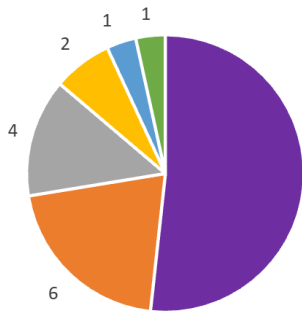
June 27, 2026

Who attended the opening?

Data below are from guest sheets and the grand opening survey.

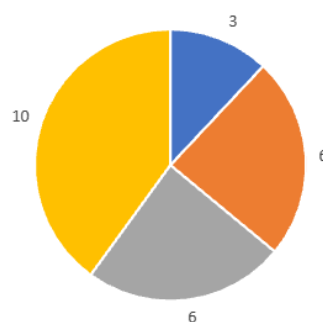
Patrons' Zip Codes

80634 80631 80620 80005
80651 80550



Patrons' Ages

0-17 18-29 30-49 50-79



What did patrons do at the opening?



3 Made new library cards

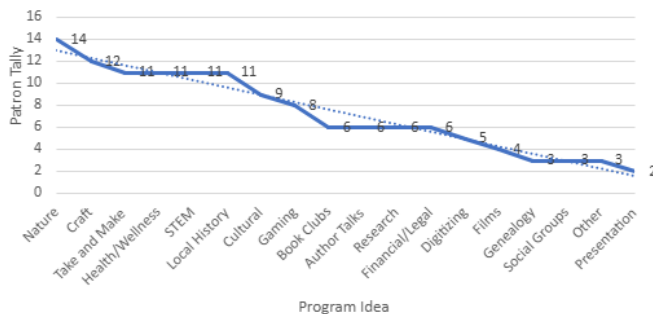
111 Visited the state-of-the-art archival storage and reading room to learn about HPLD's archival collections and new digitizing services



146 Colored, played a dinosaur scavenger hunt, and/or decorated bookmarks

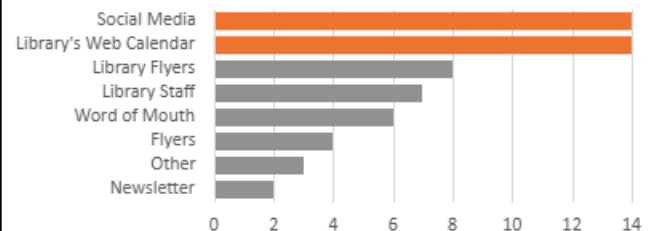
13 Board members and community leaders took VIP tours throughout the new building, including the third floor

What do patrons want to do at the new branch?



*Other: Storytime, Music, Kids' Program

Where do patrons look for library events?



*Other: Library app, Mom, frequent visit

What are patrons saying?

will be using these services
looking forward
enthusiastic staff
we need this
beautiful
great facility
dynamic
thank you
great info
awesome
wonderful
fantastic
love
archive
very applicable
ideas
amazing
variety
library
so cool
fun
welcome to the neighborhood
neat and refreshing
opening the doors to opportunity
greatest American invention

How are we doing?

156 patrons visited in July (with many return customers!), from door count data

AVERAGE 2/WEEK

book a librarian requests, with new service options including archival research and digitization

JOIN US FOR...

storytime, ready reference, fresh displays, new materials, and book club coming soon



BOARD OF TRUSTEES

Regular Session Agenda

Monday, September 21, 2026

5:00 p.m.

HPLD Library & Archive

2650 W. 29th Street, Greeley, CO 80631

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

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 - a. August 17, 2026 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Member Libraries List of Services and Standards Report ((Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Policy Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
 - a. October 19, 2026 RS
- 3.2 District Updates – Dr. Matthew Hорт, 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:

October 19, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 17 th , 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

- Trustees Holton & Lee's terms ends on December 31st, 2026
- The District need to recruit to fill vacancies for the Region 2 (Ft. Lupton, Hudson, Keenesburg, Lochbuie, LaSalle) & Region 4 Position (Greeley, Evans, Garden City)
- Following a bylaws review and discussion between our legal counsel and the County Commission's counsel, Trustees who are eligible may seek to be reappointed without reapplying and interviewing. Trustee Lee has drafted a letter for the Establishing Bodies seeking reappointment to the Region 4 Trustee position
- 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 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

High Plains Library District Board Trustee Recruitment Timeline 2026

DRAFT

Monday, 8/17/2026	Present timeline and materials to the Board.
Tuesday, 8/19/2026	Mail letter to the Establishing Bodies. Email copies to the Clerks. Post open position(s).
Friday, 9/25/2026	Applications are due and recruitment closes. Reponses with Representatives' Names due to Kim.
week of 9/28 - 10/2	Pare down applicants and meet with the Governance Committee to set the interview list.
Following decision above	Applicants are notified and copies of candidate applications are sent to the Establishing Bodies
week of 10/20-10/22	Print packets, make name tents, and prepare for interviews
Friday, 10/23/2026	Interviews at LINC from 1:00 to 4:00p.m.

NOTICE

The High Plains Library District Board is seeking candidates to fill two vacancies 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 areas needing representation are:

- Region 2: Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville
- Region 4: Greeley, Evans, Garden City. The incumbent is seeking reappointment

The terms run from January 1, 2027 through December 31, 2030.

Interested applicants can find an application link at www.mylibrary.us/board

Application deadline is September 25, 2026 at 5:00pm.

Trustee Interviews will be held October 23, 2026 from 1:00 - 4:00pm.
at LINC Library Innovation Center

For more information, contact James Melena at

jmelena@highplains.us or 970-506-8559



High Plains Library District Board of Trustees Application

You will find the High Plains Library District Board of Trustees Application Form on the following two pages. The District is seeking interested applicants to fill two vacancies on its Board. The open positions are for the following regions, and applicants must reside within those region.

- ❖ Region 2: Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville
- ❖ Region 4: Greeley, Evans, Garden City

Please consider these points for appointment to the High Plains Library District Board of Trustees.

- The term runs from January 1, 2027 through December 31, 2030.
- 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.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

Interested applicants should complete the online application, found on MyLibrary.us, or the application that follows on the next two pages. If completing the paper copy, please send it to

High Plains Library District Board Appointments
Administration & Support Office
2650 W 29th Street, Greeley, CO 80631

Applications are due September 25, 2026 at 5:00p.m.

**Trustee Interviews will take place on October 23, 2026 from 1:00 - 3:00p.m.
At LINC Library Innovation Center**

For more information, contact James Melena at
jmelena@highplains.us or (970) 506-8559



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.

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.

Education

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

Highest Degree _____
Degree, Year, Institution

Please confirm that you are applying for the following:

- ☐ Region 2– Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville
☐ Region 4– Greeley, Evans, Garden City

It is required that you reside in the region you are applying for.



State the qualities you feel you could bring to the Library Board

Please use the space below for additional comments, length of residency in Weld County, particular activities or background relevant to appointments, etc.

Are you a member of another library board? If so, which one?

Please list two references



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

August 19, 2026

President Matt Bovee
Weld RE8 Board of Education
200 S. Fulton Avenue
Fort Lupton, CO 80621

Dear President Bovee:

The High Plains Library District is seeking nominations to fill two vacancies on its Board of Trustees, because the terms expire on December 31, 2026. 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 areas needing representation are:

Region 2: Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville

Gerri Holton, representing Region 2, will close out the second of her two-term position, and so will not be eligible to serve in the next four-year term.

Region 4: Greeley, Evans, Garden City

Dr. Carmody Lee, representing Region 4, is seeking reappointment

Notice of the vacancies has been placed in newspapers, libraries, and on the HPLD website, www.MyLibrary.us.

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 members. We request that you call Kim Parker, Executive Assistant, at 970-506-8569 or email kparker@highplains.us with the *name* and *email address* of your representative by Friday, September 25, 2026.

Copies of candidate applications will be sent electronically to your representative during the week of October 5, 2026.

We then need your representative to attend a meeting set for **Friday, October 23, 2026** from 1:00 to 4:00pm to interview all candidates. This meeting is at the LINC Library Innovation

Carbon Valley Regional Library • Centennial Park Library • Eaton Public Library • Erie Community Library
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Hudson Public Library • Kersey Library • Lincoln Park Library • Northern Plains Public Library • Outreach
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1-888-861-READ (7323) • www.MyLibrary.us



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

Center, 501 8th Avenue, Greeley. Vice-Chair Deana Lemos-Garcia, our At Large representative, 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. 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.

You will find a copy of the application form to be completed by potential candidates, attached. It is also linked here: <https://hpld.formstack.com/forms/2027>. 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. For instance, two Trustees are required to serve on the HPLD Foundation Board of Directors.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

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

Sincerely,

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES

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High Plains Library District Board Trustee Recruitment Timeline 2026

DRAFT

Monday, 8/17/2026	Present timeline and materials to the Board.
Tuesday, 8/19/2026	Mail letter to the Establishing Bodies. Email copies to the Clerks. Post open position(s).
Friday, 9/25/2026	Applications are due and recruitment closes. Reponses with Representatives' Names due to Kim.
week of 9/28 - 10/2	Pare down applicants and meet with the Governance Committee to set the interview list.
Following decision above	Applicants are notified and copies of candidate applications are sent to the Establishing Bodies
week of 10/20-10/22	Print packets, make name tents, and prepare for interviews
Friday, 10/23/2026	Interviews at LINC from 1:00 to 3:00p.m.

NOTICE

The High Plains Library District Board is seeking candidates to fill a 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 2: Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville

The term runs from January 1, 2027 through December 31, 2030.

Interested applicants can find an application link at www.mylibrary.us/board

Application deadline is September 25, 2026 at 5:00pm.

Trustee Interviews will be held October 23, 2026 from 1:00 - 3:00pm.
at LINC Library Innovation Center

For more information, contact James Melena at

jmelena@highplains.us or 970-506-8559



High Plains Library District Board of Trustees Application

You will find the High Plains Library District Board of Trustees Application Form on the following two pages. The District is seeking interested applicants to fill a vacancy on its Board. The open position is for the following region, and applicants must reside within that region.

❖ Region 2: Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville

Please consider these points for appointment to the High Plains Library District Board of Trustees.

- The term runs from January 1, 2027 through December 31, 2030.
- 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.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

Interested applicants should complete the online application, found on MyLibrary.us, or the application that follows on the next two pages. If completing the paper copy, please send it to

High Plains Library District Board Appointments
Administration & Support Office
2650 W 29th Street, Greeley, CO 80631

Applications are due September 25, 2026 at 5:00p.m.

**Trustee Interviews will take place on October 23, 2026 from 1:00 - 3:00p.m.
At LINC Library Innovation Center**

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Date/Time _____

Name

First Name _____

Last Name _____

Home Address

Address Line 1 _____

Address Line 2 _____

City _____

State _____

Zip Code _____

Business Address

Address Line 1 _____

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Are you a member of another library board? If so, which one?

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

August 19, 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 a vacancy on its Board of Trustees, because the current term expires on December 31, 2026. 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 2: Fort Lupton, Gilcrest, Hudson, Keenesburg, LaSalle, Lochbuie, Platteville
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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 call Kim Parker, Executive Assistant, at 970-506-8569 or email kparker@highplains.us with the *name* and *email address* of your representative by Friday, September 25, 2026.

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HIGHPLAINS PLAN

GATHER

Goal	Standard Updates	Current Completion
COMMUNITY SPACES: New Mead Library	NEW Activity Updates: · Landscaping is wrapping up – the final part is to sow the native seed. · Furniture is in mid-installation · Installing makerspace equipment · Collection arriving and being shelved mid- to late-August · Staff moving into the building early September. September will be devoted to onboarding, training, team-building, and learning the building. NEW Activity Updates: Submitted business license application to Town of Mead and received business license for the library. Submitted form to Colorado Department of Revenue to add Mead Library to the sales tax account. Communicated with Flood & Peterson Insurance to get new building added to the policy when HPLD receives the certificate of occupancy. Finance worked with Library Manager to order some small equipment needed for the new library. NEW Activity Updates: - starting to go onsite each week - this week corrected door readers being placed on 3 doors (plans didn't match provided items) - no issues to report, expect a few points of true up Current schedule I'll be communicating TOPIC: Mead technology installation PURPOSE: confirm the schedule below works or if you see need to adjust at this time. DATES: - DATE YOU LIKELY CARE ABOUT: technology installation is targeted to be complete by August 28th	82% 82 / 100 4% ahead

- Related: Doors to be determined – although readers will be installed core network if also needed. Estimate by August 14th readers will be operational. Will share more specific date when available.
- IN PROGRESS:
 - low volt cabling termination, met with GL&K yesterday onsite regarding doors, ...
 - in ceiling or wall items such as WAPS. PA speakers, cameras are currently in process
 - Comcast should be starting to pull the fiber in this week. We are waiting for an update from them but don't be surprised if you see them onsite.
- WEEK OF AUGUST 3: AV work begins
- WEEK OF AUGUST 10th: start installation of client technology (computers..)

→ 2026 - Targeted Mailings to homes near new libraries (Mead & Grover)	27% 27 / 100 3% behind
COMPLETE: COMMUNITY SPACES: New Raymer Public Computing Center	100% 100 / 100 -
COMMUNITY SPACES: Support New Milliken Library	100% 100 / 100 -
COMMUNITY SPACES: DSS Build & Remodel	97% 97 / 100 3% behind
2027 - COMMUNITY SPACES: Riverside Refresh	0% 0 / 100 -
2027 - COMMUNITY SPACES: Support Eaton expansion	0% 0 / 100 -
2027 - COMMUNITY SPACES: Support Hudson expansion	0% 0 / 100 1% behind
2027 - COMMUNITY SPACES: Support Johnstown expansion	0% 0 / 100 50% behind
2027 -COMMUNITY SPACES: Erie new build	0% 0 / 100 1% behind
2027 - COMMUNITY SPACES: Support Ft Lupton expansion	0% 0 / 100 2% behind

Goal	Standard Updates	Current Completion
Memory Lab\Digitization Hub	NEW Activity Updates: - At this point marking ITI component as complete. Provided MKA to Hannah for sharing, SCO deferred for a bit. Looking to owners for ensuring communication, advertising, leveraging marketing and promotion for Sept opportunity. - Provided response	83% 83 / 100 5% ahead
2027 Support - Fort Lupton Bookmobile	NEW Activity Updates: - helping support roll out to help cover vacation when people are out. Drafted a MKA announcement - getting equipment prepped for when Rick/Hannah are ready to start SCO (which had discussed Sept) inquiry draft	0% 0 / 100 6% behind
2027 Support - Eaton 2nd Bookmobile		0% 0 / 100 2% behind
2027 Support - Johnstown bookmobile		0% 0 / 100 50% behind

GROW

Goal	Standard Updates	Current Completion
LITERACY SUPPORT		69% 69 / 100 31% behind
→ Burlington English Certificate Skills		100% 100 / 100 -
WORKFORCE DEVELOPMENT	NEW Activity Updates: - Been in touch with manufacturer and on track to send equipment to them in August - AV ordered and shipping directly to them	60% 60 / 100 18% behind

Goal	Standard Updates	Current Completion
→ Online High School	NEW Activity Updates: The District is preparing a graduation event for our Colorado Online Highschool Graduates. As of the end of July, we have 11 people who have completed the program and we may have one more finishing by the end of September. The Graduation event is scheduled for the morning of Saturday, September 26th at LINC.	79% 79 / 100 1% ahead
→ Workforce Vehicle		50% 50 / 100 41% behind
→ Public Learning Systems (partnerships SnapOn...)		0% 0 / 100 100% behind