



BOARD OF TRUSTEES

Regular Session Agenda

Monday, March 21, 2022

Eaton Public Library

132 Maple Avenue, Eaton, CO 80615

5:00 p.m.

This is also streamed virtually by GoToMeeting.

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

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If you wish to address the Board via Public Comment, please attend the meeting in person.

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. February 14, 2022 Regular Session Meeting Minutes
 - b. March 08, 2022 Special Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introduction of the HPLD Creative Technologist - (Information) – Marjorie Elwood, HPLD Associate Director
- 2.2 Centennial Park Refresh Project (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.3 High Plains Library District Foundation MOU (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.4 Grover building option (Information) – Dr. Matthew Horts, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
 - a. April 18, 2022
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director
- 3.3 Chair Report – Chair of the Board

4.0 BOARD COMMENTS

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

5.0 ADJOURNMENT

Upcoming meetings:

April 18, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th St., Greeley, CO 80631



BOARD OF TRUSTEES

Draft - Regular Session Minutes

Monday, February 14, 2022

HPLD Administration Building

2650 W. 29th St., Greeley, CO 80631

5:00 p.m.

1.0 OPENING OF MEETING AT 5:02PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair/Region 3: Ken Poncelow - Excused

Vice-Chair/Region 5: Mary Heberlee

Secretary/Treasurer/Region 4: Mary Roberts

Region 1: Trustee Teresa Curtis - Excused

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hорт, Brittany Raines, James Melena, Marjorie Elwood, Rosa Granado, Kim Parker

Guests: Brooky Parks, Dodie Ownes, Jayne Blodgett, Maria Foster, Ryan Grob, Tony Brewer, Tiah Frankish, Warren Mitchell

Vice-Chair Mary Heberlee read the following statement into record: *High Plains Library District (HPLD) is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety.*

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Gerri Holton

SECOND: Trustee Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.3 Approval of Consent Agenda

a. January 17, 2022 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Jana Caldwell

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.4 Public Comment

Vice-Chair Heberlee read the following statement into record:

If attendee wishes to address the Board of Trustees, they must sign in. When you are recognized, attendee is asked to stand and state your name and address for the record. Attendees' comments will be limited to two (2) minutes unless the Chairman chooses to extend that limit. The Board may not respond to comments, but may take comments and suggestions under advisement and your questions will be directed to the appropriate staff person for follow-up. If comments are repeated by multiple members of the public, the Chairman may ask for those who agree to raise their hand and then ask the remaining speakers to provide new or additional input. Please note that Public Comment is to address items not currently on the Agenda. If you wish to address the Board in regard to items for discussion or action, please wait until the item is presented.

Public Comment by Tiah Frankish, Board President, Colorado Association of Libraries

Good evening, Executive Director Hорт and Esteemed Members of the High Plains Library District Board. My name is Tiah Frankish and I am the very newly elected President of the Colorado Association of Libraries. Last Friday, at our Executive Board Meeting, the CAL board voted to have me share the following statement this evening.

The Colorado Association of Libraries (CAL) is a volunteer-run unified chapter of the American Library Association, and is the common bond, voice, and power for the Colorado library community. We are united to promote library services to citizens of Colorado, foster professional growth and development of our membership, provide essential resources, support and advocacy for Colorado Libraries and the communities that they serve, and support access to information. The Colorado Association of Libraries has tasked the Intellectual Freedom Committee(IFC) with educating the Colorado Library community about intellectual freedom principles and issues, and supporting First Amendment rights in all appropriate venues to promote the principles of Intellectual Freedom.

The CAL Board is encouraged that the High Plains Library District has consulted with ALA Office of Intellectual Freedom about their programming policy and encourages all libraries to follow ALA's guidance on effective policy language. The Colorado Association of Libraries advocates for clear and transparent programming policy that is evident to staff and inclusive to the library's community. CAL supports public libraries' adoption of Colorado Public Library Standards, as outlined by the State Library. <https://www.cde.state.co.us/cdelib/standards/index>

Additionally, we believe that robust discussion between staff and management around difficult issues is paramount to quality work environments. As a professional organization, CAL will be offering free or low-cost webinars in the coming months that will focus on approaching difficult conversations with integrity, passion, and confidence from both a library staff perspective and a management position.

Please let the CAL Board, and by extension the CAL Intellectual Freedom Committee,

know how we can support you in creating an atmosphere where collections, programs, and communities flourish.

Public Comment by Warren Mitchell

Thank you for letting me be here. I'll do my best to KISS: Keep it Simple, Stupid. For two minutes. It's very difficult with the passion I have right now. My passion is a passion that we have a new library coming in on 8th Avenue at the old Greeley Tribune building. We have a building out on 61st Avenue that is extremely well run named the W.D. Farr Library. I'm going to encourage you and give you all the motivation you need if you don't already have it – how many of you have read this book? It's in the Farr Library, by the way: that's where it's checked out from. It's called *Silver Fox of the Rockies*. It is the biography of Delphus Carpenter. Not Don, Don was his son. Let me read you just an excerpt from the acknowledgements in the front of this book, from the man who wrote the forward.

'The story of Delphus Emory Carpenter and Interstate Water Compacts first came to mind when I was writing *The Last Water Hole*. Arizona, California, and Nevada would have fought against the removal of the Colorado River from the Colorado River basin in the 1937 Colorado Big Thompson water project, had it not been for Carpenter's skill in persuading those states to accept 75,000,000 acre feet averaged over a running ten-year period as their fair share. When I finished this book in 1992, W.D. Farr suggested that I write a book about Delphus Carpenter. Delphus Carpenter was one of the first pilgrims born in the Union Colony. He became the water commissioner for the state of Colorado, among other titles which included being a state Senator. He was responsible for seven existing water compacts in the state of Colorado, including the Colorado River. W.D. Farr gives him credit for the Big Thompson water project that W.D. Farr got all the credit for doing. It was a matter of who was there first.'

My encouragement is that you name the downtown library after a man who received no recognition in this city whatsoever in any way, shape or form and has probably done as much for the state of Colorado as any individual, and I'm going to give you another reason. This is 2022. Does anyone know when the Colorado River compact was finally approved? 1922. One hundred years ago. It's still in existence, and as you know, Nebraska is now fighting the Platte River compact, which Delphus Carpenter wrote. There is no nobody more important to water in my estimation than Delphus Carpenter. You would go a long way naming your new library downtown after this man. Also, all of his papers happen to be in the Morgan Library at CSU right now. I won't say how good of a negotiator you would be to get those papers in this library and give him the due he is entitled to.

Public Comment by Dodie Ownes on behalf of REFORMA.

REFORMA actively seeks to promote the development of library selections to include Spanish language and Latino-oriented materials, the recruitment of more (inaudible) and bicultural professionals and support staff, the development of library services and programs that meet the needs of the Latino community, the establishment of a national organization support network that shares our goals, the education of the U.S. Latino population with regard to the availability and types of library services and (inaudible) efforts to preserve existing library resources and centers. The HPLD Programming Policy Statement (inaudible).

REFORMA was recently made aware of some program policy revisions that the High Plains Library District adopted that are problematic and can be used to promote censorship. These two statements from the policy follow:

- Program topics should reflect community interest and should not be intended to persuade participants to a particular point of view.

- While controversy is not avoided, the District does not present programs that are intentionally inflammatory or polarizing in the community.

These changes in programming have already been used to cancel programs that would have benefited traditionally underserved communities in public libraries. REFORMA's mission is to promote library services to the Latino and Spanish Speaking and this change in policy does the opposite. It is not unrealistic to think that a program that is offered only in Spanish can be deemed polarizing to the community.

REFORMA's Executive Committee urges the High Plains Library Board of Trustees and Executive Director to change the policy for one that embraces a radical empathy approach rather than one of neutrality. Our libraries should be spaces where we serve all of our communities, and our programming policies should reflect that. We hope that the Board of Trustees and the Executive Director make the right decision.

Sincerely,
The 2021/2022 Executive Committee

Public Comment by Maria Foster

'I'm an enthusiastic library patron. And I'm here today because I'm also concerned about the recent policy change in the language. I cannot speak to the intent that was behind the adoption of the policy, but I can see how it could be used in a way that I would find inappropriate for a library, for all community members. I won't repeat why we shouldn't have some of the programs, but I find it interesting that under the (inaudible) High Plains Library formal response, it says 'we offer programming that encourages crucial conversations and civil discourse'. I find it difficult to believe that crucial conversations don't skirt controversy. To me it's sort of hand-in-hand that crucial conversations will to some degree be controversial. Yet, we say in another place we're not going to skirt, we're going to attract controversy. To me, I'm finding those a real tug of war. How are we going to have crucial conversations but not say anything controversial? I think neutrality, while on its face may sound like a very reasonable objective, is kind of a slippery slope. And I can speak from my personal experience.' Maria then related it to male and female pelvis differences and finding a chart that reflects only a female pelvis. No, the charts must be neutral and show both genders or only the male skeleton. She closed by saying that she was really disturbed by the way this policy could potentially be used to silence people who already have a difficult time having their voices be heard.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Public Recommendation for LINC Dedication- Delphus Carpenter (Information) – Dr. Matthew Hортt, HPLD Executive Director

Dr. Hортt reported that, as Mr. Mitchell said in his public comment, he has requested that LINC include a dedication to honor Delphus Carpenter, who was instrumental in water rights, worked closely with W.D. Farr, and is known as the Father of Interstate River Compacts. Chair Poncelow had suggested possibly recognizing a variety of people who were influential in water rights with a display in LINC's entryway.

This discussion was an introduction to the idea, and more information may come later.

For information only. No Board action required at this time.

2.2 St. Vrain Valley School District – High Plains Library District MOU (Action) – Dr. Matthew Hortt, HPLD Executive Director

Elena Rosenfeld has been leading this project and working with the St. Vrain School District to create an MOU that would allow students in elementary and middle schools, whether they live in the HPLD District or not, to have the option to get a limited-use library card when matriculating into the school district. This would allow them access to the databases that the District provides. They could also get a full-use card by going into a library with parents. Elena has also been working with HPLD's Legal Counsel, and they recommend the current version of the MOU, which can be found in the [Board Packet](#). Staff is waiting for additional comments on item 13a in Exhibit A, and the MOU will need to be approved by St. Vrain. Dr. Hortt suggested that this may be a good model for the District to use to expand into other school districts throughout the entire area.

MOTION to approve and sign the MOU: Trustee Jana Caldwell

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.3 COAHEC MURAL Mockup (Information) - Dr. Matthew Hortt, HPLD Executive

Staff was approached by the Colorado Area Health Education Center (COAHEC), who works with Anschutz Medical School. They have funding to put a healthcare-themed mural that reflects the COVID Pandemic on the outside of LINC. Staff worked with Frank Garza, a local artist, and COAHEC to come up with a design that's approved by both AHEC and the LINC design team. It will depict the duality of being a student while being healthy and active, and will include healthy eating. It's been approved and will be installed on two sides of the building at the northwest corner of the building. The size is ¼ of each side of the building: approximately 30' high by 60' wide. It will be put up during construction, and the fences will have a QR Code for the public to give feedback. Additionally, this may be read into congressional record because Ken Buck's office has expressed interest in recognizing it. The mockup image and a photo of Garza working on the mural can be found in the [Board Packet](#).

For information only. No Board action required.

3.0 DIRECTORS REPORT

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

This year's Signature Author Event has been shifted to a virtual format because of COVID concerns. Staff worked with the booking agent to set up the virtual event for April 16th. Jason Reynolds will do two events: one for educators and students, and the other for the public. A benefit of the virtual event is that it will reach many more people than in-person would have. HPLD will stream it throughout the District and have watch parties at partnering locations, and people can also watch individually.

State Senate Bill 22-004, *Concerning Measures to Support Evidence-Based Literacy*, is a proposed bill designed to support parents and children through improved literacy through the science of reading. It had originally required a Librarian to complete evidence-based training based on science, and public libraries would have been asked to keep accurate lists of who had completed the training and have other materials and activities related to that concept. There have been several iterations and amendments to the bill at this point, and the most recent amendment has been to make the training optional for staff, rather than required. The bill, which has been

changed quite a bit, has not formally been adopted yet. Opponents of the bill have asked library leaders to write letters to the sponsors of the bill, opposing the inclusion of public libraries. Dr. Hortt will be able to do it, so the Board should not have to do so.

Dr Hortt read the following letter that he recently received from an interested community member.

Dear Dr. Hortt and Board,

LINC is an impressive, innovative addition to the residents of the High Plains Library District. Congratulations.

This may be part of your long-range plan. With LINC, it would be the time to close Centennial Park Library. Closing this library would be difficult for some of the longtime residents and current library patrons. This would drive people to LINC other than going to see it once. It would become their new library home. Staff could transfer to LINC. This would help with the patron transition to another location. The distance is not as far as people will think.

The library has been remodeled/repurposed often over the years. The level issue and other long-term issues has been a creative endeavor for several architects and construction companies.

With everyone trying to get to the root helping people overcoming homelessness, Centennial Park Library would provide an effective location for the Navigation Center and cold weather shelter.

Thank you for listening to this concept, as it was written. This may be the plan already.

Sincerely,
An interested resident

- 3.2 Chair Report – Vice-Chair Mary Heberlee said she is proud of what we are doing. We have worked hard to expand services throughout our District and continue with that effort.

4.0 BOARD COMMENTS

- 4.1 Secretary/Treasurer Mary Roberts said the Board packets compliment Matt and Kim, and she appreciates the reports from throughout the District that are so significant and thorough and give a view of all that is going on regularly. She wanted to let staff know that the Board realizes their work and appreciates it. The information is read and is important for the Board as we make decisions.
- 4.2 Other Board Members
Trustee Jana Caldwell appreciates those who came to speak. It's an important part of our libraries' function.

Trustee Gerri Holton is excited about the Jason Reynolds program and how we will reach so many people. She's not sure how different it will look to not be in person, but she's excited to reach more people. She's interested in seeing how the District will get the books into the hands of kids before he comes. She's heard really good things about him and his work.

Trustee Joyce Smock was glad Mary Roberts brought up the reports in the Board packet, because there is so much going on in the District. She also thanked staff for the last three pages showing what happened in the last 30 days and the synopsis of the attendance. Good things are happening.

5.0 ADJOURNMENT at 5:46pm

There being no further business before the Board of Trustees,

Motion to adjourn the meeting: Trustee Joyce Smock

Second: Trustee Gerri Holton

Discussion: None

VOTE: Unanimously approved, 5:0

Upcoming meetings:

March 21, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
Eaton Public Library, 132 Maple Avenue, Eaton, CO 80615



BOARD OF TRUSTEES
Draft - Special Session MINUTES
Tuesday, March 8, 2022
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
2:00 p.m.

1.0 OPENING OF MEETING AT 2:03PM

1.1 Roll Call and Pledge of Allegiance

All were present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Mary Roberts

Trustee Teresa Curtis - Excused

Trustee Gerri Holton

Trustee Joyce Smock

Trustee Jana Caldwell

Quorum was established.

Legal Counsel William Garcia, Jody Duval

Staff: Dr. Matthew Hortt, Eric Ewing, Bob Arellano, Marjorie Elwood, Kim Parker

Guests: Mike Trotter

Vice-Chair Mary Heberlee read the following statement into record: *High Plains Library District (HPLD) is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety.*

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Gerri Holton

SECOND: Vice Chair Mary Heberlee

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

1.3 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Award of Erie and Carbon Valley Roofing Contract (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr Hortt reported on recent developments in the roofing contract. A mandatory walk-through was held for both properties, and Front Range Roofing was the only company to participate. Also, their bid was the only one the District received. The base bid total was \$1,119,750, which was \$139,750 over the \$980,000 budgeted for the project. Also, in addition to the base bid, there may be additional charges to repair or replace the decking under the roof membrane. Those charges will be billed on a unit price per square feet, and the cost will not be known until the membrane and backerboard are removed.

Finally, there is an early payment discount of 2% that can be realized if the invoices are paid within 10 days of receipt.

Natalie Wertz, HPLD Finance Manager, and Dr. Hortt have talked about ways to come up with the difference.

The Board communication and supporting documents can be found in the [Board Packet](#).

MOTION to award the RFP to Front Range Roofing and direct staff to enter into a contract for the services: Secretary/Treasurer Mary Roberts

SECOND: Trustee Joyce Smock

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

3.0 BOARD COMMENTS

3.1 Chair Report – no comment was made

3.2 Vice-Chair Report - no comment was made

3.3 Secretary/Treasurer– no comment was made

3.4 Other Board Members

Trustee Jana Caldwell said, “Greetings from sunny, south Florida!”

4.0 Executive Session

A. Conference with an attorney regarding CCRD filing and procedures

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) (b) –

Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that this special session public meeting of the Board of Trustees of the High Plains Library District enter executive session for the sole purpose of conferring with an attorney regarding CCRD filing and procedures as authorized by C.R.S. § 24-6-402(4) (b) and will adjourn from Executive Session: Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

The executive session of the Board of Trustees of the High Plains Library District convened at 2:17p.m. for the sole purpose of conferring with an attorney regarding CCRD filing and procedures as authorized by C.R.S. § 24-6-402(4) (b). Attending were

Board Trustees Ken Poncelow, Mary Heberlee, Mary Roberts, Jana Caldwell, Gerri Holton, and Joyce Smock; Legal Counsel William Garcia and Jody Duval; and staff Eric Ewing and Marjorie Elwood. During the executive session the Board conferred with attorneys regarding CCRD filing and procedures, and 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 3:15p.m. and the special session reconvened.

Special Session Roll Call

All were present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Mary Roberts

Trustee Teresa Curtis - Excused

Trustee Gerri Holton

Trustee Joyce Smock

Trustee Jana Caldwell

Quorum was established.

5.0 ADJOURNMENT from the Special Session meeting at 3:15 p.m.:

There being no further business before the Board of Trustees,

MOTION to adjourn the meeting: Trustee Joyce Smock

SECOND: Vice Chair Mary Heberlee

DISCUSSION: No discussion

VOTE: Unanimously approved, 6:0

Upcoming meetings:

March 21, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
Eaton Public Library, 132 Maple Avenue, Eaton, CO 80615

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 21, 2022
Type of item: Information
Subject: Introduction of the HPLD Creative Technologist
Presented by: Marjorie Elwood, Associate Director, Public Services
Recommendation: Information only, no action to be taken

Background

David Turner, our new Creative Technologist, started at HPLD as a Library Associate sub and was subsequently hired as a part-time LA at Farr, and then full-time at Riverside when it opened. Prior to working at HPLD, David was a teacher for District 6 for three years. His undergraduate degree is in geography, with a minor in history.

While at Riverside, he ran a STEAM Club, with programs such as: how sound waves move; and basic robot circuitry, and Lego Club, which explored engineering techniques such as how to build stronger bridges or towers. He also ran the 3D printer at Riverside.

This knowledge, in combination with his interest in model railroading, raspberry pi, and woodworking, led him to decide that the time was right to make a change and become our Creative Technologist.

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 21, 2022
Type of item: Action
Subject: Centennial Park Refresh Project
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend the Board approve the task order and direct the Executive Director to sign it

Background

The High Plains Library District has operated under a 10-year refresh model for all branch libraries. Under this plan the Centennial Park Branch is due for a refresh in 2022. The District planned for this improvement and budgeted \$2,000,000 for the project in the 2022 Capital Improvement Budget. After reviewing the needed improvements, it was determined that the project would be treated as a space planning project rather than a full remodel. This is similar to the refresh that was just completed at the Eaton Public Library. To begin the project, staff meet with representatives from Wember Inc to discuss Owners Representative Services through our On-call Contract. Their proposal includes Design Services, Project Management and Space Planning. Wember Inc formulated a Task Order to provide the requested services. The proposed Task Order is attached.

Considerations

The task order includes 3 phases of work totaling: \$ 124,500

• Phase I – Scope	
○ Drafting & Documentation of Existing Space	\$ 1,500
○ Programming	\$ 8,000
○ Space Planning	\$11,500
○ Interior Design	\$ 7,500
○ Total	\$28,500
• Phase II – Scope	
○ Furniture Specifications	\$16,000
○ Furniture Bidding	\$ 5,000
○ Architectural Drawings	\$25,000
○ Landscape/Civil/Mechanical/Electrical Design	\$ TBD *
○ Total	\$46,000
• Phase III – Scope	
○ Bidding Architectural/Contract Documents	\$ 9,000
○ Construction Administration	\$24,000
○ Move Management/Furniture Installation	\$17,000
○ Landscape/Civil/Mechanical/	
○ Electrical Construction Administration	\$ TBD
○ Total	\$50,000
Project Total	\$124,500

* Wember Inc. did not included Mechanical/Electrical/Plumbing/Civil/Landscape design in this proposal. They believe there are cost-saving options to be explored related to the ramps and outdoor patio area (design/build) that should be discussed. They will add these team members to our agreement once we complete the initial phase as needed.

Recommendation

Staff recommend the Board approve the task order and direct the Executive Director to sign it

Eaton Library Space Planning, On-Call Task Order

Project Name: HOC-CPL-Centennial Park Library Space Plan
Issue Date: March 15, 2022
Purpose: Proposal and Work Order Contract

High Plains Library District
Dr. Matthew Hottt
2650 W 29th St.
Greeley, CO 80631

Dr. Hottt:

Wember is issuing this proposal and project plan as a follow up to your request to have Wember provide Owner's Representation Services/Interior Design/Space Planning services for the Centennial Park Library. I am personally excited to be working on this project with Planning Solutions as I first worked on this project in 2010! This proposal outlines the items that the work order will include. Wember is proposing that our team completes Phase I to better understand the design program and solutions before engaging an MEP and Civil Engineer. We want to analyze the egress requirements (new north ramp) and the outdoor learning area. We also want to understand the kitchen concepts and any other mechanical changes before finalizing the fee which will be added by amendment.

PROJECT DESCRIPTION

Our approach to the project is three phased and is focused on providing space planning design and budgeting, detailed design and bidding then purchasing installation and construction. and then furniture design, procurement and installation. The total project budget is \$2,000,000

SCOPE OF SERVICES

1. Phase I Scope of Services;

- a. Conduct site tours of three (3) relevant libraries in a single day tour; we are recommending Koelbel Library, Columbine Library (recently renovated) and Edgewater Library (recently renovated)
- b. Programming:
 - 1) Programming discussion highlighting space needs and project goals.
 - 2) "Arm Chair Tour" to review slides showing library trends and design options
 - 3) "Existing Facility Tours" tour the existing libraries as a team to identify what works, what doesn't and identify areas of opportunity
 - 4) Collect and review project information/data including collection information, drawings and reports.
 - 5) Discuss the vision for each of the spaces and how the library will function to serve its customers
 - 6) Deliver concise written program document for Clients approval
- c. Space Planning
 - 1) Anticipate (3) meetings to develop the items below.
 - 2) Working session to develop a block plan for each library and develop a preliminary space plan.
 - 3) Generate preliminary block diagrams/plan based on programming session.
 - 4) Develop approved block plans into preliminary space plans noting collection allocation, shelving and furniture placement and special areas of focus.
 - 5) Project schedule with milestones
 - 6) Meeting minutes
 - 7) Project budgeting by phase, no more than three phases anticipated.
 - 8) Issue approved space plan drawings. Plans will include recommendations for changes to existing construction and or finish materials. Plans will include introduction, recommendation and work products outlined here.
- d. Interior Design
 - 1) Develop design schemes based on feedback
 - 2) Analyze room layouts and enhancements
 - 3) Develop schemes for review and approval

2. Phase II Scope of Services

a. Furniture Specifications

- 1) Collaborate with Client and Owner's Rep to prepare a detailed furniture and fabric presentation with furniture photos, finishes, fabric samples. When possible, provide samples of furniture or arrange a 1-day tour of local furniture showrooms for team to view furniture selections.
- 2) Prepare furniture budget based on proposed selections and refined furniture plan.
- 3) Prepare package consisting of updated CAD furniture plans and furniture cut sheets (photographic images) of furniture selections and fabrics. Present to Client and Owner's Rep team for final approval.
- 4) Complete Client's specification document for their use.

b. Architectural Drawings

- 1) Generate construction documents to be used for design confirmation and bidding purposes.
- 2) Coordinate Mechanical and Electrical Engineering Drawings with existing conditions and new design.
- 3) Provide interpretation of plans and specifications.
- 4) Review existing documentation and data, manage existing data and new project data.
- 5) Discuss project with the Owner to review the critical information gathered related to the project and analyze strategies for the project's success.
- 6) Meet with the Owner related to project progress and design decisions required.
- 7) Analyze existing site for issues related to construction implementation and logistics
- 8) Assist in obtaining building permits, other governmental approvals, authorizations and sign-offs as necessary for the design and construction of the project.
- 9) Work with design team estimator or General Contractor to track estimates and cost saving options to align with the project budget.

c. Furniture Bidding

- 1) Prepare to bid furniture
 1. Prepare furniture specifications and final furniture plans coded to specifications, for incorporation into bid package including new shelving components.
 2. Prepare furniture specifications and plans to meet Client's bid requirements for minimum of three (3) furniture bid packages, if required.
 3. Bid packages will be assembled and issued by Wember.
- 2) Bid furniture and award contracts
 1. Wember will attend pre-bid conference and bid opening if required/applicable. Wember will receive relevant calls to answer vendors' questions during Bid Phase.
 2. Collaborate with Client to determine the award of Vendor contracts after reviewing bid analysis. Bid analysis will be prepared by Wember team

d. Project Bidding

- 1) Coordinate and review any modifications to pricing with the Owner.
- 2) Review insurance and bonding requirements.
- 3) Review Bids and manage award and contracts

3. Phase III Scope of Services

a. Furniture Installation

- 1) Prepare for installation
 1. Coordinate status of furniture orders and shipping dates with vendors and prepare monthly updates for Client review.
 2. Coordinate appropriate delivery and installation dates and times with Client and vendors.
- 2) Provide field observation at time of furniture installation to ensure that furniture is installed in accordance with drawings and specifications.
- 3) Prepare a punch list of unacceptable items upon completion of furniture installation. Follow up with vendors to achieve performance.
- 4) Review Vendor invoices and coordinate invoice payments with Client.

b. Construction Administration

- 1) Construction bidding and Construction Administration proposal to be completed upon approval of

prior phases

- 2) Serve as the main Owner contact for the general contractor.
 - 3) Review contractor's safety plan for the construction site.
 - 4) Work with the General Contractor on schedule and logistics plan.
 - 5) Advise the Owner on issues including construction costs, schedule, coordination, and owner occupancy.
 - 6) Review and monitor preliminary and final construction schedules.
 - 7) Attend weekly construction meetings.
 - 8) Observe construction activities. Minimum of once a week anticipated. Document weekly site observations. Monitor design team reports and follow up and close out quality related issues.
 - 9) Technical review and approval of materials submittals and samples
 - 10) Resolution of technical questions that may arise during construction
 - 11) Review and opinion on change orders subject to Owner approval
 - 12) Monitor progress of construction work to determine compliance with the drawings and specifications. Photograph construction progress. Provide observations regarding quality of workmanship, conformity to plans and specs. Address corrective measures to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor. Notify the Owner of non-conforming work with the Contract Documents and methods to resolve the issues.
 - 13) Resolve questions asked of Owner that may arise during construction.
 - 14) Maintain Owner's record copies and permanent project files of necessary design and construction related communications. Includes periodic construction progress photographs.
 - 15) Review progress payment requests of contractor and provide payment recommendations to Owner.
- c. Moving/Close-Out and Post-Construction
- 1) Monitor the moving of new/old/stored furnishings and equipment into the completed facility.
 - 2) Monitor progress and completion of corrective work identified on punch list.
 - 3) Recommend to the Owner the approval of the issuance of the Certificate of Substantial Completion.
 - 4) Provide recommendation to Owner regarding final acceptance of project and release of final payment to contractor(s).
 - 5) Monitor the turnover of stock supplies of materials as specified by the contract documents.
 - 6) Monitor the preparation of operations, maintenance manuals and as-built plans and specifications on behalf of the Owner.

CLARIFICATIONS

1. CLIENT TO PROVIDE
 - a. Project Budget.
 - b. Collection size, allocation and circulation rates
 - c. Staff time to meet efficiently in the coming months for tours, design meetings and responding to project communications.
 - d. Specifications of any new and existing equipment to be incorporated into the space plan.
2. Anticipated schedule that fees are based on;
 - a. Three months for design to permit
 - b. Two months permit and bidding/GMP
 - c. Four months Construction
 - d. One month furniture move in/close-out
3. The proposal does not anticipate phasing of the construction
4. Wember has been able to recover the CAD base plans reducing the measuring and drafting of the existing space. We have also uncovered the initial survey which will need to be updated pending civil design requirements. This has been reflected in our drafting of Phase I scope.

EXHIBIT B - Fees

FEE SCHEDULE

PHASE I

<u>Scope</u>	<u>Total</u>
Drafting & Documentation of Existing Space	\$ 1,500
Programming	\$ 8,000
Space Planning	\$11,500
Interior Design	<u>\$ 7,500</u>
	\$28,500

PHASE II

<u>Scope</u>	<u>Total</u>
Furniture Specifications	\$16,000
Furniture Bidding	\$ 5,000
Architectural Drawings	\$25,000
Landscape/Civil/Mechanical/Electrical Design	<u>\$ TBD</u>
	\$46,000

PHASE III

<u>Scope</u>	<u>Total</u>
Bidding Architectural/Contract Documents	\$ 9,000
Construction Administration	\$24,000
Move Management/Furniture Installation	\$17,000
Landscape/Civil/Mechanical/Electrical Construction Administration	<u>\$ TBD</u>
	\$50,000

TOTAL PROJECT **\$124,500**

HOURLY RATES, 2022 (for reference as project fee is lump sum):

Wember - Principal Wember	\$ 170/Hour
Wember - Senior Project Manager	\$ 137/Hour
Wember - Project Manager	\$ 121/Hour
Wember – Assistant Project Manger	\$ 90/Hour
Planning Solutions – Space Planner	\$120/Hour

REIMBURABLES

Anticipated Reimbursables \$ 3,500

Reimbursable Expenses will be invoiced at cost plus 10% mark up:

- They include: Postage, couriers, parking (paid parking only), mileage (at current IRS rate), lodging, requested travel and meals. Anticipating a few team meals for tours and planning sessions.
- They exclude: Plots, conference call services, airfare, and other requested trips outside of the region (including lodging, travel and meals).

OWNER:
High Plains Library District
2650 W 29th St
Greeley, CO 80631

By: _____
Dr. Matt Hortt Date

CONSULTANT:
Wember, Inc., a Colorado Corporation
7350 East Progress Place STE100
Greenwood Village, Colorado 80111-2130

By: P.D.W.
Paul D. Wember, President Date 3/15/2022

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 21, 2022
Type of item: Action
Subject: High Plains Library District Foundation MOU
Presented by: Dr. Matthew Hottt, Executive Director & Niamh Mercer, Foundation Director
Recommendation: Staff recommend the Board approve and sign the MOU as presented

Background

On May 18th, 2020, the High Plains Library District entered a Memorandum of Understanding (MOU) with the High Plains Library District Foundation. This MOU defines the responsibilities, expectations, and relationship between the organizations. Over the past year the High Plains Library District Foundation has planned a rebrand that will include a Friends Group under the umbrella of the Foundation. This change was formally approved by the Foundation Board on February 28th, 2022. The approval included a draft update to the MOU. The MOU was also approved on the 28th. The High Plains Library District Friends and Foundation forwarded the MOU to the District for Board Review and approval.

Considerations

A majority of the proposed changes to the MOU were made to reflect the name change of the Foundation. Additional verbiage was added to section 4 to define oversight of the volunteers.

4.0 Marketing and volunteer activities. The Library Public Information staff will assist the Foundation with marketing support, as needed. The Foundation will in-turn align all marketing with the strategic purposes of the Library marketing plans and functions. **The Foundation will oversee marketing efforts, policies and procedures relating to volunteer activities. The Foundation Director, as an employee of the District, along with HPLD Library Managers as appropriate, will manage the recruitment, roles and activities of volunteers. The Foundation will not provide oversight, direction or have any other involvement in the recruitment and volunteer tasks of the volunteers.**

Another edit was made to reflect the proper title of the Foundation Chair and is found in section 9.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Trustees of the Library has determined that it will best serve the interests of the Library for unrestricted gifts to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements. The Library agrees to notify the Foundation, through its Director, or, in the absence of a Director, the Foundation's ~~President,~~ **Chair** when it has received and accepted an unrestricted gift. The Foundation and the District will refer to and follow Policies and Procedures for Gift Acceptance.

Recommendation

Staff recommend the Board approve and sign the MOU as presented

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this ~~18th day of May, 2020~~ **21st day of March 2022** by and between the BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT (“the Library”) and the ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS AND FOUNDATION** (“the Foundation”), a Colorado non- profit corporation exempt from taxation pursuant to Internal Revenue Code Section 501(c)(3), as well as Section 509(a)1 of the Internal Revenue Code as a public charity, both parties of Greeley, Colorado. On ~~05/18/2020~~ **03/21/2022**, the Library and Foundation entered into a Memorandum of Understanding to describe the manner in which they would collaborate and provide assistance to one another for the benefit of the Library.

Recitals

- A. The Foundation was formed October 25, 2000 to “cultivate information, inspiration and entertainment for our communities by raising funds to sustain and create literacy programs, collection development, technology upgrades and capital improvements for our libraries.”
- B. Consistent with its stated mission, the Foundation provides financial support through its operations for the benefit of the Library.
- C. The Library has provided and will, subject to adequate funding, continue to provide assistance to the Foundation to facilitate its operation, endowment growth and the fulfillment of its stated mission.

Agreements

NOW, THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes:

I. OPERATIONS

1.0 Office space. The Library will furnish office space sufficient to operate the Foundation. The Foundation will comply with Library policies in its usage of such space.

2.0 Computer usage; office equipment; Foundation website section. The Library will furnish the Foundation a computer, basic IT services, telephones and reasonable usage of office equipment, such as copiers and fax. The Library will also maintain the Foundation website section, with the understanding that the Foundation will be responsible for submitting changes and updates to the Library’s website team in a timely fashion.

3.0 Assistance in financial reporting and maintenance of fundraising records. The Library will assist in the Foundation's cash management, accounting and financial reporting. The Library will provide software to manage Foundation fundraising records and will assist with data processing of those records. Both entities will be responsible for the proper procedural tracking, accuracy, reconciliation of records in accordance with accounting and nonprofit fiduciary best practices.

4.0 Marketing and volunteer activities. The Library Public Information staff will assist the Foundation with marketing support, as needed. The Foundation will in-turn align all marketing with the strategic purposes of the Library marketing plans and functions. **The Foundation will oversee marketing efforts, policies and procedures relating to volunteer activities. The Foundation Director, as an employee of the District, along with HPLD Library Managers as appropriate, will manage the recruitment, roles and activities of volunteers. The Foundation will not provide oversight, direction or have any other involvement in the recruitment and volunteer tasks of the volunteers.**

5.0 Personnel. The Library will hire a Director on behalf of the Foundation. The Library will make such hire, after careful consideration of the recommendations of the Foundation's Executive Committee, and in accordance with the policies and procedures of the Human Resources department of High Plains Library District. The parties acknowledge that the Foundation's Director will be a district employee subject to the policies of the district's Human Resources Department, including those pertaining to compensation. The Executive Director of the High Plains Library District will supervise the Director, who shall direct the operations of the Foundation in consultation with the Foundation's board of directors.

6.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 5.0 of this Agreement. The Foundation will be responsible for operating expenses relating to fundraising activities, including the costs of postage, large copy jobs, and consumable office supplies used in those activities.

II. FOUNDATION RESPONSIBILITIES

7.0 Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

8.0 Compliance with legal and regulatory requirements. The Foundation will engage in an annual financial review and prepare necessary government reports at its own expense, including Form 990. The Board will comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations. The Director will inform the Executive Director of compliances on a regular basis.

III. FUNDRAISING AND GRANTMAKING

9.0 Restricted, unrestricted and endowment gifts made to the Foundation; gifts made to the Library. All restricted and unrestricted gifts made by donors to the Foundation and all gifts made to the Foundation's endowment by donors will follow the guidelines outlined in the Board of Directors policy on Gift

Acceptance. Upon acceptance these gifts will be retained and managed by the Foundation. The following provisions shall apply to gifts made to the Library:

9.0.1 Statutory obligations with respect to gifts made to the Library that will receive potential tax benefit. Pursuant to (CRS S 15-1-1103-1109; CRS S 6-16-11(1)(i)), the Board of Directors of the Foundation has exclusive control over the assets of the Foundation and contributing assets.

Donated funds must;

(a) be clearly categorized as unrestricted, temporarily restricted or permanently restricted in the organization's financial statements and communications in accordance with the donor or grantor wishes/stipulations.

(b) follow applicable federal, state, and local laws particularly disclosure requirements for donors (CRS S 6-16-105, 105.3)

9.0.2 Restricted gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library shall follow the Gift Acceptance Policy of the Foundation, a copy of which is publicly available at www.mylibrary.us/Foundation.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Trustees of the Library has determined that it will best serve the interests of the Library for unrestricted gifts to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements. The Library agrees to notify the Foundation, through its Director, or, in the absence of a Director, the Foundation's ~~President,~~ **Chair** when it has received and accepted an unrestricted gift. The Foundation and the District will refer to and follow Policies and Procedures for Gift Acceptance.

10.0 Restricted gifts. All gifts restricted for a specific library service may be initially authorized by the Library Executive Director, subject to Library Board of Trustees approval when required under Library and Foundation policies, specifically the Gift Acceptance Policy, and then accepted by the Foundation.

11.0 Management of funds for benefit of Library. The Foundation Board of Directors and Director will manage the proceeds of the Foundation according to bylaws, gift acceptance policy, spending and investment policies, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation. The parties agree that the Foundation will continue to contract with the contracted investment services provider for investment and reporting services relating to all such funds.

12.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds for the long-term financial sustainability of the District. The Foundation Board will, on an annual basis, approve a disbursement of a mutually agreed upon amount to the Library for collection development, technology upgrades, capital improvements and/or literacy programs.

13.0 Programming. HPLD will be responsible for all programming and management of the District and may provide additional staff support in furtherance of Foundation fundraising activities.

IV. MISCELLANEOUS PROVISIONS

14.0 Annual review and amendment of Agreement. The Library and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.

15.0 Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of the Library and the Foundation. .

16.0 Governing law. This Agreement shall be governed by Colorado law.

In witness whereof, the parties have hereunto set their hands:

Kenneth Poncelow
CHAIRMAN
BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT
Date

Gerri Holton
CHAIRMAN
BOARD OF DIRECTORS OF ~~THE HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS AND FOUNDATION**
Date

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 21, 2022
Type of item: Information
Subject: Grover building option
Presented by: Dr. Matthew Hottt, Executive Director
Recommendation: Information only, no action to be taken

Background

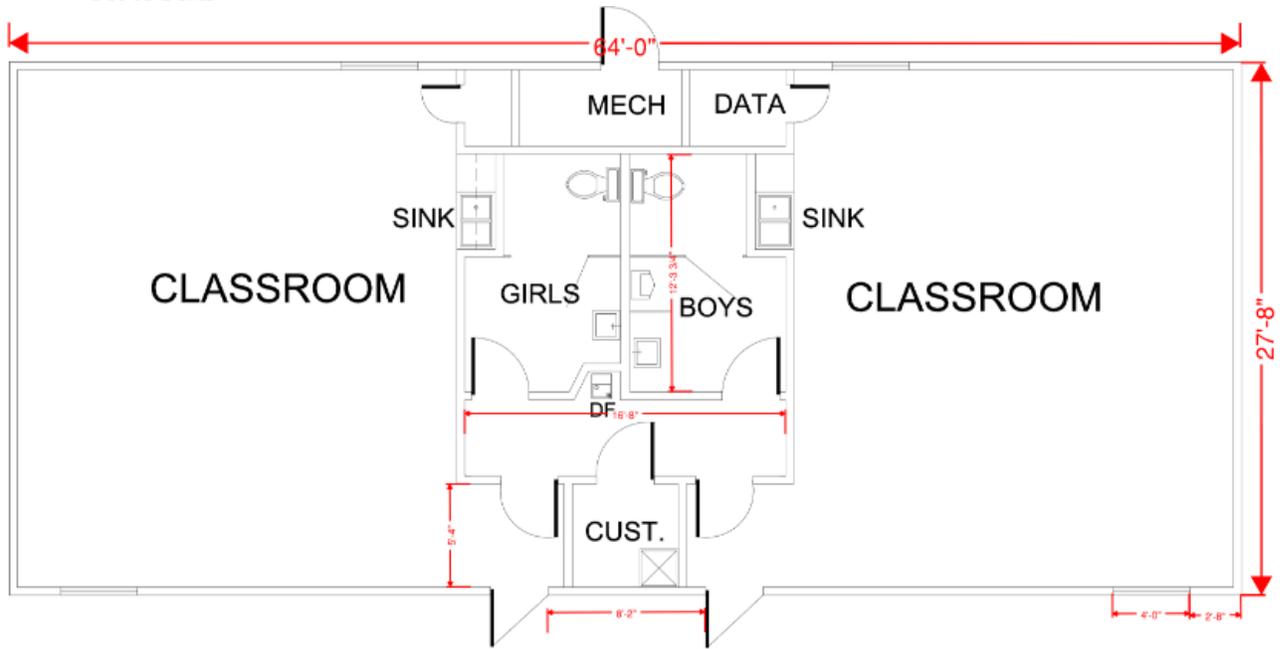
The High Plains Library District has been evaluating the possibility of a facility in Grover for a few years now and has maintained a place holder for the project in the Capital Improvement Budget since 2019. In the 2022 budget, the District has allocated \$350,000 for the project. Staff have evaluated many different methods to complete the project within that budget. A new option has been raised. Greeley-Evans School District 6 (D6) used two modular buildings during the construction of Meeker Elementary. D6 is finished with the Meeker project and has expressed a willingness to donate one or both modulares to HPLD. Wember Inc. has conducted an evaluation of the modulares and recommends them as an option for the Grover project. They have included a mockup of what the facility could look like as well as the floor plan, and exterior/interior photos of one of the modulares. If there is interest in pursuing this option, staff will take it to the Grover Town Council for input.

Considerations

- Mockup



- Floor Plan

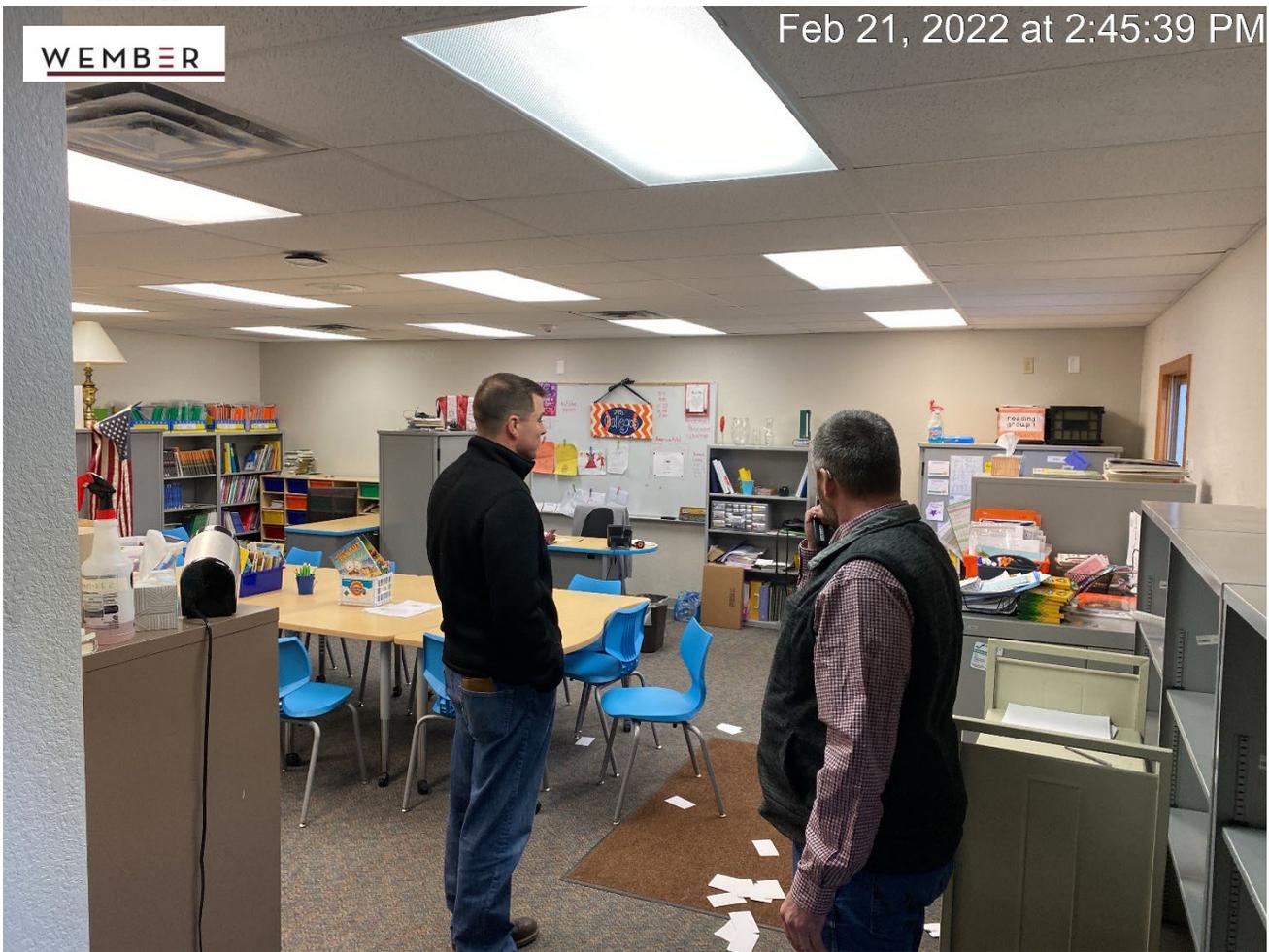


- Exterior





- Interior



WEMBER

Feb 21, 2022 at 2:45:47 PM





Recommendation

Information only, no action to be taken



BOARD OF TRUSTEES

Draft - Regular Session Agenda

Monday, April 18, 2022

HPLD Administration Building

2650 W. 29th St., Greeley, CO 80631

5:00 p.m.

This is also streamed virtually by GoToMeeting.

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

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

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

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

If you wish to address the Board via Public Comment, please attend the meeting in person.

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. March 21, 2022 Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Public Library Annual Report update - (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Building a Better Organization update (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 HPLD Foundation Rebrand update (Information) – Niamh Mercer, HPLD Foundation Director
- 2.4 Writer In Residence (Information) – Niamh Mercer, HPLD Foundation Director
- 2.5 Overview of District hiring process (Information) – Eric Ewing, HPLD Associate Director of Human Resources

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. May 16, 2022
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chair Report – Chair of the Board

4.0 BOARD COMMENTS

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

5.0 ADJOURNMENT

Upcoming meetings:

May 16, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
Farr Regional Library, 1969 61st Ave., Greeley, CO 80634

Associate Director of Public Services

What's Happened in the last 30 days?

- Presentation by the Colorado Talking Book Library at a Library Managers' meeting.
- Work on answering the questions from the Listening Tour
- David Turner, our new Creative Technologist, started and has been training and meeting staff throughout the district.
- Finished up the Facilities Technician hire.
- Continued responding to multiple emoji questions.

What's Coming Up in the next 30 days?

- Finishing up the Erie Teen Librarian hire
- Ongoing distribution at our locations of COVID tests and masks provided by the Governor's Program

Carbon Valley Operations

What's Happened in the last 30 days?

- Children's librarian Ellen Kulick attended the United Way of Weld County Building Blocks 2022 on February 19.
- The Café floor installation has been completed.
- Customer comment: "I was in recently and needed to make copies. The copy machine jammed and ran out of paper. The person that I reached out to was super helpful. I tried to fix the jam myself at first but reached out for help feeling not very techie. She was so kind, and helpful. On the way out she mentioned they just received their face masks in and wanted to know if I wanted a package. I gave her a hearty YES. I left with my needed copies (for free, I should note) and with facemasks. Win-win! Many thanks to this very kind, knowledgeable, helpful staff person! I love my Carbon Valley Library."

What's Coming Up in the next 30 days?

- Teen Librarian Amanda Pittman and Library Manager Melanie Goldman will attend the Firestone Police Department Meet and Greet on March 2.

Centennial Park Operations

What's Happened in the last 30 days?

- The demand for KN95 masks has slowed somewhat, but we are still passing them out regularly.
- CP is currently in the process of hiring a 40hr/wk Bilingual Library Associate Position. We have begun interviewing candidates and should have a decision in the next couple of weeks.
- The Equity, Diversity and Inclusion Taskforce has published their recommendations ([EDI Narrative.final_1_.pdf](#)) for HPLD. The group is excited to begin implementing some suggestions, and continuing research with new committee members for 2022.

What's Coming Up in the next 30 days?

- The CP early literacy team is looking forward to beginning a Saturday morning story time, in addition to our usual offerings.
- Mallory applied for and was accepted for the Interactivity Foundation's Collaborative Discussion Toolkit. Over the course of 5 weeks, she will be learning about how to have and host more deliberate, collaborative conversations with others.

Erie Branch Operations

What's Happened in the last 30 days?

- Our board game collection still going strong! 163 checkouts since the collection became available in December.
- The CLUB Makerspace is now open to the public. ECL staff with the help of our Creative Technologist we have hosted 9 programs in the space and have had 18 patrons train on different machines for their own projects!
- With the end of the Mask Mandate in Erie and Boulder County our mask distribution has slowed, but we have distributed almost 30 boxes (15,000 masks) since the start of the distribution in mid-January.
- Our Facebook page likes grew by 109 people to 940 (+12%) in February

What's Coming Up in the next 30 days?

- New Teen Librarian should be starting, we have several programs already planned, including a Community Art Puzzle Project. 48 giant puzzle pieces were decorated by teen artists and will be displayed in the Teen Space.
- Will meet with the Rec Center to coordinate partnership between ECL and Camp Erie—a summer activity camp—that will visit with their participants several times a week throughout the summer.
- ECL will host some incubating chicken eggs for our community to watch the process. We will have the chicks near the front desk for all to see.

Farr Branch Operations

What's Happened in the last 30 days?

- New program offerings including "Kids Explore" (average attendance 10,) "Homeschool Hangout," (average attendance 8) and Tai Chi Chih (average attendance 14) have been well-received by the public.
- Along with other HPLD libraries, have handed out free KN95 and surgical masks provided by the state to patrons.
- Completed first quarter tracking of Reference and Directional Questions between January 9-22. Farr did 1319 reference questions and 23 directional questions during this period. Information will be included in the annual report to the state library.
- "Why Did You Read That?" a podcast created, presented, and produced by Meagan Day (Farr Librarian) and Peter Derk (CRM) had 119 downloads in December and 171 downloads in January.

What's Coming Up in the next 30 days?

- Kevin Cook Nature Series: A Naturalist's Desiderata on February 3 at 12 p.m.
- Crafterschool for grades 4-8 on February 9 at 3:30 featuring Diamond Painting
- Novelist Training for HPLD Staff on March 2 at 1:30 p.m.
- HPLD's Winter Reading Program concludes February 28; prizes can be picked up beginning February 21

Kersey Branch Operations

What's Happened in the last 30 days?

- Mitigated roof leak.
- Continue to place new furniture that was delayed due to shipping issues.
- Program planning to meet needs of our community, particularly our Spanish language patrons.

What's Coming Up in the next 30 days?

- Program opportunities in agriculture to raise awareness about job opportunities in this field. Will be partnering with Agri-Enterprises to deliver these programs.
- Continue to plan inclusive programming for our community.

Lincoln Park Branch Operations

What's Happened in the last 30 days?

- Staff continued to distribute N95 mask, and diapers to patrons and just started distributing Covid-19 Rapid Tests this month.
- Library Manager Melissa Beavers attended the event "Libraries Update with the Dean" at the University of Northern Colorado.
- Melissa presented, "You Got This: Public Speaking Without Fear" at the CLiC Virtual Winter Workshop.

What's Coming Up in the next 30 days?

- Union Colony School will have student artwork on display at Lincoln Library the entire month of March as part of the 5th Annual Greeley Youth Arts Month! Opening Night: Friday, March 4th from 5-8pm
- Vice President of Exhibit Services for Denver Children's Museum Jonathan Goldstein, who is leading the design for LINC children's exhibits will be meeting with LP staff on Friday, March 11 virtually.

Riverside Branch Operations

What's Happened in the last 30 days?

- Mask distribution site for the State
- Sending out one Policy and Procedures per month to staff, as a refresher. February was Privacy of User Records
- 2/17 - Evans Business After hours at First Farm Bank
- Staff working on 2022 Goals

What's Coming Up in the next 30 days?

- COVID test distribution site
- Host Member Director and Manager meeting at RL

Collections Operational Work

What's Happened in the last 30 days?

- Funds for the 2022 state grant were received. Branch managers and member directors have been notified that state grant spending can begin.

What's Coming Up in the next 30 days?

- We are adding circulating ukuleles to the collection at Centennial Park as a pilot program.

Communication Relations and Marketing Operational Work

What's Happened in the last 30 days?

- LINC Awareness Campaign has begun
- Continued Winter Reading Program promotion
- Interlibrary Loan online promotion
- PR with media outlets
- Writer in Residence application promo

What's Coming Up in the next 30 days?

- Continue LINC awareness campaign
- Signature author virtual event promo TBD
- Writer in Residence application promo
- Summer Reading design and translation

Facilities Operational Work

What's Happened in the last 30 days?

- Put out RFP for CP parking lot overlay and concrete pan replacement and awarded to Express paving.
- Finalized Butterfly Garden installation along with irrigation plans at CP.
- Completed work orders.
- Hired a Facilities Tech.
- Completed snow/ice removals all locations.
- Disinfected at all locations for Covid.
- Approved and scheduled foundation leak repairs at Kersey library.
- Installed lift gate on Facilities truck.
- Completed CP refresh/renovations kick off meeting.
- Attended construction meetings, SLT meetings and trainings.
- Completed city and state inspections and HVAC PM work.

What's Coming Up in the next 30 days?

- Approve and award RFP for roof repair/replacements at Erie and CVRL and schedule work.
- Complete ongoing work orders.
- Continue disinfecting for Covid all locations.
- Attend safety meetings, SLT meetings, construction meetings and trainings.
- Complete CP parking lot asphalt overlay and concrete pan replacement project.
- Complete facilities audits.

Finance Operational Work

What's Happened in the last 30 days?

- Continued training new accounting technician
- Continued preparing for audit
- Held Weld Library Finance Corporation annual meeting on February 23
- Work on High Plains Library District Foundation name change with Foundation team
- Participated in GFOA award program webinars

What's Coming Up in the next 30 days?

- Audit fieldwork weeks of March 21 and March 28
- Continue training new accounting technician
- Continue work on High Plains Library District Foundation name change with Foundation team

Foundation Operational Work

What's Happened in the last 30 days?

- February 28 Foundation Board Work Session and Regular Session
 - Friends Committee meeting, Finance Committee meeting, Executive Committee meeting
- Meetings with Eaton and Fort Lupton to assist with ongoing fundraising projects.
- Meeting with Library Managers regarding rebrand and volunteer launch.
- Working with CRM on rebrand materials and Friends membership materials.

What's Coming Up in the next 30 days?

- Branch tour to share rebrand and volunteer launch information.
- Complete merge from Donor Perfect to Bloomerang donor and volunteer management software.
- Finalize preparations for rebrand to High Plains Library District Friends and Foundation.
- Manage Writer in Residence selection committee.

Human Resources (HR) Operational Work

What's Happened in the last 30 days?

Total Employees- 267*

- Open Positions- 6
- Job Applications Received - 24

- New Hires - 0
- Resignations - 0
- Training Requests - 46

*ADP Employee Count report produced at time of submitting the Board report.

What's Coming Up in the next 30 days?

- Safety training
- EAP benefits session

ITI (Information Technology & Innovation) Operational Work

What's Happened in the last 30 days?

- Eaton
 - Installed new phone system including mobile phone, WIFI conference phone and replaced all other phones
- Provided staff with Smartbadges, scan for support code...
- Johnstown - replaced old equipment, completed inventory
- Keenesburg - qualifying address of potential new site
- Hudson - internet upgrade signed with new service provider
- LINC - low voltage contract finished, door support, automation and AV contracts next
- President's Day
- Core system upgrade - Pharos, Pharos Mobile Print
- Inventory
- Baldrige - Key Facts work
- Research STEAM subscription (gaming for kids), new tech
- ERATE - Form 470
- LRS - developed needed template and collect data (much based on year end compiled stats)

What's Coming Up in the next 30 days?

- Nantes - Mondocomputer delivery and staff training
 - Platteville also getting unit along with self-check when arrives
- Pending arrival refresh copiers
- Hudson - new copier, internet upgrade,
- Develop concept self-service dashboards
- Canva software review
- Baldrige - key processes, prep for work with RMPEX and other groups
- LINC - automation quote, receive cabling
- Inventory work continues (dashboard created)
- Prep for first reports on partner activity, ... (dashboard)

Function - Community Engagement & Strategies

What's Happened in the last 30 days?

- The MOU with St Vrain Valley School District (SVVSD) approved by HPLD's Board of Trustees along with a revision to item 13 of Exhibit A were submitted to the School District. SVVSD staff are now starting the process to have their Board review and approve the document.

What's Coming Up in the next 30 days?

- It is hoped that the St. Vrain Valley School District (SVVSD) Board will review, approve, and sign the MOU. If all goes as planned, the MOU will be formally adopted by both districts before the end of March. SVVSD is also working on finalizing wording for parents/guardians to clarify expectations and responsibilities if they approve enabling their child's ID to work as a limited HPLD library card. HPLD's ITI is working to confirm that we will be able to provide mostly seamless access to HPLD resources as student IDs are enabled.

MOVE Operations

What's Happened in the last 30 days?

- Researched, wrote, and submitted a support application to the [Colorado Historic Newspapers Collection](#) to fund the digitization of all the Greeley Daily Tribunes from 1922. The application is titled "The Greeley Daily Tribune of 1922: A Gauge on Water Development, Water Rights, and the Colorado Compact in an Agricultural Community."
- Researched and drafted preliminary statements regarding the management and preservation of HPLD's Institutional Archive and Greeley Tribune Collection and how they fit in the broader context of our special collections.
- Made arrangements to have a paper conservator, Karen Jones (of Denver), come to DSS to provide a "peer assessment" of our current archival set up and collections.
- Gathered information on the Quilt Trail Blocks currently displayed at HPLD facilities (DSS and LP) and submitted it for inclusion on the [Quilt Trails page](#) on the Colorado Quilting Council website.

What's Coming Up in the next 30 days?

- CHNC application results to be announced on March 15
- Continue developing drafts of documents and start to get feedback
- Host Karen Jones on March 10 or 11
- Continue working on organization/preservation of Institutional Archive and Greeley Tribune collection

SERVICES

Service – Community Spaces

What's Happened in the last 30 days?

- Narrowing options for Hazard Vulnerability Assessment.
- Continued to develop system wide thinking in regard to Community Spaces.
- Continued future planning in regard to Community Spaces.

What's Coming Up in the next 30 days?

- Move forward with Hazard Vulnerability Assessment.
- Continue to develop system wide thinking in regard to Community Spaces.
- Continue future planning in regard to Community Spaces.

Service – Materials Sharing

What's Happened in the last 30 days?

- Added check-in statistics to our Master Statistics. This will allow us to better measure the need for additional Pages; collection reallocation; and evaluate sorter usage.

What's Coming Up in the next 30 days?

- Sales presentation of a potential mobile app.
- Discussion about the review module in Encore.

Service – Personalized Services

What's Happened in the last 30 days?

- Schedule meetings for Personalized services – EC coordination
- Find best solution for tracking Proctoring sessions
- BAL training Thursday, February 17th (9:30 – 11)

What's Coming Up in the next 30 days?

- April Tic classes posted
- March EC meeting

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Updated SCO Sharepoint to include owner defined fields
- Archived FYI information on SCO page
- Got stickers to brand DVD players

What's Coming Up in the next 30 days?

- Review adjusting SCO padding time to 4 days instead of 3
- Review adjusting SCO blocked out days to include weekend, day after holiday days

Service - Educational Programming

What's Happened in the last 30 days?

- HPLD branches hosted 112 programs (non-storytimes)
 - 43 programs had attendance of 8 or more (Covid restrictions still in-pace)
 - 69 programs had an attendance of less than 9.
- Carbon Valley Regional Library - Firestone Anti-Valentine's Day Party 2/11/2022 -22
- Carbon Valley Regional Library - Firestone Book Lover's Book Club 2/22/2022 -13
- Carbon Valley Regional Library - Firestone Carbon Valley Chess Club 2/8/2022 -12
- Carbon Valley Regional Library - Firestone Carbon Valley Make it! Club 2/23/2022 - 10
- Carbon Valley Regional Library - Firestone Carbon Valley Quilters 2/9/2022 - 18
- Carbon Valley Regional Library - Firestone Middle School Book Club 2/15/2022 - 3
- Carbon Valley Regional Library - Firestone Wiggle Worms: Yoga Storytime! 2/8/2022 - 8

- Centennial Park Library - Greeley Beyond the Classroom: Cryogenics 2/18/2022 - 9
- Centennial Park Library - Greeley School's Out - Cryogenics 2/7/2022 - 8
- Centennial Park Library Beyond the Classroom: Wood Burning Project 2/4/2022 - 13
- Erie Community Library - Erie Book Lover's Book Club 2/14/2022 - 14
- Erie Community Library - Erie Chess Club 2/16/2022 - 12
- Erie Community Library - Erie Chess Club 2/23/2022 - 10
- Erie Community Library - Erie Chess Club 2/9/2022 - 15
- Erie Community Library - Erie College Care Package DIY 2/6/2022 - 10
- Erie Community Library - Erie LEGO Club 2/19/2022 - 22
- Erie Community Library - Erie Let's Talk About Race Storytime 2/8/2022 - 29
- Erie Community Library - Erie Reading Buddies: Tiger Tales 2/12/2022 - 20
- Erie Community Library - Erie Reading Buddies: Tiger Tales 2/19/2022 - 18
- Erie Community Library - Erie Reading Buddies: Tiger Tales 2/26/2022 - 18
- Erie Community Library - Erie Reading Buddies: Tiger Tales 2/5/2022 - 18
- Erie Community Library - Erie Tiger Tales Family Reception 2/26/2022 - 35
- Erie Community Library - Erie Tinker Tuesday! 2/15/2022 - 10
- Farr Regional Library - Greeley Colorado Naturalist Kevin Cook Presents 2/3/2022 - 13
- Farr Regional Library - Greeley Crafterschool 2/9/2022 - 19
- Farr Regional Library - Greeley Homeschool Hangout 2/14/2022 - 9
- Farr Regional Library - Greeley Homeschool Hangout 2/28/2022 - 8
- Farr Regional Library - Greeley Homeschool Hangout 2/7/2022 - 9
- Farr Regional Library - Greeley Kids Explore 2/1/2022 - 16
- Farr Regional Library - Greeley Kids Explore 2/8/2022 - 20
- Farr Regional Library - Greeley T'ai Chi Chih 2/14/2022 - 10
- Farr Regional Library - Greeley T'ai Chi Chih 2/28/2022 - 12
- Farr Regional Library - Greeley T'ai Chi Chih 2/7/2022 - 13
- Kersey Library Valentine's Day 2/8/2022 - 9
- Lincoln Park Library - Greeley Family Fun Saturday at Lincoln Park Library 2/19/2022 - 8
- Lincoln Park Library - Greeley Family Fun Saturday at Lincoln Park Library 2/26/2022 - 23
- Online Event Healthy Living for Your Brain and Body 2/22/2022 - 12
- Online Event Historic Uses of Colorado Native Plants 2/17/2022 - 18
- Online Event Intermediate Microsoft Excel 2/15/2022 - 12
- Riverside Library and Cultural Center - Evans Envision at Riverside 2/10/2022 - 13
- Riverside Library and Cultural Center - Evans Riverside Paws to Read 2/9/2022 - 8
- Riverside Library and Cultural Center - Evans Riverside Snack Club 2/16/2022 - 8
- Riverside Library and Cultural Center Riverside School's Out Crafternoon 2/7/2022 -15

What's Coming Up in the next 30 days?

- All locations will continue to offer a wide variety of programs, classes, events, take & makes as well as passive programming