



BOARD OF TRUSTEES

Regular Session Agenda

Monday, June 19, 2023

5:00 p.m.

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

This is also streamed virtually by GoToMeeting.

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

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

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

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

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

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, and Alanna Moses, Anderson & Whitney
- 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 Approval of HPLD Staff Day (Action) – Dr. Matthew Horts, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
 - a. July 17, 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 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. – Allocation of Administrative Functions – Town of Lochbuie

6.0 ADJOURNMENT

Upcoming meetings:

July 17, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Hudson Public Library, 100 S. Beech St, Hudson, CO 80642



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

1.0 OPENING OF MEETING AT 5:05PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary Treasurer Joyce Smock

Trustee Jana Caldwell

Trustee Teresa Curtis – attended online

Trustee Gerri Holton

Trustee Nick Nakamura

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hортt, Kim Parker Niamh Mercer, Rosa Granado, James Melena,
Natalie Wertz

Guests: Tony Brewer, Dan Spykstra, Steve Teets

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 Nick Nakamura

SECOND: Secretary Treasurer Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.3 Approval of Consent Agenda

a. April 17, 2023, Regular and Executive Session Meeting Minutes

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

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.4 The Good We Do

Dr. Horts reported that the grand opening of LINC was a success. 1, 771 people explored the building. Matt shared photos of the event that were taken throughout the day.

The Board Trustees commented on the great diversity of people attending that day, and the nice comments from those attending. The event was covered by the Greeley Tribune, and two Denver television stations have done news stories about the library.

1.5 Public Comment

Steve Teets commented on the new LINC building and asked a couple of questions. Chair Poncelow replied that he would answer the questions after the meeting.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Construction Manager @ Risk RFP - DSS Expansion and Archive (Action) - Dr. Matthew Horts, HPLD Executive Director, and Dan Spykstra, Wember Owner's Representative

The design for a DSS expansion and archival space was in the budget for 2023, and a pickup meeting was held with Wember Owners rep and an internal design team. During the meeting, they started to identify what the needs are and then decided to use the services of a professional design team and a construction manager. They are considering a three-story addition behind DSS, including first-floor additional bays and a warehouse with storage, a second-floor small public library and Greeley Tribune archives area, and third story staff offices. The second floor public space may hold a small collection and holds pickups.

The Board discussed the project and asked questions.

MOTION to approve and direct staff to develop and release the Construction Manager @ Risk RFP and Design Team RFP for the DSS Expansion and Archive: Trustee Nick Nakamura

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 7:0

2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Horts, HPLD Executive Director

Staff informed Realtec that they were selected to be the realtor for the sale of Lincoln Park Library property and that it is possible that the City and HPLD may do a trade of buildings. However, staff does not want to have the building sit vacant, so they will list it if they don't hear something from the City in next few weeks.

Information only. No Board action to be taken.

2.3 Privacy of User Records Policy Review (Information) – Dr. Matthew Horts, HPLD Executive Director

The District received a request from a member of the public to review HPLD's Privacy of User Records Policy. The concern was regarding a parent getting a library card for a child and the child being asked if the parent can have access to their account.

Library Law requires staff to ask a child if they give permission to give information to their parent, and the District would be at risk of violating library law if they did not follow the policy. Legal counsel has advised that we comply with library law.

It was discussed that the messaging may be improved and suggested that a written explanation of this portion of library law be given to patrons, along with giving staff more and better training to explain the issue better.

The Board recommended that staff be given better training and a brochure or document be created to give to patrons.

- 2.4 Grover Update (Information) - Dr. Matthew Horts, HPLD Executive Director
Staff have been working with HPLD's Legal Counsel and the Town of Grover, and shared a construction timeline with the Town. Also, a title company has been identified. The District is waiting for next steps.
Legal Counsel Garcia added that Grover had a meeting during the previous week, and had planned to sign the deed. He has not received any follow up, however.
Information only. No Board action to be taken.

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
Activity continues at LINC. On May 18 and 19, the annual Colorado Public Library Directors Retreat will be held at LINC, with a New Directors Forum convening there on the morning of the 18th. There will be Library Directors from all over the state attending.
The District is gearing up for Summer Reading Adventure. It will be a busy time.
Staff are working on a Technology Standards document to put all the standards together in one place. It is important, especially for member libraries.
The next step for Baldridge's Building a Better Organization will be a virtual visit in July.
Keenesburg library closed in April, because the town needed the building back and asked the library to move out of the space.

4.0 BOARD COMMENTS

- 4.1 Chair Report by Ken Poncelow
a. Convening of Board Chairs
In talking to the chair of one of the Member Library Boards, the idea came about for the Chairs/Presidents of the District's Boards to gather at times for training in things like budgeting, how to run a good meeting, and things that are affecting library boards. This came about because the District has the best budget in the state and is one of the largest library districts: as a system, it is very strong. When we look at ourselves as a system, we can do great things. One of the Member Library Presidents will start convening the get-togethers.
- 4.2 Vice-Chair Mary Heberlee commented that we are making progress. She's thrilled with LINC and the fact that so much of the old building was used. Also, she's thrilled about Grover moving forward.
- 4.3 Secretary/Treasurer Joyce Smock
- 4.4 Other Board Members
Jana Caldwell: There were great parties last week at LINC, culminating in the grand opening. It was great to see kids running around and getting their hands in things.
Teresa Caldwell ran her first Foundation meeting. It's a great group of people.
Gerri Holton was in awe by all of LINC. It encourages participation and imagination. The children's area brought tears to her eye, and she likes the idea of getting the Member Libraries' Chairs together.

Nick Nakamura was very impressed with the LINC grand opening. He asked if there was a bus stop there yet. Dr. Hortt reported that there was not one there yet, but the City is working with CDOT.

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

Legal Counsel Garcia read the following statement and Chair Poncelow asked for a motion to go into Executive Session.

MOTION to enter Executive Session under C.R.S. § 24-6-402(4)(e) – 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 – Mead Library Project:

MOTION: Trustee Gerri Holton

SECOND: Trustee Nick Nakamura

DISCUSSION: NONE

VOTE: Unanimously approved, 7:0

Once in Executive Session, Dr. Hortt read the following statement.

An executive session meeting of the Board of Trustees of the High Plains Library District is being convened on May 15, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney about the Mead Library Project.

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 7:07PM

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:

June 19, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session

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



BOARD OF TRUSTEES

Special Session Minutes

Monday, May 22, 2023

4:00 p.m.

HPLD District Support Services Building

2650 W. 29th St, Greeley, CO 80631

1.0 OPENING OF MEETING AT 4:00PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary Treasurer Joyce Smock – attended online

Trustee Jana Caldwell – attended online

Trustee Teresa Curtis – excused

Trustee Gerri Holton – excused

Trustee Nick Nakamura – excused

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Kim Parker

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: Vice-Chair Mary Heberlee

SECOND: Secretary Treasurer Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 4:0

1.3 Public Comment

No public Comment.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Executive Director Recognition (Action) – HPLD Board of Trustees

Chair Ken Poncelow recommended a one-time bonus for the HPLD Executive Director of \$600.00, because of all the work he put into LINC and many other things.

MOTION to approve the one-time bonus: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 4:0

3.0 BOARD COMMENTS

- 3.1 Chair Ken Poncelow told Dr. Hortt that he has done a great job for us on LINC and all the other balls he is keeping in the air.
- 3.2 Vice-Chair Mary Heberlee thinks this is a good thing to do.
- 3.3 Secretary/Treasurer Joyce Smock told Dr. Hortt that she doesn't know how he keeps everything straight. She appreciates all his hard work. He and Kim are a good team.
- 3.4 Other Board Members
Jana Caldwell said 'Ditto!'.

Dr. Hortt replied with the following. 'Thank you. It's amazing to have such a supportive Board. The District hosted the Colorado Public Library Directors Retreat last week, and it was said that LINC rivals the Dokk1 Library in Denmark, known as the preeminent library in the world, making it the Dokk1 of America. Thank you for allowing me to do this.'

4.0 ADJOURNMENT AT 4:07PM

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: NONE

VOTE: Unanimously approved, 4:0

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

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 19th, 2023
Type of item: Action
Subject: Annual Comprehensive Financial Report
Presented by: Natalie Wertz, HPLD Finance Manager and Alanna Moses, Anderson & Whitney
Recommendation: The recommendation of the Finance Committee is that the Board accept the ACFR as presented.

Background

As required by state statute, the audit for 2022 has been completed and the annual comprehensive financial report (ACFR) is ready for presentation to the board.

Alanna Moses, of Anderson & Whitney, PC, will be presenting the results of the audit and the audited financial statements.

The High Plains Library District General Fund reports a fund balance of \$64,612,291 at December 31, 2022. The decrease in General Fund Balance for 2022 was \$12,398,971.

The annual comprehensive financial report will be posted on the High Plains Library District website (www.mylibrary.us). The annual comprehensive financial report will also be filed with the state and submitted to the GFOA for the certificate of achievement for excellence in financial reporting. The Finance Committee has reviewed the annual comprehensive financial report.

Recommendation

The recommendation of the Finance Committee is that the Board accept the ACFR as presented.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 19, 2022
Type of item: Action
Subject: Board Recruitment
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff recommends the Board approve the release of the recruitment materials

Background

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

Considerations

- Trustees Poncelow & Caldwell's terms end on December 31st, 2023
- The District needs to recruit to fill vacancies for the At-Large position and for the Region 3 (Berthoud, Johnstown, Mead, Milliken, Platteville) Position
- Staff have prepared and updated:
 - Letter to the Establishing Bodies
 - Notice - Seeking Board Applications
 - Trustee Application
- Deadlines for applications and the interview date maybe adjusted by the Board
- Per the Board bylaws, the Vice-Chair of the Board of Trustees chairs the Selection Committee
- Trustee Caldwell is the second Member of the Selection Committee due to her service on the Governance Committee

Recommendation

Staff recommends the Board approve the release of the recruitment materials



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

June 20, 2023

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

Dear Commissioner ...,

The High Plains Library District is seeking nominations to fill two vacancies on its Board of Trustees. The terms for Kenneth Poncelow (representing Region 3) and Jana Caldwell (At-Large) are set to expire on December 31, 2023. Notice of the vacancies has been placed in newspapers, libraries, and on the HPLD website, www.MyLibrary.us.

The region to be represented are:

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

- Region 3: Berthoud, Johnstown, Mead, Milliken, Platteville
- At-Large.

Where your help is needed.

Our request to you is to appoint one (1) member of your governing body to serve on a committee to interview and select the new Board member. We request that you call Kim Parker, HPLD Executive Assistant, at 970-506-8569 or email kparker@highplains.us with the *name* and *email* address of your representative by Friday September 15, 2023.

Copies of candidate applications will be sent electronically to your representative during the week of October 2, 2023.

We then need your representative to attend a meeting set for Friday, October 20, 2023, 1:00 to 5:00 pm to interview all candidates. This meeting is at LINC – Library Innovation Center, 2nd floor meeting room, 501 8th Ave, Greeley.

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



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

Page 2

Vice-Chair Mary Heberlee, representing Region 5, will chair the committee.

Background on process

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

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

- The Board currently meets at least one Monday a month, in the evenings.
- Though attendance at board meetings is a first concern, a trustee must also assume a sense of personal involvement and be willing to give extra time and effort to special library projects and committee meetings.
- In addition, two (2) Trustees may be required to serve on the HPLD Foundation Board of Directors. As per the Foundation bylaws, there shall be no less than seven (7) and no more than nine (9) directors, of which two must be HPLD Trustees.
- A dedication to cooperate in providing quality library service throughout the district is imperative.

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

Sincerely,

HIGH PLAINS LIBRARY DISTRICT BOARD OF TRUSTEES

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

NOTICE

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

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

- Region 3. Berthoud, Johnstown, Mead, Milliken, Platteville
- At-Large

Interested applicants should complete an online application at <http://www.mylibrary.us/board/>.

Application deadline is September 22, 2023, at 5pm.

Trustee Interviews will be held October 20, 2023, from 1-5pm.

For more information, contact Kim Parker at

kparker@highplains.us or 970-506-8569



High Plains Library District Board of Trustees Application

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

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

High Plains Library District Board Appointments

LINC – Library Innovation Center – 501 8th Ave, Greeley, CO 80631

Application is due September 22, 2023, at 5 p.m.

Interviews will take place on October 20, 2023, from 1-5 p.m.



Date/Time_____

Name

First Name_____

Last Name_____

Home Address

Address Line 1_____

Address Line 2_____

City_____

State_____

Zip Code_____

Business Address

Address Line 1_____

Address Line 2_____

City_____

State_____

Zip Code_____

Phone_____

Email_____

School District_____

Birth Date_____



Profession, Occupation/Employer, Titles

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

Civic/Professional Affiliations, Offices, Activities

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

Education

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

Highest Degree _____

Degree, Year, Institution

Which position are you applying for?

- ☐ Region 3 - Berthoud, Johnstown, Mead, Milliken, Platteville
- ☐ At- Large

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 19, 2023
Type of item: Information
Subject: Lincoln Park Library Building Next Steps
Presented by: Dr. Matthew Hорт, 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

- The District has entered into an agreement with Realtech to list the property
- The listing is in process
- Discussions on a possible property trade continues

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 19, 2023
Type of item: Action
Subject: Centennial Park Refresh Contract
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff Recommend that the Board approve the Gross Maximum Price for the project

Background

In December 2022, the Board approved funding for the refresh and update of the Centennial Park Library with the identified overall budget of \$1,800,000. The construction budget was \$1,288,660. Through design and development of the Gross Maximum Price (GMP), it was identified that additional funds were needed for work outside the original scope. In March, Staff presented this need and plan to shift funds by deferring refresh work at other locations. The work that was deferred will be addressed during larger refreshes and expansions of those buildings.

Considerations

- The original overall budget for the project was \$1,800,000
- The original construction budget for the project was \$1,124,000
- Needed additional work included: Roofing Units and Parking lot work
- Additional funding was being shifted from new carpeting at DSS and the Farr Library
- Factoring in the additions, the proposed GMP is \$1,288,660

Recommendation

Staff Recommend that the Board approve the Gross Maximum Price for the project



Centennial Park Library

GMP Estimate

ESTIMATE DATE: 05/23/23
 BUILDING AREA IN SQ FT: 27395
 DRAWINGS PREPARED BY: Planning Solution:
 DRAWINGS ARE DATED: 4/19/2023

DIV NO	DIVISION RECAP	DIVISION TOTAL	\$ PER S.F.	% OF TTL
00	General Conditions	146,648	\$5.35	11.4%
01 02 31 32 33 34	General Requirements, Existing Conditions, Site Work	159,530	\$5.82	12.4%
03	Concrete	58,922	\$2.15	4.6%
04	Masonry	53,492	\$1.95	4.2%
05	Metals	3,945	\$0.14	0.3%
06	Carpentry	87,348	\$3.19	6.8%
07	Moisture Protection	10,182	\$0.37	0.8%
08	Doors, Windows & Glass	91,877	\$3.35	7.1%
09	Finishes	348,048	\$12.70	27.0%
10	Specialties	20,130	\$0.73	1.6%
11	Equipment	5,900	\$0.22	0.5%
12	Furnishings	16,142	\$0.59	1.3%
13	Special Construction	0	\$0.00	0.0%
14	Conveying Systems	0	\$0.00	0.0%
21 22 23	Mechanical	77,536	\$2.83	6.0%
26 27 28	Electrical & Low Voltage	93,608	\$3.42	7.3%
DIRECT COST		1,173,309	\$42.83	91.05%
State & Local Tax 7.11%		7,492	\$0.27	0.58%
Use Tax Clarification		By Owner		
Permit & Plan Review Fee Allowance		6,650	\$0.24	0.52%
Project Fee 2.95%		38,015	\$1.39	2.95%
Construction Contingency 2.50%		32,217	\$1.18	2.50%
Bidding and Buyout Contingency 0.00%		0	\$0.00	0.00%
Liability Insurance 1.41%		18,106	\$0.66	1.41%
Builder's Risk Insurance 0.03%		448	\$0.02	0.03%
Project Escalation 0.00%		0	\$0.00	0.00%
Preconstruction Fee 0.19%		2,500	\$0.09	0.19%
Performance and Payment Bond LS		9,923	\$0.36	0.77%
TOTAL COST		\$1,288,660	\$47.04	100.0%

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 19, 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

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: June 19, 2023
Type of item: Action
Subject: 2023 HPLD All Staff Development Day
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff is recommending the Board of Trustees approve the closure for All Staff Development Day as proposed

Background

Each year the Board of Trustees approves the closures of the Libraries and DSS & Administration offices. The District would like to bring our staff together for an all-staff development day on Friday, October 6th, which will require that all Branch Libraries be closed.

Considerations

- All Staff Development Day - Friday, October 6th, 2023

Recommendation

Staff is recommending the Board of Trustees approve the closure for All Staff Development Day as proposed



DRAFT- BOARD OF TRUSTEES

Regular Session Agenda

Monday, July 17, 2023

5:00 p.m.

**Hudson Public Library,
100 S. Beech St, Hudson, CO 80642**

This is also streamed virtually by GoToMeeting.

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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. June 19, 2023, Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Lincoln Park Library Building Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Centennial Park Refresh Update (Information) – 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 Hortt, HPLD Executive Director
 - a. August 21, 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 ADJOURNMENT

Upcoming meetings:

August 21, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

Carbon Valley Operations

What's Happened in the last 30 days?

- Started interviewing candidates for the open librarian position.
- Children's Librarian, Amanda Pittman, attended the Prairie Ridge Elementary School Carnival to promote SRA 2023.
- Summer Reading 2023 registration began on May 21st.

What's Coming Up in the next 30 days?

- Staff will be attending the Firestone Food N Flick on June 16.
- The Nature Play Space fence installation is scheduled on June 30.

Erie Branch Operations

What's Happened in the last 30 days?

- 28 people joined us to learn about (and taste) chocolate from all over the world thanks to Nuance Chocolate in Fort Collins.
- We had 75 attendees at our farm-themed early literacy fair, during which kids went from station to station to learn and earn prizes.
- Four staff went to a CAL makerspace conference in Colorado Springs and came back bubbling with new ideas and programs for Erie.

What's Coming Up in the next 30 days?

- Staff will be hosting a booth on June 4th at the Erie Pride celebration complete with buttons, books, and more fun.
- June 5th will be the first day kids can sign up for the annual juried art show. This year's theme is most topical: Summer Vacation.
- Erie has kicked off the Summer Reading Adventure festivities with programs like drumming with Bob Hall, felt board creation (just like the one in storytime), and celebrate your stuffy.

Farr Operations

What's Happened in the last 30 days?

- Under the guidance of Farr librarian, Heidi Kunkel, a plant library has been established at Farr Library. Patrons are invited to take a cutting from the choice of several houseplants (several of which come from Farr's own plants) and bring a cutting from a plant that they have at home. The plant library is a culmination of a program on plant propagation that was held on May 25.

What's Coming Up in the next 30 days?

- History of the Cache La Poudre River" presented by Dave Lively June 15 at noon
- Introduction to Mending Clothes June 29 from 6-7 p.m.
- In addition to regularly scheduled storytimes, Farr staff have planned 17 Summer Reading Adventure events for preschoolers, elementary aged children, teens and families including "Bob Hall Kusogea Nobu Drum Ensemble" on June 16 at 11 am

LINC Operations

What's Happened in the last 30 day

- Many successful pre-opening events occurred at LINC: Staff Night, Member Night and The Friends and Foundation Sneak Peak Event. This was a great opportunity to test the Children's Museum and the Wes Bruce installation prior to opening.
- On Saturday, May 13, the LINC Library Innovation Center opens its door to the public with a Grand Opening celebration that attracted 1,807 people. The response to the building was overwhelmingly positive.
- Library Manager Melissa Beavers presented at Maplewood Elementary's Career Day about "Being a Librarian."
- Workforce Development and Career Services Librarian Bethany Lanphere presented at the Weld County's Workforce Development's "Employer Seminar: 60+ employees."
- Tours were given to: University Schools, ABC Kinder Camp, Bitwise Technologies, and the DoubleTree Hotel.
- On Thursday, May 25, LINC distributed free lunches to children ages 1 to 18 through the Greeley-Evans School District 6 Free Summer Lunch program. LINC will be giving out lunches on Thursday all summer long.

What's Coming Up in the next 30 days?

- LINC will start offering Specialty Checkout Services on June 5.
- LINC's new Children's Librarian will begin June 12.
- The Recording Studio will open to public.
- Several meetings are scheduled to discuss potential community partnerships: Weld Amateur Radio Society (WARS), Centennial Village Museum, and Alternatives Access.
- Will participate and promote LINC at the City of Greeley's inaugural Family Field Day on Saturday, June 24.

Riverside Operational Work

What's Happened in the last 30 days?

- Meeting with staff and administration
- SRA training and Preparation

What's Coming Up in the next 30 days?

- SRA programming - this will keep staff very busy! Families love it!
- Evans Day camp weekly visit to Riverside
- Startup of story time after break

Collections Operational Work

What's Happened in the last 30 days?

- Cleanup of bibliographic records for LINC opening day collection in time for grand opening

What's Coming Up in the next 30 days?

- Finalize state grant spending
- Submit periodicals renewal
- Assist Ft. Lupton Public & School Library in ordering and processing new materials in preparation for the opening of separate public and school locations in August

CRM Operational Work

What's Happened in the last 30 days?

- LINC Media work
- Summer Reading launch
- Yesfest planning and design
- Email signature training
- Drone video LINC project

What's Coming Up in the next 30 days?

- Email signature standardization confirmation
- LINC Water history project
- Continued LINC media interviews
- Viewpoint project
- Drone video continued

Facilities Operational Work

What's Happened in the last 30 days?

- Moved staff and furniture into LINC bldg.
- Completed LINC Grand Opening including all start up building services.
- Continued Centennial Park renovations project.
- Completed storm repairs all locations including insurance claim.
- completed 2023 CIP landscaping improvements at Carbon Valley and Farr libraries.
- Started Carbon Valley Nature trail learning area including storage shed and fencing installations.
- Attended Admin building expansion project meeting, trainings and Lincoln Park decommissioning meeting.
- Completed work orders for all locations.
- Discontinued security patrols at Lincoln Park and LINC libraries.
- Completed parking lot maintenance at Carbon Valley including restriping.
- Completed MOVE vehicle maintenance and inspections.
- Set up workspace for new facilities tech.
- Continued daily removal of homeless people encampments from Lincoln Park.
- Repair security alarm system at Erie and replaced two windows on second floor at admin building.

What's Coming Up in the next 30 days?

- Continue Centennial Park construction meetings including admin building expansion meetings.
- Complete ongoing work orders all locations.
- Complete Excellence coordinator meetings, trainings, and managers meetings.
- Complete parking lot maintenance at Erie library.
- Schedule and move remaining furniture and equipment from Lincoln Park library to storage and to Grover library when ready.
- Begin 2024 budget process including Capital expense items.
- Continue MOVE vehicle maintenance and inspections.
- Continue cleaning and disinfecting buildings including window and carpet cleaning all locations.
- Continue with landscaping maintenance all locations.

Finance Operational Work

What's Happened in the last 30 days?

- Webinars on SB 23-303 property tax bill
- Work with auditors on 2022 ACFR
- GFOA WPFN mentoring program
- Began work on 2024 budget worksheets
- HPLD Friends & Foundation board meeting
- CPE - continuing professional education

What's Coming Up in the next 30 days?

- Continued work on 2024 budget
- GFOA WPFN mentoring program
- CPE - continuing professional education

Friends & Foundation Operational Work

What's Happened in the last 30 days?

- Q2 HPLD F&F Board Meeting
- LINC Donor Sneak Peek 5/11
 - 80 guests RSVP'd 75 attended. 25 additional guests attended. Total guest count 100.
- Received \$500 Dollar General Literacy Foundation Summer Reading Grant for HPLD's Summer Reading Adventure
- Greeley PopUp Pride sponsor communications and reimbursements
- Event preparations underway for An Afternoon with Friends on 7/22.
- Event planning and preparations underway for Innovation Luncheon on 10/17.

What's Coming Up in the next 30 days?

- Event preparations underway for An Afternoon with Friends on 7/22.
- Event planning and preparations underway for Innovation Luncheon on 10/17.
- Support and sponsor solicitations for YES!fest
- Ongoing support of funding projects and ongoing 2024 funding project applications.

Information Technology & Innovation Operational Work

What's Happened in the last 30 days?

- LINC - technology implementation and support for LINC opening, training including Staff Roadmaps, ...
- CP - orders and prep for CP remodel
- Ft Lupton - support and prep for Ft Lupton opening including Sierra config, initial planning for training with the FTL Director, system delivery
- Northridge - 2023 summer intern started
- ERATE - approved for 2023/2024 funding year

What's Coming Up in the next 30 days?

- CP - support remodel (cabling, AV, badge system, meeting room components)
- FTL - support new facility (all tech items, delivery MFP units, coordinate training)
- Develop schedule and order equipment for annual technology refresh of computers, infrastructure items that are due
- Refocus on July 2024 compliance deadline for House Bill 21-1110 (accessibility)
- Wrap up and finalize open position
- Building a Better Organization - support prep work for July RMPEX Baldrige application interviews
- Building a Better Organization - support via draft new topic templates for Executive Director
- Strategic Planning - support of strategic planning process via compilation of ideas and draft prioritization matrix

MOVE Operational Work

What's Happened in the last 30 days?

- Training and onboarding new staff. Our teen intern is hard at work learning critical skills for their journey to become a librarian.
- MOVE Manager joined the CAL Mentorship Interest Group as a committee organizer
- Mobile Services Supervisor Megan Lowry had her presentation proposal accepted for the 2023 Association of Bookmobile and Outreach Services. She will present on evaluation strategies for mobile services.
- Rosa Granado and Rick Medrano presented at staff development days for libraries in Texas and North Carolina on foundations of outreach services.
- MOVE staff attended 11 events across the county with staff help from Erie and Carbon Valley.

What's Coming Up in the next 30 days?

- 10 events on the calendar so far for June, including Johnstown, Erie, and NoCO Pride Events, Erie Juneteenth, Greeley World Refugee Day, and Mead Summer Block Party. Staff from Johnstown, Centennial Park, Erie, Carbon Valley, and Kersey are scheduled to help so far.

- Work with Ft Lupton on providing Bookmobile service while they are between buildings ongoing. They have experienced some delays in their project, so service isn't likely to occur until July or August.
- Ongoing Vehicle Maintenance expected. All vehicles will need fluid changes and we will be getting new tires for the Mercedes Sprinter Lobby Stop vehicle.
- Greeley Naturalization Ceremony scheduled for June 30th, 9am at Centennial Village Museum. The board and their friends and family are invited to attend.

Community Engagement & Strategies Operational Work

What's Happened in the last 30 days?

- St Vrain Valley School District IDs as Limited HPLD Library Cards: Erie Community Library's Caitlin Cooke has worked with the Erie Middle School to promote the possibilities available through using the enabled student IDs. As of the end of May, of the 90 IDs that were enabled, 6 have been used to access library materials. While use is lower than we would have hoped, it is not surprising considering this happened at the end of the school year. At the very least, it provides us with a baseline to look at usage during the 2023-24 school year.
- Measuring Outreach Better: This project has moved into the assessment phase where we are trying to interpret interview feedback to identify themes and determine if we can connect those comments to actions the District can take to improve services. There is a learning curve for staff working on this in addition to balancing the project with regular work expectations. This results in a slower-than-ideal pace.
- On a positive note, UNC Libraries has invited us to submit our report and findings to their community digital archives. We are working with the LRS and HPLD leadership to confirm this is an action we can take once the report is completed.

What's Coming Up in the next 30 days?

- Strategic Priorities: Leadership will continue identifying strategic priorities for the 2024 fiscal year. Approved items will be added as budget priorities this fall.
- Kraemer Copyright Conference: Elena will be attending this year's copyright conference which is, once again, being held as an in-person event by the University of Colorado, Colorado Springs. The focus of this year's conference is section 108 of the Copyright Act which provides libraries and archives the right to lend and distributed copyrighted materials. It is hoped that there will be some discussion of the Copyright Small Claims Board and how that process is balancing infringement claims against fair access. There is likely to be discussion about the impact of artificial intelligence on copyright. It should be a very informative conference even if there are more questions than answers by the end of it.

SERVICES

Service – Personalized Services

What's Happened in the last 30 days?

- EC meeting this month was canceled.
- TIC Meeting
 - Discussion about offering more classes/tech instruction for younger students (teen, pre-teen)
 - Who, What, Where, etc.
 - Sub-Committee to investigate Best Practices for Younger Audiences:
- Check with branch Teen Librarians for interest, topics of interest, time preferences, etc. – Report Back on June 15th
- Looking into expanding the committee to skills-based programs instead of just tech instruction?
 - Discussion Results: Further research being conducted.
 - Focus on digital literacy standards (NorthStar)
 - Adopt/Modify for our use?
 - Sub-committee will create a Rough Draft “Standard Operating Procedure” to present to TIC group

What's Coming Up in the next 30 days?

- EC meeting
- TIC meeting

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Evaluation for Experience Passes Ongoing
- Reworking "Theft Map", or process once items become overdue. We will be changing the name of the process as well.
- Seeking consistency on data for usage and in reporting standards.
- Met with SCO Staff to understand issues they are encountering.

What's Coming Up in the next 30 days?

- Will discuss Theft Map, Data and Usage statistics, and SCO Staff processes at June meeting.
- Seeking new Experience Pass location
- Will begin meeting with SCO Staff 1/month.

Quarter 1 Report: January - March 2023

Notes:

Data with n/a is being tracked differently for 2023 vs 2022

*data does not include member activity except for Specialty Checkouts as services may differ or data is not centrally recorded

Service	Current Quarter (Q1)	Previous Quarter (Q4 2022)	Change from Previous Quarter	Same Quarter Previous Year	Change from Previous Year	Data Confidence
Borrower Activity: Number of patrons using services (average per month)	27,359	25,449	7.5%	24,832	10%	High
Materials Sharing: Physical Materials	283,190	248,847	14%	272,282	4%	High
Materials Sharing: eMaterials	91,837	83,718	10%	81,061	13%	High
Public Technology - Computers: Total Hours Used	22,221	21,006	6%	18,826	18%	High
Public Technology - Printing: Number of print jobs	80,068	68,726	16.5%	73,207	9%	High
Public Technology - Copying: Number of copy jobs	26,652	21,823	22%	23,381	14%	High
Public Technology - Mobile Printing: Number of print jobs	5,343	5,664	-6%	4,029	33%	High
Programming: # of Programs (does not include MOVE)	902	756	18%	724	23%	Mid
Programming: # of Attendees (does not include MOVE)	13,214	10,828	22%	8,185	62%	Mid
Specialty Checkout: Branches	213	184	16%	147	45%	High
Specialty Checkout: Members	36	26	38%	28	28.5%	High
Community Spaces: Gate Count	198,920	196,072	1.5%	173,630	15%	Low
Meeting Room: # of Reservations	1,675	1,271	32%	862	94%	High
Personalized Services: Book a Librarian (BAL)	334	366	-9%	408	-18%	Mid
Personalized Services: Personalized Reading Lists (PRL)	12	27	-55%	8	50%	High
Personalized Services: Proctoring	15	19	-21%	11	36%	High