



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.

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. 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 Request for Reconsideration of a Material (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Lincoln Park Library Building Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Centennial Park Refresh Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Grover Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.5 Board Notification Process (Information) - 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



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, June 19, 2023
5:00 p.m.
LINC Library Innovation Center,
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:04PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow - excused
Vice-Chair Mary Heberlee
Secretary/Treasurer Joyce Smock - excused
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 Horts, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Rick Medrano, Kim Parker

Guests: Tony Brewer, Alanna Moses, Steve Teets

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Gerri Holton

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.3 Approval of Consent Agenda

a. May 15, 2023, Regular and Executive Sessions Meeting Minutes

b. May 22, 2023 Special Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Jana Caldwell

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.4 The Good We Do

Dr. Horts reported on the opening of the LINC Library Innovation Center. The door count for the first two weeks was over 15,000 people in the building. He also showed a CBS News video

that was done on LINC. <https://www.cbsnews.com/colorado/video/linc-greeleys-new-investment-revolutionizes-libraries-as-we-know-them/>

1.5 Public Comment

Steve Teets said he is impressed with the wood shop and the way the District is working with schools, although the way the books are arranged is weird. He suggested that the library have lockers for the homeless population to use during the day.

2.0 ITEMS FOR INFORMATION/ACTION

2.0 Annual Comprehensive Financial Report (ACFR) (Action) – Natalie Wertz, HPLD Finance Manager, and Alanna Moses, Anderson & Whitney

Anderson & Whitney, the accounting firm that prepared the District’s audit, did not need to make any adjustments to the report, which is commendable. As of December 31, 2022, the District’s assets were \$120,600,000 and liabilities were \$4,800,000. Revenue for 2022 was \$38,047,198 and Expenses were \$27,560,645.

MOTION to approve the ACFR as presented: Trustee Gerri Holton

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.1 Board Recruitment (Action) - Dr. Matthew Hортt, HPLD Executive Director

Two Trustees’ terms will expire on December 31st: Chair Poncelow and Trustee Caldwell. The Selection Committee is made up of Vice Chair Mary Heberlee and Trustee Jana Caldwell. Dr. Hортt recommended that applications be accepted through September 22nd and interviews be held on October 20th.

MOTION to approve the release of the recruitment materials: Trustee Nick Nakamura

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

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

Realtec has listed the Lincoln Park Library building for sale. The City of Greeley is aware of that and could possibly contact Dr. Hортt about trading ownership of the building for the Centennial Park Library building, which is owned by the City. Last week, an encampment was set up on the property, and Staff have been working with the police department on the situation. A temporary fence will be put around the building.

Information only. No Board Action Taken.

2.3 Centennial Park Refresh Contract (Action) – Dr. Matthew Hортt, HPLD Executive Director

When the Centennial Park Library refresh was originally planned, the budget was set at \$1,800,000, which included \$1,124,000 for construction costs. It has now been determined that the construction costs, the Guaranteed Maximum Price (GMP), will actually be \$1,288,660, because of additional roofing units and parking lot work that are needed. Therefore, it has been decided that new carpeting that was planned for the Administration Office and the Farr Regional Library will be postponed to allow for those funds to be moved to the CP Refresh.

MOTION to approve the Gross Maximum Price for the contract: Trustee Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.4 Grover Update (Information) - Dr. Matthew Hортt, HPLD Executive Director

Dr. Hortt has reached out to the Town of Grover, and is still waiting. Trustee Joyce Smock will reach out to the Mayor of Grover.

Information only. No Board Action Taken.

- 2.5 Approval of HPLD Staff Day (Action) – Dr. Matthew Hortt, HPLD Executive Director
Staff is recommending that the District hold an all-staff development day on Friday, October 6th, because there has not been a staff day for several years due to COVID and other factors. All Branch Libraries would close for the day, and so they need approval from the Board to do so. It is a day for all staff, including any interested Member Library Staff, and Trustees to come together to learn, network, reconnect, and celebrate accomplishments and each other.

MOTION to approve the closure of libraries for All Staff Development Day on October 6th: Trustee Jana Caldwell

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: Unanimously approved, 5:0

3.0 DIRECTORS REPORT

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

a. July 17, 2023 Regular Session in the Hudson Public Library

In addition to the items on the agenda, Texting to the Board will be discussed.

Vice-Chair Mary Heberlee asked about the Mead project, and Dr. Hortt responded with there have been communications between the Mead Fire Department and HPLD Staff.

- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

AARP Free Tax Service served 999 people in the DSS meeting room from mid-January through mid-April.

The District participated in a Juneteenth celebration at UNC and was recognized in the newspaper for it.

There will be a City of Greeley Mayor's Summit on Entrepreneurship on June 21st, and Dr. Hortt will sit on a panel for tech and innovation.

There are a lot of things going on for the Summer Reading program. Also, plans for *Yes! Fest* are moving forward.

HPLD Staff will participate in Pride events in Johnstown, Erie, Northern Colorado, and Aims.

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Mary Heberlee has been to LINC numerous times and has used the study rooms, which have good acoustics. Repurposing the building is important to her, and she is happy with it.

- 4.2 Other Board Members

Trustee Jana Caldwell congratulated Natalie and her staff for the good financial report and added that the library is well served by her skill, competence and foresight. Also, Janet mentioned the talk she hears from groups reserving the event space at LINC and how proud they are of it.

Trustee Gerri Holton said she is looking forward to going to the Naturalization ceremony.

Trustee Nick Nakamura echoed kudos to Natalie for the financial statement. He also is hearing that people are using the LINC space.

Trustee Teresa Curtis reported that when she moved to the Tri-Town area, her family always did the Summer Reading program. Now her grandchildren go weekly. She said it's neat for her to see not only her family but other families use it generation to generation.

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. – Town of Lochbuie

MOTION to enter Executive Session under C.R.S. § 24-6-402(4)(b) – Pursuant to section C.R.S. § 24-6-402(4) (b), receiving legal advice on specific legal questions from an attorney. – Town of Lochbuie

MOTION: Trustee Nick Nakamura

SECOND: Trustee Gerri Holton

DISCUSSION: NONE

VOTE: Unanimously approved, 5:0

An Executive Session meeting of the Board of Trustees of the High Plains Library District convened on June 19, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney about the Town of Lochbuie. Attending were Vice-Chair Mary Heberlee; Trustees Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; and Dr. Matthew Hортt.

During the executive session, the Board discussed or received advice from an attorney regarding specific legal questions about the Town of Lochbuie 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 7:25pm and reconvened in regular session.

6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT OF REGULAR SESSION AT 7:25PM

There being no further business,

MOTION to adjourn the meeting: Trustee Jana Caldwell

SECOND: Trustee Nick Nakamura

DISCUSSION: NONE

VOTE: Unanimously approved, 5:0

HPLD Board Secretary/Treasurer
Joyce Smock

Recording Secretary
Kim Parker

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 17 th , 2023
Type of item: Action
Subject: Request for Reconsideration of a Material
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: The Reconsideration Committee determined that the title <i>Bye Bye Binary</i> aligns with the HPLD Collection Policy and recommends the book be retained in the collection

Background

On 6/7/2023, a request for the reconsideration of a material was made for the book *Bye Bye Binary* by Eric Geron. The request asked that the book be removed from the collection. Following the policy and procedure, the request was forwarded to our Collection Resources Manager for review and research. Once this was completed, the book, request, research, and a recommendation from the Collections Department was forwarded to the Executive Director for a decision. Upon review of all the material and book, the Executive Director determined that the book does follow and align with the District's Collection Development Policy and informed the patron that the materials would remain in the collection. The final action that can be taken by the patron is a formal and final request to the Board of Trustees. The patron made that request and the request for reconsideration was forwarded to the Board. A reconsideration subcommittee met and determined a recommended action for the Board to consider.

Considerations

- Request for removal based on:
 - Content and message of the book
 - Age appropriateness of the language and wording in the book
 - Concern that the book will sexualize and indoctrinate children
 - Book viewed as political propaganda
- Rationale for retaining material:
 - Definition of Board Book - a book for very small children (usually 0-4 years old), with the pages pasted to heavy cardboard.
 - The book was added to the collection in July 2022. The title has been checked out 11 times since it was added
 - The book does align with and fit within the HPLD Collection Development Policy and was selected to add inclusivity and diversity to the collection
 - HPLD takes the stance that the collection will provide information for all in the community, representing diverse viewpoints. This is the basis of Intellectual Freedom and means that, at times, members of the community will find issues with the content of some materials. HPLD sees it as the family and parents' responsibility to assist in the selection and reading of library materials. Per policy, children under the age of 12 years of age must be accompanied by a responsible person

Children

- To ensure that children have a safe, positive and fun library visit:
 - Children 12 years of age and younger always need to be with a responsible person in all areas of the library.
 - At the discretion of a parent/guardian, children older than 12 may use the library, unaccompanied, for a reasonable length of time. Library-appropriate behavior is expected.
 - Parents/guardians, not library staff, are responsible for the safety and behavior of their children at all times while using the library.
 - Parents/guardians will be notified of disruptive behavior. In the event children are still on library premises after closing and parents/guardians cannot be reached to pick them up, the local Police will be called.
- Unlike a school, Public Libraries do not operate “in loco parentis”, in place of the parents. HPLD respects parental rights and expect that parents and caregivers will be involved in the selection and reading of library materials.
- Board books are intended to be read by an older and responsible person to children of the intended age (0-4 years old).
- Parents/Caregivers who wish to select titles like *Bye Bye Binary* have access to the book, while those who do not will chose not to checkout or read the material to their children.

Recommendation

The Reconsideration Committee determined that the title *Bye Bye Binary* aligns with the HPLD Collection Policy and recommends the book be retained in the collection

Received on
6/12

Request for Reconsideration

Mission of the Library and of Collection Development

The mission of the High Plains Library District is connecting communities to information, inspiration and entertainment for life.

Purpose of the Collection within the Context of the Mission

A library is identified and defined principally by its holdings of materials and information resources. The library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, deselecting and providing access to a collection of materials and electronic resources that address the interests and needs of the diverse members of its community.

Reconsideration of Library Materials

The High Plains Library District actively supports and adheres to the American Library Association's Library Bill of Rights and abides by the laws of the State of Colorado and the U.S. Constitution concerning intellectual freedom. These laws and documents are key factors in reconsidering materials. Should an individual library user object to a specific item in the collection, the request will be handled as follows:

1. Following established procedures, staff will listen to the patron's objections and respond courteously.
2. If the explanation of the selection policies does not satisfy the patron, s/he will be given the Request for Reconsideration form to complete and return to the library.
3. The form should be forwarded to the Collection Resources Manager, along with the item, for review.
4. The Collection Resources Manager will gather reviews and other pertinent information and forward the reconsideration form, reviews, and a copy of the material under reconsideration to the Executive Director.
5. The Executive Director will review the challenge and respond to the patron in writing.
6. If the patron is not yet satisfied within 30 days of receipt of the High Plains Library District response, s/he may request that the Library Board review the challenge and take appropriate action.
7. The Library Board may elect to appoint a Reconsideration Subcommittee to review all materials and make a recommendation to the Board.
8. The Library Board will make a decision. The Library Board's decision is final.
9. No patron may reissue a complaint for the same material for three years.

To the person requesting reconsideration:

Reconsideration requests must be filed on this form. Copies of the District's Collection Development Policy and other documents that may have bearing on this request are available. Please ask a staff member for a copy of the Collection Development Policy. Thank you for taking the time to provide this information.

Type of Material to be reconsidered (Circle all that apply)

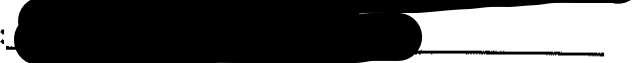
Book Magazine DVD/Video Audiobook Music Other

Title: Bye Bye Binary

Author: Eric Geron

Publisher: Harper Collins Publishers

Request Initiated by: 

Phone: 

Email:

Address:

Requestor Represents Self? Yes No

Requestor Represents Organization? Yes No

If yes, Organization's Name: _____

1. Specifically, to what do you object? (Cite pages, instances, etc.)

See attached paper with responses

2. What do you feel might be the result of reading, hearing, or viewing this material?

3. Is there anything good about this material?

4. Did you read the entire book or examine the entire item? If no, what parts have you examined?

5. Are you aware of the judgement of this material by professional critics?

6. What do you believe is the theme of this book or material?

7. What would you like to have the High Plains Library District do with this material?

Signature:

Date:

6-7-23

1. Specifically, to what do you object?

I object to every word written in this children's board book. I object to everything the author and illustrator chose to put in this children's book. It says on the back of the book it is for readers newborn-age 4. NEWBORN TO AGE 4! What newborn, one, two, three or four year old needs to have a political trend shoved in their face that they do not even have the capacity to understand. Until these kids become adults at age 18, they need to be left out of this controversial concept that is destroying our country. Let kids be kids, we do not need to be introducing concepts that they have no way of understanding and have no reason to understand. This book (and all books similar that I will be objecting to) serve no purpose other than to over sexualize our children and push a movement onto them. If children had the cognitive ability to understand the concepts being introduced in this book then I would say it is only fair to have books right next to it explaining why there are in fact only two genders and transgenders are immoral and wrong. Children do not have the cognitive ability to understand the content of this book.

Not only do I think the theme/message of this INFANT BOARD BOOK is not age appropriate, I do not think the vocabulary is age appropriate. In the first few pages the author states that gender is just a "social construct". Does the author genuinely believe that a newborn-age 4 reader understands what a social construct is? Does a newborn understand what it means to "smash gender norms"? What about the pun, "bow-th"? THIS IS PURELY PROPAGANDA THAT THE LIBRARY IS ALLOWING TO INDOCTRINATE OUR CHILDREN. Nothing about this book is age appropriate-keep adult and mature content to the adults and mature. Regardless of your opinion on the topic-it has no place in the children's section. I will say it again, kids have no idea of the weight of what they are being asked to comprehend. Pushing this ideology onto kids at such a young age is selfish of adults-let kids be kids without the confusion.

2. What do you feel might be the result of reading, hearing, or viewing this material?

Simple- indoctrinating children who have no way of understanding these concepts. It is creating mental illness. It is confusing our youth and asking them to comprehend something that they simply cannot and should not. It is causing children to become divided instead of united. The results of pushing this on our youth are catastrophic, it simply has no place in the children's section.

I would also like to address the fact that some parents do not want their children to even know about this concept at such a young age and having it displayed at the library puts parents in a position of explaining something they do not want to and should not have to.

There are no positive results of this material being viewed, read, heard or displayed.

3. Is there anything good about this material?

I truly wish I could find something positive to say about this book but all I can come up with is that at least they spelled all the words correctly.

4. Did you read the entire book or examine the entire item? If no, what parts have you examined?

I read the entire book.

5. Are you aware of the judgment of this material by professional critics?

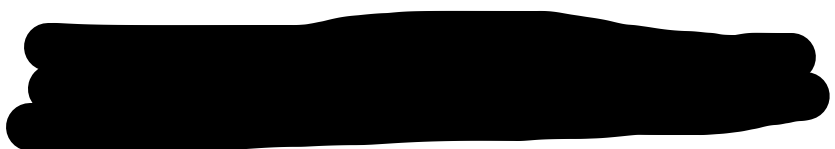
I am aware.

6. What do you believe is the theme of this book or materials?

The theme of this book is to dismantle "social constructs" regarding gender and teach children 4 and under that gender is a choice. The High Plains Library District website describes this book as "A joyful baby refuses to conform to the gender binary and instead chooses toys, colors, and clothes that make them happy. This tongue-in-cheek board book is a perfect tool to encourage children to love what they love and is also a great baby shower gift for all soon-to-be-parents " First off, babies refuse food they don't like, not their gender. They do not have the brain capacity to understand what it means to change your gender, it is simply propaganda

7. What would you like to have the High Plains Library District do with this material?

I would simply like the book removed and never put back on the shelves. It has no place in the children's section.



HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 17, 2023
Type of item: Information
Subject: Lincoln Park Library Building Next Steps
Presented by: Dr. Matthew Horts, 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 property is now listed for sale
- The City of Greeley has expressed interest in a land trade and is currently working on their due diligence

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 17, 2023
Type of item: Information
Subject: Centennial Park Refresh Contract
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Information only, no action to be taken

Background

In December 2022, the Board approved funding for the refresh and update of the Centennial Park Library with an overall budget of \$1,800,000. The construction budget was \$1,288,660. During the June Meeting the Board approved the updated Guaranteed Maximum Price (GMP).

Considerations

- Construction is set to begin on September 1st, 2023
- Construction is estimated to conclude on December 19th, 2023
- Total construction is estimated to take 15 weeks and roughly 109 days
- In January, the Board approved a 2 ½ week closure of the Centennial Park Library to assist with the phasing of the project

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 17, 2023
Type of item: Information
Subject: Grover Update
Presented by: Dr. Matthew Hortt, 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. The District has received the signed IGA from the Town of Grover. Staff and our Legal Counsel are now working on completing the transfer of title and will continue work on the design and construction of the project.

Recommendation

Information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: February 20, 2023
Type of item: Information
Subject: Board Portal and Orientation Discussion
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Information only, no Board action to be taken

Background

As part of the onboarding process and continual training, the District has established a Board portal. Over the time it has been in use, some of the Trustees have had issues accessing the portal and less than optimal user experiences. In February the Board discussed additional options for notifying the Trustees that Board Documents were available. Staff have tested the recommended method of an automated text message, but this option has faced some hurdles. Staff is evaluating additional options for the notifications.

Recommendation

Information only, no Board action to be taken



BOARD OF TRUSTEES

Regular Session Agenda

Monday, August 21, 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. July 17, 2023, Regular Session 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

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. September 18, 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:

September 18, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Fort Lupton Public Library, 370 S. Rollie Avenue, Fort Lupton, CO 80621

Associate Director of Public Services

What's Happened in the last 30 days?

- Fine-tuning and finishing up of last items at LINC (some shelving, for example)
- Updating Person in Charge training
- Centennial Park refresh - Guaranteed Maximum Price accepted

What's Coming Up in the next 30 days?

- Beginning the 2024 budgeting process by discussing possible 'big-ticket' facilities requests, Foundation requests, staffing requests.

Carbon Valley Operations

What's Happened in the last 30 days?

- Carbon Valley Regional Library had 1,245 recorded summer reading participants as of June 30, 2023.
- Installation began on the Nature Play Space fence.
- Nature Play Open House had over 125 participants.

What's Coming Up in the next 30 days?

- New Adult Services Librarian, Diana Grover, begins on July 10, 2023.
- New Library Associate, Bella Shearer, begins on July 10, 2023.
- New Teen Services Librarian, Chloe Russell, begins on July 17, 2023.

Centennial Park Operations

What's Happened in the last 30 days?

- Today, a patron requested to speak to the manager. Sometimes, that means a complaint, but this time, the interaction was positive! The patron wanted to tell me that he doesn't necessarily agree with 'the gays' but that regardless, he is happy we have a 'platform here for them' and are doing what we are doing with displays, etc. He said he knew that we tried to offer a broad array of services for everyone and he told me he recognized the value in having individuals choose what they want to read. He said he disagreed with book bans (he mentioned the Kite Runner) and was supportive of us, despite his disagreement about some topics. Nice work to the CP team to showcase and celebrate the diversity of all our patrons, not just in June, but all year long! The staff's focus on inclusion helps create an environment where someone chooses to compliment us, rather than 'hide the pride' or something negative.
- CP has begun ASL classes, in partnership with Aims Community College that will continue through July 3rd.
- Our year-old pollinator garden is blossoming now, and will continue through the summer. Stop by to check it out!

What's Coming Up in the next 30 days?

- We are looking to hire a part-time, Spanish speaking librarian at Centennial Park, and the job is currently listed.
- The refresh starts soon!

Erie Branch Operations

What's Happened in the last 30 days?

- Pokemon Club, the brainchild of two local teens, has taken off with more than 20 teens attending each of the first two sessions. The program will continue through the end of the summer.
- Our maker program, Laser Cut Flowers, attracted 98 drop-in participants over two sessions in which patrons made wooden flowers in the laser cutter and painted them.
- The Summer Reading Adventure is in full swing with 1100 people signed up and counting.

What's Coming Up in the next 30 days?

- We will have two "Sew a Snuggle Heart" drop-in programs where patrons can come and sew a small heart shaped blanket for children in the NICU on July 11th and 25th.
- We will be hosting a Chautauqua featuring Mariano Medina, the founder of Loveland on July 29th.

Kersey Operations

What's Happened in the last 30 days?

- Summer feeding program is going well. We serve 25 meals every Monday-Thursday and rarely have leftovers. Families are very grateful and let us know everyday.
- Every day we average at least 3 kids coming in to play the Switch. Most popular games are Mario Kart, Minecraft and Super Smash Bros. Lots of new connections and friendships have been made through the Switch. It's a big draw for new patrons with kids when they can hear other kids laughing while playing on the massive mondo monitor.

What's Coming Up in the next 30 days?

- Adult Art Craft continues to be very popular among adult women. Work of Art Greeley is a great presenter, with fresh fun craft ideas every month.
- Kids movie night program is starting, last two Fridays of the month we will play a movie/tv series appropriate to age ratings.

Collections Operational Work

What's Happened in the last 30 days?

- Concluded state grant spending
- Began receiving, cataloging and processing items for Fort Lupton School opening day collection

What's Coming Up in the next 30 days?

- Continue Fort Lupton School project
- Finalize magazine renewals

Facilities Operational Work

What's Happened in the last 30 days?

- Completed ongoing work orders all locations including after hour service calls.
- Attended meetings, completed trainings.
- Assisted with LINC building start up including repairs/upgrades/punchlist and troubleshooting equipment and fixtures.
- Moved remaining furniture and equipment from Lincoln Park building to LINC and met with Rosa and Natalie to determine placements of remaining furniture and equipment left at Lincoln Park.
- Completed parking lot maintenance at Kersey, Carbon Valley and Erie.
- Completed hail storm damage assessments all locations including Grover and insurance adjuster tours.
- Scheduled Carbon Valley nature area classroom construction.
- Completed annual backflow/fire sprinkler inspections.
- Placed Lincoln Park building for sale, updated signage and assisting city/police with removal of homeless encampments including installation of temporary fence around building.
- Started 2024 budget planning including capital improvement projects.
- Assisted with Centennial Park construction meetings including roof replacement, solar panel removal/replacement and HVAC unit replacement schedules and budgeting.
- Installed sharps containers all locations.
- Continued carpet cleanings.
- Assisted City of Evans with landscape upgrades plans for Riverside building.
- Assisted IT with remote access for Openpath and HVAC.
- Updated cleaning schedules for custodians and cleaning service.
- Updated schedules for security guard services.
- Completed City of Greeley water billing errors including updating notifications.
- Completed MOVE vehicle cleaning, maintenance, inspections, service logs and meetings.

What's Coming Up in the next 30 days?

- Ongoing work orders including after hour service calls.
- Continue Centennial Park construction project.
- Complete 2024 budgets including CIP budgets including renovations cost estimates for both Farr and Carbon Valley.
- Complete landscaping upgrades and tree trimming projects.
- Schedule roof replacement and HVAC roof top unit replacements at Centennial Park.
- Repair exterior drainage issues at Kersey.
- Complete HVAC PM's and roof maintenance all locations.
- Install security alarms at Kersey.
- Complete trainings and attend Excellence Coordinator meetings.

Finance Operational Work

What's Happened in the last 30 days?

- Continued work on 2024 budget
- GFOA WPFN mentoring program
- CPE - continuing professional education
- Met with CLFO group
- Met with Public Trust Advisors
- Work on BBO / Baldrige and prep for interviews
- Attended lunch & learn sponsored by Weld County Assessor on SB 23-303
- Filed ACFR with the State of Colorado and submitted ACFR to GFOA award program

What's Coming Up in the next 30 days?

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

Friends & Foundation Operational Work

What's Happened in the last 30 days?

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

What's Coming Up in the next 30 days?

- Colorado State Grants to Libraries reporting
- Afternoon with Friends 7/22 appreciation event for Friends
- Preparations for Q3 Friends & Foundation Board Meeting

Human Resources Operational Work

What's Happened in the last 30 days?

- Total Employees- 291*
- Open Positions - 8
- Job Applications Received - 52
- New Hires - 5
- Resignations - 4
- Training Requests - 35

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

What's Coming Up in the next 30 days?

- Budget planning

Information Technology & Innovation Operational Work

What's Happened in the last 30 days?

- CP - support remodel (cabling, AV, badge system, meeting room components)
- NPPL - technology refresh completed. Computers, utility devices and copiers replaced
- FTL - support new facility (all tech items, delivery MFP units, coordinate training)
 - Equipment has been placed but not made operational pending power
 - Provided new phone number so cards can be created
- Refocus on July 2024 compliance deadline for House Bill 21-1110 (accessibility)
- Interviews complete
- 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

What's Coming Up in the next 30 days?

- Eaton refresh
- Johnstown refresh
- Pending - power up and continues work on Ft Lupton
- Expand testing of hcloud replacement
- LINC - follow up on items for refinement/revisiting (alerts, ...)
- Schedule next round
- ERATE invoice filings
- Building a Better Organization Foothills application interview
- Position offered extended

MOVE Operational Work

What's Happened in the last 30 days?

- First Month Summer SRA registrations: 278. We wrapped up our Summer School Stop at Jackson Elementary
- 15 Events in June including Mead Summer Block Party, Building Blocks, Erie Juneteenth, UNC Juneteenth, Johnstown Pride, World Refugee Day, Migrant STEM Festival, and Naturalization Ceremony
 - CVRL, CP, ECL, Finance, and Johnstown assisted staffing and coordinating events
- 10th Annual Naturalization Ceremony sponsored by HPLD had 138 attendees. 26 new citizens Naturalized at the event. Dr. Hortt, Greely Mayor Gates, Mary Young, IRC Director Araceli Calderon, Yadira Caraveo, and reps from CO Senators spoke at the event.
 - Cindy Welsh, HPLD Librarian and founder of the event provided Keynote address

What's Coming Up in the next 30 days?

- 7 events planned so far
- Budget Planning for 2024 and working on new staff requests
- MOU Finalization with IRCNoCO
- READCON team's first meeting for the reboot of this popular district event.
- Begin MOVE Strategic Planning

SERVICES

Service – Materials Sharing

What's Happened in the last 30 days?

- Discussed open service requests in order to resolve as many as possible.

What's Coming Up in the next 30 days?

- Our new mobile app, HPLD2GO, is here for staff testing! We'll be trying it out and learning more about it during the month of July and will start marketing to our patrons August 1st. Give it a go by downloading HPLD2GO from your app store.

Service – Meeting Rooms

What's Happened in the last 30 days?

- Discussed methods to track study room occupancy.

What's Coming Up in the next 30 days?

- Starting to set equipment standards for meeting rooms and study rooms.

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Working to determine evaluative metrics for each material type so we can better determine when an item needs replacement when lost/damaged and if more items are needed for the pool
- Reviewed Q1 Stats. Have seen a 43% increase in service compared to Q1 2022.
- Reworking "theft map". Changing to Overdue procedure instead. Will push out retraining and resources by August.
- Looking to standardize SCO access to all locations (Kersey, Grover, Mead). Barb will investigate what LibCal requires for locations with different open hours.
- Met with SCO Staff

What's Coming Up in the next 30 days?

- Further work on Over Procedure Map
- Reach out to locations to see what SCO Resources they have. Update these resources
- Focus on creation of evaluation measures