



BOARD OF TRUSTEES

Regular Session Agenda

Monday, April 17, 2023

**Carbon Valley Regional Library,
7 Park Avenue, Firestone, CO 80504**

This is also streamed virtually by GoToMeeting.

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

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

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

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 20, 2023, Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 LINC Opening Information (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.2 Property Disposition – Lincoln Park property 1010-1012 11th Avenue Greeley (Action) - Dr. Matthew Horts, HPLD Executive Director, Natalie Wertz, HPLD Finance Manager
- 2.3 Awarding of Commercial Realtor RFP (Action) – Dr. Matthew Horts, HPLD Executive Director, Natalie Wertz, HPLD Finance Manager
- 2.4 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. May 15, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD COMMENTS

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

5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)

- 5.1 C.R.S. § 24-6-402(4) (e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. - Lincoln Park Library
- 5.2 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney. – Allocation of Administrative Functions

6.0 ADJOURNMENT

Upcoming meetings:

May 15, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th St., Greeley, CO 80631



BOARD OF TRUSTEES
Regular and Executive Session MINUTES
Monday, March 20, 2023
HPLD Administration Building
2650 W. 29th St, Greeley, CO 80644
5:00 p.m.

1.0 OPENING OF MEETING AT 4:59PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Trustee Jana Caldwell was excused

Trustee Teresa Curtis attended virtually and arrived at 6:03p.m.

Trustee Gerri Holton

Trustee Nick Nakamura

Trustee Joyce Smock

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hortt, Natalie Wertz, Niamh Mercer

Chair Poncelow read the following statement 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.

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Joyce Smock

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

a. February 20, 2023 Regular Session Meeting Minutes

b. March 9, 2023 Special Session Meeting Minutes

MOTION to approve the consent agenda: Vice-Chair Mary Heberlee

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: Unanimously approved, 6:0

- 1.4 The Good We Do (Information) – Dr. Matthew Horts, HPLD Executive Director
District staff participated in Weld County’s Young Adult job fair, which had around 600 attendees. The District participated as a vendor to talk about HPLD job opportunities and took Virtual Reality workforce headsets for people to try. They also took laptop computers for people to use to search for jobs and create resumes, and they were asked to take and set up a printer next year. Dr. Horts recognized Bethany Lanphere, Lynde McCaleb, Erin Shores, and David Turner for their involvement.
- 1.5 Public Comment
Bill Garcia of Greeley, representing the Deerfield Committee, announced that on March 9th he gave a presentation at the Centennial Park Library on the history of Deerfield. He was able to integrate the Colorado Historic Newspapers Collection digitized Greeley Tribune articles about the community. There was discussion about Mr. Garcia’s involvement in the committee and the area’s history, and he discussed future plans for the town.

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 LINC Opening Information (Information) - Dr. Matthew Horts, HPLD Executive Director
An updated schedule follows:
- Materials will be moved from Lincoln Park Library (LP) to LINC on April 4th and 5th, and then LP will reopen as a Public Computer Center on the 6th.
 - The LINC grand opening, a soft opening to test the facility, is set for May 13th.
 - Leadership is proposing that a Staff, Friends, and Family Night be held on May 5th. It will be an event to allow staff, friends, and family to be able to experience the facility and will include Member Libraries’ staff.
 - On May 11th, HPLD Friends & Foundation will host an evening for donors and volunteers.
 - The dates of the events for the Boards and Construction crews have not yet been decided. The combined Boards’ event will be announced at the April 17th Board meeting.
 - There will be no events on May 12th to make sure that the building is clean and ready to go for the grand opening on the 13th.
- Chair Ken Poncelow spoke about the Book Brigade, which will be held on April 15th.
Information only. No Board action to be taken.
- 2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Horts, HPLD Executive Director
An appraisal of the Lincoln Park Library has been completed, and Dr. Horts suggested that the details be discussed in a Finance Committee meeting. Because the library will be vacated in May, the suggestion is to put it up for sale at the appraised value. An RFP will go out for a realtor and the recommendation is to pursue the sale and market the property.
Information only. No Board action to be taken.

- 2.3** Grover IGA (Action) - Dr. Matthew Hortt, HPLD Executive Director
The District has worked with the Town of Grover and their legal counsel, and Trustee Joyce Smock met with their Mayor. The IGA now includes verbiage that states that if HPLD should close the library, the District would be able to move the building and improvements, and at the Town's discretion may have to return the site to its original state at HPLD's expense.
MOTION to approve the updated language in the IGA and approve the signing of the document following its acceptance by the Town of Grover Board: Vice-Chair Mary Heberlee
SECOND: Trustee Gerri Holton
DISCUSSION: None
VOTE: Unanimously approved, 6:0
- 2.4** Strategic Plan Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
Elena Rosenfeld has been working on this project since December, and the data collection work is complete. Staff will now be coding the information to put it together in common themes and will then distribute it to HPLD's Excellence Coordinators, who will create future strategies from the information.
Information only. No Board action to be taken.

3.0 DIRECTORS REPORT

- 3.1** Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. April 17, 2023 Regular Session
- 3.2** District Updates – Dr. Matthew Hortt, HPLD Executive Director
- Dr. Hortt met with the Town of Mead, and the Town is interested in creating a municipal complex that will include a fire department, police department, and library. He will meet with the Town and fire department to determine how the infrastructure will work.
- The Friends of Raymer received additional funding and so are able to move forward with their project at the mercantile. HPLD could possibly provide a PCC and small collection.
- The Eaton Public Library has commissioned a sculpture that will sit in front of the building, and it will be unveiled on March 23rd from 4:00 to 6:00p.m. The Friends of the Library made it possible.
- Carbon Valley Regional Library's 15th anniversary celebration will be held on March 30th from 3:00 to 7:00.
- Erie Community Library's 15th anniversary celebration will be held on April 22nd.
- Dr. Hortt will join the Weld County Employment Services team in Maryland and Washington D.C. for a Workforce Development conference and a tour of a Workforce Development Mobile Unit: a bookmobile that focuses on workforce development.
- Capital improvements at DSS, specifically replacing the carpet there, are on hold for this year because those funds will be shifted to Centennial Park Library, which needs work done in their parking lot.

4.0 BOARD COMMENTS

- 4.1 Chair Ken Poncelow reported that he met with the Fort Lupton School District and Fort Lupton Public and School Library Board to discuss the future of the existing library space. He was impressed with the discussion and the care for their students, as well as with the School Board Director.
- 4.2 Vice-Chair Mary Heberlee expressed that she is thrilled about moving forward with Grover. She'll be glad when things like the Dearfield presentation will be online and accessible.
- 4.3 Secretary/Treasurer Joyce Smock appreciates the work the Board and staff have put into Grover.
- 4.4 Other Board Members
Trustee Gerri Holton looks forward to looking at the strategic plan and is interested in increasing access to things like internet access in the south part of the county: they have services but still need access.

Trustee Nick Nakamura commended Joyce Smock for her conversations in Grover as well as the work being done in Mead.

Niamh Mercer reported that the Fort Lupton brick walk fundraiser has done well. Staff will email information to the Trustees.

Natalie Wertz informed the Board that the auditors were onsite today and will be in and out all week. Also, the Finance Committee will meet to discuss what to recommend for the Lincoln Park Library building.

5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – CCRD Finding

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section 24-6-402(4)(b) of the Colorado Revised Statutes, I move that we enter into executive session for the sole purpose of receiving legal advice on specific legal questions from our attorney – CCRD Conciliation, and then adjourn from Executive Session: Trustee Nick Nakamura

SECOND: Vice Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District is being convened at 5:55p.m. on March 20, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney – CCRD Conciliation, as is authorized by [§ 24-6-402(4)(b)]. Attending are Chair Ken Poncelow; Vice-Chair Mary Heberlee; Secretary/Treasurer Joyce Smock; Trustees Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; and Dr. Matthew Hott.

Trustee Teresa Curtis joined the meeting at 6:03p.m.

6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT AT 6:44PM

During the executive session, the Board discussed or received advice regarding CCRD Conciliation, 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 6:44p.m. and the meeting has reconvened in regular session.

There being no further business,

MOTION to adjourn the meeting: Trustee Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 7:0

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 17, 2023
Type of item: Information
Subject: LINC Opening Information
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Information only, no action to be taken

Background

The Board approved the initial timeline for the transition from Lincoln Park to LINC during the January 2023 Board Meeting. Updates focus on events scheduled the week of opening.

LINC Transition Timeline

- April 5 through April 7 – Staff shelve books at LINC.
- April 24 to April 28 – CP & LP staff shelve Genealogy at LINC
- April 28 – LP Final Day Open as PCC
- May 1 to May 12 – Staff training and prep for opening
- May 5th – Staff and Family Night at LINC
- May 8th – Project Team Night at LINC
- May 10th – Weld Community Foundation Night at LINC
- May 11th – HPLD Friends & Foundation Night at LINC
- May 13 – Grand Opening

Recommendation

Information only, no action to be taken.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 17, 2023
Type of item: Action
Subject: Property Disposition – Lincoln Park property 1010-1012 11th Avenue Greeley
Presented by: Dr. Matthew Hорт, HPLD Executive Director, Natalie Wertz, Finance Manager
Recommendation: Staff is recommending the Board approval of the resolution declaring the Lincoln Park property as surplus to begin the sales process.

Background

During several meetings the Finance Committee has discussed recommending sale of the current Lincoln Park property. With the construction of LINC nearing completion, the Finance Committee is recommending that the Lincoln Park property 1010-1012 11th Avenue Greeley be offered for sale.

Considerations

- Lincoln Park personnel will be transferred to LINC.
- Some organizations have already expressed interest in the Lincoln Park property.
- The Finance Committee acknowledges the benefits to the community of the possibility of the property being added back to the property tax roll.
- Offering the property for sale could contribute to the downtown revitalization efforts.
- Approval of the resolution would allow the Finance Committee to obtain an appraisal of the property, evaluate options, and prepare recommendations for the board.

Recommendation

Staff is recommending the Board approval of the resolution declaring the Lincoln Park property as surplus to begin the sales process.

**RESOLUTION OF THE HIGH PLAINS LIBRARY DISTRICT
DECLARING CERTAIN PROPERTY OWNED BY THE LIBRARY DISTRICT
TO BE SURPLUS TO THE LIBRARY DISTRICT'S NEEDS
AND DIRECTING DISPOSAL OF SAME
23-1**

WHEREAS, the High Plains Library District has identified various items of district-owned property as being surplus to the needs of the High Plains Library District and has determined it to be in the public interest to offer them for sale.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado as follows:

1. **Property declared surplus to the needs of the High Plains Library District.**
The following described property is hereby declared to be surplus to the needs of High Plains Library District.

Item	Description	
1010 – 1012 11 th Street Greeley, Colorado 80631	Real estate – commercial property	

2. **Executive Director directed to dispose of surplus property.** In compliance with CRS 24-90-109(1), the Executive Director is hereby directed to offer the property for sale.

ADOPTED, this 17th day of April, A.D., 2023.

Attest:

Chairman, Board of Trustees

Attest:

Secretary/Treasurer, Board of Trustees

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 17, 2023
Type of item: Action
Subject: Awarding of Commercial Realtor RFP
Presented by: Dr. Matthew Hortt, HPLD Executive Director, Natalie Wertz, Finance Manager
Recommendation: The Finance Committee & Staff is recommending the Board award the Commercial Realtor RFP to Realtec.

Background

At the board meeting on March 20, 2023, the board directed the Finance Committee to issue an RFP for commercial realtor services for sale of the Lincoln Park property. Three proposals were received. The Finance Committee has reviewed the proposals.

Considerations

- Realtec has significant commercial realtor experience in the Greeley area. Realtec assisted High Plains Library District with the purchase of the Lincoln Park property and the LINC property. Nick Berryman and Gage Osthoff worked with HPLD on the previous transactions and are the primary contacts in the Realtec proposal.
- Cushman & Wakefield are based out of Fort Collins. Cushman & Wakefield was recommended by the appraiser that issued the report on the property last month. Jason Ells and Cole Herk of Cushman & Wakefield visited the Lincoln Park property on April 6.
- The proposal from Mary Jo Brockshus of ReMax was very brief did not include required information of the average time on the market for commercial properties sold in the last 2 years.
- Because of their experience in and knowledge of the Greeley commercial real estate market and their office location in Greeley, the recommendation of the Finance Committee is that the Board accept the proposal for commercial realtor services from Realtec.

Recommendation

The Finance Committee & Staff is recommending the Board award the Commercial Realtor RFP to Realtec.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: April 17, 2023
Type of item: Action
Subject: Auditors Communication to the Board
Presented by: Natalie Wertz, Finance Manager
Recommendation: Item for information only. No action to be taken by the Board.

Background

During the Auditors review, Anderson & Whitney informed staff that new regulations require that the Auditors provide a letter of communication to the governing body of organization. Anderson & Whitney have provided the letter and staff are presenting it to the Board of Trustees.

Recommendation

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



A Professional Corporation of
Certified Public Accountants

March 21, 2023

Board of Trustees
High Plains Library District
Greeley, CO

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the High Plains Library District (the District) financial statements as of and for the year ending December 31, 2022.

Communication

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

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

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

Independence

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

The Audit Planning Process

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

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

The Concept of Materiality in Planning and Executing the Audit

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

Significant Risks of Material Misstatement

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

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

Our Approach to Internal Control Relevant to the Audit

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

Timing of the Audit

Preliminary audit work and field work will commence in March 2023. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

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

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

Anderson & Whitney, P.C.



DRAFT- BOARD OF TRUSTEES

Regular Session Agenda

Monday, May 15, 2023

5:00 p.m.

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

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2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Centennial Park Refresh Contract (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Grover Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Town of Frederick URA (Action) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
 - a. June 19, 2023 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:

June 19, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Associate Director of Public Services**What's Happened in the last 30 days?**

- TransferVR training - our new virtual reality system that allows patrons to try out various occupations (auto mechanic, for instance) in a virtual setting to see if it's something they want to pursue.
- Updated the Alcohol at Events Procedure.
- Worked on the Public Library Annual Report.

What's Coming Up in the next 30 days?

- LINC Book Brigade - April 15th, 2-3:30 p.m.
- All staff are invited to join us as we move the last remaining books into LINC Library Innovation Center! Starting at the DoubleTree Hotel (the original location of Lincoln Park Library), we will form a human chain to pass the books from the DoubleTree Hotel to our new facility two blocks away. Literary characters will be on site, as well as family activities. Dressing up as a literary or movie character is encouraged!
 - Meetup location is at LINC Library Innovation Center, 501 8th Ave Greeley, CO
- Updating the Suspensions Procedure.
- LINC:
 - The contents and most staff of Lincoln Park Library will be moving April 4 and 5. LP will become a PCC on Thursday, April 6 with reduced hours:
 - Mon - Thurs: 12-6pm
 - Fri & Sat: 12-5pm
 - Sun: 1-5pm
- New LINC staff will be on board in early April with trainings for all LINC staff happening throughout the month.
- The Genealogy Collection will move from Centennial Park Library to LINC the week of April 24

Carbon Valley Operations**What's Happened in the last 30 days?**

- The Carbon Valley Regional Library 15th Anniversary Celebration on March 30th had 663 people attend.
- Children's Librarian, Amanda Pittman, attended the St. Vrain Valley School District, Spark Preschool Literacy Event on March 17.
- Children's Librarian, Amanda Pittman, attended the Children and Teen Services (CATS) Workshop on March 20th.

What's Coming Up in the next 30 days?

- New 24-hour Library Associate, Rebecca Martin, will start on April 17.
- Library Manager, Melanie Goldman, and Children's Librarian, Amanda Pittman, will attend the Carbon Valley Chamber of Commerce Annual Member and Awards Dinner on April 1.

Erie Branch Operations

What's Happened in the last 30 days?

- Erie hosted Cupcake Wars, less of a food fight, more of a food decorating competition. Staff judged the works of art before they were rapidly devoured (16 participants).
- Local author Manette Ansay hosted a college prep seminar for high schoolers and their families and was attended by 32 people.
- Requests for using the CLUB makerspace have risen as we evaluate expanding our open hours (Requests are up fivefold over the same time last year and we are getting approximately 7 new requests per week).

What's Coming Up in the next 30 days?

- Our teen librarian, Caitlin will be starting a true crime book club for our 20s - 30s patrons as part of our efforts to reach that age group.
- The April 22nd 15th Anniversary Party will be held in our staff parking lot from 1 - 4pm and will include food, games, and perhaps the opportunity to dump water on a certain library director.
- In conjunction with the Rocky Mountain Ukulele Orchestra, we will begin a three session class teaching kids how to play the ukelele.

Lincoln Park Branch Operations

What's Happened in the last 30 days?

- Shelving was installed at LINC, and the majority of the month was spent shelving books. This activity will continue through April.
- Melissa Beavers presented the Mountain Plains Library Conference on March 9 and 10 in Norman Oklahoma. Both of her presentations focused on aspects of LINC. "Everyone Wins: Universal Design for Libraries" and "Building Community through Reimagined Library Spaces and Innovation." BRS Architect Carmen Arriaga-Bucher co-presented with Melissa on the second talk.
- LINC's Workforce Development and Career Services Librarian Bethany Lanphere became a member of North Range Behavioral Health's Advisory Committee comprised of our leadership team, community partners, employers and job seekers to help grow, strengthen and enhance the IPS (Individual Placement and Support) program within North Range Behavioral Health and the community.

What's Coming Up in the next 30 days?

- Lincoln Park Library will be moving April 4 and 5. LP will become a PCC on Thursday, April 6 with reduced hours: Mon - Thurs: 12-6pm Fri & Sat: 12-5pm Sun: 1-5pm
- New LINC staff will start onboarding April 10 with trainings for all LINC staff happening throughout the month.
- On Saturday, April 15, LINC is having good old-fashioned Book Brigade. We will form a human chain to pass the books from the DoubleTree Hotel to our new facility two blocks away. Literary characters will be on site, as well as family activities. Dressing up as a literary or movie character is encouraged! Please come and bring a friend or ten friends.

- On April 19, 2023, at Winograd K-8 from 5:30PM-6:30PM, Juan Mora will be presenting at their Parent Resource Night about Library Services 101 and LINC in English & Spanish.
- The Genealogy Collection will move from Centennial Park Library to LINC the week of April 24.
- On April 25, Melissa Beavers will be presenting "Everyone Wins: Universal Design in Libraries" for the Forsyth Library at Fort Hays University via Zoom.

Collections Operational Work

What's Happened in the last 30 days?

- Delivery of opening day collection to LINC.

What's Coming Up in the next 30 days?

- State grant spending is ongoing.

Facilities Operational Work

What's Happened in the last 30 days?

- Attended LINC equipment trainings and Excellence Coordinator trainings/meetings including safety meeting.
- Attended construction meetings for LINC and CP.
- Scheduled 2023 CIP projects including roof replacement at CP and asphalt parking lot installation at Kersey.
- Continued with LINC start up services including: trash and recycling services, cleaning supplies/equipment, snow removal, custodial services to name a few.
- Assisted with Lincoln Park library conversion to a PCC center.
- Started spring landscaping clean ups all locations.
- Assisted with Carbon Valley library anniversary prep work.
- completed work orders and cleaning at all locations.
- completed Move vehicle safety inspections and maintenance.
- Started process for hiring a facilities tech and custodian since Wayne is retiring.
- Completed annual safety inspections and HVAC preventative maintenance all locations.
- Installed security alarm equipment at LINC and assisted with security guard/patrols.
- Started requesting bids for Farr renovations project.
- Working on the installation of a nature area classroom at Carbon Valley.
- Patched parking lots at Carbon Valley, Erie and Lincoln Park.
- Completed snow/ice removal all locations.

What's Coming Up in the next 30 days?

- Continue attending LINC and Centennial Park construction projects.
- Continue completing work orders.
- Continue Excellence coordinator trainings and meetings.
- Work on completing roof replacement at Centennial Park including removal of solar panels and reinstallation after roof work is completed.
- Irrigations start up all locations.

- Continue cleaning services at all locations including day custodian services.
- Continue Move vehicle inspections and maintenance.
- Continue roof maintenance services at all locations.
- Assist staff moving to LINC including cleaning services at both LINC and existing Lincoln Park/PCC center.
- Complete facilities audits all locations

Finance Operational Work

What's Happened in the last 30 days?

- Work on 2022 year-end and preparing for audit
- Audit team on site for fieldwork beginning March 20
- Baldrige EC meeting and BBO work
- GFOA WPFN mentorship meeting
- HPLD retirement plan annual meeting March 15
- Issued RFP for commercial realtor
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting for 2021 Annual Comprehensive Financial Report

What's Coming Up in the next 30 days?

- Continued work with auditors
- Baldrige EC meeting and BBO work
- GFOA WPFN mentorship meeting
- HPLD Finance Committee meeting April 12 to review responses to RFP for commercial realtor
- Meeting with Boulder Public Library District April 13
- HPLDF&F Finance Committee meeting April 25

Friends & Foundation Operational Work

What's Happened in the last 30 days?

- Joint Friends & Foundation Board and Trustee LINC tour and dinner.
- LINC Donor Tour
- Begin Annual Friends Membership Drive for Library Giving Day
- Friends and Strategic Planning committee meetings
- Ongoing support for funding projects and volunteers

What's Coming Up in the next 30 days?

- April 4-Library Giving Day
- Strengthening Partnerships - D6 Volunteer Program Committee
- Annual request for Funding Support Process opens for FY 2024
- Preparation for Q2 F&F Board of Directors Meeting

Human Resources Operational Work

What's Happened in the last 30 days?

- Total Employees- 269*
 - Open Positions - 29
 - Job Applications Received - 515
 - New Hires - 18
 - Resignations - 0
 - Training Requests - 47

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

What's Coming Up in the next 30 days?

- LINC New Employee Orientation

MOVE Operational Work

What's Happened in the last 30 days?

- Successful Early Literacy Fair on March 3rd with 245 attendees. Local artist Armando Silva came to read and sign his book inspired by Delta Park in east Greeley What Happened to My Paletas?
- Filled the Events and Experience Staff requisitions. Should fill Mobile Services position first week of April.
- MOVE Manager attended the CAL Colorado Lobby Day Session on March 13 to advocate for libraries and offer support for the CAL/CLIC requested increase to state funds.
- Met with Eaton staff and Director to offer assistance for outreach and mobile services. MOVE will share RFPs, resources, process documents, and advising to Eaton through their purchase and planning efforts.

What's Coming Up in the next 30 days?

- Interviews for Kersey Librarian position through mid April
- MOVE staff will bring the Bookmobile to the LINC Book Brigade Event on April 15th. We will also have several staff dressed in literary character mascot costumes.
- MOVE staff to offer a Book a Librarian training to the Branch Libraries to better understand how we can support Citizenship efforts in our community.
- Staff from Charlotte Mecklenburg Public Library and Austin Public Library reached out to MOVE to present how to sessions for their outreach team meetings. We are coordinating with their schedules to do so.

Community Engagement & Strategies Operational Work

What's Happened in the last 30 days?

- The High Plains Chautauqua Program Committee Chair asked that we finalize schedules for the adult and youth Chautauqua programs that will be held at library locations in late July through early August. The program leads at Carbon Valley Regional Library, Centennial Park Library, Eaton Public Library, Erie Community Library, Fort Lupton Public

& School Library, Hudson Public Library, and LINC all leaped into the effort and we are well on the way to have a finalized schedule for our guest speakers.

- Oklahoma Library Association / Mountain Plains Library Association Conference: I, along with Lincoln Park/LINC Manager Melissa Beavers attended this conference held in Norman, OK. While Melissa presented two programs tied to her work with LINC, I co-presented with representatives from Aims Community Library and UNC Libraries about our collaborative efforts. My time there was also spent working as Colorado's representative to the Mountain Plains Library Association.
- St Vrain Valley School District Student IDs as Limited HPLD Library Cards: We were able to resolve the problem encountered during testing. Our Integrated Library System provider fixed the problem on their side and the joint efforts of Collection Resources as IT identified a solution that expands services to include our managed printing/copying systems along with borrowing materials. The final step is to confirm that our solution will provide students access to content available through Libby and OverDrive.
 - Erie Community Library Manager Ian Holmes and Librarian Caitlin Cooke met with Erie Middle School Leadership to identify how staff can work together to make the project as successful as possible for students and their teachers.

What's Coming Up in the next 30 days?

- Spellbinders Annual Celebration of Stories: The Spellbinders storytelling organization is going through an interesting transition as many of the thirteen local chapters are not interested in actively supporting a centralized hub for maintaining the organization's branding and standardized training practices. The annual gathering will likely be focused on the ramifications of the potential dispersal of responsibilities. As a steering committee member of the Larimer County chapter (which also serves Weld County), I am participating in conversations about what the chapter is able to offer to support the organization as-a-whole.
- St Vrain Valley School District Student IDs as Limited HPLD Library Cards: If all goes as planned, the cards of opted-in families will be uploaded on April 7th. Erie Community Library's Caitlin Cooke and Ian Holmes will be working with Erie Middle School leadership to help students make use of their IDs as library cards. Students will be encouraged to share what works and what doesn't work as this test project moves forward.

SERVICES

Service – Materials Sharing

What's Happened in the last 30 days?

- Finalized training for onboarding LINC employees.
- Wrote up strategic plan initiatives for the service.

What's Coming Up in the next 30 days?

- Continued work on the mobile app.

Service – Meeting Rooms

What's Happened in the last 30 days?

- Wrote up strategic plan initiatives for the service.
- Finalized meeting room training for LINC onboarding.

What's Coming Up in the next 30 days?

- Continued work on standardization of meeting rooms.

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Reviewed training materials for LMS system
- Looked at dates for LINC SCO Training
- Excellence Coordinator of SCO will be Rick Medrano; Co-Coordinator remains Erin Neufeld

What's Coming Up in the next 30 days?

- Reviewing theft map and theft process
- Bring Rick up to speed on SCO tasks and responsibilities
- SCO Training for LINC staff

Service - Programming

What's Happened in the last 30 days?

- We had more than 900 attendees for story times throughout the district. Here are some of the top performing programs in the district during March.

Title	Start Date	Location	Attendance
Carbon Valley Regional Library 15 Year Anniversary Celebration	3/30/2023	Carbon Valley Regional Library - Firestone	663
Go Green! Storytime kit		Farr Regional Library - Greeley	50
Tiger Tales Family Reception	3/18/2023	Erie Community Library - Erie	45
Spring Break is Going to the Dogs - GPD K9 Unit	3/13/2023	Centennial Park Library - Greeley	43
We Play Music Together: Book Reading and Musical Event	3/23/2023	Carbon Valley Regional Library - Firestone	40
Farr LEGO club	3/14/2023	Farr Regional Library - Greeley	37
Farr LEGO club	3/28/2023	Farr Regional Library - Greeley	35
Cross-stitch Bi-Monthly Program Series	3/13/2023	Centennial Park Library - Greeley	32
College Application Strategies: A Practical Seminar	3/25/2023	Erie Community Library - Erie	32

Riverside STEM Club	3/22/2023	Riverside Library and Cultural Center - Evans	30
Riverside Snack Club	3/1/2023	Riverside Library and Cultural Center - Evans	30
Riverside Crafternoon	3/14/2023	Riverside Library and Cultural Center - Evans	27
Cuenta Cuentos	3/25/2023	Centennial Park Library - Greeley	26
Reading Buddies: Tiger Tales	3/4/2023	Erie Community Library - Erie	24
LEGO Club	3/11/2023	Carbon Valley Regional Library - Firestone	23
Crafterschool	3/8/2023	Farr Regional Library - Greeley	22
Kevin Cook: Alive in Colorado	3/2/2023	Farr Regional Library - Greeley	22
Roaming Readers Walking Club	3/30/2023	Riverside Library and Cultural Center - Evans	22
Spring Break is Going to the Dogs - Meet Dottie & Laurette	3/15/2023	Centennial Park Library - Greeley	21
Jugemos Loteria	3/9/2023	Centennial Park Library - Greeley	21
Reading Buddies: Tiger Tales	3/11/2023	Erie Community Library - Erie	21
Reading Buddies: Tiger Tales	3/18/2023	Erie Community Library - Erie	21
Cuenta Cuentos	3/18/2023	Centennial Park Library - Greeley	21
March of the Zombies	3/24/2023	Erie Community Library - Erie	21
Beyond the Classroom - Van Gogh's Chair Pop-up Card Craft	3/10/2023	Centennial Park Library - Greeley	20
Beyond the Classroom - Fizzy Lava Lamps	3/24/2023	Centennial Park Library - Greeley	20
T'ai Chi Chih	3/6/2023	Farr Regional Library - Greeley	20
AARP Tax Aide	3/27/2023	Carbon Valley Regional Library - Firestone	20
AARP Tax Aide	3/20/2023	Carbon Valley Regional Library - Firestone	19
Spring Electronic Textile Bookmark	3/26/2023	Erie Community Library - Erie	19
Riverside Lego Club	3/8/2023	Riverside Library and Cultural Center - Evans	19
Kids Explore	3/21/2023	Farr Regional Library - Greeley	18
How to Read Tarot	3/4/2023	Centennial Park Library - Greeley	18

Carbon Valley Quilters	3/8/2023	Carbon Valley Regional Library - Firestone	17
LEGO Club	3/15/2023	Carbon Valley Regional Library - Firestone	17
Book Lover's Book Club	3/28/2023	Carbon Valley Regional Library - Firestone	16
AARP Tax Aide	3/13/2023	Carbon Valley Regional Library - Firestone	16
Envision at Riverside	3/9/2023	Riverside Library and Cultural Center - Evans	16
Cupcake Wars	3/22/2023	Erie Community Library - Erie	16
Dearfield: Preserving the Past	3/9/2023	Centennial Park Library - Greeley	16
Beyond the Classroom - End of the Rainbow Slime	3/3/2023	Centennial Park Library - Greeley	15
FREE Tax Aide Preparation	3/31/2023	Erie Community Library - Erie	15
Centennial Park PAWS to Read	3/13/2023	Centennial Park Library - Greeley	15
AARP Tax Aide	3/6/2023	Carbon Valley Regional Library - Firestone	15
Roaming Readers Walking Club	3/23/2023	Riverside Library and Cultural Center - Evans	15
FREE Tax Aide Preparation	3/6/2023	Erie Community Library - Erie	15
FREE Tax Aide Preparation	3/20/2023	Erie Community Library - Erie	15
FREE Tax Aide Preparation	3/27/2023	Erie Community Library - Erie	15
Chess Club	3/14/2023	Carbon Valley Regional Library - Firestone	13
T'ai Chi Chih	3/13/2023	Farr Regional Library - Greeley	13
Cricut Crafting Club!	3/14/2023	Centennial Park Library - Greeley	13
FREE Tax Aide Preparation	3/17/2023	Erie Community Library - Erie	13
Pints and Pages	3/14/2023	Erie Community Library - Erie	13
T'ai Chi Chih	3/20/2023	Farr Regional Library - Greeley	12
FREE Tax Aide Preparation	3/3/2023	Erie Community Library - Erie	12
Kids Explore	3/7/2023	Farr Regional Library - Greeley	12
FREE Tax Aide Preparation	3/24/2023	Erie Community Library - Erie	11

Vegetable Garden Basics	3/25/2023	Carbon Valley Regional Library - Firestone	11
FREE Tax Aide Preparation	3/13/2023	Erie Community Library - Erie	11
Virtual Reality tour of the LINC building	3/25/2023	Lincoln Park Library - Greeley	11
Sketch Club	3/1/2023	Carbon Valley Regional Library - Firestone	10
FREE Tax Aide Preparation	3/10/2023	Erie Community Library - Erie	10
The Project Club	3/21/2023	Kersey Library	10
The Project Club	3/28/2023	Kersey Library	10
Roaming Readers Walking Club	3/2/2023	Riverside Library and Cultural Center - Evans	10
Roaming Readers Walking Club	3/16/2023	Riverside Library and Cultural Center - Evans	10
Teens Make: Finger-painting!	3/23/2023	Carbon Valley Regional Library - Firestone	10
Otero Craft & Activity Program	3/21/2023	Centennial Park Library - Greeley	10

What's Coming Up in the next 30 days?

- We will continue to have a wide range of programs, classes, story times and events.

January-March 2023



Quarterly Report

Total Interactions- 968

Jan. 7th Widening The Window Family Book Club

Engagement- 19
BKM CKO's- 15

"The WTW book club made me feel included- having been retired for a long time- I was becoming very isolated. My inclusion in these groups was an awakening for me."



Jan. 16th UNC MLK Jr. Celebration

Engagement- 34

Jan. 28th Neighborhood Pop- Up Resource Fair

Engagement- 79
Library Cards Issued- 13
Book Donations- 5
"I love walking to Farr Library."

Feb. 8th- Joint Conference for Librarians of Color Presentation

Outreach Librarianship: A Valuable
Key to Equitable, Diverse, and
Inclusive Patron Services

Presenters-
Rosa Granado, Rick Medrano, Carolyn
Valencia, Amy Ortiz

Participants- 37
"You all are a vitamin to me. Thanks
for the great presentation."

Feb. 10th- Joint Conference for Librarians of Color Presentation

How Wide is Your Window?
WTW Family Book Club
Presenter- Carolyn Valencia

Participants- 40

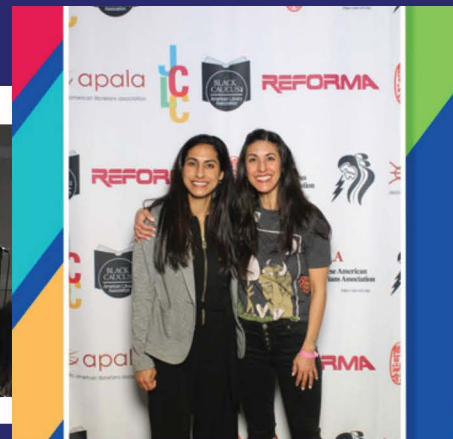
March 8th Mock Interviews @ Northridge H.S.

Engagement- 18

"Your commitment to the development of
workforce skills in our Academy students is
greatly appreciated.

Thank you for the time you gave to our
annual Mock Interview event."

-Event organizer



Staff Shoutouts

- Thank you Imma (French/Swahili contractor) and Layne McCaleb for doing a great job with the high volume of new cards and donation distributions at the Pop-Up Resource Fair!
- Thank you Bethany Lanphere (CP) for providing resume help at the Young Adult Fair!
- Thank you David Turner (DSS) for providing a virtual reality experience at the Young Adult Fair!
- Thank you Audrey Drake (Farr) for your help with the Northridge H.S. Mock Interviews!

Community Feedback

"Is there an on-going queer book club or social conversation hour offered at the libraries? Queer folk need a safe space to continue to meet in Greeley."- UNC Student

“La Narrarion en cuatro idiomas de el libro “What Happened to My Paletas?” – The Narration in four languages of the book was awesome!" - OU ELF Participant

Jan.-March 2023

Quarterly Report



March 8th- Young Adult Fair

Engagement- 174

"We got to speak to lots of young people that are interested in working at the library and since we had so many open positions, hopefully we'll get some great applicants. We also were able to spread the word about other programs and services, like diaper distribution and 100BBG."

- Lynde McCaleb/YA Librarian



March 18th- Moose Lodge Amazing Educational Resource Fair

Engagement- 14

March 25th West Ridge Academy Carnival

Engagement-308



March 4th- MOVE Early Literacy Fair

Engagement-245

"Thank you for the diversity and having storytimes in different languages."



I would like to give a big shout out to Armando Silva for reading his book "What Happened to My Paletas?" and signing his book for the families and to all the organizations who helped make this literacy fair a great success!! – Christina

