



**BOARD OF TRUSTEES**  
**Regular Session and Executive Session Agenda**  
**Monday, August 21, 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. 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 Reconsideration Request Follow-up (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Reconsideration Subcommittee Assignment (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Dacono inclusion into the District (Action) - Dr. Matthew Hortt, HPLD Executive Director
  - a. MOU between Dacono and the District
  - b. Resolution 23-2 to include Dacono in the District
- 2.4 Wember Task Orders (Action) - Dr. Matthew Hortt, HPLD Executive Director
  - a. Mead Library
  - b. DSS expansion and archive
- 2.5 Mead final plat proposal (Action) – 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 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)**

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

## **6.0 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



**BOARD OF TRUSTEES**  
**Regular Session and Executive Session Minutes**  
**Monday, July 17, 2023**  
**5:00 p.m.**  
**Hudson Public Library**  
**100 S. Beech Street, Hudson, CO 80642**

**1.0 OPENING OF MEETING AT 5:02PM**

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, Rick Medrano, Marjorie Elwood, Natalie Wertz

Guests: Bob Grand, Barb Baker, Sara Hackleman, Ken and Cindy Williams

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: Secretary/Treasurer Joyce Smock

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** 6:0

1.3 Approval of Consent Agenda

a. June 19, 2023 Regular Session Meeting Minutes

**MOTION** to approve the consent agenda: Trustee Jana Caldwell

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 6:0

1.4 The Good We Do

For July 4<sup>th</sup>, HPLD Staff organized the 10<sup>th</sup> anniversary Naturalization Ceremony for those who had recently obtained their US Citizenship. Twenty-six people from twenty countries participated. Dr. Hortt thanked Tim Ruth, Bridget Parker, and their team for their work on it. Cindy Welsh, HPLD Librarian who started the program ten years ago, was the keynote speaker. It was an extremely successful event due to the hard work and flexibility of the staff, especially due to the bad weather that postponed the event.

1.5 Public Comment

No public comment

**2.0 ITEMS FOR INFORMATION/ACTION**

2.1 Request for Reconsideration of a Material (Action) – Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt explained that the District had received a Request for Reconsideration and the requester requested that the Board be involved in the decision. He then outlined the process that the District uses in these circumstances.

Sara Hackleman, HPLD patron who requested the reconsideration, made a statement that contained the following points.

The book '*Bye Bye, Binary*', a children's board book, does not meet the description of a board book for ages zero to four. There are too many words on each page and the vocabulary is not age appropriate ("social constructs", "smashing gender norms", etc.). Because of that, she asked that the book be moved to the young adult or adult section.

She said she did not want to undermine the library's mission to provide diverse content, because she agrees there should be a wide variety of perspectives. However, again, this content is not age appropriate and is confusing to the age group. She added that the District should offer all perspectives on the topic, and she asked the Board to be the leaders that our youth need today and stand against this indoctrination.

Prior to this Board meeting, the request was reviewed by HPLD Staff and a sub-committee of Board Trustees. After looking at options, which included keeping the book as is, moving it, or removing it from the collection, the recommendation from staff and the sub-committee was that the book be kept in the library where it is. Discussion ensued about pros and cons of keeping it where it is; moving it to another section; 1<sup>st</sup> amendment rights; and adding to the collection other viewpoints on the topic, rather than removing the book from the collection, to allow everyone a choice.

**MOTION** to have *Bye Bye, Binary* be retained in the collection as is: Vice-Chair Mary Heberlee

**SECOND:** Trustee Gerri Holton

**DISCUSSION:**

**VOTE:** 3:4

The motion did not pass.

**MOTION** to direct staff to reevaluate the section location for this material and bring a recommendation back to the Board at the next meeting: Trustee Nick Nakamura

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:**

**VOTE:** 5:1

Vice-Chair Mary Heberlee - Yes

Secretary/Treasurer Joyce Smock - Yes

Trustee Jana Caldwell - Yes

Trustee Teresa Curtis - Yes

Trustee Gerri Holton - No

Trustee Nick Nakamura – Yes

The motion passed.

- 2.2 Lincoln Park Library Next Steps (Information) - Dr. Matthew Horts, HPLD Executive Director  
The Lincoln Park building has been listed for sale. The realtors are working on the sale of the property and the City of Greeley has expressed interest in it.  
**Information only. No Board action to be taken.**
- 2.3 Centennial Park Refresh Contract (Information) – Dr. Matthew Horts, HPLD Executive Director  
The Centennial Park Library will close on September 5<sup>th</sup> and remain closed for two and a half weeks, because of construction. The District will start advertising the closure to the public.  
**Information only. No Board action to be taken.**
- 2.4 Grover Update (Information) - Dr. Matthew Horts, HPLD Executive Director  
The District just received an IGA from Grover. The next step will be to work on securing the title to the property, and in the next few months the District should have a construction schedule.  
**Information only. No Board action to be taken.**
- 2.5 Board Portal and Orientation Discussion (Information) – Dr. Matthew Horts, HPLD Executive Director  
In a previous meeting, Dr. Horts talked about staff communicating with the Board through texting. He let the Board know that there were technical issues and therefore that practice has not been adopted. A resolution will be reached shortly.  
**Information only. No Board action to be taken.**

### **3.0 DIRECTORS REPORT**

#### **3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director**

##### **a. August 21, 2023 RS**

Two action items will be added to the agenda: *Request for Reconsideration of a Material* and *Reconsideration Committee*.

#### **3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director**

Proposition HH, pertaining to property taxes, will cause changes in HPLD's budget process. Colorado voters will vote on HH on November 7<sup>th</sup>, and then both the State and County Assessor will make a mad dash to get the District's valuations to staff. If it passes, the Assessor may have until December 28<sup>th</sup> to get valuations in. If that is the case, Dr. Horts will not be able to present the budget to the Board in early December, as is normally done, and the Board may need to have a Special Session Board Meeting around December 28<sup>th</sup> or 29<sup>th</sup>, or January 2<sup>nd</sup> or 3<sup>rd</sup> to approve the budget. The approved budget and certification are due on January 5<sup>th</sup>.

Board recruitment for next year's open positions is open and has been advertised. Trustee Caldwell suggested that staff contact previous applicants.

The District's Executive Team is looking at structural changes to the organization, which will be considered in the strategic plan. Dr. Horts will present them to the Board when they are completed.

Dr. Horts has a meeting scheduled with the Town of Mead. An agreement has been made between the District and the Fire Station.

Progress continues to be made toward the DSS expansion.

### **4.0 BOARD COMMENTS**

4.1 Chair Ken Poncelow praised Tami Crossen, Hudson Library Executive Director. He and she were part of a group who went to the Sterling prison and fed and did a program for 2,300 inmates. She said it was fantastic.

4.2 Vice-Chair Mary Heberlee is pleased with the expansions into different parts of the county. She's hopeful that Lincoln Park Library can be traded for the ground under Centennial Park Library.

4.3 Secretary/Treasurer Joyce Smock was at an event in New Raymer, and the person sitting across from her said, 'Have you been to that new library in Greeley?'. She added that it's impressive that people can't say enough nice things about LINC.

#### **4.4 Other Board Members**

Jana Caldwell attempted to attend the Naturalization ceremony, but because of the weather delay could not stay to see it. She shared, though, that staff did a great job of making it beautiful and a festive occasion. She also told about the High Plains Chautauqua and was pleased that many of the day programs are being held in various libraries.

Teresa Curtis will go to CALCON, the annual conference of the Colorado Association of Libraries. She thanked Chair Poncelow for running a good meeting, Counselor Garcia for

keeping the Board in line, and the patron who came forward and spoke tonight, because it's nice to hear from those we serve.

Gerri Holton attended the Naturalization Ceremony. She was impressed, and shared that it was very well organized and a joyous day. Kudos to Cindy and the staff who participated. Also, there are a couple of openings on the Foundation Board. Finally, she plans to attend CALCON this year because they have relevant sessions. She, too, gave kudos to Tami Crossen and her Board, because she attended Hudson's Board meeting in June.

Nick Nakamura wasn't able to attend the Natural Ceremony because of the weather delay, but he hopes to do so next year. He thanked his fellow Trustees for a nice discussion on a tough subject that will continue to get harder.

Counselor Garcia said he gave a tour of LINC to two students from the Colorado School of Mines.

**5.0 ADJOURNMENT AT 6:13PM:**

There being no further business,

**MOTION** to adjourn the meeting: Trustee Gerri Holton

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 6:0

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HPLD Board Secretary/Treasurer  
Joyce Smock

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Recording Secretary  
Kim Parker







**BOARD OF TRUSTEES**  
**Special Session and Executive Session Minutes**  
**Tuesday, August 1, 2023**  
**5:00 p.m.**  
**LINC Library Innovation Center,**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:03PM**

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 - excused

Trustee Teresa Curtis – excused

Trustee Gerri Holton - excused

Trustee Nick Nakamura

Quorum was established.

Legal Counsel Zach Stover

HPLD Staff: Dr. Matthew Hortt, Natalie Wertz, Kim Parker

Guest: Nick Berryman

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

- 2.1 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

**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

**MOTION:** Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** NONE

**VOTE:** Unanimously approved, 4:0

An Executive Session meeting of the Board of Trustees of the High Plains Library District convened on August 1, 2023 for the sole purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. - Lincoln Park Library. Attending were Chair Ken Poncelow, Vice-Chair Mary Heberlee, Secretary/Treasurer Joyce Smock, Trustee Nick Nakamura, Legal Counsel Zach Stover, Nick Berryman, Natalie Wertz, and Dr. Matthew Hott.

During the executive session, the Board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 6:00pm and reconvened in regular session.

## **3.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT OF REGULAR SESSION AT 6:00PM**

There being no further business,

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

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** NONE

**VOTE:** Unanimously approved, 4:0

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HPLD Board Secretary/Treasurer  
Joyce Smock

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Recording Secretary  
Kim Parker

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: August 21st, 2023
Type of item: Action
Subject: Reconsideration Request Follow up
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff have provided four recommendations and will execute the direction from the Board on any of the options. Staffs' recommendation is that the title <i>Bye Bye Binary</i> aligns with the HPLD Collection Policy and recommends the book be retained in Board Book 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. This request followed the reconsideration procedure through the process and was presented to the Board for a final decision. On 7/17/2023, the Board chose to retain the book in the collection, however directed staff to provide additional recommendations for reclassification of its' collection and shelving. The basis for the request for reconsideration and additional recommendations are below:

### ***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

### ***Additional Recommendations***

- Retain the book in its' current Board Book Collection
  - 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.
- Relocate the book to the Juvenile Nonfiction Section under J306.766
  - This juvenile nonfiction section encompasses the topic of gender identity
  - The referenced elevated language aligns within the juvenile nonfiction section
- Relocate the book to the Adult Nonfiction Section under 306.766
  - This adult nonfiction section encompasses the topic of gender identity
  - The language in the book is far below what would be considered appropriate for the adult section
- Create a Challenged Materials Collection
  - This will entail creating a new shelving location in the library
  - If materials are challenged, they would automatically be placed in this collection
  - They would be accessible to the public (not a closed collection) and discoverable in the catalogue
  - By taking this action, the process of reconsideration would be drastically changed. If a material was challenged, it would no longer be reviewed by staff or the board and would automatically be reclassified and reshelfed into this collection. This would eliminate the possibility of a book being removed from the collection due to a challenge and dictate that it would be added to the Challenged Materials Collection

## ***Recommendation***

Staff have provided four additional recommendations and will execute the direction from the Board on any of the options. Staffs’ recommendation is that that the title *Bye Bye Binary* aligns with the HPLD Collection Policy and recommends the book be retained in Board Book Collection.

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: August 21 <sup>st</sup> , 2023
Type of item: Action
Subject: Reconsideration Subcommittee Assignment
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend the Board assign a permanent Reconsideration Committee made up of two Board Members

### ***Background***

The district has seen an increase in reconsideration requests. With the similar increases being seen across the nation, staff feel it is necessary to transition from an ad hoc Reconsideration Committee to make it a regular committee.

### ***Considerations***

- Annually the Board must set committee assignments for focused work. Staff contacted each trustee and determined their interest in the committee assignments. Staff used this information to prepare the proposed list.
- Committees are limited to two trustees serving per committee.

### ***Recommendation***

Staff recommend the Board assign a permanent Reconsideration Committee made up of two Board Members.



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: August 21 <sup>st</sup> , 2023
Type of item: Action
Subject: Dacono inclusion into the District
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff Recommend that the Board approve and sign the MOU with the Town of Dacono and approve the Resolution 23-2

### ***Background***

In July, representatives for the City of Dacono reached out to the District and expressed interest in placing a question on the ballot for November regarding the inclusion of the City of Dacono in the High Plains Library District. Since that time staff have work with staff at the City to draft an MOU regarding services if the voters chose to adopt the District's Mil Levy. The support for this initiative has been grassroots and driven by members of the Dacono Community. The proposed MOU and Resolution 23-2 will need to be approved to move forward.

### ***Considerations***

- The City of Dacono is not currently considered part of the District's Service Area
- The voters of Dacono have not previously adopted the Mil Levy
- The MOU has been reviewed by legal counsel
- The City of Dacono approved and signed the MOU on August 14<sup>th</sup>
- If the Board of Trustees approve and sign the MOU and Resolution, the City of Dacono Council will then vote to add the measure to the ballot during their meeting on the August 28<sup>th</sup>
- The measure will then be added to the ballot for the November 7<sup>th</sup> 2023 election
- If approved by the voters, a more thorough and detailed MOU will then be negotiated between the City of Dacono and the High Plains Library District

### ***Recommendation***

Staff recommend that the Board approve and sign the MOU with the Town of Dacono and approve Resolution 23-2





**MEMORANDUM OF UNDERSTANDING CONCERNING LIBRARY SERVICE  
TO THE CITY OF DAcono BY THE HIGH PLAINS LIBRARY DISTRICT**

THIS MEMORANDUM OF UNDERSTANDING CONCERNING LIBRARY SERVICE TO THE CITY OF DAcono BY THE HIGH PLAINS LIBRARY DISTRICT (“MOU”) is made and entered by and between the CITY OF DAcono, a Colorado municipal corporation (“Dacono” or “City”), and the HIGH PLAINS LIBRARY DISTRICT, a Colorado Library District (“District”), to be effective as of the \_\_\_\_ day of \_\_\_\_\_, 2023.

**RECITALS**

**WHEREAS**, the Board the of Trustees of the District, pursuant to Colorado Statute, is vested with the Authority of administering the affairs of the District; and,

**WHEREAS**, Dacono is a Colorado municipal corporation located in Weld County, and is duly organized and operating as a home rule city under the Constitution and laws of the State of Colorado; and,

**WHEREAS**, the City Council of Dacono is desirous of including the City of Dacono into the District and believes it would be in the best interests of the citizens of Dacono and would provide all citizens of Dacono with enhanced public library services; and,

**WHEREAS**, C.R.S. § 24-90-106.3 provides that Dacono may include itself into the District upon adoption of a resolution executed by the Board of Trustees of the District and upon the adoption of a resolution adopted by Dacono, contingent on the approval of the tax levy by the registered electors of the City of Dacono; and,

**WHEREAS**, the Board of Trustees of the District and City Council of Dacono have adopted resolutions approving the inclusion of the City of Dacono into the District, contingent upon the approval of the tax levy by a vote of the registered electors of the City of Dacono; and,

**WHEREAS**, the question of approval or rejection of the District tax levy will be submitted to a vote of the registered electors of the City of Dacono pursuant to C.R.S. § 24-90-106.3 on November 7, 2023; and,

**WHEREAS**, C.R.S. § 24-90-106.3 requires that upon the inclusion of the City of Dacono, the City Council of Dacono and the Board of Trustees of the District shall enter a written agreement within ninety (90) days of the election that sets forth fully the rights, obligations, and responsibilities, financial and otherwise, of the parties to the agreement; and,

**WHEREAS**, both Dacono and the District desire to set forth in this Memorandum of Understanding the terms which will be included in any Intergovernmental Agreement entered after the November election (the “IGA”), in substantially the same form as set forth herein.

**NOW, THEREFORE**, for and in consideration of the mutual promises, covenants, agreements and undertakings set forth in this MOU, the parties hereto agree as follows:

1. PURPOSE. The purpose of this MOU is to set forth the rights, obligations, and responsibilities, financial and otherwise, that the parties anticipate incorporating into the IGA in accordance with the requirements of C.R.S. § 24-90-106.3. It is expressly understood by the parties that the IGA may differ from the provisions contained herein in form but not substance, and that the IGA may contain other provisions agreed to by the parties as mutually beneficial thereto.

2. SERVICES TO BE PROVIDED. The District shall operate, provide, and maintain public library services for all residents of the Dacono service area subject to the District tax levy in a manner consistent with the Colorado Library Law, C.R.S. § 24-90-101 *et seq.*, any future agreements between Dacono and the District, and the bylaws and policies of the District Board of Trustees.

3. FINANCIAL RESPONSIBILITY. The District shall have one hundred percent (100%) responsibility for all costs and related expenses of the library services to be provided. The District shall have exclusive control and spending authority over the disbursement of library funds.

4. BRANCH FACILITY PLANNING. The District will update any Master Plan documents to consider a permanent District Branch facility in the City limits of Dacono consistent with the District's Service Plan, as amended. The District and the City will cooperate on location and timing of the facility. The District and the City will explore the feasibility and locations of bookmobile and other library services in the City limits of Dacono upon successful inclusion by Dacono. Upon successful inclusion by Dacono, book mobile and other library services will be made available to residents of Dacono as soon as practicable and consistent with the District's Service Plan, as amended.

5. COMMUNICATIONS REGARDING SERVICES. The District shall inform the City of closure, reduction of hours or reduction of services anticipated by the District to last in excess of thirty (30) days.

6. BOOKS AND RECORDS. The District's books and records with respect to the library shall be kept in accordance with generally accepted accounting principles and practices, consistently applied, and access thereto by Dacono shall be in accordance with applicable law.

7. PROPERTY. The District shall have custody of all property of any branch alibrary or facility, including rooms or buildings constructed, leased, or set apart therefor.

8. NOTICES. Any notices required or permitted hereunder shall be sufficient if personally delivered or if sent by certified mail, return receipt requested, addressed as follows:

If to Dacono:

City Manager  
City of Dacono

512 Cherry Ave.  
Dacono, CO 80514

With a copy (which shall not  
constitute notice) to:

Kelly PC  
Attn: Dacono City Attorney  
999 18<sup>th</sup> Street, Suite 1450  
Denver, CO 80202

If to the District:

Executive Director  
High Plains Library District  
2650 W. 29<sup>th</sup> St.  
Greeley, Colorado 80631

With a copy (which shall not  
constitute notice) to:

Coan, Payton & Payne, LLC  
Attn: William F. Garcia, Esq.  
1711 61<sup>st</sup> Avenue, Suite 100  
Greeley, CO 80634

Notices personally delivered shall be effective upon delivery. Mailed notices shall be effective three (3) business days after mailing.

#### 9. MISCELLANEOUS PROVISIONS.

9.1 *Severability.* If this MOU, or any portion of it, is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of the agreement.

9.2 *Amendment.* This MOU may be amended only by mutual agreement of the parties and shall be evidenced by a written instrument authorized and executed with the same formality as this Agreement.

9.3 *Termination.* This MOU shall commence on the Effective Date, and shall continue until terminated by the mutual written agreement of the parties. In the event that the question of approval or rejection of the District tax levy is not submitted to a vote of the registered electors of the City of Dacono, or that the District tax levy is rejected by the registered electors of the City of Dacono, this MOU will terminate upon the certification of the 2023 election by the Election Official.

9.4 *Other Agreements.* The parties understand that additional agreements between the parties and various local governments and districts may be necessary and desirable and this MOU is not intended to limit the parties' ability to enter into additional agreements among the parties with other entities.

9.5 *Paragraph Headings.* Paragraph headings are inserted for convenience only and in no way limit or define the interpretation to be placed upon this MOU.

9.6 *Pre-Election Costs.* The City shall be responsible for its costs and attorney fees in preparing the ballot question for the Election, and paying for the cost of the Election.

9.7 *Appropriations.* No provision of this MOU shall be construed or interpreted: (a) to directly or indirectly obligate either party to make any payment in any year in excess of amounts appropriated for such year; (b) as creating a debt or multiple fiscal year direct or indirect debt or other financial obligation whatsoever within the meaning of Article X, Section 6, or Article X, Section 20 of the Colorado Constitution, or any other constitutional or statutory limitation or provision; or (c) as a donation or grant by either party to, or in aid of, any person, company, or corporation within the meaning of Article XI, Section 2 of the Colorado Constitution.

**IN WITNESS WHEREOF**, the parties hereto have executed this MOU as of the day and year first above set forth.

**HIGH PLAINS LIBRARY DISTRICT**

By: \_\_\_\_\_  
\_\_\_\_\_, Chairman  
Board of Trustees

ATTEST:

By: \_\_\_\_\_  
\_\_\_\_\_, Secretary

**CITY OF DACONO, a Colorado municipal corporation**

By: \_\_\_\_\_  
Adam Morehead, Mayor

ATTEST:

By: \_\_\_\_\_  
Valerie Taylor, City Clerk

**RESOLUTION NO. 23-2**

**A RESOLUTION APPROVING THE INCLUSION OF THE CITY OF DAcono, COLORADO INTO THE HIGH PLAINS LIBRARY DISTRICT PENDING APPROVAL OF SUCH ACTION BY THE REGISTERED ELECTORS OF THE CITY OF DAcono**

WHEREAS, the High Plains Library District (“HPLD”) is a Library District founded under Colorado Library Law, Colorado Revised Statutes (“C.R.S.”) § 24-90-101 *et seq.*; and

WHEREAS, the City of Dacono (the “City”), is a home rule municipality duly organized and existing under the Constitution and the laws of the State of Colorado and its City Charter; and

WHEREAS, C.R.S. § 24-90-106.3 provides for inclusion of a governmental unit into an existing library district upon a majority vote of registered electors of the governmental unit; and

WHEREAS, the City Council for the City has determined that it is necessary and desirable to submit to the registered electors of the City the question of inclusion of the present City limits into HPLD (the “Question”); and

WHEREAS, November 7, 2023 is the date of the coordinated election with Weld County, Colorado at which the City will submit the Question to the registered electors of the City; and

WHEREAS, C.R.S. § 24-90-106.3 also provides that for a governmental entity to be included into an existing library district, the board of trustees of the district must execute a resolution approving the inclusion therein; and

WHEREAS, HPLD has determined that it is desirable to include the City in HPLD.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT:

1. If a majority of the votes cast on the Question are in favor of inclusion in HPLD, the City shall be included within HPLD.
2. Upon the inclusion of the City into HPLD, the HPLD Board of Trustees and City Council for the City shall enter into a written agreement within ninety days of approval of the Question by the registered electors of the City that sets forth the rights, obligations, and responsibilities, financial and otherwise, of HPLD and the City.

UPON MOTION DULY MADE AND SECONDED, THE FOREGOING RESOLUTION WAS ADOPTED THIS 21STTH DAY OF AUGUST, 2023.

HIGH PLAINS LIBRARY DISTRICT  
BOARD CHAIR

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: August 21 <sup>st</sup> , 2023
Type of item: Action
Subject: Wember Task Orders
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff Recommend that the Board approve the proposed task orders

### ***Background***

The Mead Library and the DSS Expansion & Archive projects have both been identified and budgeted for in the 2023 Capital Improvement Budget. Planning has been underway for both projects and Wember Inc has been serving as our Owner's Rep for both. Up to this point they have been doing work on this project under our on-call contract with Wember Inc. Both projects are now at the point they should be transitioned from on-call to formal active projects. Wember has provided a task order for each of the projects for consideration and approval. The scope for both projects include: General Project Management, Procurement, Design & Planning, Bidding & Permitting, and Construction Administration as well as Construction Close-Out & Post Construction

### ***Considerations***

- Mead Library
  - Owner's Rep Costs: \$269,365.82
- DSS Expansion & Archive
  - Owner's Rep Costs: \$315,457.71
- Reimbursable
  - Reimbursable Expenses are included in the Fee.
  - They exclude: Printing large format drawings, owner requested meals and requested trips outside of the region (including lodging, travel and meals)
- Anticipated Reimbursables (all include in Fee)

### ***Recommendation***

Staff Recommend that the Board approve the proposed task orders





## Additional Services Request

Project Name: ML - New Meal Library  
Wember Inc. Project Number: 2018.35  
Issue Date: August 9, 2023  
Purpose: On-Call Task Order

Dr. Mathew Hорт, Executive Director  
High Plains Library District  
2650 W. 29th St.  
Greeley, Co 80631  
Email: mhortt@highplains.us

Dr. Hорт,

Wember is presenting this ASR (Add-Services Request) for Owner's Representation and Project Management services regarding the above referenced project. This ASR will amend the original contract dated October 15, 2018 to add this task order.


The Contract is Changed as follows:	Professional Services	Reimbursable
The original Contract Sum was	Hourly	Cost + 10%
The net change by previously authorized Add-Service Request		
The Contract Sum prior to this Add-Service Request was		
The Contract Sum will be INCREASED by this Add-Service Request in the amount of		
<b>Total Add Service Request</b>	<b>\$</b>	<b>269,565.82</b>

Scope/Task	Description
Owner's Representation / Project Management	This ADD service Task Order includes building a new Library in Mead, Colorado. Including site infrastructure scope. See detailed Owner's Rep Scope below:
	All other terms and conditions in the original Agreement shall remain.

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

CONSULTANT:  
Wember, Inc., a Colorado Corporation  
2580 E Harmony Rd Suite 201  
Ft Collins, CO 80528

By: \_\_\_\_\_  
Dr. Mathew Hорт, Executive Director

By:  \_\_\_\_\_  
Dan W Spykstra, Senior PM

8/16/23

Date

Attachments:

Exhibit A: Scope of Services

## **EXHIBIT A** **Scope of Services**

### **General**

1. Set up and manage Project Management Online Software including shared documents, contacts and schedules.
2. Establish Owner's Representative as the central point of contact for coordinating all project activities including process for approvals, maintenance of project records, responses to inquiries from consultants, suppliers and contractors, transfer of information to decision makers, coordination of project information flow and progress reports to the Owner.
3. Be available to give monthly presentations to staff and the board of directors.
4. Provide oversight and coordination of the project from Owner's perspective to effectively balance costs, time and quality.
5. Work with the team to refine the scope of work to be within Owner's budget. Upon Owner's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. Consultant will review design with respect to compliance with agreed-upon project objectives.
6. Represent the Owner at regular project meetings and provide advice that will help facilitate economical, efficient and desirable development and construction procedures. Track project related issues, assign responsibility and track follow-through.
7. Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations and sign-offs as necessary for the design, construction and operations of the project.
8. Develop a communication plan and decision making structure
9. Develop and track a master project budget including soft costs and construction costs. Manage updates to a master budget to be tracked from start to completion of the project. Assist the Owner with monitoring, identify cost savings and design options/products.
10. Generate, monitor and update master schedule milestones for all design phases, design review, bidding activities, purchase of major equipment, lead times for fixtures and equipment, coordination of activities outside construction, and coordination of key points with Owner staff.
11. Establish a process by which all changes can be priced, submitted, reviewed and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to Owner approval. Coordinate with Owner's finance and accounting departments on related budget and financial matters.
12. Meet with fire departments, cable, power and phone companies to progress design and construction.
13. Submit to the Owner suggestions or changes that could improve the design or reduce costs.
14. Develop a communication organization chart for communication flow and decision making.
15. Maintain electronic files for Owner.
16. Review the options for project delivery methods based on program needs and recommend an approach.

## Procurement

1. Manage architectural and general contractor selection process including generating RFPs, checking references, analyzing fees, managing the interview process and attending interviews.
2. Review contracts for the architect and general contractor in conjunction with the Owner's legal representation.
3. Manage the procurement of the surveyor for a meets and bounds survey
4. Manage the procurement of the geotechnical engineering firm.
5. Manage the procurement of the material testing firm.
6. Monitor the procurement process, led by the design team, of procurement of the FF&E required for the project.
7. Assist the Owner with developing/implementing and coordinating AV/Security/technology needs of the project. Assist with the selection of consultants and vendors led by the ownership IT department or architect consultant
8. Assist the design team and owner with the procurement of FF&E.
9. Manage the receipt of W-9 and insurance documents from procured team members

## Design and Planning

1. Serve as the main Owner contact for the design team
2. Provide interpretation of plans and specifications.
3. Review existing documentation and data, manage existing data and new project data
4. Discuss project with the Owner to review the critical information gathered related to the project and analyze strategies for the project's success
5. Meet with the design team related to project progress and design decisions required
6. Work with team to establish proper project quality controls during construction phase
7. Work with team to refine scope to be within the owners budget.
8. Analyze existing site for issues related to construction implementation and logistics
9. Review the drawings and plans on behalf of the Owner. Provide comments from ownership team to design team and track to completion.
10. Work with the design team and General Contractor to assist in obtaining building permits, other governmental approvals, authorizations and sign-offs as necessary for the design and construction of the project.
11. Work with utility providers (gas, electric, internet) and design team to ensure services are delivered to the site
12. Work with design team estimator or General Contractor to track estimates and cost saving options to align with the project budget.

## Bidding and Permitting

1. Confirm that the permit process is completed prior to start of construction.
2. Coordinate and review any modifications to pricing with the Owner.
3. Review insurance and bonding requirements.
4. Review subcontractor bids and bidding process and confirm that a competitive process has been followed in obtaining bids from subcontractors, assist in the review of bids and subcontractor selection, and take necessary action such that subcontractors are properly insured.
5. Issue final approval of Guaranteed Maximum Price award.

## Construction Administration

1. Serve as the main Owner contact for the general contractor.
2. Verify the contractor has a safety plan for the construction site.
3. Work with the General Contractor on schedule and logistics plan.
4. Advise the Owner on issues including construction costs, schedule, coordination, and owner occupancy.
5. Assist with planning for the placement of construction trailers, fences, signage, staging areas, and construction traffic zones.
6. Monitor construction costs.
7. Review and monitor preliminary and final construction schedules.
8. Attend weekly construction meetings.
9. Observe construction activities. Minimum of once a week anticipated. Document weekly site observations. Monitor design team reports and follow up and close out quality related issues.
10. Monitor inspections and testing reports take place as required. Review reports to take necessary action such that deficiencies are addressed.
11. Monitor the construction phase activities of the design and engineering firm(s), including the following:
  - i. Technical review and approval of materials submittals and samples
  - ii. Resolution of technical questions that may arise during construction
  - iii. Review and opinion on change orders subject to Owner approval
12. Monitor progress of construction work to determine compliance with the drawings and specifications. Photograph construction progress. Provide observations regarding quality of workmanship, conformity to plans and specs. Address corrective measures to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor. Notify the Owner of non-conforming work with the Contract Documents and methods to resolve the issues.
13. Resolve questions asked of Owner that may arise during construction.
14. Maintain Owner's record copies and permanent project files of necessary design and construction related communications. Includes periodic construction progress photographs.
15. Report to and advise Owner on issues of construction cost, schedule and Owner-related items.
16. Review progress payment requests of contractor and provide payment recommendations to Owner.
17. Monitor design team's construction-phase performance with respect to timeliness of documentation, type and frequency of contractually agreed-to project reporting and other documentation relied upon by Owner and Owner's Representative.

## Close-Out and Post-Construction

1. Coordinate the moving of new/old/stored furnishings and equipment into the completed facility.
2. Monitor the creation of the design team punch list monitor progress and completion of corrective work identified on punch list.
3. Recommend to the Owner the approval of the issuance of the Certificate of Substantial Completion.
4. Provide recommendation to Owner regarding final acceptance of project and release of final payment to contractor(s).
5. Monitor the turnover of stock supplies of materials as specified by the contract documents.

6. Monitor the preparation of operations, maintenance manuals and as-built plans and specifications on behalf of the Owner.
7. Facilitate contractor's training of appropriate, Owner selected facilities staff members on subjects of operations and maintenance. Facilitate post-occupancy evaluation following approximately 11 months.

## Warranty Period (scope below will be invoiced hourly)

1. Assist the Owner with determining the warranty period. If an extended warranty is considered, assist the Owner with understanding the cost and value associated with extended warranties to evaluate if the Owner wants to consider for additional cost.
2. Schedule the 11 month warranty walk through with the design team if the warranty is minimum of 1 year.
3. Assist the Owner with building issues/complaints and determine necessary steps to take to address these items. Address warranty items to confirm the requirements of the warranty are met.
4. Provide status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.

## Preliminary Schedule

- Procurement - August thru September 2023
- Design – September thru July 2024
- Permitting and pricing – August 2024 – Oct 2024
- Construction – November 2024 – Oct 2025
- Closeout – Nov 2025 – December 2025

## REIMBURSABLE EXPENSES

1. Reimbursable Expenses are included in the Fee.
2. They exclude: Printing large format drawings, owner requested meals and requested trips outside of the region (including lodging, travel and meals)

Anticipated Reimbursables .....\$ In Fee

## Hourly Rates, 2024: (For reference as project is lump sum. rates increase 5% annually)

Owner's Representative – Principal	\$ 196/Hour
Owner's Representative – Senior Project Manager	\$ 159/Hour
Owner's Representative – Project Manager	\$ 140/Hour
Owner's Representative – Assistant Project Manager	\$ 90/Hour

## Clarifications:

- Fees are based on the scope of services included in this proposal

- Fees are based on schedule as outlined in scope
- Wember Inc. Fees do not include detailed cost estimating, but do include estimate review & validation, as well and change order review.
- The warranty phase will be billed hourly and the transition from monthly billing to hourly will commence at the time the final letter of substantial completion is issued to the General Contractor

### Excluded but Available Services:

- Project is not anticipated to be LEED Certified and has not been included in this fee proposal.

## Additional Services Request

**Project Name:** DSS2- District Support Services Expansion2  
**Wember Inc. Project Number:** 2018.35  
**Issue Date:** August 9, 2023  
**Purpose:** On-Call Task Order

Dr. Mathew Horts, Executive Director  
High Plains Library District  
2650 W. 29th St.  
Greeley, Co 80631  
Email: mhorts@highplains.us

Dr. Horts,

Wember is presenting this ASR (Add-Services Request) for Owner's Representation and Project Management services regarding the above referenced project. This ASR will amend the original contract dated October 15, 2018 to add this task order.


The Contract is Changed as follows:	Professional Services	Reimbursable
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The net change by previously authorized Add-Service Request was		
The Contract Sum prior to this Add-Service Request was		
The Contract Sum will be INCREASED by this Add-Service Request in the amount of		
<b>Total Add Service Request</b>	<b>\$</b>	<b>315,457.71</b>

Scope/Task	Description
Owner's Representation / Project Management	This ADD service Task Order is to add on to the existing DSS building with two additional book mobile bays, renovate the entry lobby to the building, and possibly renovate the large meeting room into offices. Also build a detached 3-story building to include a main floor district warehouse, 2nd floor library, and 3rd floor offices. See the detailed Owner's Rep scope below:
	All other terms and conditions in the original Agreement shall remain.

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Greeley, Co 80631

CONSULTANT:  
Wember, Inc., a Colorado Corporation  
2580 E Harmony Rd Suite 201  
Ft Collins, CO 80528

By: \_\_\_\_\_  
Dr. Mathew Horts, Executive Director

By:  \_\_\_\_\_  
Dan W Spykstra, Senior PM

8/16/23  
Date

Attachments:

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16. Review progress payment requests of contractor and provide payment recommendations to Owner.
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1. Coordinate the moving of new/old/stored furnishings and equipment into the completed facility.
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6. Monitor the preparation of operations, maintenance manuals and as-built plans and specifications on behalf of the Owner.
7. Facilitate contractor's training of appropriate, Owner selected facilities staff members on subjects of operations and maintenance. Facilitate post-occupancy evaluation following approximately 11 months.

## Warranty Period (scope below will be invoiced hourly)

1. Assist the Owner with determining the warranty period. If an extended warranty is considered, assist the Owner with understanding the cost and value associated with extended warranties to evaluate if the Owner wants to consider for additional cost.
2. Schedule the 11 month warranty walk through with the design team if the warranty is minimum of 1 year.
3. Assist the Owner with building issues/complaints and determine necessary steps to take to address these items. Address warranty items to confirm the requirements of the warranty are met.
4. Provide status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.

## Preliminary Schedule

- Procurement - August thru September 2023
- Design – September thru August 2024
- Permitting and pricing – September 2024 – Nov 2024
- Construction – December 2024 – December 2025
- Closeout – January 2026 – Feb 2026

## REIMBURSABLE EXPENSES

1. Reimbursable Expenses are included in the Fee.
2. They exclude: Printing large format drawings, owner requested meals and requested trips outside of the region (including lodging, travel and meals)

Anticipated Reimbursables .....\$ In Fee

## Hourly Rates, 2024: (For reference as project is lump sum. rates increase 5% annually)

Owner's Representative – Principal	\$ 196/Hour
Owner's Representative – Senior Project Manager	\$ 159/Hour
Owner's Representative – Project Manager	\$ 140/Hour
Owner's Representative – Assistant Project Manager	\$ 90/Hour

## Clarifications:

- Fees are based on the scope of services included in this proposal

- Fees are based on schedule as outlined in scope
- Wember Inc. Fees do not include detailed cost estimating, but do include estimate review & validation, as well and change order review.
- The warranty phase will be billed hourly and the transition from monthly billing to hourly will commence at the time the final letter of substantial completion is issued to the General Contractor

### Excluded but Available Services:

- Project is not anticipated to be LEED Certified and has not been included in this fee proposal.

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: August 21 <sup>st</sup> , 2023
Type of item: Action
Subject: Mead final plat proposal
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff recommend the Board approve the reimbursement of 50% of the Mead final plat proposal to be paid to Mountain View Fire District

### ***Background***

The development of the overall site for the Mead Library is being jointly developed by the High Plains Library District and the Mountain View Fire District. The two parties entered into a development agreement on July 17<sup>th</sup>, 2023. The agreement stipulates that the Fire District will take lead on project and HPLD will reimburse the Fire District. Costs will be shared 50/50. The agreement does not identify specific costs for the project; these will be handled through amendments.

### ***Considerations***

- The proposed Mead final plat has been prepared
- The total cost for the plat is \$125,000
- HPLD cost will be \$62,5000

### ***Recommendation***

Staff recommend the Board approve the reimbursement of 50% of the Mead final plat proposal to be paid to Mountain View Fire District



July 12, 2023

Mountain View Fire Protection District  
Attention: Fire Chief  
3561 N. Stagecoach Rd.  
Longmont, CO 80504



**Re: Mead Municipal Facilities Master Site Plan – Final Plat (the “Project”)  
Proposal to Provide Civil Engineering and Landscape Architecture Services (the “Proposal”)  
(SSD Proposal #2307)**

Dear Fire Chief,

It is my pleasure to present you with this proposal for Surveying, Civil Engineering and Landscape Architecture Services necessary to assist with the final platting stage of the Mead Municipal Facilities Master Plan. Using information developed through the Master Planning effort, our team will complete all items necessary to sub-divide and permit construction of the overall infrastructure required to sub-divide the overall parcel into smaller lots. with a Master Planning approximately 32.7 acres of property in Mead known as Tract B of the Liberty Ranch Subdivision.

Our scope and fee is based upon the work completed as part of Mead Community Development Department’s April 15<sup>th</sup> RFP for the “Municipal Facilities Master Site Plan”. This Final Platting phase of the project will include the scope of work outlined in the Town of Mead’s Final Plat Technical Criteria Form.

Please note that upon acceptance, this Proposal and all attachments shall be considered a binding agreement herein referred to as “the Agreement” between Strategic Site Designs, LLC (SSD) and \_\_\_\_\_, hereafter referred to as “the Client” and shall only be amended through mutually agreed upon “Additional Service Agreements”.

### **SCOPE OF SERVICES AND REVENUE**

Based on the Final Plat Technical Criteria Form, our team will be responsible for three main components of the permitting and entitlement effort which include 1) a Final Subdivision and Address Plat, and 2) Construction Documents for overall infrastructure.

#### **1. Task 1 – Final Subdivision Plat**

**Task Defined:** Using the established Lots and ROW’s completed during the Master Planning Effort overlaid on the ALTA Survey completed under separate contract, generate a final subdivision and address plat for the 32.7 acres.

**Scope and Deliverables:** Once the ALTA is complete, SSD’s survey team will coordinate with our engineering team to establish the parcels and right of ways developed during the Master Planning Phase of the Project. The subdivision plat will align with the Town of Mead’s Standards and Colorado state survey statutes.

#### **The Final Subdivision Plat will include the following at a minimum:**

The final plat shall be twenty-four (24) inches high by thirty-six (36) inches wide and shall provide the following information:

- *Title of project.*
- *North arrow, scale (not greater than 1"=100') and date of preparation.*
- *Vicinity map.*
- *Legal description.*
- *Basis for establishing bearing.*
- *Names and addresses of owners, applicant, designers, engineers and surveyors.*
- *Total acreage of subdivision, total number of lots and total acreage by land use in a separate box on the first or second page of the set.*
- *Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements.*

**Strategic Site Designs, LLC**  
88 Inverness Circle, Suite E-101  
Englewood, CO 80112  
(720) 206-6931

- *Lot and block numbers, numbered in consecutive order, and square footage of each lot or tract.*
- *Excepted parcels from inclusion noted as "not included in this subdivision" and the boundary completely indicated by bearings and distances.*
- *Existing and proposed rights-of-way in and adjacent to subject property (labeled and dimensioned).*
- *Existing and proposed street names for all streets on and adjacent to the property.*
- *Existing and proposed easements and their type in and adjacent to subject property (labeled and dimensioned).*
- *Location and description of monuments.*
- *Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, please state this on the plat).*
- *Signature block for registered land surveyor certifying to accuracy of boundary survey and plat.*
- *Signature block for certification of approval by the Board of Trustees with a signature for the Mayor and Town Clerk.*
- *Signature blocks for utility providers.*
- *Certification of ownership.*
- *Dedication of streets, rights-of-way, easements and public sites to the Town of Mead.*
- *The Final Plat Map shall contain on its face the following certificates. Text is to be 10 pt. (0.13888") AutoCAD™ Roman Simplex, Helvetica, Arial or similar "san serif" type. Add signature lines to the Certificate of Ownership and spaces in the Notary Certificate as necessary for multiple owners. Add additional Notary Certificates as necessary for out-of-town signatories. Remove "extra" titles and signature lines in the Certificate of Ownership and spaces in the Notary Certificate as appropriate. The certificates are to be placed in columns not more than 6 ½" in width. If multiple columns are required, separate the columns by 1". Legal descriptions are to contain a blank line separating each clause in the description.*

In addition to the Final Subdivision Plat, our team will also prepare the accompanying address plat. The Address Plat will include the Project Title, a north arrow, scale, date of preparation, vicinity map, lot and block numbers, right of way and street names, and the property boundary.

It is assumed that any existing easement to be vacated or proposed easements to be dedicated will be addressed with the Final Subdivision Plat and no separate documentation such as legal descriptions and exhibits will be required.

**Performance Period:** SSD's performance period will align to the overall Project Schedule as needed.

**Revenue:** The requested revenue to complete the scope of work outlined above shall be a lump sum of **\$33,500.00** and will be invoiced monthly based on the estimated percent complete.

## **2. Task 2 – Construction Drawings**

**Task Defined:** Prepare Civil Construction Documents and Supporting Documents to support the application for the Final Plat.

**Scope and Deliverables:** Based on the scope of the project, we anticipate preparation of the following documents to support the final plat for the overall development:

1. Cover Sheet and General Notes
2. Grading, Erosion and Sediment Control Plans
3. Phasing Plans
4. Roadway Plan and Profiles
5. Intersection Details
6. Storm Drain Plan and Profiles
7. Sanitary Sewer and Waterline Plan and Profiles
8. Standard Details



### 9. Stormwater Management Plans

In addition to the Construction Drawings, our team will prepare a Phase III Drainage Report which evaluates all proposed storm infrastructure as well as water quality and detention requirements for the overall development. Our report will evaluate the site as if it's being completely developed so detention and water quality requirements for the individual parcels will be addressed via a regional approach.

Based on the existing water and sewer system variables (i.e. water pressure and fire flow availability), SSD will prepare a Utility Report to address water and sewer system demand, pressure, and fire flow availability throughout the subdivision.

**Performance Period:** SSD's performance period will align to the overall Project Schedule as needed.

**Revenue:** The requested revenue to complete the scope of work outlined above shall be a lump sum of **\$68,000.00** and will be invoiced monthly based on the estimated percent complete.

### 3. **Task 3 – Traffic Study**

**Task Defined:** Should the Town of Mead deem it a necessary permitting requirement, SSD will advise the client as soon as possible. With client approval, SSD will initiate this task and, through its partner Traffic Engineer, furnish the necessary analysis and documents.

**Scope and Deliverables:** In accordance with any criteria set forth by the jurisdiction for which the traffic study is required, SSD will facilitate the proposed development's traffic impact analysis and the development of a report for submittal with the corresponding permitting applications.

Per this agreement SSD will provide the following Traffic Impact Study documents if they are required:

- Traffic Impact Study certified by Registered Professional Engineer

**Performance Period:** SSD's performance period will align to the overall Project Schedule as needed.

**Revenue:** The requested revenue to complete the scope of work outlined above shall be a lump sum of **\$11,500.00** and will be invoiced monthly based on the estimated percent complete.

### 4. **Task 4 – Landscape and Irrigation Plans**

**Task Defined:** Working with one of our landscape partners, SSD shall prepare and develop permitting application documents, including Landscape and Irrigation plans and details for processing through the Town of Mead engineering review process.

**Scope and Deliverables:** In accordance with any criteria set forth by the client and City Development Code, SSD will facilitate the creation of irrigation and landscape designs and coordinate the development of plan documents required for submittal for Irrigation and Lawn permitting application.

Per this agreement SSD will provide the following documents:

- Landscape Plans
- Irrigation Plans

**Performance Period:** SSD's performance period will align to the overall Project Schedule as needed.

**Revenue:** The requested revenue to complete the scope of work outlined above shall be a lump sum of **\$12,000.00** and will be invoiced monthly based on the estimated percent complete.

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Table A below summarizes the revenue outlined herein.

**Table A – Revenue Summary**

<b>Task</b>	<b>Description</b>	<b>Total Lump Sum Revenue</b>
1	Final Plat	\$33,500.00
2	Construction Drawings	\$68,000.00
3	Traffic Study	\$11,500.00
4	Landscape and Irrigation Plans	\$12,000.00
<b>TOTAL REVENUE</b>		<b>\$125,000.00</b>
<b>ESTIMATED BUDGET FOR NON-PERMIT REIMBURSEABLES</b>		<b>\$2,000.00</b>

**Table B – SSD 2022 Hourly Rates**

Principal	\$250.00
Project Manager	\$180.00
Senior Civil Engineer	\$150.00
Mid-Level Civil Engineer	\$140.00
Junior Civil Engineer	\$130.00
Senior Civil Designer	\$160.00
Landscape Architect	\$150.00
Project Surveyor	\$150.00
Survey Field Crew	\$1,500.00 (Daily)

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### **REIMBURSABLE EXPENSES**

Reimbursable expenses shall include actual expenditures made by Strategic Site Designs, LLC in the interest of the Project and will be invoiced at the actual cost to Strategic Site Designs, LLC plus fifteen percent (15%) for handling and indirect costs. Reimbursable expenses shall include but not be limited to costs of the following:

- Mailing, shipping, and outsource delivery (i.e. UPS, Quicksilver, etc.) costs.
- Construction Drawing Prints required for Submittals, Contractors, etc.
- Fire Hydrant Flow Test (if required)

### **CLIENT RESPONSIBILITIES**

The Client shall be responsible for obtaining permission for Strategic Site Designs, LLC, its employees, agents and subcontractors to enter onto the subject property and any properties in the vicinity as reasonably necessary for Strategic Site Designs, LLC to perform the services described herein. By authorizing Strategic Site Designs, LLC to proceed, the Client warrants and represents that it has obtained such permission. The Client shall provide the following items to assist in our processing of the application at no cost:

- Review and Permitting Fees

### **ADDITIONAL TERMS AND CONDITIONS**

The scope and fees provided herein are based upon our understanding of the Project goals. Should unforeseen issues arise, or the City request additional services during the performance period of the Project, our team will notify \_\_\_\_\_ immediately and provide the anticipated fee amendments to complete the altered scope of work.

At the back of this proposal, you will find a copy of Strategic Site Design, LLC's Standard Terms and Conditions which are hereby incorporated and binding. We encourage you to read each section carefully and notify us immediately of any issues/concerns so we may assist in their resolution prior to final acceptance of this proposal.

If the stated scope, fee, terms and conditions are acceptable, please execute and return one (1) copy to the address listed at the bottom of Page 1 or via email to CPerdue@strategicsitedesigns.com.

We thank you for the opportunity and look forward to working with your design team if selected. Should you have any questions or require additional information, please don't hesitate to contact me directly.

Sincerely,  
**Strategic Site Designs, LLC**



**Christopher L. Perdue, P.E., M.B.A.**  
Owner

CP

Attachments: Terms and Conditions

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\_\_\_\_\_ hereby accepts all terms and conditions of this Proposal which includes the Standard Terms and Conditions.

By: \_\_\_\_\_  
(Signature)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES**

### **STANDARD OF PERFORMANCE**

The standard of care for all professional engineering, consulting and related services performed or furnished by Strategic Site Designs, LLC (hereafter referred to as "SSD") under this Agreement will be the care and skill ordinarily used by members of SSD's profession practicing under the same or similar circumstances at the same time and in the same locality. SSD makes no warranties, expressed or implied, under this Agreement or otherwise, in conjunction with SSD's services.

### **INSURANCE**

SSD agrees to procure and maintain, at its expense Worker's compensation insurance as required by Statute; Automobile Liability insurance; Commercial General Liability insurance; and, Professional Liability Insurance for claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which SSD is legally liable. Upon request, CLIENT shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the CLIENT for the claims covered by SSD's insurance, subject to the limitation of liability contained in that Section as it appears within these terms and conditions.

### **OPINONS OF PROBABLE COST (COST ESTIMATES)**

Any opinions of probable project cost or probable construction cost provided by SSD are made on the basis of information available to SSD and on the basis of SSD's experience and qualifications and represents its judgment as an experienced and qualified professional engineer. However, since SSD has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' means and methods of determining prices, or over competitive bidding or market conditions, SSD does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost(s) SSD prepares.

### **CONSTRUCTION PROCEDURES**

SSD's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing the work in accordance with applicable contract documents. SSD shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions contained with the work and shall not manage, supervise, control or have charge of construction. Further, SSD shall not be responsible for the acts or omissions of the contractor or other parties on the project.

### **CONTROLLING LAW**

This Agreement is to be governed by the law of the state where SSD's services are performed.

### **SERVICES AND INFORMATION**

CLIENT will provide all criteria and information pertaining to CLIENT's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. CLIENT will also provide copies of any CLIENT-furnished Standard Details, Standard Specifications, or

Standard Bidding Documents which are to be incorporated into the project.

CLIENT will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by SSD. The CLIENT agrees to bear full responsibility for the technical accuracy and content of CLIENT-furnished documents and services. When required, SSD will sub-contract these services with local qualified professionals whom will be fully responsible for the accuracy of their work product.

In performing professional engineering and related services hereunder, it is understood by CLIENT that SSD is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the CLIENT's sole responsibility to obtain the advices of an attorney, insurance counselor or accountant to protect the CLIENT's legal and financial interests. To that end, the CLIENT agrees that CLIENT or the CLIENT's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by SSD, and will obtain the advice of an attorney, insurance counselor or other consultant as the CLIENT deems necessary to protect the CLIENT's interests before CLIENT takes action or forebears to take action based upon or relying upon the services provided by SSD.

### **SUCCESSORS AND ASSIGNS**

CLIENT and SSD, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither CLIENT nor SSD will assign, sublet or transfer any interest in this Agreement without the written consent of the other.

### **RE-USE OF DOCUMENTS**

CLIENT or SSD may terminate the Agreement, in whole or in part, by giving seven (7) days written notice, if the other party substantially fails to fulfill its obligations under the Agreement through no fault of the terminating party. Where the method of payment is "lump sum", or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs SSD incurs as a result of commitments that had become firm before termination, and for reasonable profit for services performed.

### **SEVERABILITY**

If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term of condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

### **INVOICES**

SSD will submit monthly or more frequent as appropriate invoices for services rendered and CLIENT will make prompt payments upon receipt in response to SSD's invoices. Labor expense will be charged in accordance with proposed rates and terms. Material and subcontractor expenses will be marked up 15% to cover administrative and insurance costs.

CLIENT shall make prompt payment to SSD regardless of any other agreements or arrangements with Owner. SSD's compensation shall not be tied to CLIENT's receipt of payment by the Owner unless mutually agreed upon by CLIENT and SSD.



SSD will retain receipts for reimbursable expenses in general accordance with the Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by CLIENT's auditors upon request.

If CLIENT disputes any items in SSD's invoice for any reason, including the lack of supporting documentation, CLIENT may temporarily delete the disputed item and pay the remaining amount of the invoice. CLIENT will promptly notify SSD of the dispute and request clarification and/or correction. After any dispute has been settled, SSD will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

CLIENT recognizes that late payment of invoices results in extra expenses for SSD. SSD retains the right to assess CLIENT interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within forty-five (45) days from the date of the invoice. In the event undisputed portions of SSD's invoices are not paid when due, SSD also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

### **CHANGES**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by SSD are estimates to perform the services required to complete the project as SSD understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. SSD will inform CLIENT of such situations so that changes in scope and adjustments to time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for the performance of the services, and equitable adjustment shall be made, and the Agreement modified accordingly.

### **CONTROLLING AGREEMENT**

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

### **HAZARDOUS MATERIALS**

CLIENT represents to SSD that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, CLIENT represents that to the best of its knowledge it has disclosed to SSD the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. In the event SSD or any other party encounters undisclosed hazardous materials, SSD shall have the obligation to notify CLIENT and, to the extent required by law or regulation, the appropriate government officials, and SSD may, at its option and without liability for consequential or any other damages to CLIENT, suspend performance of services on that portion of the project affected by hazardous materials until

CLIENT: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. CLIENT acknowledges that SSD is performing professional services for CLIENT and that SSD is not and shall not be required to become and "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with SSD's services under this Agreement. If SSD's services hereunder cannot be performed because of the existence of hazardous materials, SSD shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless SSD, its officers, directors, partners, employees, and sub consultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, CLIENTs, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that

(i) any such cost, loss or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate CLIENT to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

### **EXECUTION**

This Agreement, including the exhibits and schedules made a part thereof, constitute the entire Agreement between SSD and CLIENT, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

### **LIMITATION OF LIABILITY**

SSD's total liability to CLIENT for any loss or damage, including but not limited to special and consequential damages arising out of or in conjunction with the performance of services or any other cause, including SSD's professional negligent acts, errors, or omissions, shall not exceed if applicable SSD's compensation for reports or opinions, or otherwise the lessor of \$50,000 or the total compensation received by SSD hereunder, except as otherwise provided under this Agreement, and CLIENT hereby releases and holds harmless SSD from any liability above such amount.

### **PERFORMANCE PERIODS**

Although SSD will make its best efforts to complete the scope(s) of work within the estimated performance period(s) for this project, the anticipated performance period(s) is not guaranteed nor a material term of this Agreement and is provided as a guide only based upon work of similar nature. The actual performance period(s) may vary, possibly significantly from the estimated performance period(s), which may be affected by a number of variables. SSD shall promptly inform the CLIENT of any revisions to the estimated performance period(s) based upon the progress of the work involved. Timeframe of approval by the Authority Having Jurisdiction receiving our plans can vary and SSD shall not be held liable for schedule impacts resulting from Jurisdictional Review timeframes exceeding those published at the time this Agreement was executed.







## **BOARD OF TRUSTEES**

### **DRAFT - Regular Session Agenda**

**Monday, September 18, 2023**

**5:00 p.m.**

**Fort Lupton Public Library**

**370 S. Rollie Avenue, Fort Lupton, CO 80621**

**This is also streamed virtually by GoToMeeting and 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](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. August 21, 2023 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

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

- 2.1 Report on Pride Events Across the Community (Information) – Andromeda D’Angelo Stanfield, HPLD Events & Experiences Librarian
- 2.2 Building a Better Organization (BBO) Update (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.3 Strategic Plan Update (Information) - Dr. Matthew Hортt, HPLD Executive Director, and Elena Rosenfeld, Community Engagement Strategies Manager
- 2.4 Construction Projects Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director
  - a. October 9, 2023 RS
- 3.2 District Updates – Dr. Matthew Hорт, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

October 9, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Ave, Greeley, CO 80631



### Associate Director of Public Services

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

- Initial OAC meeting for Centennial Park Refresh
- Baldrige interviews for Operations and Final Review
- Meeting with Kersey staff as we transition all MOVE and branch staff to be under the Public Services umbrella.
- Responding to emojis and setting new guidelines for them
- Continued work on Person in Charge training.

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

- Weekly OAC meetings for Centennial Park Refresh
- Meeting with MOVE to delineate future direction and vision

### Carbon Valley Operations

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

- New HPLD Friends and Foundation volunteers, Ann and Tiffany, have been busy helping to maintain the Nature Trail and Storywalk.
- Sixty patrons enjoyed Storytime with a Police Officer on July 28th, with the Firestone Police Department.
- Summer Reading Adventure has been popular. As of July 31, 1,353 people registered and 587 people have completed the program.

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

- Carbon Valley Regional Library is hosting the High Plains Chautauqua program, "The Life of Robert Ripley-Believe It or Not!", on August 2, 2023.
- A full-time Career and Workforce Development Librarian position will be posted.

### Erie Branch Operations

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

- Our community rocks program attracted 20 kids to paint and decorate rocks with inspirational messages to leave in the community.
- We hosted BackStory Theater for a live, interactive presentation of "The Three Little Pigs" with 30 in attendance. No houses were blown down in the presenting of this story.

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

- Astronaut Rick Hieb will be speaking about his time with NASA as an engineer, mission controller, and astronaut on August 2nd.
- Our popular Colorado History series returns August 24th with a talk about the history of railroads in our state.

### Kersey Branch Operations

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

- Held a Track and Field program.
- Started the snack club which had 30+ people participating in trying out popular snacks from Mexico.

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

- Starting the monthly Loteria Program.
- The Summer Food Program is also wrapping up on August 3rd but we will continue to provide healthy snacks from the food bank such as carrots and ranch, milks, PBJs, Goldfish, etc.
- Starting a true crime book club.

### **LINC Operations**

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

- LINC partnered with Greeley-Evans School District 6 Nutrition Services to offer free meals to children 18 years of age or younger through the Summer Food Service Program (SFSP). LINC distributed 246 lunches in the month of July and 512 lunches during the entire summer.
- HPLD Friends and Foundation hosted the First Annual Friends Event on Saturday, July 22. Participants joined Innovation Technician Christina Andrews in making I Love My Library Coasters.
- The Greeley Chamber of Commerce Business After Hours in the LINC Event Space occurred on Thursday, July 27 with more than 100 people in attendance.
- LINC hosted the CAL Makerspace Group Quarterly Meeting on Friday, July 28. It will include a tour of LINC and a discussion among Makers from all over Colorado.

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

- LINC will host the Greeley-Evans School District 6 Intern Celebration on Tuesday, August 1. Students will get to enjoy the recording studio and explore the library using a Discover LINC BINGO card.
- The National American Historical Society of Germans from Russia Conference is being held at Double-Tree Hotel August 3 to August 5. Attendees will be invited to come to visit HPLD's stellar Germans from Russia. The organization is co-hosting (along with LINC Staff) the Children's program Camels, Bones and Music – Oh My! on August 5.

### **Riverside Operational Work**

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

- Provided 30 + Evans Day camp kids library service every Tuesday throughout the summer.
- Wrapping up SRA program.
- Seeing an increase of 32% in gate count from March.

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

- Wrap up SRA.
- Storytime break in August so staff can work on organizing work areas.
- Work on back-to-school programming for families.

### **Collections Operational Work**

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

- Submitted magazine renewals for branches and member libraries.

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

- Receive materials for Fort Lupton school location opening day collection.
- Begin collecting input for updates to collection maintenance procedures.

### **CRM Operational Work**

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

- Summer Reading promotion
- LINC Maker Promotion
- Viewpoint (Dennis Quaid company) video shoot
- Email signature standardizing

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

- Yesfest promotion planning
- LINC districtwide promotion
- Chautauqua promotion

### **Facilities Operational Work**

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

- Completed work orders for all locations.
- Assisted with LINC opening repairs and warranty repairs.
- Completed backflow inspections including reporting.
- Maintained landscaping as well as upgrades.
- Continued cleaning all locations including carpet and window cleanings.
- Completed 2024 Facilities budget including Capital Improvement projects.
- Assisted Branch Managers with Capital expense project forecasting and budgeting including Security Patrol services for 2024.
- Vandalism and homeless patron clean ups.
- Worked on HVAC preventative maintenance all locations including HVAC equipment replacement program, equipment replacements and RFP's.
- Attended Centennial Park construction meetings, Managers meetings, Associate Director change meeting, Budget meetings and Safety meetings, Facilities, Custodial staff meetings and City and subcontractor meetings.
- Assisted Buyers Reps and construction Superintendents with all facilities related items and questions.
- Completed roof maintenance all locations.
- Completed MOVE vehicle maintenance, inspections, reporting including cleaning.
- Worked with Police to remove homeless encampments from Lincoln Park including installation of security fence.

- Worked with managers for removals and deliveries of left over furniture equipment from Lincoln Park.
- Moved stored metal shelving from Carbon Valley to Conex at DSS.
- Completed Carbon Valley Nature Trail activities area including installation of fence and storage shed.
- Completed parking lot maintenance at several locations.
- Assisted Realtors with cleaning, signage, listing and showings of property for sale and completed storm insurance claim all locations.
- Changed codes on entry doors, security alarms at 3 locations and rekeyed 2 buildings following employee changes.
- Assisted IT department with work assistance requests.
- Generator maintenance and repairs.

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

- Complete work order requests for all locations.
- Cleaning at all locations.
- MOVE vehicle maintenance, inspections and reporting including office furniture moves and set ups at DSS.
- Facilities, Custodian, Excellence Coordinator and construction start up weekly meetings.
- Capital expense budgeting for 2024 all locations.
- Work with City of Greeley to possibly add non potable irrigation water to Centennial Park library.
- Continue with HVAC PM's and equipment replacements as needed.
- Post open positions as well as prep for employees planning to retire in 2023.
- Maintenance of landscaping all locations.

### **Finance Operational Work**

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

- Continued work on 2024 budget.
- CPE - continuing professional education.
- Participate in GFOA WPFN mentoring program.
- HPLDF&F finance committee meeting
- HPLDF&F board meeting
- Information for Niamh for innovation luncheon
- Baldridge Foothills level interview prep and interviews

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

- Continued work on 2024 budget.
- CPE - continuing professional education.
- Participate in GFOA WPFN mentoring program.
- Hosting Colorado library finance officers meeting at LINC September 15

## Friends & Foundation Operational Work

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

- Colorado State Grants to Libraries reporting and preparation for 2023-2024 cycle.
- Afternoon with Friends 7/22 appreciation event for Friends, 180 Friends invited, 36 RSVP'd yes, 16 attended.
- Preparations for Q3 Friends & Foundation Board Meeting
- Weld Trust grant reporting
- Staff requests and department budget work
- Began solicitations for Innovation Luncheon 10/17

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

- Q3 HPLD F&F Board of Directors meeting on 8/7
- End of year fundraising planning
- Ongoing solicitations and preparation for Innovation Luncheon 10/17
- Annual Request for Funding Support form closes 8/21

## Human Resources Operational Work

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

- Total Employees- 287\*
- Open Positions - 11
- Job Applications Received - 157
- New Hires - 1
- Resignations - 5
- Training Requests - 21

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

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

- Employee handbook review
- Budget submissions

## Community Engagement & Strategies Operational Work

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

- Strategic Priorities: A total of 116 ideas were put forward for consideration in setting priorities for 2024. The concepts were grouped together by theme – such as operational improvements, programming, social issues, etc. The ideas are being considered and prioritized. The next step is adding identified actions into the budgeting process.
- Pursuit of Baldrige: The Baldrige interviews to determine whether we have moved forward in the process was completed this month.
- Colorado Association of Libraries: The Legislative Committee is beginning the process of reviewing the Colorado Library Law (C.R.S. §24-90-101 through 119) to determine whether there is sufficient reason to pursue amending the law.

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

- Budgeting Process: August will be focused on the budgeting process.
- New Mexico Library Association Presentation: We should have notification whether the proposed presentation on collaboration has been accepted for the NMLA Conference in October.
- Saint Vrain Valley School District IDs as Limited HPLD Library Cards: This strategic item, which focused on whether the service could be offered, will be closed as a viable solution has been identified. A new strategic item, focused on determining whether the service is one that we should expand will take its place. Areas of measurement will likely focus on identifying the necessary amounts of active partnership between the agencies and the levels of student use of the service to justify the costs associated with the service.

## **SERVICES**

### **Service – Materials Sharing**

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

- Susan emailed the Capira implementation team (new mobile app) with questions.
- We decided to delay publicity to the public until the first full week of September to see if some issues can be resolved and also give more time for staff training.
- Continued to work on summary document for staff of "Things to know about HPLD2GO".

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

- Refining the new mobile app

### **Service – Personalized Services**

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

- EC Meeting canceled in prep for BBO interviews with administrative staff
- TIC mtg
  - Discussion about dropping the tech instruction focus and just covering instruction. BALs and classes can cover more than just tech instruction.
  - Looking at class titles and create easier to understand examples.
    - Example: Tech Café - More descriptive titles needed so patron understand concept
  - Working on the BAL Campaign and form redesign.
  - Add tours to the BAL spreadsheet.

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

- EC meeting.