



**BOARD OF TRUSTEES**  
**Regular Session and Executive Session Agenda**  
**Monday, May 15, 2023**  
**5:00 p.m.**  
**LINC Library Innovation Center,**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**This is also streamed virtually by GoToMeeting.**

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

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

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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](https://hpld.formstack.com/forms/board_questions)**

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

**1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - a. April 17, 2023, Regular and Executive Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

**2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Construction Manager @ Risk RFP - DSS Expansion and Archive (Action) - Dr. Matthew Hortt, HPLD Executive Director, and Dan Spykstra, Wember Owner's Representative
- 2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Privacy of User Records Policy Review (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Grover Update (Information) - Dr. Matthew Hortt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
  - a. June 19, 2023 RS
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

### **4.0 BOARD COMMENTS**

- 4.1 Chair Report
  - a. Convening of Board Chairs
- 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. - Mead Library Project

### **6.0 ADJOURNMENT**

#### Upcoming meetings:

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



**BOARD OF TRUSTEES  
Regular Session Minutes  
Monday, April 17, 2023  
Carbon Valley Regional Library  
7 Park Ave, Firestone, CO 80504  
5:00 p.m.**

**1.0 OPENING OF MEETING AT 5:00PM**

**1.1 Roll Call and Pledge of Allegiance**

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee arrived at 5:17pm

Secretary/Treasurer Joyce Smock

Trustee Jana Caldwell

Trustee Teresa Curtis

Trustee Gerri Holton

Trustee Nick Nakamura attended online

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Marjorie Elwood, Melanie Goldman, Rosa Granado, Rick Medrano, Dr. Matthew Hott, Kim Parker

Guests: Tony Brewer

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 Jana Caldwell

**SECOND:** Trustee Teresa Curtis

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

**1.3 Approval of Consent Agenda**

**a. March 20, 2023 Regular and Executive Sessions Meeting Minutes**

**MOTION** to approve the consent agenda: Secretary/Treasurer Joyce Smock

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

- 1.4 The Good We Do (Information) – Dr. Matthew Horts, HPLD Executive Director  
Dr. Horts reported on a Book Brigade that was held on April 15<sup>th</sup>. HPLD Staff and the Public passed 200 books from person to person from the parking lot of the DoubleTree Hotel to the LINC Library Innovation Center. The Operations Manager of the DoubleTree, José, started the passing of the books. There were activities at LINC following the passing of the books.
- 1.5 Public Comment  
No public comment

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 LINC Opening Information (Information) - Dr. Matthew Horts, HPLD Executive Director  
Updates since last month.  
Dr. Horts outlined updates to the LINC opening timeline. They focused on events scheduled for the week of opening.  
**Information only. No Board action was taken.**
- 2.2 Property Disposition - Lincoln Park Library property 1010-1012 11<sup>th</sup> Avenue Greeley (Action) - Dr. Matthew Horts, HPLD Executive Director and Natalie Wertz, HPLD Finance Manager  
With the construction of LINC nearing completion, the Finance Committee recommended that the Board approve the resolution declaring Lincoln Park as surplus property in order to begin the sale process.  
**MOTION** to approve the resolution declaring the Lincoln Park property as surplus to begin the sales process: Trustee Jana Caldwell  
**SECOND:** Trustee Teresa Curtis  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 6:0
- 2.3 Awarding of Commercial Realtor RFP (Action) - Dr. Matthew Horts, HPLD Executive Director  
The RFP for Commercial Realtor Services for the sale of the Lincoln Park property were sent out, and three proposals were returned. After reviewing the proposals, the Finance Committee recommends awarding the Commercial Realtor RFP to Realtec.  
**MOTION** to award the Commercial Realtor RFP to Realtec: Trustee Gerri Holton  
**SECOND:** Trustee Jana Caldwell  
**DISCUSSION:** None  
**VOTE:** Unanimously approved, 6:0
- 2.4 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager  
A new regulation requires that auditors provide communication to their governing body of their clients, and Anderson & Whitney's letter to the Board is in the [Board packet](#).  
**Information only. No Board action was taken.**  
  
Vice Chair Mary Heberlee arrived at this time.

## 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director  
a. May 15, 2023 Regular Session

- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director  
The HPLD Foundation recently brought in additional funding for the District: \$4,765 from the Littler Youth Foundation for a nature walk around the Carbon Valley Regional Library, \$1,000 from WalMart for the Summer Reading Program, and \$1,050 from Library Giving Day.

On April 22<sup>nd</sup>, the Erie Community Library will hold their 15<sup>th</sup> anniversary celebration.

Staff continues to work on a MOU with the Home Builders Association regarding training and certifications for creative apprenticeships at LINC.

The Town of Frederick has proposed a URA and they are talking to HPLD Staff about supporting it. More information to be presented at a later meeting.

Carbon Valley Regional Library held their 15<sup>th</sup> anniversary celebration in March. Marjorie Elwood, HPLD Associate Director, shared that it was a wonderful day and 663 people attended. There were various activities, including a police officer doing a storytime and an *Idea Wall* with fun suggestions.

Dr. Horts and HPLD's Legal Counsel have continued to work with the Town of Grover and are confident that the IGA will be signed, so things are moving forward.

In preparation for National Library Week, the City of Greeley will do a proclamation, which Dr. Horts will receive.

#### **4.0 BOARD COMMENTS**

- 4.1 Chair Poncelow reported that he had fun at the Book Brigade.

- 4.2 Vice-Chair Mary Heberlee said that the book brigade was very successful and the kids' books that were passed were fascinating.

- 4.3 Secretary/Treasurer Joyce Smock said that HPLD must be doing a good job of advertising the opening of LINC because her mechanic mentioned that he is planning on going.

- 4.4 Other Board Members

Trustee Teresa Curtis shared that Carbon Valley's anniversary celebration was a fantastic event and was especially meaningful to her because her kids brought her grandkids. She also described more of the details of the event.

Trustee Jana Caldwell reported that a week ago she was scrolling through the TV channels and found a video on Nantes Library. It was a neat video with a fantastic story.

Dr. Horts will share the link with the Trustees.

Trustee Gerri Holton was impressed with the PopUp quarterly report, its format and the numbers that the events brought in. Having 245 people at the literacy fair was phenomenal.

Trustee Nick Nakamura gave kudos to the Carbon Valley staff and Trustee Teresa Curtis for the anniversary celebration. His niece attended the event.

**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 our attorney – Allocation of Administrative Functions

**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (e), determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Lincoln Park Library, and pursuant to section C.R.S. § 24-6-402(4) (b), receiving legal advice on specific legal questions from our attorney – Allocation of Administrative Functions: Secretary/Treasurer Joyce Smock

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

Once in Executive Session, Chair Poncelow asked Dr. Hortt to read the following:

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 5:34p.m. on April 17, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lincoln Park Library and Allocation of Administrative Functions. Attending were Chair Ken Poncelow; Vice-Chair Mary Heberlee; Secretary/Treasurer Joyce Smock; Trustees Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; and Dr. Matthew Hortt.

**6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT AT 6:45PM**

There being no further business,

**MOTION** to adjourn the meeting: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 7:0

Upcoming meetings:

May 15, 2023, 5:00p.m.: HPLD Board of Directors Meeting – Regular Session, LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: May 15, 2023
Type of item: Action
Subject: Construction Manager @ Risk RFP - DSS Expansion and Archive
Presented by: Dr. Matthew Hорт, HPLD Executive Director, and Dan Spykstra, Wember Owner's Representative
Recommendation: Staff is recommending the Board approve and direct staff to develop and release the Construction Manager @ Risk RFP for the DSS Expansion and Archive

### ***Background***

During the budget planning process for 2023, it was recommended that the District consider expanding the District Support Services (Admin Building). In this discussion two specific projects were mentioned, an archive for the Greeley Tribune Print Collection and additional vehicle bays for a possible Workforce Development Vehicle. The Board approved capital planning funds for the project in the 2023 budget and construction funds for 2024 budget. An internal design team was identified and held a kickoff planning meeting. This meeting resulted in an initial program for the project as defined below. The next step in the process will be to release an RFP to hire a Construction Manager at Risk followed by an Architect.

### ***Considerations***

#### Program

- Archive Space - need 40x40' = 1600 sq ft, this includes room to grow
  - Storage space (temperature controlled)
  - Work area within archive area (2-3 tables).
  - Patron viewing room immediately adjacent to the storage room
- General Storage - Bottom floor Warehouse
  - Warehouse needs extra height for delivery trucks
    - MOVE storage
    - Traveling exhibit storage, workforce development vehicle, etc
  - At a minimum 2 additional vehicle bays
    - 2 new bays at new DSS building + 1 bay at Mead Library.
- Second-floor library + archive & third floor would be offices. Renovate DSS big meeting room into offices
  - Relocate the Foundation and MOVE to additional and renovated space. Then Facilities and CRM would have more office space.
- 10,000 sq ft library on second floor would include
  - 1,600 sq ft archive space + adjacent patron viewing area
  - Administration area
  - Decent sized meeting room for the library staff \*
  - Be sure floor can handle weight of book stacks

\*With renovation of DSS big meeting room, all large meetings go to LINC

### Budget

- Board approved \$500,000 for 2023 and \$2,500,000 for 2024
- Team recognizes this is at minimum \$5 million and up

### ***Recommendation***

Staff is recommending the Board approve and direct staff to develop and release the Construction Manager @ Risk RFP for the DSS Expansion and Archive



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: May 15, 2023
Type of item: Information
Subject: Lincoln Park Library Building Next Steps
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Information only, no action to be taken

### ***Background***

LINC has now officially opened and with that we have decommissioned the Lincoln Park Library and Public Computing Center. To prepare it for sale or other possible action:

### ***Considerations***

- Realtech has been informed that they were selected as the listing agent
- Realtech has prepared a listing agreement
- Discussions on a possible property trade continues, if these discussions do not progress, we will initiate the listing of the property

### ***Recommendation***

Information only, no action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: May 15, 2023
Type of item: Information
Subject: Privacy of User Records Policy Review
Presented by: Dr. Matthew Hott, HPLD Executive Director
Recommendation: Information only, no action to be taken. The Board may provide direction to the staff and Governance Committee to further review and make recommendations on the policy

### ***Background***

The Board received a request from a member of the public to review and discuss the Districts' Privacy of User Records Policy Review. The specific concern expressed by the patron was regarding the child being asked for their consent to give their parent access to their library account without the library card or number. This situation occurs when library cards are issued.

### Patrons Concerns:

While I appreciate HPLD's careful approach to privacy, the idea that parents can invade their childrens' privacy with relation to third party information is questionable. Third party disclosure is very different than providing a parent account access.

I question whether HPLD may legally deny parental access to library accounts even without access to the card/barcode, and when the child does not consent.

Parents are presumed to have legal authority over all aspects of childrens' affairs. See for example the cases listed here:

[https://www.americanbar.org/groups/public\\_interest/child\\_law/resources/child\\_law\\_practiceonline/child\\_law\\_practice/vol-35/february-2016/parental-rights-cases-to-know/](https://www.americanbar.org/groups/public_interest/child_law/resources/child_law_practiceonline/child_law_practice/vol-35/february-2016/parental-rights-cases-to-know/)

See also CRS 13-22-107(1)(a)(III) where the Colorado State Legislature unequivocally states:

"Parents have a fundamental right and responsibility to make decisions concerning the care, custody, and control of their children. The law has long presumed that parents act in the best interest of their children."

CRS 24-90-119 itself allows a catchall disclosure of records under subsection (c) "... where otherwise required by law."

It therefore seems likely, and frankly a matter of common sense, that the U.S. Constitution and Colorado law do legally require disclosure to parents, even when the child has not consented, and when the card/barcode are not available.

I would ask the Board to reconsider this issue in light of the above. HPLD's current policy could create a situation where children are exposed to harmful materials and parents are prevented from

becoming aware of the same, simply because of the technicality that they don't have a barcode in their possession.

Lastly, as the current policy stands: Since asking children for consent clearly implies that absent consent, the parent will not be given account access (an impression that apparently many other people have been given), I would ask HPLD to train staff to expressly advise both children and parents that withholding consent only impacts the parent's ability to access the account without a card—it does not totally foreclose parental access.

Policy/Procedure Elaboration:

The policy is rooted in the Colorado Library law, specifically Colorado Revised Statute 24-90-119, Library Law – Privacy of User Records. In this section records may be accessed under various conditions. Subsection d covers the parent or legal guardian access. Section 3 outlines punishments if library staff violate this.

2. Records may be disclosed in the following instances:

- d. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
3. Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars

The consent question is in place to follow the statute. According to the statute, a parent or legal guardian of a minor has access if they have the barcode number (or the library card). District interpretation is that this access is equal to that of the minor. With or without the consent box checked, the parent or legal guardian is legally responsible for the materials, this is part of the agreement at the issuance of the card.

The consent question is in place to provide parent or legal guardians access to the records without having the library card.

We hope and fully encourage parents and legal guardians to be active in and aware of their children's selections of materials and reading habits and hope that children receive guidance from their parents and legal guardians on their reading journey.

The policy is district-wide and not a means to deprive parents of access to the accounts, but to simply follow the statute and library law. Parents will continue to have that access until their children reach 18.

**Considerations**

- The policy was reviewed and approved by the Board on November 16<sup>th</sup>, 2020

***Recommendation***

Information only, no action to be taken. The Board may provide direction to the staff and Governance Committee to further review and make recommendations on the policy



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: May 15, 2023
Type of item: Information
Subject: Grover Update
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Information only, no action to be taken

### ***Background***

Staff and our Legal Counsel have continued to work with Officials from the Town of Grover. We have shared our draft construction timeline and have reviewed the proposed deed. Lastly we have identified a recommended Title Company and are awaiting the next steps.

### ***Recommendation***

Information only, no action to be taken







## **DRAFT- BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, June 19, 2023**

**5:00 p.m.**

**LINC Library Innovation Center,  
501 8<sup>th</sup> Avenue, Greeley, CO 80631**

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*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. May 15, 2023, Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

#### **2.0 ITEMS FOR INFORMATION/ACTION**

- 2.1 Annual Comprehensive Financial Report (Action) – Natalie Wertz, HPLD Finance Manager
- 2.2 Board Recruitment (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.3 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.4 Centennial Park Refresh Contract (Action) – Dr. Matthew Horts, HPLD Executive Director
- 2.5 Grover Update (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.6 Town of Frederick URA (Action) – Dr. Matthew Horts, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
  - a. July 17, 2023 RS
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

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

### Associate Director of Public Services

#### What's Happened in the last 30 days?

- Continuing work on the Centennial Park refresh
- Punchlist walks for LINC
- Compiling branch PLAR data
- LINC Book Brigade
- Carbon Valley Library 15th Anniversary
- Eric Community Library 15th Anniversary
- Work on the Suspension of Services Procedures

#### What's Coming Up in the next 30 days?

- Saturday, May 13th, 10 a.m. to 3 p.m. - Beginning with a ribbon-cutting at 10 a.m. and segueing into activities such as face-painting and dance performances, as well as refreshments, please come join us for the Grand Opening of LINC!

### Carbon Valley Operations

#### What's Happened in the last 30 days?

- Library Materials Supervisor, Stacie Spiers, and Children's Librarian, Amanda Pittman, attended The Carbon Valley Rotary Easter Egg Hunt on April 8.
- The Nature Play Space shed was installed on April 12.
- MOVE Librarian, Bridget Parker, and Children's Librarian, Amanda Pittman, will attend the Town of Firestone's, Schools Out-Standing event at Neighbor's Point Park on April 28.

#### What's Coming Up in the next 30 days?

- The library is partnering with Weld County Tobacco Education & Prevention Program on May 2 for Paint & Pizza: Your Art, Your Story. Teens will create anti-tobacco ads and will be entered in an art contest that will be judged by the public. Winners will be announced at the reception on May 31.
- Staff are busy preparing for Summer Reading Adventure which begins on May 21.

### Erie Branch Operations

#### What's Happened in the last 30 days?

- Erie hosted its 15th Anniversary celebration which drew approximately 300 people for cupcakes, crafts, activities, and games.
- We welcomed our newest LA, Molly McCrosson who joins us from the Lafayette library.
- Working with the Weld County 4-H, we successfully incubated and hatched 14 baby chicks out of a possible 17.

#### What's Coming Up in the next 30 days?

- On May 3rd at noon, we will be hosting Erie area non-profit groups to get to know library staff, each other, and create community connections.
- The Erie Literacy Fair will take place May 8th and provide fun, interactive learning activities based on the 5 practices of Every Child Ready to Read.

## Farr Operations

### What's Coming Up in the next 30 days?

- Union Colony Art Show May 1-15 Opening Reception, Wednesday May 3 at 4:30 pm
- UNC String Orchestra Concert Thursday, May 4, at 5:30 pm
- Nail Polish Mixer, Saturday, May 6 2-4 pm
- 1000 Books Before Kindergarten Bash, Tuesday, May 9 at 10 am
- Nobody Ever Told Me: Lessons from a Dementia Caregiver 3 pm
- Houseplant Care and Propagation Program, May 25, 5 pm

## LINC Operations

### What's Happened in the last 30 days?

- Lincoln Park Library Staff and Collection moved to LINC the first week in April.
- LP became a PCC on Thursday, April 6 with reduced hours: Mon - Thurs: 12-6pm Fri & Sat: 12-5pm Sun: 1-5pm
- On Saturday, April 15, despite the chilly weather, we had a fun and engaging Book Brigade as 127 people passed books from the DoubleTree Hotel to LINC. Many attendees dressed like literary characters and participants enjoyed having their pictures taken with Curious George, Llama, llama and Elephant & Piggie.
- Workforce Development Librarian Bethany Lanphere presented a Resume Workshop at The Immigrant and Refugee Center of Northern Colorado on April 17.
- On April 19, 2023, LA Juan Mora presented about LINC at the Winograd K-8 Parent Resource Night in English & Spanish.
- On April 25, Melissa Beavers presented "Everyone Wins: Universal Design in Libraries" for the Forsyth Library at Fort Hays University via Zoom.
- "Improv'ing Culture" with the State Library was held on April 27 for LINC Staff. It was interactive with reflection and team discussions as well as opportunities for folks to get to know new people.

### What's Coming Up in the next 30 days?

- The Genealogy Collection will move from Centennial Park Library to LINC on Friday, May 5.
- Library Manager Melissa Beavers will present at Maplewood Elementary at 1pm on Friday May, 5.
- Friday, May 5 5:30pm to 8:00pm Staff Night @ LINC
- Thursday, May 11 5:00pm to 7:30pm Donor Sneak Peak, HPLD Friends and Foundation & HPLD Board Trustees Reception
- Saturday, May 13 Grand Opening. Ribbon cutting at 10am. Entertainment from 11am to 3pm
- Thursday, May 16 and Friday, May 17 - Colorado Directors Retreat.

## Riverside Operational Work

### What's Happened in the last 30 days?

- Tour of RL for New HPLD Staff
- SCO training for LINC staff
- Meeting with Evans maintenance staff
- 4/13/23 - 1000 Books Bash – 30 in attendance

### What's Coming Up in the next 30 days?

- Evans Business after hours
- Maintenance - carpets cleaned and windows washed

## CRM Operational Work

### What's Happened in the last 30 days?

- Book Brigade Promotion
- Carbon Valley Anniversary promotion
- LINC design work
- Erie Anniversary promotion

### What's Coming Up in the next 30 days?

- LINC Grand Opening promotion
- Continued post-opening LINC promotion
- Summer Reading design and planning

## Facilities Operational Work

### What's Happened in the last 30 days?

- Completed work orders, snow and ice removal and cleaning all locations.
- At Carbon Valley; Repaired activity wall, installed slat walls, assisted with storage shed installation, assisted with obtaining bids for nature trail learning area including irrigation and fencing, replaced native grasses with rock in all parking lot islands, scheduled parking lot maintenance and assisted with carpet replacement and interior repainting project and completed fire inspection with fire department and city inspectors and completed HVAC PM's.
- At LINC; Set up cleaning equipment and supplies including cleaning schedules, set up trash and recycling services, attended trainings, punchwalks and construction meetings, installed alarm equipment and monitoring services, ordered 40 clocks and new time system, installed 12 keyed alike padlocks on exterior outlets, assisted with troubleshooting items such as parking lot drains, curb ramps, parking barriers/bollards, ordered entry mats for all entries, assisted with vandalism and equipment theft items and moved attic stock items to storage at DSS.
- At Erie; Installed wall protectors in study rooms, replaced VFD fans on HVAC units, assisted with floor repair issues and scheduled parking lot patching.
- At Lincoln Park; assisted with employee moves and conversion to a PCC center, worked with Police on homeless patrons sleeping on sidewalks including vandalisms, assisted

with security guard services, patched parking lot, started planning furniture/shelving moving out of building and met with Wayne to discuss his retirement.

- At Farr; assisted with renovations plans and cost estimates, completed back flow inspections, completed HVAC PM's, refinished restroom walls after recessed dispensers removed, scheduled bookdrop island rework and scheduled childrens patio area renovations including shrubs and irrigation modifications.
- At Riverside; Completed roof maintenance, childrens counter repairs, playground equipment inspections and scheduled carpet cleaning.
- At Centennial Park; Assisted with renovations project, attended construction meetings, scheduled roof replacement, completed HVAC PM's, annual backflow inspection and covered for Steve during worker comp claim including return to work transition.
- At Kersey; graded and installed new asphalt parking lot including parking barriers, repaired roof leaks, installed security mirror and scheduled ADA automatic door opener installation and also scheduled electrical outlet installations for new librarian work space.
- At DSS; Inspected/maintenance of all MOVE vehicles, completed facilities truck maintenance, assisted with surveying, scheduled facilities tech hiring interviews and scheduled carpet and window cleanings.

### **What's Coming Up in the next 30 days?**

- LINC Grand opening including events.
- Centennial Park renovations and roof replacement.
- Carbon Valley nature trail learning area including irrigation and fencing installations.
- DSS building expansion.
- Annual backflow and elevator inspections.
- Ongoing work orders including spring irrigation start ups all locations.
- New facilities tech training.
- Carbon Valley carpet replacement and shelving move including interior repaint.
- MOVE vehicle inspections/maintenance including facilities truck maintenance.
- Deliver Looms to LINC from storage container at DSS, start moving items from Lincoln Park library to storage container at DSS.
- HVAC PM's all locations.

### **Friends & Foundation Operational Work**

#### **What's Happened in the last 30 days?**

- April 4-Library Giving Day
  - Raised \$1,050 in a campaign that targeted donors who have not given in the past year.
- Annual request for Funding Support Process opened for FY 2024
- Friends and Strategic Planning Committee Meetings
- Received \$4,765 from the Littler Youth Fund for CVRL's Nature Playspace
- Received \$1,000 from Walmart Community Grants for HPLD's Summer Reading Adventure

### **What's Coming Up in the next 30 days?**

- Q2 HPLD F&F Board Meeting
- LINC Donor Sneak Peek 5/11
- Continued support and preparation for Summer sponsorships

### **Human Resources Operational Work**

#### **What's Happened in the last 30 days?**

- Total Employees- 287\*
- Open Positions - 14
- Job Applications Received - 265
- New Hires - 21
- Resignations - 4
- Training Requests - 32

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

### **What's Coming Up in the next 30 days?**

- LINC Hiring & Onboarding

### **Information Technology & Innovation Operational Work**

#### **What's Happened in the last 30 days?**

#### **What's Coming Up in the next 30 days?**

### **MOVE Operational Work**

#### **What's Happened in the last 30 days?**

- Met with IRCNoCO staff to check on status and outcomes for our citizenship classes. We continue to get people naturalizing, with 14 this year and 98% completion
  - MOVE Staff, Hannah Pratt, Jake Neill, and Sandra Kelly led a second session of the Citizenship Resources and Mock Interview Book a Librarian Training to help branch staff better navigate these requests. 8 staff attended.
- MOVE is working with Employment Services of Weld County to offer a youth job experience in libraries. He should be starting around the beginning of April and will assist MOVE and Collection Resources with tasks toward his goal of becoming a librarian.
- MOVE Staff led 8 events and partnered with CVRL and LINC for 2 others in April. We were very happy to bring the Bookmobile to the LINC Book Brigade Event with our team dressed as Where's Waldo characters and in the mascot costumes.
- Working with Eaton Public Library to help them on their path toward mobile services in 2024. Shared RFPs and process documents.

### **What's Coming Up in the next 30 days?**

- Working to create a tracking and evaluation process for events in the District to ensure we are where the community needs us most.
- Rosa Granado and Rick Medrano will be doing shortened versions of our JCLC presentation to 2 libraries as part of their staff development day
- MOVE Staff hard at work planning for our Summer Reading Program routes and summer stops to bring all corners of our district library services.

### **Community Engagement & Strategies Operational Work**

#### **What's Happened in the last 30 days?**

- St Vrain Valley School District Student IDs as Limited HPLD Library Cards: As of April 24th, the Student IDs have been live as Limited HPLD Library Cards. Thanks to the work of ITI and Collection Management, students should have a mostly seamless experience using their IDs as library cards. We had to find an adaptation that would work for our systems and the students. We think that a reasonable solution was identified. Student feedback will let us know if that's correct.
- Erie Community Library's Ian Holmes and Caitlin Cooke are working with leadership at Erie Middle School to help students with enabled student IDs make best use of the available resources. Parents/Guardians had to choose to opt into the program and, at this time, 90 of the approximately 790 students are participating. We anticipate that during the rest of this school year, we will be primarily testing to insure that systems work as anticipated. During the 2023-24 school year, we will start looking at student adoption of the program as an indicator of success.
- Assessing Mountain Plains Library Association (MPLA) Financials: Due to its small budget, MPLA has years where, rather than bringing in auditors, a committee is formed to review the past year's financials. This year, I participated on this committee and led the process of reviewing documentation of five randomly selected expenditure categories. While the financials appeared well managed, I did learn about the importance of clarity and the value of separating reimbursement requests. I can now better appreciate the challenges that our Finance team encounters.
- Artificial Intelligence (AI), Copyright, and Libraries: With the public release of Microsoft's ChatGPT, Google's Bard, and other AI aggregation systems; there is increased interest, curiosity, and fear about the technology. I attended 2 different programs on the impact and value of AI. While one program, hosted by the Copyright Office focused on what protocols need to be adopted to protect creators of creative (versus informational) works; another focused on how library staff can make use of AI to build better reading lists and draft grant proposals.
- The two programs dovetailed when the copyright session had a representative from the Writer's Guild speak about how grant writers are losing money as people start using AI systems to draft grant proposals. AI is quickly becoming more normalized and it will benefit us to consider the positive and challenging ramifications in our planning processes.



### **What's Coming Up in the next 30 days?**

- St Vrain Valley School District Student IDs as Limited HPLD Library Cards: There should be more information about how the IDs are being used and initial plans for how we will prepare parents and students for the 2023-24 school year.

## **SERVICES**

### **Service – Materials Sharing**

#### **What's Happened in the last 30 days?**

- Testing of mobile app

#### **What's Coming Up in the next 30 days?**

- Work on standards for materials sharing

### **Service – Personalized Services**

#### **What's Happened in the last 30 days?**

- Welcomed Jamie and Gail to my EC team. Spent most of the meeting going over the responsibilities of an EC coordinator with Jamie and Gail. Gave them examples of work that has been done so far.
- Barb will send links for training modules to Jamie and Gail.
- We are changing our meetings to Teams because Go To is a little difficult.
- Rita will pull together a list of standards for BAL, PRL and proctoring and share with Gail and Jamie.

#### **What's Coming Up in the next 30 days?**

- Work on BAL, PRL and proctoring standards
- No meeting in May due to LINC opening

### **Service - Specialty Checkouts**

#### **What's Happened in the last 30 days?**

- Trained 5 new LINC staff on SCO
- First EC SCO meeting with Rick Medrano in attendance
- Gathered usage data and background on DVD player units to better understand capacity

#### **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
- Working on evaluation process for Experience Passes