



## **BOARD OF TRUSTEES**

### **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.

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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. 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 Reconsideration Request Wrap-up (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.2 Building a Better Organization (BBO) Update (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.3 Strategic Plan Update (Information) - Dr. Matthew Horts, HPLD Executive Director, and Elena Rosenfeld, Community Engagement Strategies Manager
- 2.4 Wember Task Order Approval for Hudson Public Library New Location Project (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.5 Programming Policy Revision (Action) – Dr. Matthew Horts, HPLD Executive Director, and Bill Garcia, Legal Counsel

### **3.0 DIRECTORS REPORT**

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

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

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



**BOARD OF TRUSTEES**  
**Regular Session and Executive Session Minutes**  
**Monday, August 21, 2023**  
**5:00 p.m.**  
**LINC Library Innovation Center**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**1.0 OPENING OF MEETING AT 5:15PM**

**1.1 Roll Call and Pledge of Allegiance**

All were Present unless noted:

Chair Ken Poncelow was excused  
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, Marjorie Elwood, Natalie Wertz, Michelle White

Guests: Tony Brewer; Nick Berryman; A. K. Peterson; and Emma Pena-McCleave, Juanita Martinez Rocha, and Yvette Flores from the Mexican American History Project

Vice-Chair Heberlee read the following statement into record:

*High Plains Library District is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the High Plains Library District with the highest level of integrity, truth, and honor, avoiding any impropriety or the appearance of impropriety.*

**1.2 Approval of Agenda**

**MOTION** to approve the agenda: Trustee Gerri Holton

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

- 1.3 Approval of Consent Agenda
- a. July 17, 2023 Regular and Executive Sessions Meeting Minutes
  - b. August 1, 2023 Special and Executive Sessions Meeting Minutes
- MOTION** to approve the consent agenda: Trustee Jana Caldwell  
**SECOND:** Trustee Nick Nakamura  
**DISCUSSION:** None  
**VOTE:** 5:0

- 1.4 The Good We Do
- Emma Pena-McCleave and Juanita Martinez Rocha, committee members of *The Mexican American History Project*, presented a framed certificate of appreciation to HPLD for providing space for both their meetings and the videotaping of oral histories of Mexican Americans. This is a three-year project recording the history and accomplishments of Mexican Americans in Greeley. The stories of forty-four people were captured digitally, and the result will be a book that will come out in September 2024.

- 1.5 Public Comment
- No public comment

## 2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Reconsideration Request Follow-up (Action) – Dr. Matthew Hорт, HPLD Executive Director
- The discussion on *Bye Bye, Binary*, a children’s board book, continued from last month. Dr. Hорт presented to the Board the following options for the book’s location: (1) keep the material where it is; (2) move it to the Juvenile Non-Fiction collection, which is for four or five years old to pre-teen, in the gender studies section; (3) move it to Adult Non-Fiction in gender studies; or (4) create a *Challenged Materials* section. In the fourth option, if a book were challenged, the District’s procedure would change from the book going through the review process to it automatically being moved to the *Challenged* collection.

During discussion, Trustees expressed the advantages of keeping the book where it is, moving it to the Juvenile section, and automatically moving it to a Challenged section.

**MOTION** to accept the recommendation made by staff to leave the book as is: Trustee Gerri Holton  
**SECOND:** Trustee Jana Caldwell  
**DISCUSSION:** None  
**VOTE:** 3:3  
The motion did not pass.

Trustee Nick Nakamura said it’s important to look at the second option, because the wording is appropriate for the Juvenile section and he could not see any negatives in putting the material there.

**MOTION** to move the request back to the reconsideration committee: Trustee Gerri Holton  
**SECOND:**  
The motion was not completed.

**MOVE** to relocate the book to the Juvenile Non-Fiction section: Secretary/Treasurer Joyce Smock

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** None

**VOTE:** 3:3

The motion did not pass.

**MOVE** to table the discussion to the next meeting: Trustee Nick Nakamura

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

2.2 Reconsideration Subcommittee Assignment (Action) - Dr. Matthew Horts, HPLD Executive Director

Staff has asked that the Board assign a regular Reconsideration Committee of two Trustees, rather than keep it ad hoc.

**MOTION** to establish a permanent Reconsideration Committee: Trustee Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** 5:0

Trustees Nick Nakamura and Gerri Holton volunteered to serve on the Reconsideration Subcommittee.

**MOTION** to appoint Trustees Nick Nakamura and Gerri Holton to the Reconsideration Subcommittee: Trustee Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** 5:0

2.3 Dacono inclusion into the District (Action) - Dr. Matthew Horts, HPLD Executive Director

a. MOU between Dacono and the District

b. Resolution 23-2 to include Dacono in the District

In July, Dr. Horts was approached by City of Dacono representatives because there is interest in their community to become a part of the library district. Staff from HPLD and the City of Dacono created an MOU regarding services if voters adopt the District's Mil Levy. The city approved the MOU and the District's Legal Counsel has reviewed it. If the HPLD Board approves it and a Resolution approving the inclusion of the City into the District, the topic will be added to the ballot for the November 7<sup>th</sup>, 2023 election. If approved by voters, a more detailed MOU will then be negotiated.

**MOTION** to approve and sign the MOU with the City of Dacono and approve Resolution 23-2: Secretary/Treasurer Joyce Smock

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** None

**VOTE:** 5:0

2.4 Wember Task Orders (Action) - Dr. Matthew Horts, HPLD Executive Director

- a. Mead Library
- b. DSS expansion and archive

Wember Inc is serving as HPLD's Owner's Rep for the Mead Library and DSS Expansion & Archive projects through their on-call contract, and both projects should now transition to formal active projects. Therefore, Wember has submitted task orders. In each case, their Scope of Services include General Project Management, Procurement, Design & Planning, Bidding & Permitting, and Construction Administration with Construction Close-Out & Post Construction. The Owners Rep costs for Mead come to \$269,365.82 and the DSS Expansion costs are \$315,457.71.

The Board discussed the owner rep fees versus the total budget.

**MOTION** to approve the proposed task order for Mead and direct the Director to sign the task orders: Trustee Nick Nakamura

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 5:0

**MOTION** to approve the proposed task order for the DSS Expansion and direct the Director to sign the task orders: Trustee Jana Caldwell

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

2.5 Mead final plat proposal (Action) – Dr. Matthew Horts, HPLD Executive Director

The Town of Mead will sell land to both HPLD and their local fire district. HPLD and Mountain View Fire District will cover the costs of developing the land and have composed a development agreement that spells out that they will split costs 50/50. The first expense is to get a final plat, which will cost each district \$62,500. Dr. Horts conferred with Legal Counsel, who gave approval to ask the Board to approve of the District sharing the costs 50/50.

In the end, the District would own three acres of land.

**MOTION** to move forward with the Mead survey and final plat: Secretary/Treasurer Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** 5:0

3.0 DIRECTORS REPORT

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

- a. September 18, 2023 RS

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

The new Fort Lupton Library will open on September 1<sup>st</sup> and there will be a ribbon cutting that evening. They will hold a grand opening celebration on September 9<sup>th</sup>.

YesFest!, HPLD's Engineering Festival, will be held at LINC on September 16th. Temple Grandin will speak and there will be a variety of activities.

All Staff Day will be held on October 6th at LINC. All Staff and Board Trustees are invited.

At this point, the District has received three applications for the Board Trustee At Large position and one Region 3 application.

#### **4.0 BOARD COMMENTS**

- 4.1 Vice-Chair Mary Heberlee is pleased with the expansions into the District: namely Kersey, Grover, Mead, etc.
- 4.2 Secretary/Treasurer Joyce Smock reported that the Briggsdale Library will have to replace their heating system. She thanked HPLD for all they do to help the library.  
Dr. Hortt added that the District will be a sponsor of the Briggsdale Library craft show: a fundraising event for the library.
- 4.3 Other Board Members  
Jana Caldwell said that NPR had a recent article about where people go for help, and libraries were right at the top. The Greeley Tribune also had a recent article about the Briggsdale library and their HPLD computer center, and Matt Hortt was quoted in the article.

Teresa Curtis got an email from Niamh Mercer, and they invited the Board to be part of All-Staff Day. She's excited to join that.

Gerri Holton reported that there have been many great articles about the importance of libraries, and there was another one in the Ft Lupton newspaper. She thanked the HPLD staff and Board, and said, "The job is important!"

Nick Nakamura recognized Alyssa in LINC's Makerspace for her help in that area.

#### **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

***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 – Pursuant to section C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney. - Programming Policy – Pursuant to section C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney. - Network Security*

An executive session of the Board of Trustees of the High Plains Library District convened at 6:44p.m. on August 21, 2023 for the sole purpose of discussing the topics listed above as authorized by C.R.S. § 24-6-402(4). Trustees Mary Heberlee, Joyce Smock, Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel Bill Garcia; HPLD's Dr. Matthew Hortt and Natalie Wertz; and Nick Berryman were in attendance.

During the executive session the Board discussed or received advice regarding the topics listed above and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting adjourned at 7:58p.m. and the regular session reconvened.

**6.0 CONCLUSION OF EXECUTIVE SESSION AND RECONVENING OF REGULAR SESSION AT 7:58PM:**

**MOTION:** Trustee Nick Nakamura  
**SECOND:** Secretary/Treasurer Joyce Smock  
**DISCUSSION:** None  
**VOTE:** 5:0

**7.0 ITEMS FOR INFORMATION/ACTION, CONTINUED**

**MOTION** to accept the purchase offer contract for the Lincoln Park building as received:  
Trustee Nick Nakamura  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 5:0

**8.0 ADJOURNMENT AT 8:00P.M.:**

There being no further business,

**MOTION** to adjourn the meeting: Secretary/Treasurer Joyce Smock  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 5:0

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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: September 18th, 2023
Type of item: Action
Subject: Reconsideration Request Wrap-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 matter was addressed again by the Board on 08/21/2023. During the meeting the Board was not able to pass a motion for the disposition of the material and it was tabled for future discussion. 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: September 18th, 2023
Type of item: Information
Subject: Building a Better Organization (BBO) Update
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Information only, no action to be taken

### ***Background***

As part of the HPLD Strategic Plan, the High Plains Library District has chosen to pursue excellence in the form of adopting the Malcom Baldrige Framework. The District has been working with the Rocky Mountain Performance Excellence Organization to do this work which will continue on. Staff are providing updates to the Board on where we stand and what to expect.

### ***Updates***

- HPLD has received notice that we have passed our next level of evaluation and will receive the Foothills level recognition from Rocky Mountain Performance Excellence
- Planning is underway for the next 2-3 years of continuous improvement
- What the Board should expect to hear about are changes such as:
  - Staff will be reviewing and preparing updated vision and values statements. The vision and values have been updated to better reflect the characteristics of excellence. The proposed updates may be ready for Board review in November
  - Change to the Board of Trustees agendas starting in 2024. You can expect to see more data and option analysis information as part of discussions and decisions.
  - The 2024 staff day focus will be built around our Building a Better Organization initiative which incorporates excellence and continuous improvement
  - More structured updates regarding strategic and operational plan initiatives

### ***Recommendation***

Information only, no action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: September 18, 2023
Type of item: Information
Subject: Overview of the Strategic Planning Recommendations
Presented by: Dr. Matthew Hott, Executive Director and Elena Rosenfeld, Community Engagement & Strategies Manager
Recommendation: Information only, no action to be taken

You may recall that last January, you were invited to share your input on:

- The challenges and needs you are seeing in the community; and,
- The opportunities you see for the Library District to pursue meeting those needs.

The input we received was combined with comments from District staff and staff from partner agencies to help us identify 2024 priorities. Most of these priorities identified operational improvements and programming opportunities. A number of those ideas have been incorporated with our operational plans as we move forward with the following strategic priorities.

These priorities are organized in alignment with how we organized the District's service roles as part of our Building a Better Organization process and how we shared our roles through our Foothills application for the Baldrige Award process.



### GATHER

**Gather:** focuses on how our library spaces provide a place for community members. In 2024, much of our strategic focus will be on building facilities in Grover and Mead, building an addition to the District Support Services building, and refreshing both the Carbon Valley Regional and Farr Regional libraries.

The District will also need to be ready to respond to Member needs and the results to the city of Dacono's vote on whether to join the Library District.



### GET

**Get:** focuses on how we provide materials and services to our community members. Much of the operational work, which does not appear on the Strategic Plan fits within this category. This area of work impacts much of our staff members' time and effort in providing services to our community members.



### GROW

**Grow:** focuses on how we support community member's personal success through programs and specialized services.

In 2024 our strategic focus will be focused on the District serving as a life accelerator for community members through developing programs focused on life skills and workforce development. There will also be focus on building better internal alignment to support the District's efforts towards continued improvement.

### What Will Look Different In 2024:

- More data and scheduled updates will be coming to Board meetings throughout the year.
- Efforts to further align strategic planning activities throughout the entire organization will begin to coordinate budgetary, resource, and scheduling impacts caused by projects and initiatives.

**Recommendation:** Information only, no action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: September 18th, 2023
Type of item: Action
Subject: Owner's Rep Request from Hudson Public Library Project
Presented by: Dr. Matthew Hорт, Executive Director
Staff Recommendation: Staff recommend that the Board accept and approve the Owner's Rep Task Order for the project

### ***Background***

On June 17<sup>th</sup>, 2019, following a discussion on construction costs, the Board gave staff direction to recommend guidelines for Member Libraries' use of contracted Owner's Representative services. On September 16<sup>th</sup>, 2019 the Board approved the Owner's Rep Guidelines. The Hudson Public Library has been evaluating two separate construction projects, one in Lochbuie and the other in Keenesburg. They are currently working on a strategic plan that will lay out their future growth and plan to possibly undertake one of the projects in 2024. The Hudson Public Library is planning on using Wember Inc as an Owner's Rep and have requested the Board approve the task order and assume the cost of Wember's service for the project.

### ***Considerations***

#### **Owner's Rep Guidelines**

1. Member Library construction project must be presented, and Owner's Rep Task Order approved by the HPLD board prior to any fees being paid. This must be done in time for budget process for the year that the fees are expected to be paid – by mid-August the year prior to when the fees will be paid.
2. Project limit on a 9% scale of the total expected project cost with a maximum of \$100,000 limit per project.
3. Limit of 1 project per 2-year cycle
4. Owners Rep fees will be paid by the member library and submitted for a reimbursement request with copies of the invoices to HPLD.
5. Each project will require that the Member Library submit for grants and reimburse HPLD if grants are received.

**Project Budget:** \$1,755,431.00  
**Wember Inc Fee:** \$99,000

	Bldg SF=	3,110.00	
<b>Total Project Budget</b>		7/14/2023	
Item #	Description	Original Budget	Comments
<b>Real Estate</b>			
	Building Purchase	\$ 350,000.00	
<b>Land Total</b>		<b>\$ 350,000.00</b>	
<b>Design, Engineering and Owner's Requirements</b>			
	Architecture	\$ 114,099.75	Architectural, MEPS, Interiors
	Civil Engineering	\$ 18,000.00	
	Owner's Representation	\$ 99,000.00	12 mo
	Move Management & Relocation Costs	\$ 7,500.00	
	Materials Testing	\$ 7,500.00	
	Survey	\$ 18,000.00	
	Phase 1 - haz material survey	\$ -	
<b>Design Total</b>		<b>\$ 264,099.75</b>	
<b>CONSTRUCTION</b>			
	General Contractor - Tenant Finish Improvements	\$ 636,787.00	
	Site Utilities - new water/sewer services	\$ 75,000.00	n/a
	Landscaping	\$ -	
	Permits	\$ 8,000.00	
	Development Fees (Water/Sewer Taps, Dry Utilities)	\$ 40,878.00	
<b>Construction Hard Costs Total</b>		<b>\$ 760,665.00</b>	
<b>Fixtures, Furniture and Equipment</b>			
	Furnishings, Fixtures & Equipment;	\$ 90,000.00	
	Opening Day Collection	\$ 75,000.00	
	Wayfinding/signage	\$ 5,500.00	
	Phone system	\$ 5,000.00	
	Technology (IT, Security & AV)	\$ 15,000.00	
<b>FFE Total</b>		<b>\$ 190,500.00</b>	
<b>Owners Contingency</b>			
	Owner's Contingency	\$ 114,099.75	
	Escalation allowance (10%)	\$ 76,066.50	
<b>Owner's Project Budget</b>		<b>\$ 1,755,431.00</b>	
Less cost of land		\$ 1,405,431.00	

#### Recommendation

This building needs some work to update it for use as a library and a stand alone building.

I would recommend this site over the bank if you want to own the property long term.

### **Options**

1. Accept and approve the Owner's Rep Task Oder
2. Accept and approve the Owner's Rep Task Order with amendments
3. Provide Staff with additional direction

### **Staff Recommendation**

Staff recommend that the Board accept and approve the Owner's Rep Task Order for the project



## Additional Services Request / Task Order

**Project Name:**

**Wember Inc. Project Number:**

**Issue Date:**

**Purpose:**

Dr. Mathew Hortt, Executive Director

High Plains Library District

2650 W. 29th St.

Greeley, Co 80631

Email: mhortt@highplains.us

Dr. Hortt,

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>99,000.00</b>

Scope/Task	Description
Owner's Representation / Project Management	
	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 Hortt, Executive Director

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

\_\_\_\_\_ 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

- TBD

## 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

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Meeting date: September 18, 2023
Type of item: Action
Subject: Programming Policy Revision
Presented by: Dr. Matthew Horts, Executive Director & Bill Garcia, Legal Counsel
Recommendation: Staff recommend that the Board approved and adopt the policy as proposed

### ***Background***

The HPLD Programming Policy was revised on November 15<sup>th</sup>, 2021, it included significant changes and updates. Following the change some concern was expressed regarding the change. Staff reached out to the American Library Association's Office of Intellectual Freedom and received some feedback that was planned to be incorporated during the next review of the policy. Under legal advice, the District decided to not to review the policy until the threat of legal action had passed. The legal issue has been resolved and during a mediation session a recommendation to add the verbiage recommended by the Office of Intellectual Freedom was made. Staff and our legal counsel have reviewed these edits and feel that they are not in conflict with any other policy or the intent of the Programming Policy. Legal Counsel has made the additions to the policy. The additional language is found in red the policy below.

### ***Considerations***

### ***Programs policy***

High Plains Library District programs are grounded in the District's mission and vision:

Mission: "Helping build community"

Vision: "High Plains Library District gives access to answers for every question."

### ***Authority***

The High Plains Library District Board of Trustees and Executive Director establish the policies that govern the District. The Executive Director has ultimate responsibility for program offerings, operating within established policies. The Executive Director delegates the design, development and delivery of programs to the staff, who operate within the essential principles, criteria and objectives outlined in this policy.

### ***Scope of programs***

A program is defined as an activity or event in a group setting intended to meet needs or interests of a target audience and build relationships between participants and the library.

Each program has a targeted audience that is generally age-related – children, teens and adults.

Programs may also be multigenerational. Programs include lectures, discussion groups, computer classes, book clubs, community forums, visual and performance art, storytimes, interactive demonstrations, continuing education or major community-wide events.

The public can also provide their own programs, provided the program complies with the District Meeting Rooms policy. The District does not promote these private programs.

### ***Essential principles***

- Programs are intended to reinforce the District’s mission in “helping build community”, to contribute to the District vision to “give access to answers for every question” and to meet strategic plan objectives such as skill-building.
- As expressed in the District Meeting Rooms policy, all library-sponsored activities are free and open to the public. Library programs are sometimes targeted toward age-specific audiences.
- Programs should promote the library’s collection and resources and should consist of the same breadth and depth of topics, stories and perspectives that are offered in the collection.
- Program topics should reflect community interests and should not be intended to persuade participants to a particular point of view.
- As with other District services, minors’ access to programs is the responsibility of their parents or legal guardian.
- The District reserves the right to not schedule a program and/or cancel a scheduled program. Programs may also be cancelled due to weather, low registration or absence of the presenter.
- Programs may require advanced registration to ensure that adequate supplies and resources are available.
- Views expressed by a program presenter or participant do not constitute District endorsement. This also applies to online programs.
- No right of privacy exists relating to your passive or active participation in a public meeting.
- The District, in its collections, meeting rooms and programs, supports the American Library Association’s Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.
- In order to make the most efficient and effective use of financial and staff resources, programs will be planned for the upcoming year.
- **Programming procedures are separate and apart from this policy.**

## **Criteria**

Among the criteria considered when making decisions about a specific program will be the following:

- Degree of alignment with District mission, vision and strategic plan
- Community needs and interests
- Cost and budget
- Service area demographics
- Provides a forum for sharing of different perspectives
- Offers training and assistance with new technologies
- Fosters a love for reading and learning
- Fosters community awareness
- Safety and security of customers and staff
- Accuracy and timeliness of topic
- Supplementing or extending information found in library collections
- Promoting the library and encouraging use of its resources
- Presentation quality
- Presenter background and qualifications in content area
- Historical, cultural or educational significance
- Age appropriateness of content
- Availability of program space
- Availability elsewhere



- Programming is to be non-partisan and inclusive of a full variety of community perspectives
- When practicable, the Harwood model is to be used to ensure that programming decisions are driven by community input and needs
- Input from the Public Library Association regarding best practices to be considered
- Inclusive and diverse programming is encouraged

The District does not provide:

- Programs of a purely commercial nature or those designed for the solicitation of business for third parties
- Programs that specifically support or oppose any political party, candidate or ballot measure
- Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform, but will not promote or proselytize a particular religious conviction.

### **Objectives**

Each program will have a written plan that clearly defines goals, intended audiences, objectives and outcomes.

Library programs will be designed and delivered to provide learning experiences that meet at least one of the following outcomes:

- Participant gains awareness of the library's resources and services
- Participant gains new knowledge
- Participant develops a skill
- Participant gains exposure to new ideas and/or diverse perspectives

### **Presenters**

Library programs may be developed and presented by staff, or by hired program professionals.

Generally, programs for children and teens are developed by staff; programs for adults generally use hired program professionals.

The District draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present public programs.

Program professionals can submit requests to the District. These are considered using the criteria described in this policy.

In accordance with the Meeting Rooms policy, a library-sponsored event may collect funds to cover the cost of materials use, especially when the materials are given to a participant for their use.

The District may approve the sale of materials by a program professional as part of a library-presented program. This is in accordance with the Soliciting, Free Speech and Fundraising Activities policy exception concerning organizations with which we partner.

### **Controversy**

In pursuit of the District mission and vision ("Helping build community" and "High Plains Library District gives access to answers for every question"), it is inevitable that some topics may be controversial or that a given program may offend some patrons. The District follows these principles:

- Programs are selected in accordance with the criteria and objectives listed above.
- On controversial topics, the District aims to present programs that encourage or assist community dialogue by including a variety of perspectives, or acknowledging other perspectives.
- While controversy is not avoided, the District does not present programs that are intentionally inflammatory or polarizing in the community.
- Responsibility for the exposure of minors to library programs rests with their parents or legal guardians.

### **Reconsideration**

- The District welcomes expression of patron opinions about its programs, as this information can help identify gaps in offerings. Decisions related to the addition and deletion of programs will not be made solely based on customer feedback, but will be considered along with other relevant information gathered about the program.
- A patron who wishes to have a program reconsidered can do so following the procedure outlined in the District's Programming Manual.

### **Accessibility**

Pursuant to the Americans with Disabilities Act, accommodations for persons with disabilities will be made in accordance with applicable federal, state and local laws, policies, guidelines, directives and procedures.

### **Related documents**

#### *Websites:*

[American Library Association Library Bill of Rights](#)  
[American Library Association Freedom to Read Statement](#)  
[American Library Association Freedom to View Statement](#)  
[MyLibrary.us – Program Signup](#)

#### *Other policies:*

Meeting Rooms policy  
 Soliciting, Free Speech and Fundraising Activities policy  
 Sponsorship policy  
 Service Delivery

#### *Procedures:*

High Plains Library District Programming Manual  
 Meeting Room procedures

<b>Policy History</b>	<b>Programs</b>
2010 – Feb 15	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guideline describes how programming priorities are set.
2012 – Feb 12	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2014 – Mar 17	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2015 – Apr 24	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
2021 – Nov 15	Revision. Expanded significantly to include essential principles, criteria, objectives, authority, reconsideration and accessibility.
2023 – Sep 18	Proposed additional language
Reviewed by	Executive Director & Legal Counsel

***Recommendation***

Staff recommend that the Board approved and adopt the policy as proposed





## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, October 9, 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.

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. September 18, 2023, Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

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

- 2.1 Preliminary Budget (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Executive Director Annual Performance Appraisal (Information) – Eric Ewing, HPLD Human Resources Associate Director
- 2.3 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. November 13, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

November 13, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Centennial Park Library, 2227 23<sup>rd</sup> Avenue, Greeley, CO 80631

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

- Continued work on 2024 budget requests
- Centennial Park refresh - final phasing decisions
- Discussion/decision on staffing requests for 2024
- Creation of a desk schedule for Kersey Library
- Walk-through of LINC to look at facilities concerns

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

- Working with Cindy Welsh on Policy/Procedure for the archives
- CMAR and Architect interviews for DSS expansion
- Centennial Park Refresh begins! Centennial Park will be closed to the public from 9/5-9/25. However, staff members are still providing service, through curbside delivery, of holds and printing/copying.

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

- The Nature Play Zone grand opening is Saturday, September 22 at 10:00am-4:30pm
- The Firestone Art and Music Show will be at the library on September 29 at 6:00-8:00 pm.
- Library Manager, Melanie Goldman, and Library Associate, DeeDee SantaCruz, will host an exhibitor booth at Mead Community Day on Saturday, September 9.

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

- Carbon Valley Regional Library had a total of 1,364 participants for the 2023 Summer Reading Adventure.
- The Ann Lincoln Foam Party was a big hit with over 100 participants.

**Erie Branch Operations****What's Happened in the last 30 days?**

- By shifting non-fiction and moving the biographies to the front, our LMS Angie increased circulation in that collection from 358 checkouts between March and August 2022 to 731 checkouts during the same period in 2023.
- We hired and onboarded three new children's library assistants.
- Erie had 487 participants for the end of summer reading foam party on the lawn.

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

- The Juried Youth Art Show has received more than 200 registrations. We will be hosting an opening reception September 9th at 5:30.
- The second installment of the Colorado history series will be September 28th at 6:00 with a focus on the Cache la Poudre.

## **Farr Operations**

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

- Over 300 SRA participants and their parents or caregivers attended the end-of-summer party featuring Ann Lincoln's foam party.
- Muralist Alexis Wallace began working on a beautiful woodland mural in the entrance to Farr's storytime circle in mid-August. The mural is in memory of long-time HPLD employee, Shirley Anderson, who passed away last October. Shirley was passionate about early literacy and the difference reading could make in a young child's life. She was an inspiration and an innovator.
- Heidi Kunkel, Farr Librarian, is gathering recipes to create an HPLD community cookbook. If you have a favorite recipe you would like to share, please send to [hkunkel@highplains.us](mailto:hkunkel@highplains.us).

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

- Farr staff are introducing several new programs this Fall including:
  - Playdate café for preschools and their caregivers every Wednesday
  - Thursday Book Club for grades K-2nd
  - Middle School Mondays an afterschool program
  - Art project afternoon for teens once a month
  - Tech Café 4th Thursday of the month
  - Knit and Crochet group 1st Tuesday of the month.

## **Kersey Operations**

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

- Kersey staff, along with MOVE staff, participated in the Kersey Days event.

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

- Implementation of desk schedule.

## **MOVE Operational Work**

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

- 2 Outreach Librarians received awards from the only national library outreach organization, Association of Bookmobile and Outreach Services (ABOS)
  - Sandra Kelly was awarded the Outstanding Senior Services award for providing exemplary service to seniors in assisted and independent living facilities and her tech and mind-care programming.
  - Hannah Pratt received the very competitive Bernard Vavrek Scholarship for her MLS program.
- MOVE Staff registered 442 for this year's Summer Reading Adventure nearly double from 2022!
- Staff hard at work getting prepped for the fall schedule of Routes.
- Added a new stop in Milliken at a senior independent living facility. Changing locations for the Frederick Bookmobile stop to Centennial Park in Frederick to increase community access.



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

- Prepping for the busy fall events season. MOVE Staff are scheduled for 7 events so far ranging from Fall Festivals, School Fairs, Friday-night Football between Prairie and Pawnee High Schools, and Senior resource events with staff from Carbon Valley and Erie
- Working on Spring Bookmobile and Lobby Stop evaluations
- Megan Lowery (Mobile Services Supervisor) finalizing her Presentation for ABOS.
- Widening the Window Staff led by Carolyn Valencia are finalizing their CALCON Presentation
- Rick Medrano (MOVE Manager) finalizing CALCON Presentation for the CAL Mentorship Interest Group with library staff from across the Front Range.

### **Riverside Operational Work**

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

- Pops and Cops with Evans PD – creating community with library patrons and the Evans PD.
- Partnership with the Weld food bank in support of the after-school snack program starting this month.

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

- School starting - attend some back-to-school nights
- Story time back in session

### **Collections Operational Work**

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

- Received, cataloged and processed materials for Fort Lupton High School in preparation for the opening of the new public building.

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

- Finalize procedure for checkout of board games.
- Propose procedure for addition of new formats to circulating collection.
- Collect feedback in preparation for revision of the collection maintenance procedure (postponed from last month due to Fort Lupton project).

### **CRM Operational Work**

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

- YES!fest promotion
- Mobile app, HPLD2Go, promotion
- Canva planning

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

- 2024 yesfest planning
- LINC Welcome Brochure, LINC external promo, Wes Bruce brochure planning and creation
- Water panel display promotion
- Wowbrary webpage integration

## Facilities Operational Work

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

- Completed work orders for all locations.
- Replace moisture leaking windows at Admin.
- Completed warranty work orders for LINC.
- Attended Centennial Park construction meetings and construction prep work including scheduling solar panel removal for roof replacement work.
- Attended Capital expense meeting, insurance claim meeting and Lincoln Park building showings.
- Completed Nature train play area at Carbon Valley including fence and storage installations.
- Completed tree trimmings at Farr and asphalt maintenance work at Erie, Carbon Valley and Kersey.
- Posted facilities tech position for Erie and Carbon Valley.
- Worked with security services for homeless issues at LINC and Lincoln Park.
- Completed HVAC PM's including software updates, roof top unit replacement, water heater replacement and 3 exhaust fan replacements.
- Completed landscaping maintenance at all locations including installation of dog poop stations for LINC.
- Completed cleaning at all locations, scheduled carpet cleanings and adjusted day cleaning schedules for LINC.
- Covered employee vacation requests.
- Completed furniture moves through out District.
- Completed MOVE vehicle maintenance and inspections including record keepings.

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

- Ongoing work orders.
- Centennial Park construction project start up including construction meetings.
- Schedule solar panel removal and storage for Centennial Park.
- Coordinate Centennial Park roof replacement with construction project including LED light retrofitting's during construction.
- Complete ongoing warranty work orders for LINC.
- Ongoing HVAC PM's all locations including RFP's for 4 roof top unit replacements.
- Complete MOVE vehicle maintenance and inspections including MOVE office furniture installations.
- Complete remaining 2023 Capital expense projects.
- Begin fall season prep work.
- Complete cleaning at all locations including carpets and windows.

## Finance Operational Work

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

- Continued work on 2024 budget - received preliminary valuations from county assessors  
- HPLD Finance Committee meeting on 2024 budget September 7
- CPE - continuing professional education
- Participate in GFOA WPFN mentoring program
- Hosted Colorado library finance officers meeting at LINC September 15
- Work on insurance renewal

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

- Continued work on 2024 budget
- Plan to attend ColoTrust Public Funds seminar September 26
- Plan to attend HPLD All Staff Day October 6
- Work on insurance renewal

## Friends & Foundation Operational Work

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

- Q3 HPLD F&F Board of Directors meeting on 8/7
- Ongoing solicitations and preparation for Innovation Luncheon 10/17
  - Gross raised to date \$14,100
  - Tables sold 5.5 of 20
  - Seats sold 32 of 120
- Annual Request for Funding Support form closed on 8/21. The Friends & Foundation received 20 requests from member libraries, branches, and MOVE.

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

- The Friends & Foundation Board application closes on September 11.
- Friends & Foundation staff will review all Requests for Funding Support.
- Continued solicitations and preparation for the Innovation Luncheon on 10/17.

## Human Resources Operational Work

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

- Total Employees- 285\*
  - Open Positions - 13
  - Job Applications Received - 158
  - New Hires - 3
  - Resignations - 4
  - Training Requests - 70

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

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

- Distribution of updated employee handbook
- All Staff Day

## Information Technology & Innovation Operational Work

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

- Equipment prep - next round of refresh equipment being readied
- CP remodel support
- Eaton - refresh (July)
- Johnstown - refresh (July)
- Ft Lupton - core services operational for opening
- Ft Lupton school - reconfigured per agreement to more of a PCC model (2 computers, 2 printers, 2 staff stations)
- Foothills application - passed
- ERATE - invoices submitted

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

- CP Remodel - equipment moves, refresh, AV/cabling support
- Member circuit updates (Platteville, NPPL, Eaton)
- Hudson reactivation of Pharos
- Infrastructure refresh - wireless access points at identified locations
- Copier refresh work initiates
- Training creation
- Keeper
- Brightsign (for management of displays)
- Continued work (Fort Lupton, LINC)
- LiINC focus - revisit paging system components
- Meeting room/programming - app sunset prep.
- BBO - feedback support review, planning
- Larimer County Intern - data focus - to start 500-hour internship

## Community Engagement & Strategies Operational Work

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

- High Plains Chautauqua: This year, the High Plains Chautauqua (HPC) Committee asked for more library locations to host youth programs to increase the numbers of attendees. A total of 164 attended the 6 programs - a definite success from the HPC perspective. The mix of branch and member libraries hosted programs included:
  - Larry Bounds portraying Robert Ripley at the Carbon Valley, Eaton, and Hudson libraries
  - Rick Hieb talking about his experiences as an astronaut at the Erie Community library
  - Marvin Jefferson portraying Paul Robeson at the Centennial Park library, and
  - Angel Vigil presenting Cuentos de Aztlán (Tales from the Home Land) at LINC
  - In addition, Angel Vigil portrayed Mariano Medrino at the Carbon Valley and Hudson libraries and the HPC hosted their Coffee and Conversations event at LINC.
- The Copyright Public Modernization Committee hosted their biannual meeting and shared the status of their historical public records program which is the uploading and

sharing of public records dating from 1870 to 1977. The system (<https://publicrecords.copyright.gov/>) will provide access to content that may be of interest to those doing genealogical work.

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

- Sunrise Clinic Celebrates 50th Anniversary: Sunrise Clinic is celebrating their anniversary on Saturday, September 9th from 4 to 7pm at their Monfort Family Clinic location in Evans.
- Copyright Class: Elena will be hosting a Copyright and Licensing class f

## **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 was canceled for the Month of August by ITI
- August Tic classes posted.
- Looking to change the TIC committee name, suggest dropping the tech instruction focus and cover all instruction. BALs and classes can cover more than just tech instruction.
- Committee is working on updating the TIC manual.

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

- EC Meeting

### **Service - Specialty Checkouts**

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

- Finalizing Overdue Process Map
- Reworking staff training with new processes
- Met with SCO Staff to develop better tracking processes for budget planning and replacement materials.

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

- Finalize staff and roll out training plan
- Identify roles of ECs for External Specialty Checkout vs. Internal Staff Checkout
- Meet with SCO Staff to refine processes.



## Quarter 1 Report: April - June 2023

Notes:

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

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

Service	Current Quarter (Q2)	Previous Quarter (Q1)	Change from Previous Quarter	Same Quarter Previous Year	Change from Previous Year	Data Confidence
Borrower Activity: Number of patrons using services (average per month)	28,804	27,359	5%	25,689	12%	High
Materials Sharing: Physical Materials	294,732	283,190	4%	282,944	4%	High
Materials Sharing: eMaterials	90,233	91,837	-2%	81,464	11%	High
Public Technology - Computers: Total Hours Used	24,462	22,221	-2%	19,953	23%	High
Public Technology - Printing: Number of print jobs	76,877	80,068	-4%	70,320	9%	High
Public Technology - Copying: Number of copy jobs	24,810	26,652	-7%	22,535	10%	High
Public Technology - Mobile Printing: Number of print jobs	6,382	5,343	19%	4,724	35%	High
Programming: # of Programs (does not include MOVE)	948	902	5%	806	18%	Mid
Programming: # of Attendees (does not include MOVE)	15,987	13,214	21%	13,028	28%	Mid
Specialty Checkout: Branches	277	213	30%	292	-5%	High
Specialty Checkout: Members	59	36	64%	43	37%	High
Community Spaces: Gate Count	229,458	198,920	15%	188,788	22%	Low
Meeting Room: # of Reservations	1,620	1,675	-3%	879	84%	High
Personalized Services: Book a Librarian (BAL)	399	334	19%	310	29%	Mid
Personalized Services: Personalized Reading Lists (PRL)	14	12	17%	7	100%	High
Personalized Services: Proctoring	19	15	27%	23	-17%	High
Life Accelerator: # of reservations	332	N/A	N/A	N/A	N/A	High

# Observations - Quarter 2

## **Service**

### Life Accelerator

- Service added in May
- Stats are for May & June

### Meeting Rooms

- LINC rooms added in May
- Total of 12 patron reservable rooms
- Total of 9 staff only reservable rooms

### Programming

- Stats for Q2 include Summer Reading Adventure

### Specialty Checkout

- Seven different Experience Passes added in January