



## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, December 11, 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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<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. November 13, 2023, Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

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

- 2.1 Introduction of new Trustees (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.2 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager
  - a. Resolution 23-3, Adopt Budget
  - b. Resolution 23-4, Appropriate Sums of Money
  - c. Resolution 23-5, Set Mill Levy, Weld County
  - d. Resolution 23-6, Set Mill Levy, Boulder County

- 2.3 EUA Architecture Contract (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.4 Wember Inc. On-Call Contract Renewal (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.5 Extending Board Member time on current construction projects (Action) – Dr. Matthew Horts, HPLD Executive Director
- 2.6 Atrium Direction (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.7 Timeline for Grover Construction (Action) – Dr. Matthew Horts, HPLD Executive Director
- 2.8 Outgoing Trustee Recognition (Information) - Dr. Matthew Horts, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
  - a. January 1, 2024 RS
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 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 – Lochbuie Claim
- 5.3 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 – Erie Nine Mile URA
- 5.4 C.R.S. § 24-6-402(4) (f) Personnel matters – Matthew Horts’s Performance Appraisal

### **6.0 ADJOURNMENT**

#### Upcoming meetings:

January 8, 2024, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631



**BOARD OF TRUSTEES**  
**Regular and Executive Sessions Minutes**  
**Monday, November 13, 2023**  
**5:00 p.m.**  
**LINC Library Innovation Center**  
**501 8<sup>th</sup> Avenue, Greeley, CO 80631**

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

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Joyce Smock

Trustee Jana Caldwell

Trustee Teresa Curtis was excused

Trustee Gerri Holton

Trustee Nick Nakamura was excused

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Kim Parker, Marjorie Elwood, Eric Ewing, Natalie Wertz, Rick Medrano

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:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** 4:0

1.3 Approval of Consent Agenda

a. October 9, 2023 Regular Session Meeting Minutes

**MOTION** to approve the October 9<sup>th</sup> Minutes: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 4:0

b. November 2, 2023 Special Executive Session Meeting Minutes

**MOTION** to approve the November 2<sup>nd</sup> Minutes: Trustee Jana Caldwell

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 4:0

1.4 The Good We Do

Dr. Hortt let the Board know about a program called *Ticket to Exploration* that is being developed by LINC, Colorado Model Railroad Museum, Centennial Village, and Greeley History Museums. When people visit all locations, they will get prizes. It is expected to go live in April or a little later.

1.5 Public Comment

Bill Garcia, with the High Plains Fencing Guild, announced that on Saturday, November 4<sup>th</sup>, they had a Fencing presentation and discussion in LINC's Innovation Lab #1. There were 28 attendees, who saw Fencing demonstrations and received information about the sport. There will be another session on December 2<sup>nd</sup> at 11:00a.m., again in LINC.

**2.0 ITEMS FOR INFORMATION/ACTION**

2.1 Rocky Mountain Performance Excellence Recognition (Information) - Michael S. Gratz, RMPEX Executive Director

The Rocky Mountain Performance Excellence (RMPEX) program oversees the Baldrige Performance Excellence program in Colorado, and Michael Gratz recognized HPLD for achieving the second of four levels within the program and presented Dr. Hortt with a crystal award to commemorate it. He explained that the program builds life-long learning at the organizational level, and that it makes work better for everyone.

Dr. Hortt recognized staff who were heavily involved with the project and reported that deployment is the next step, which will take some time.

**For Information Only – No action is needed**

2.2 Programming Policy Revision (Action) - Dr. Matthew Hortt, HPLD Executive Director  
Changes were made to the Programming Policy in September, which were approved by the Board with the direction to evaluate one line in the Controversy section. Staff met with the Governance Committee, and they recommend making the following change:

- ~~While controversy is not avoided, the District does not present programs that are intentionally inflammatory or polarizing in the community.~~
- The District may present programs that are provocative of discussion, but not intentionally inflammatory.



Trustee Jana Caldwell, who served on the Committee, added that the original changes were made to make the policy more reflective of what was actually being done, because it was vague before, as well as make it softer. Trustee Caldwell also reminded the Board that the original changes were created and proposed by Staff. Trustee Gerri Holton said she thinks that bullet point invites controversy and should be removed from the policy.

There was extensive discussion about the bullet point and its pros and cons, as well as whether to make the change now or reevaluate it in 2024 since it is planned to be reviewed next year.

In the end, Chair Poncelow asked the Board if they want to wait until 2024 to make a decision or do so at this meeting. Dr. Horts replied that if the change is made tonight, it will not be looked at again next year. Jana Caldwell then suggested removing the sentence, and not amending it. It can be readdressed at the next review, if wanted.

**MOTION** to remove all proposed language: Trustee Jana Caldwell

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 3:1

**2.3** Trustee Appointments (Information) - Dr. Matthew Horts, HPLD Executive Director

The recruitment process was conducted for the two Trustee positions that will be vacated on December 31<sup>st</sup>: At Large and Region 3. The Selection Committee recommended that Deana Lemos-Garcia and Michael Wailes be appointed, and requests for ratifications have been sent to the Establishing Bodies. The results of the ratifications could be announced at the next meeting.

**For Information Only – No action is needed**

**2.4** 2024 Holiday Schedule (Action) – Dr. Matthew Horts, Executive Director

Dr. Horts presented the proposed holiday schedule for 2024. Discussion ensued about the benefits of staying open on MLK day and Veterans Day and making them personal holidays, versus taking the days off. Some Trustees believed that working on those days honor their legacies, while others desired to keep them as is for several reasons, including to convey the message to employees that the Board heard their wish to have the day off. The conversation ended with the following two motions.

**MOTION** to keep libraries open on Martin Luther King Day and Veterans Day and make them floating holidays and expand the service model, plus approve a to-be-determined all staff day: Vice-Chair Mary Heberlee

**SECOND:** No second

**The motion failed for lack of a second.**

**MOTION** to have a to-be-determined all staff day and approve the calendar: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 4:0

**The motion passed.**

- 2.5 2024 Board Meeting Calendar (Action) - Dr. Matthew Hортt, HPLD Executive Director  
Dr. Hортt presented the proposed Board meeting calendar, which can be found in the [Board packet](#), and recommended that the Trustees approve it.

**MOTION** to approve the Board Meeting Calendar as presented: Secretary/Treasurer Joyce Smock

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** 4:0

- 2.6 Construction Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director  
Five construction projects are planned for 2024. The status of the projects follow. Grover has transferred four lots to the District; the Town of Mead, fire district, and HPLD are working on an agreement, and design meetings have begun; design meetings are taking place for the DSS expansion; and planning will begin in January for both the Farr and Carbon Valley Regional Libraries.

Dr. Hортt invited the Trustees to sit on the construction committees and informed them that the topic of atriums in prototypes will be added to December's meeting agenda.

**For Information Only – No action is needed**

- 2.7 Intergovernmental Agreement (IGA) List of Services with Member Libraries (Information) – Dr. Matthew Hортt, HPLD Executive Director  
Staff reviewed the list of services in the IGAs between the District and each Member Library, and a few changes were made, but nothing significant. A Member Library requested additional items be considered, and Dr. Hортt asked for direction from the Board as to whether or not to consider the requests.

**Direction from the Board** was to wait until next year's scheduled review to consider changes.

### 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director  
a. December 11, 2023 RS

- 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director  
Staff are still waiting to learn how the budget and the budget timeline will be impacted by Colorado legislature.

Dacono residents voted against joining the District, the initiative failed by 24 votes.

Matt Hортt and Marjorie Elwood joined GH Phipps at the Associated General Contractors' award ceremony in Denver, and LINC won the Jack Mincher People's Choice Award and received the Bronze award for the Best Building Project for \$10 - \$40 million.

Colorado Gives Day is December 5<sup>th</sup> and donations are open.

On November 5<sup>th</sup>, the Citizenship instructors from HPLD and the Immigrant and Refugee Center were honored at a ceremony and potluck.

#### 4.0 BOARD COMMENTS

- 4.1 Chair Ken Poncelow communicated that he thinks it is a great thing that HPLD is pursuing the Malcolm Baldrige Excellence designation.
- 4.2 Vice-Chair Mary Heberlee is proud of what we are accomplishing.
- 4.3 Secretary/Treasurer Joyce Smock attended the HPLD Foundation Luncheon and thanked the District for helping with the Briggsdale sponsorship, which allowed them to fix their heating system with some money left over. It will certainly help them.
- 4.4 Other Board Members  
Trustee Jana Caldwell expressed congratulations for all the awards. She gave a shout-out to a couple of HPLD employees for their work on the *Go West Fest*: David Sharp, Librarian at LINC, was on the Board and did a lot of the work and presented sessions; and Victoria Boone, Librarian in Collection Development, worked hard to research and prepare and gave a presentation on Western History. Jana is impressed with the way the District and its staff partner with other organizations.

Trustee Holton reported that the Ft Lupton Library had a Day of the Dead celebration that was great, and tonight they are having a veterinarian program, where patrons can take their pets.

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

- 5.1 C.R.S. § 24-6-402(4)(b) Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim
- 5.2 C.R.S. § 24-6-402(4)(b) Receiving legal advice on specific legal questions from an attorney – Erie Boundaries  
**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (b), Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim and Erie Boundaries: Vice Chair Mary Heberlee  
**SECOND:** Trustee Jana Caldwell  
**DISCUSSION:** None  
**VOTE:** 4:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:33pm on November 13, 2023 for the sole purpose of receiving legal advice on specific legal questions from an attorney – Lochbuie Claim and Erie Boundaries. Attending were Board Trustees Ken Poncelow, Mary Heberlee, Joyce Smock, Jana Caldwell, and Gerri Holton; Legal Counsel William Garcia; and staff Dr. Matthew Hottt and Natalie Wertz. During the executive session the Board conferred with attorneys regarding the Lochbuie Claim and Erie Boundaries, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 7:40p.m. and the regular session reconvened.

#### 6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT AT 7:40PM:

There being no further business,

**MOTION** to adjourn the meeting: Secretary/Treasurer Joyce Smock  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 4:0

*Upcoming meetings:*

December 11, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
LINC Library Innovation Center, 501 8<sup>th</sup> Avenue, Greeley, CO 80631

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: December 11, 2023
Type of item: Information only
Subject: Introduction of new Trustees
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Item for information only. No action to be taken by the Board

### ***Background***

On December 31<sup>st</sup>, 2022, our Region 3 & At-Large Trustees terms end. Following the appointment process and ratification, Michael Wailes has been appointed to represent Region 3: Berthoud, Johnstown, Mead, Milliken, and Platteville. Deana Lemos-Garcia was ratified to be our At-Large Trustee. The term for both Trustees will run until December 31<sup>st</sup>, 2027.

Please join us in welcoming both Trustees to the Board.

### ***Staff Recommendation***

Item for information only. No action to be taken by the Board.



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: December 11, 2023
Type of item: Action
Subject: Budget for 2024
Presented by: Dr. Matthew Horts, HPLD Executive Director & Natalie Wertz, Finance Manager
Recommendation: Staff recommend that the Board hold the public hearing and approve the budget for 2024

### ***Background***

As required by state statute, we are presenting the budget for 2024 for public hearing and board action.

The budgeted revenues are \$70,590,790 and budgeted expenditures are \$59,592,472. The budget increases fund balance by \$10,998,318.

The budgeted 2024 revenues have increased 32.50% from the 2023 budget. The primary source of revenue for the library district is derived from a 3.177 mill levy for operations applied to the assessed value of portions of Weld County and Boulder County properties.

The 2024 budget includes funds for building a library in Mead, building a library in Grover, remodeling the Carbon Valley and Farr Libraries, DSS Expansion, and for HPLD operations. The proposed budget includes planning for a 4.5% merit increase for staff.

Since the certificates of participation were paid off in 2019, there is no budget for the debt service fund.

The schedule of Adjustments to Proposed Budget for 2024 summarizes the changes that were made to the proposed budget that was presented at the October board meeting and the budget being presented here. The significant adjustments were to increase the budget \$1,000,000 for the DSS Expansion project, increase the Centennial Park renovation carryover budget by \$350,000, add \$90,000 for replacement of 4 RTUs at DSS, and \$162,682 for salaries and benefits for 2 Information Technologists.

### ***Staff Recommendation***

Staff recommend that the Board hold the public hearing and approve the budget for 2024.



**Finance Department  
2650 W. 29<sup>th</sup> Street  
Greeley, Colorado 80631**

## **Budget 2024**

### **Board of Trustees**

Kenneth Poncelow, Chairman  
Mary Heberlee, Vice Chairman  
Joyce Smock, Secretary/Treasurer  
Jana Caldwell  
Teresa Curtis  
Gerri Holton  
Nick Nakamura





Administrative Office  
2650 W. 29<sup>th</sup> Street  
Greeley, CO 80631

**District Support Team**

Dr. Matthew Hortt, Executive Director

Bob Arellano, Facilities Manager

Marjorie Elwood, Associate Director of Public Services

Eric Ewing, Associate Director of Human Resources

Rebecca Libersat, Collection Resources Manager

James Melena, Community Relations and Marketing Manager

Niamh Mercer, Foundation Director

Elena Rosenfeld, Community Engagement and Strategies Manager

Susan Staples, Information Technology and Innovation Manager

Natalie Wertz, Finance Manager

**Managers**

Melissa Beavers, LINC

Melanie Goldman, Carbon Valley Regional Library

Ian Holmes, Erie Community Library

Rita Kadavy, Riverside Library and Cultural Center

Rick Medrano, MOVE

Charlene Parker, Farr Regional Library

Mallory Pillard, Centennial Park Library

Board of Trustees

# High Plains Library District Organizational Chart

Foundation Board

Executive Director

Executive Assistant

Associate Director of Public Services

Community Engagement & Strategies Manager

Facilities Manager

Community Relations & Marketing

Manager of IT & Innovation

Finance Manager

Associate Director of Human Resources

Foundation Director

Collection Resources  
See Public Services Org Chart

Public Services  
See Public Services Org Chart

Facilities Technicians  
Custodial Staff

Events & Experiences Supervisor  
Events & Experiences Librarian  
Events and Experiences Library Associate

Graphics & Marketing Specialist  
Graphics & Marketing Specialist  
E-Marketing Specialist  
Spanish Language Translation & Marketing Specialist

IT Infrastructure Engineers  
IT Applications Engineers  
IT Application and Support Analysts  
IT Technicians  
Library Process & Information Management Specialist

Accounting Technician

HR Generalist  
Training Specialist  
HR Assistant

Development Coordinator  
Friends and Foundation Associate

## Table of Contents

### Budget Message

Letter to the Board .....	7
Budget Narrative .....	11
Strategic Goals and Strategies .....	11
Short-Term Organization Factors.....	12
Priorities and Issues.....	13
Fund Description and Fund Structure .....	14
Basis of Budgeting .....	15
Financial Policies .....	15
Budget Process.....	17
Fund Balance.....	19
Revenues.....	19
Long-range Financial Plans .....	22
Capital Expenditures.....	24
Impact of Capital Investments on Operating Budget.....	25
Debt .....	26
Position Summary Schedule.....	26
Department Descriptions .....	27
Branch Services	
Carbon Valley Regional Library .....	28
Centennial Park Library .....	28
Erie Community Library .....	28
Farr Regional Library .....	29
Grover .....	29
Kersey Library .....	29
LINC .....	30
Riverside Library and Cultural Center.....	30
Department of Community Engagement.....	31
Outreach Services .....	31
Community Relations and Marketing Department .....	32
District Support Services	
Collection Resources	
Collection Development.....	33
Interlibrary Loan and Prospector .....	33
Bibliographic Services .....	34
Finance Department .....	34
Human Resources Department.....	34
Facilities Department .....	35
Information Technology and Innovation Department .....	36
HPLD Friends & Foundation .....	36
Goals and Objectives and Performance Measures.....	37

### 2023 District Budget

Budgeted Revenue and Expenditures .....	50
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Budget Summary .....	51
Resolution to Adopt Budget .....	57
Resolution to Appropriate Sums of Money .....	59
Resolution to Set Mill Levies, Weld County .....	60
Certification of Tax Levies, Weld County .....	61
Resolution to Set Mill Levies, Boulder County .....	63
Certification of Tax Levies, Boulder County .....	64
Lease-Purchase Schedule .....	66

## **Capital Improvement Program**

Narrative .....	68
Item Description by Location .....	69

## **Department Budgets**

Board of Trustees .....	72
Executive Director .....	73
Associate Directors .....	74
Centennial Park Library .....	75
Farr Regional Library .....	76
Carbon Valley Regional Library .....	77
Lincoln Park Library .....	78
Library IC .....	79
Outreach Services .....	80
Erie .....	81
Kersey .....	82
Riverside Library and Cultural Center .....	83
Grover .....	84
Administration .....	85
Community Relations and Marketing .....	86
Information Technology and Innovation .....	87
Human Resources .....	88
Finance .....	89
Foundation .....	90
Facilities Services .....	91
Collection Resources .....	92

## **Budget String Coding**

Numeric Sort .....	94
Alpha Sort .....	98

## **Statistical / Supplemental Section**

Adjustments from proposed budget to final budget .....	103
Assessed and Estimated Actual Value of Taxable Property Table .....	104
Assessed Value History Graph .....	105
Assessed Value by Property Category Graph .....	106
Property Tax Levies and Collections .....	107

Principal Taxpayers .....	108
Principal Employers .....	109
Demographic and Economic Statistics .....	110
Long-range financial projection.....	111
Property Tax Classification and Assessment Rate SB22-238 .....	112

## Glossary and Acronyms

## Other resources and information

**High Plains Library District website** <https://www.mylibrary.us/>

Weld County Colorado website <https://www.weldgov.com/>

Colorado Oil and Gas Conservation Commission website  
<https://cogcc.state.co.us/#/home>

Macrotrends website for oil and gas historical prices  
<https://www.macrotrends.net/1369/crude-oil-price-history-chart>

Longforecast website for oil and gas pricing forecasts  
<https://longforecast.com/oil-price-today-forecast-2017-2018-2019-2020-2021-brent-wti>

State of Colorado Demography website  
<https://demography.dola.colorado.gov/>

Upstate Colorado website <https://upstatecolorado.org/news/>

Weld County literacy information  
<https://nces.ed.gov/surveys/piaac/skillsmap/?view=comparison&geolevel=county&first=8123>

# **2024 Budget Message**



December 11, 2023

Dear Board of Trustees and High Plains Library District Taxpayers:

It is our pleasure to submit to you our 2024 budget for your consideration and adoption. This budget was prepared by the Finance Department with input and direction from the Board of Trustees, members of the District Administrative Support Team, Library Managers, and the Executive Director. General guidelines used to formulate this document include the mission statement, the strategic plan, the capital improvement program forecast for the next five years, and financial projections of revenues and expenditures for the next 10 years.

**Our Mission:**

*Helping build Community.*

**Our Vision:**

*High Plains Library District gives access to answers for every question.*

**Our Values:**

These values help clarify the principles that guide the High Plains Library District (HPLD). As trustees, administration, and staff of the High Plains Library District, we are committed to fulfilling our mission and vision while upholding the following values:

- **Our Patrons** - Treated with dignity, respect, and consideration; Receive exceptional level of personal customer service; Provided with a variety of library materials that reflect communities' interest and values; Access to up-to-date technology and assistance to use that technology; Enjoy a variety of quality programming for all ages; Have a positive library experience every time they visit.
- **Our Facilities** - Modern, clean, and well maintained; Provide and utilize up-to-date technology; Open and available to all people regardless of age, gender, sexual orientation, or physical limitation; inviting, comfortable and friendly; Serve as a local gathering place.

- **Our Staff** - Uphold the principals of the First Amendment to the Constitution of the United States of America - the freedom to read, view, speak and hear; Committed to instilling a love of reading; professional and reliable information catalysts; Make every effort to be available whenever and wherever our patrons need us; Seek solutions to problems in a positive, productive manner; Work as a team to provide exceptional level of service; Continue to learn and grow professionally by taking advantage of classes, workshops, and seminars (offered by the High Plains Library District, State/National Library Associations, and other agencies) in an effort to better serve the public; Sees HPLD as an employer of choice, one that provides fair compensation, competitive benefits, and a flexible schedule that leads to a healthy work / life balance.
- **Our Community** - Benefits from partnerships between HPLD and other local agencies that support reading, education, and literacy; Enjoys the talents, abilities, and contributions of the HPLD staff at community-related activities; Is aware of and appreciates the programs and services offered by the HPLD; Supports the HPLD by contributing to its Foundation; Feels enriched by the presence of the HPLD.

## Overview

This budget will support the High Plains Library District in achieving its mission and vision by providing the necessary funding for the operation of the libraries, the outreach department, public computing centers, and administration and support services.

The budget consists of:

- Summary schedules listing revenues, expenditures, beginning and ending fund balances.
- The 5-year capital improvement program, plus narrative.

The 2024 proposed budget includes funds for renovations at Carbon Valley Library, renovations at Farr Library, construction in Mead, construction in Grover, an addition at the DSS location, and an operating budget for continuing to provide a quality level of library services.

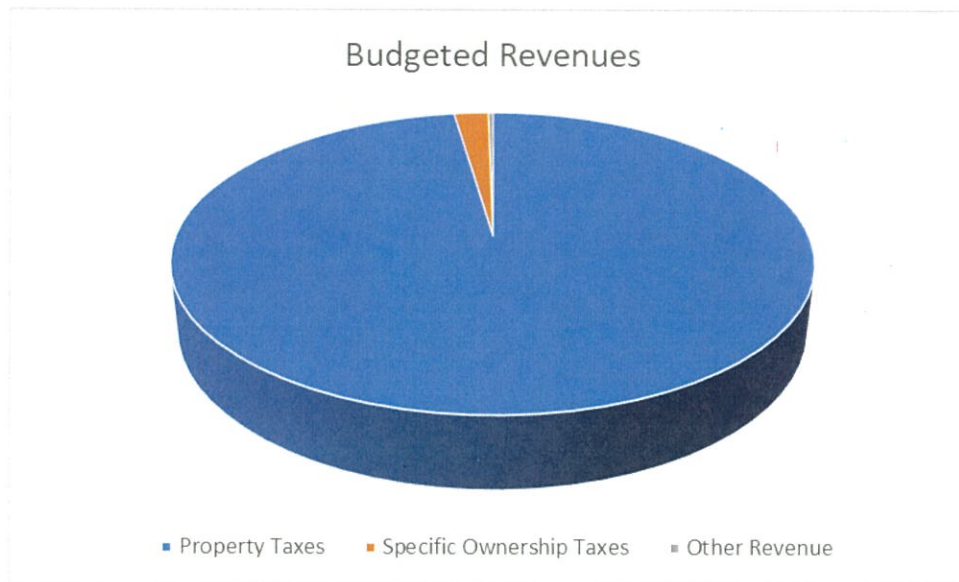
The budgeted general fund revenues for 2024 are \$70,590,790 and the budgeted general fund expenditures for 2024 are \$59,592,472. That equates to a budgeted increase in net assets of \$10,998,318.

Budgeted revenues for 2024 have increased 32.50% from the 2023 budget. Budget restrictions in other expenditure areas have allowed for planning for a 4% merit increase for staff. The salary budget also includes the effect of a cost-of-living increase in the minimum wage that will become effective January 1, 2024. High Plains

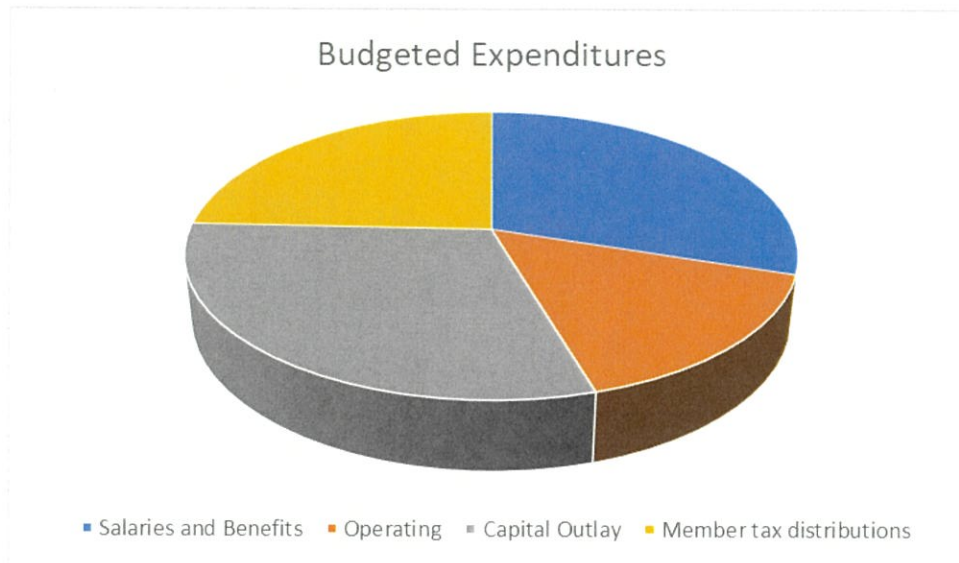


Library District is planning for additions to FTE and staff headcount in 2024 primarily to staff and support innovation spaces, volunteer activity, and facility use. The budget includes funds to continue to participate in Prospector which allows patrons increased access to additional resources beyond the High Plains Library District collection.

The primary source of revenue for the District is derived from a 3.177 mill levy for operations applied to the assessed value of portions of Weld and Boulder County properties. Property tax which includes delinquent taxes, refunds and abated taxes comprise 97.66% percent of the District's budgeted revenue for 2024 while specific ownership tax is 2.04%. The remaining .3% percent consists of investment earnings, grants, fines, fees, and miscellaneous revenues.



The expenditures of the district are comprised of salaries and benefits that equal 29.88 % of the budgeted expenditures, operating expenditures add an additional 15.54%, capital outlay equals 30.19%, and the tax distribution to member libraries equals 24.39% of the total budgeted expenditures.



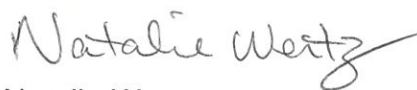
### Budget

The annual budget and appropriation ordinance is adopted by the Board of Trustees in accordance with the Colorado State Statute (29-1-108(4), C.R.S.). The budget is prepared on a basis consistent with accounting principles generally accepted in the United States for all governmental funds. The accounting system is employed as a budgetary management control device during the year to monitor the individual expenditures. The 2024 budget will be continuously evaluated to assure that funds are expended judiciously.

Respectfully submitted,



Dr. Matthew Hott  
Executive Director



Natalie Wertz  
Finance Manager

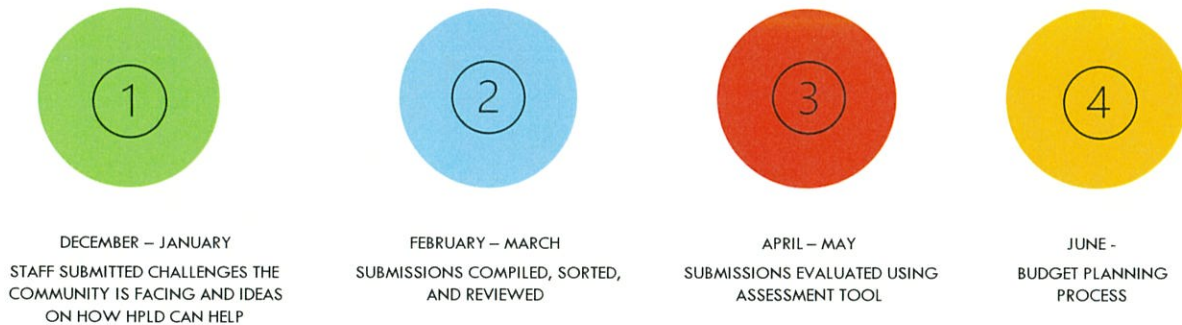
# High Plains Library District Budget Narrative

## Strategic Goals and Strategies

During late 2022, High Plains Library District (HPLD) began the strategic planning process (SPP) for 2024. This process involved gathering ideas from staff, listening to community members throughout the library district, meeting with governmental and non-profit organizations, and having discussions with community leaders, board members, and staff. Dr. Matthew Hорт, Executive Director, used the input from these stakeholders to develop a strategic plan. An overview of that strategic plan was presented to the Board of Trustees (BOT) in September 2023.

The SPP is designed to support, inform, and align with the budget process. See the diagram below. HPLD is working toward repeating this process annually.

### WHAT'S BEEN DONE SO FAR...AND WHERE WE'RE HEADING



The strategic plan goals include developing programs focused on life skills and workforce development (Skills pipeline); capital projects discussed later; building better internal alignment to support HPLD's efforts toward continuing improvement; and increasing literacy throughout the district.

## **Short-Term Organization Factors**

A demographic study completed during 2019 indicated that the High Plains Library District service area is experiencing and is expected to experience significant population growth in the foreseeable future. The 2020 census results report a Weld County population of 328,981, an increase of over 76,000 or 30% from the 2010 census. The Colorado State Demography office is forecasting the Weld County population to grow to 423,760 in 2030. High Plains Library District will need to provide library services to those individuals. According to financial planner SmartAsset, in 2022 Weld County had the highest new building rate of all Colorado counties at 47 building permits for every 1,000 homes. This growth influences decisions about facilities, staffing, and how best to provide library services efficiently and effectively. The budget for 2024 includes an operational budget and capital projects needed to serve the growing population.

A significant portion of the property tax base for High Plains Library District is from oil and gas. That causes significant volatility in the revenue stream. Oil and gas represents approximately 65% of the district's assessed value for the 2024 budget. Oil and gas represented approximately 60% of the district's assessed value for the 2023 budget and 43% of the district's assessed value for the 2022 budget.

The Colorado Legislature passed SB19-181 in April 2019. That law changed the way oil and gas production is regulated in Colorado. The uncertainty about the long-term impacts of that law on the oil and gas industry affects revenue projections and decisions about spending available resources and the level of reserves that should be maintained. This uncertainty has caused the library district to maintain a higher level of reserves than might be seen if the property tax base was more predictable.

Oil and gas sales revenue increased in 2022 which increases property tax revenue for 2024. Property values have also continued to increase in the HPLD service area. Financial planner SmartAsset reports that Weld County lead Colorado counties in 2022 in the incoming investment index. Weld County saw 6.8% growth in business and \$5.8 billion growth in the county's GDP in 2022 according to SmartAsset.

Inflation continued to increase in 2023. Inflation is expected to continue into 2024 and is expected to impact most operating expenditures and capital projects. Inflationary pressure on wages and a competitive labor market are expected to increase the cost of labor. Interest rates remained low during 2021 and began to increase in 2022. Interest rates continued to increase in 2023, but not as dramatically as 2022. According to a recent Federal Reserve Dot Plot, interest rates are expected to decrease to near 5% in 2024.



## **Priorities and Issues**

The permanent, long-term effects of the economic conditions created by the shutdowns in response to COVID-19 are yet to be determined. However, the oil and gas market crash and dramatic increase in unemployment that occurred in 2020 demonstrated a need in our communities for High Plains Library District to respond by providing more skills-based and development programming to help people acquire and improve marketable skills. The shutdowns during 2020 helped identify locations in our district where improved Internet access is most needed. In response to that need, HPLD obtained grants to purchase mobile Wi-Fi units, placed Wi-Fi units in high need locations in the district community, and purchased 16 mobile Wi-Fi units that were made available for specialty checkout. During 2024, High Plains Library District will work with partner agencies to continue to close the digital divide, improve digital literacy and access.

In addition to the factors noted above, the diversity of the population in the service area must be considered in the development of the budget. High Plains Library District is committed to ensuring that our programs and services are accessible to everyone and is continually striving to improve the library experience for all visitors. The materials collection, programs, and services should be designed to provide some level of library service for the entire population. The facilities and staff should feel welcoming to a wide variety of individuals. The population diversity affects decisions about amounts and types of materials purchased and programs that are offered at the libraries. Funds have been allocated in the Collection Resources department to allow the library to purchase a wide spectrum of materials in a variety of formats and genres. Resources have been allocated in the budget for citizenship, English as a Second Language (ESL), and Right to Read classes. Each year High Plains Library District is honored to host a naturalization ceremony for individuals who have completed citizenship classes and passed the examination. 26 individuals from 20 countries including Australia, Burma, Columbia, Cuba, Djibouti, Eritrea, Ethiopia, the United Kingdom, Ukraine, and Vietnam became United States citizens in the 10<sup>th</sup> annual naturalization ceremony in Greeley, Colorado on June 30, 2023.

The library district covers a geographical area of almost 4,000 square miles in northeastern Colorado. High Plains Library District includes most of Weld County and a small portion of Boulder County. The service area includes some near-urban/suburban, more densely populated areas, and some rural, remote, sparsely populated areas. Providing library services in the remote areas where individuals do not have convenient access to a library building requires creativity and additional resources. Significant resources were allocated to the Outreach Department in 2017 through 2019 to replace two older vehicles, add a vehicle to the fleet, and to add staff. Funds have been allocated in the 2024 budget for Outreach department operations. The Information Technology and Innovation (ITI) Department budget will allow High Plains Library District to continue to support access to electronic resources throughout the district.

In 1999, the voters passed a ballot issue that increased the property tax mill levy by 1.8 mills to allow for the issuance of Certificates of Participation. The ballot issue required the district to reduce the property tax mill levy by \$1,000,000 when the debt was paid off. The final payment on the debt was made in December 2019. The property tax mill levy for operations was reduced from 3.249 for 2019 to 3.177 for 2020. The mill levy for operations remains 3.177 for the 2024 budget. Although the reduction in revenue might be considered as being offset by the reduction in debt service expenditures, the impact of the decreased revenue and increased pressure on the budget because of projected population growth and inflation must be considered when allocating available resources.

The development of the strategic plan has allowed High Plains Library District to improve the focus on priorities for the 2024 budget. The basic priority has been and continues to be providing high-quality library services throughout the district. The focus for 2024 has been refined to specific capital projects, increasing literacy, building better alignment to support HPLD's efforts toward continued improvement, and developing skills-based and workforce development programming (Skills pipeline).

Moving to more skills-based programming, developing operational excellence, and specific capital projects were also focus points for the 2023 budget. HPLD will continue to focus on skills-based and workforce development programming in 2024. Developing operational excellence remains a focus in 2024 as High Plains Library District proceeds on the journey of continuous improvement.

As High Plains Library District pursues its mission of *Helping build Community*, taxpayers, patrons, and staff members will know that we are succeeding when literacy rates are improving, patrons are learning new skills and developing skills, and peaceful, productive civil discourse is happening in our district.

## **Fund Description and Fund Structure**

High Plains Library District maintains two funds for accounting and budgeting purposes – the general fund and the debt service fund.

The general fund is High Plains Library District's primary operating fund. It accounts for all financial resources of the district, except those required to be accounted for in another fund. The general fund is a major governmental fund of the district and the 2024 budget appropriates funds for the general fund.

The debt service fund accounts for the resources accumulated and payments made for principal and interest on the long-term debt of the district. The debt service fund has also been a major governmental fund of the district. The Certificates of Participation Series 2010 were paid off in December 2019. The district has no long-term debt outstanding as of December 31, 2023. There is no debt service fund budget appropriated for 2024.

## **Basis of Budgeting**

Annual budget and appropriation ordinances are adopted by the board in accordance with the Colorado State Budget Law. The budget is prepared on a basis consistent with accounting principles generally accepted in the United States for all governmental funds (modified-accrual - the same basis of accounting used in the audited financial statements). Depreciation is not budgeted for and capital outlay is budgeted for. Depreciation is recorded in the Annual Comprehensive Financial Report government-wide financial statements and capital outlay expenditures are capitalized in the Annual Comprehensive Financial Report government-wide financial statements.

The accounting system is employed as a budgetary management control device during the year to monitor expenditures. The legal level of control is at the fund level. All annual appropriations lapse at year end.

## **Financial Policies**

Below is a summary of some financial policies of High Plains Library District. High Plains Library District is in compliance with the financial policies. The 2024 budget is prepared in compliance with these policies. The finance policies are available on the High Plains Library District website.

### **Balanced Budget**

Colorado state statute and district policy does not allow a budget with deficit spending which is defined as expenditures in excess of available revenues and beginning fund balance. A balanced budget is a budget where budgeted expenditures do not exceed budgeted revenues plus beginning fund balance.

### **Fund Balance / Reserve**

High Plains Library District is subject to the Emergency Reserve requirements of the Colorado Taxpayers Bill of Rights (TABOR). The TABOR Emergency Reserve provision requires High Plains Library District to maintain a reserve of 3% of prior year revenues. In addition to the emergency reserve, High Plains Library District policy requires six months of operating expenditures to be maintained as a fund balance reserve.

### **Debt**

High Plains Library District is prohibited from issuing debt in excess of the legal debt limit of 1.5% of assessed value. Colorado TABOR prohibits governments from issuing bonds without a vote by the citizens. Governments may issue Certificates of Participation without a vote of the citizens. High Plains Library District policy requires approval of the Board of Trustees to issue long-term debt.

## **Investment**

High Plains Library District investment policy complies with Colorado state law. The primary investment objectives are preservation of capital and liquidity. Permitted investments include U.S. Treasuries, Federal Agencies and Instrumentalities, Corporate Securities, Local Government Investment Pools, and Money Market Funds.

## **Budgetary Control**

The legal level of control is the fund level. The proposed budget is presented to the Board of Trustees by October 15 each year. The proposed budget is posted on the High Plains Library District website and interested parties can review it from the website or in person at the district's administrative offices during regular business hours. A public hearing is scheduled and held by December 15 each year. The Board of Trustees adopts the mill levy and the budget by December 15 each year. The budget is posted on the district's website and filed with the State of Colorado by the end of January each year. During the year, the finance department prepares monthly budget to actual reports of revenues and expenditures. The budget to actual reports are posted on the High Plains Library District website and sent to the HPLD finance committee. The Executive Director, the finance department, and each department head and library manager monitor the budget to actual activity throughout the year. If a budget amendment is needed, the amendment is presented to the board, a public hearing is scheduled and held, and the board votes on the amendment. If the board approves the amendment, the amended budget is filed with the State of Colorado.

## **Revenue**

The primary revenue source for High Plains Library District is property tax. Property tax revenue is a function of the assessed valuation of taxable property within the district as certified by the county assessors multiplied by the mill levy approved by the Board of Trustees. Property taxes are billed and collected by the county treasurers. The county treasurers disburse the property taxes to the taxing districts by the 10<sup>th</sup> day of the month following collection. High Plains Library District records the property tax revenue received each month as revenue for the previous month. The property taxes levied for the following year are recorded as receivables and deferred revenue in the current year's audited financial statements.

## **Budget Process**

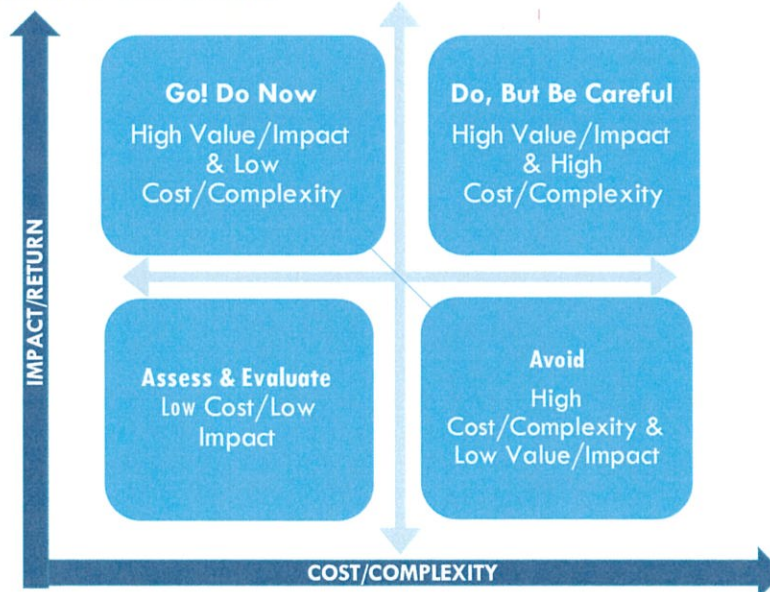
Public input on the budget is obtained by feedback received throughout the year. Participants in some programs are invited to take formal surveys. Staff members receive informal feedback through conversations with community members. During 2023, HPLD began testing the LCI (Library Confidence Indicator) as a tool for collecting community feedback. Community members may submit requests for the purchase of specific items for the library collection. That formal and informal feedback is used to



help determine what types of programs are offered and what materials are purchased for the collection. Public use of the libraries (gate count) and circulation statistics impact budget decisions about staffing levels at the libraries. Circulation statistics also impact budget decisions about what materials are purchased for the library collection. Computer use statistics help determine the number of computer stations that are maintained at each facility. Participation at the stops offered by Outreach helps determine the schedule, frequency, and locations that are visited. Board meetings are open to the public and attendees may sign up for public comment to address the board about library services or district budget decisions.

HPLD uses the assessment matrix below, a modified version of the Eisenhower Matrix, as a tool to prioritize ideas and opportunities into potential action as part of the budgeting process.

## ASSESSMENT MATRIX



The High Plains Library District budget preparation process typically begins in late June or early July every year. Budget request worksheets are provided to each library manager and department head. The budget request worksheets are completed by the library managers and department heads and returned to the Finance Department by the end of July or early August each year. This includes capital outlay projects identified by the Facilities Department throughout the year during facility walk throughs and from the planned maintenance and replacement schedule.

During August and early September, the Finance Department compiles the requests and reviews them with the Executive Director and Associate Directors. The requests are prioritized, and any necessary adjustments are made and discussed with the library managers or department heads. The preliminary budget is reviewed with the finance

committee. The finance committee may make recommendations for revisions to the preliminary budget.

Per state statute, the proposed budget must be presented to the board by October 15 each year. The proposed budget for 2024 was presented to the board at the October 9, 2023 board meeting. The proposed budget was then posted on the High Plains Library District website and a copy was available in the administrative office for public review. A public hearing notice was published.

Per state statute, the Board of Trustees must certify the mill levy by December 15 each year and adopt the budget by December 31 each year. SB23B-001 passed in special session of the state legislature in November 2023 changed both of those deadlines to January 10, 2024 for this year only. The 2024 budget was adopted at the December 11, 2023 board meeting. The mill levy was certified at the January 8, 2024 board meeting. The adopted budget was then posted on the High Plains Library District website and filed with the Colorado Department of Local Affairs Division of Local Government. A copy of the budget is also available in the administrative office of High Plains Library District.

Between October when the proposed budget was presented to the board and December when the final budget was presented to the board, some budget adjustments were made. Adjustments were made to the capital outlay budget and two staff positions were added. A table of the adjustments is included in the supplemental / statistical section of this budget document.

The legal level of budgetary control is at the fund level. If necessary, the budget may be amended by preparing and presenting a budget amendment to the BOT and holding a public hearing. If the BOT approves the budget amendment, the amended budget must be filed with the Colorado Department of Local Affairs Division of Local Government. Budget amendments may be presented to the BOT at any time during the year. Any budget amendments must be approved by the BOT before the end of the budget year / fiscal year.

### **Statutory Budget Calendar**

August 25	Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values to compute the statutory and TABOR property tax revenue limit.
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October 15	Budget officer must submit proposed budget to the governing board. Governing body must publish "Notice of Budget" upon receiving proposed budget.
December 10	Changes in assessed valuation made by the assessors will be made only once by a single notification to the county commissioners or other body authorized by law to levy property tax, and to the Division of Local Government.  SB23B-001 changed the deadline to January 3, 2024 for one year only.
December 22	Deadline for county commissioners to levy taxes and to certify the levies to the assessor.  SB23B-001 changed the deadline to January 17, 2024 for one year only.
January 30	A certified copy of the adopted budget for the current fiscal year must be filed with the Division of Local Government no later than this date.

## **Fund Balance**

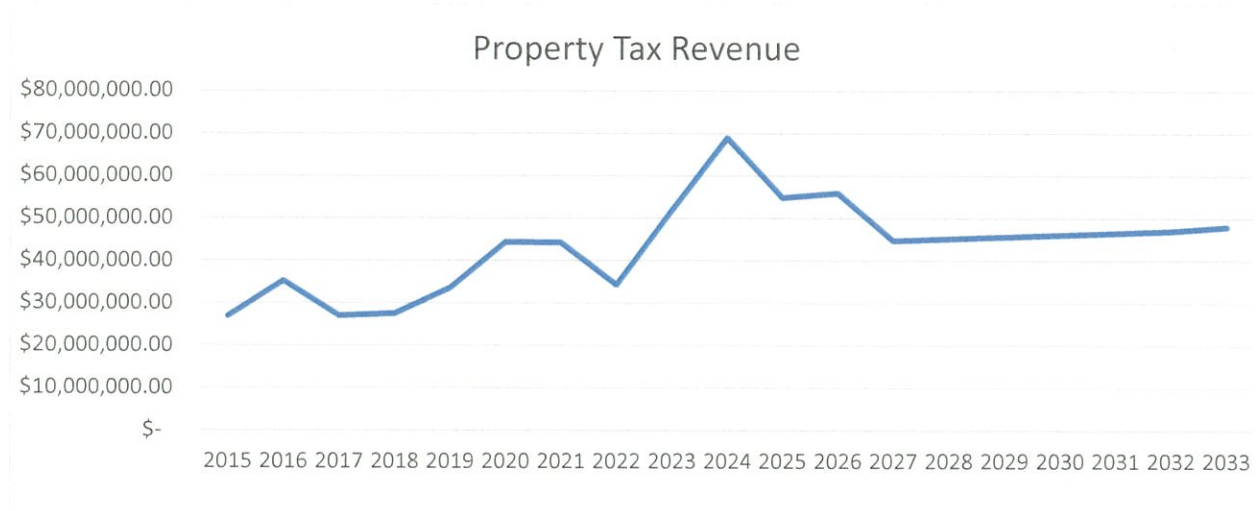
Fund balance may be defined as the excess of the assets of a fund over its liabilities, reserves, and carryover.

The budget for 2024 plans for an increase in fund balance of approximately \$11 million. High Plains Library District anticipates a significant increase in property tax revenue in 2024. High Plains Library District is budgeting for an increase in salaries and benefits expenditures FTE (full-time equivalent) and regular staff headcount that will be added in 2024.

## **Revenues**

The primary revenue source (approximately 97%) of the High Plains Library District is the property tax mill levy. The revenue estimate for the budget is calculated based on the certification of assessed valuation received from the county assessors multiplied by the mill levy that is certified by the High Plains Library District Board of Trustees and the Weld and Boulder County Commissioners.





The Gallagher Amendment in the Colorado Constitution limited the portion of statewide property tax revenue that could come from residential property to 45%. The remaining 55% of statewide property tax revenue was to be levied on other property types – commercial, agricultural, etc. The assessment rate for non-residential property types except oil and gas was fixed at 29%. To maintain that 45% / 55% ratio, the residential assessment rate was adjusted every two years. Since residential property values statewide have increased faster than the other property types, the residential assessment rate had been decreasing. The decreases in the residential assessment rate have effectively become permanent since the Taxpayer Bill of Rights (TABOR) in the Colorado Constitution prohibits any tax increases without a vote of the citizens and increasing the residential assessment rate has been interpreted as a tax increase. A measure to repeal the Gallagher Amendment was on the ballot for November 2020 and passed. With the repeal of the Gallagher Amendment, the residential assessment rate was fixed at 7.15% and the non-residential assessment rate was fixed at 29%.

In June 2021, the state legislature passed SB 21-293 reducing the assessment rates on some classes of property for 2022 and 2023 valuations (collection years 2023 and 2024) from 7.15% to 6.95%, 7.15% to 6.8%, and 29% to 26.4%. Under SB 21-293, assessment rates were to return to the previous levels for 2024 valuations.

In June 2022, the state legislature passed SB 22-238 which reduced assessment rates on some classes of property and exempted some portions of valuations of some classes of property for the 2023 and 2024 valuations. Colorado Counties, Inc. has prepared a table summarizing the changes in the assessment rates. Please see the statistical and additional information section for that table.

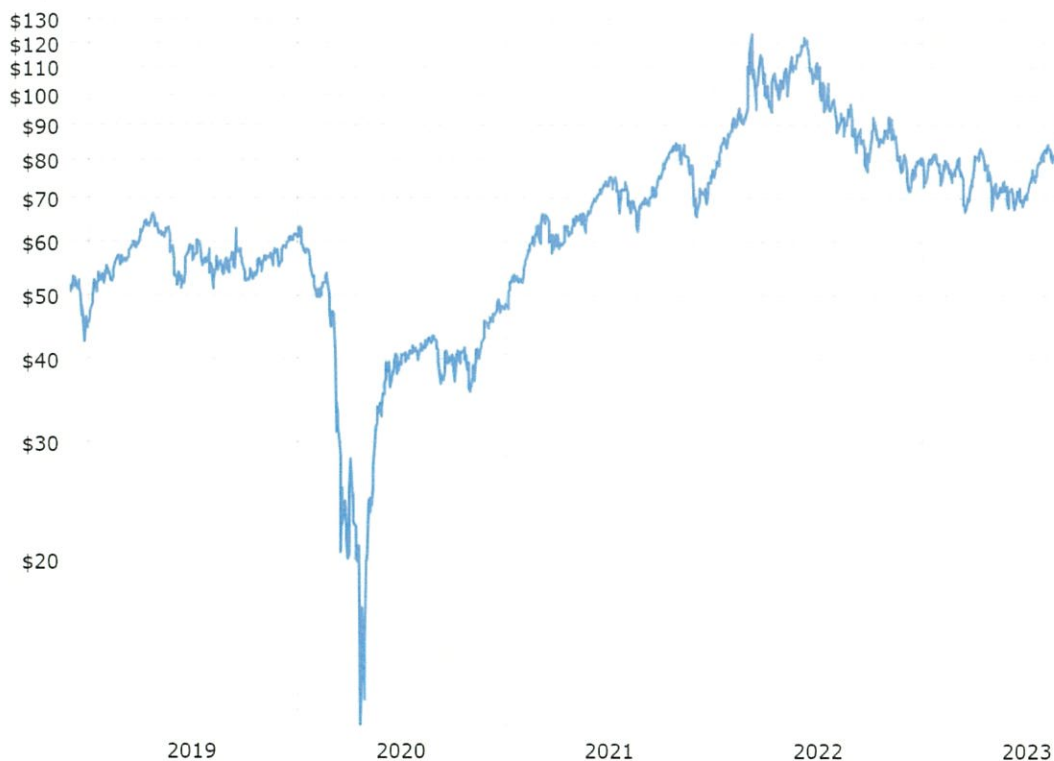
In May 2023 during the last week of the legislative session, the state legislature passed SB 23-303 which submitted a measure on the November 2023 ballot known as Proposition HH. Provisions of SB 23-303 / Proposition HH included slightly reducing the assessment rate on some residential properties and some other property classes while allowing the State of Colorado to retain more revenue than currently allowed under

TABOR for 2023 through 2032 and changes to the statutory budget calendar for this year only which would delay final certifications of valuation and mill levy certifications. Proposition HH failed in the November election.

On Thursday following the November election, the governor called a special session of the state legislature to begin November 17, 2023 to address the increase in property taxes. During the special session, the state legislature passed SB23B-001 which reduced the residential assessment rate to 6.7%, exempted the first \$55,000 of residential property value, and delayed the budget adoption and mill levy certification dates for this year only.

A significant portion of the High Plains Library District tax base has been from oil and gas. With the oil and gas market crash in 2020 and government-imposed shutdowns, oil and gas sales revenue from production in the district decreased dramatically. That significantly reduced High Plains Library District budgeted revenues for 2022. Construction continued and residential property values increased in the district, but that did not offset the reduction in the tax base from the decreased oil and gas sales. The oil and gas market experienced some recovery in 2021 and property values in the HPLD service area continued to increase, so budgeted property tax revenue for 2023 increased. Oil and Gas prices increased in 2022 and property values were reassessed in 2023, so budgeted property tax revenue for 2024 increased by approximately 35%.

Historical Price of WTI (West Texas Intermediate) Crude Oil per Barrell per macro trends.net data as of November 7, 2023.







## Long-range Financial Plans

The long-range financial operating plans support the achievement of the strategic goals of HPLD. The long-range financial operating plans allow High Plains Library District to estimate resources that will be available to use toward those goals. The long-range financial plan helps determine scope and timing adjustments that may be necessary or possible to work being done on the strategic plan initiatives.

High Plains Library District is dependent on the mill levy for operations of 3.177 for property tax revenue as the primary revenue source for the district. Currently, there are no plans to increase or decrease the mill levy. Any proposed increase in the mill levy would need to be approved by the BOT and then presented to the voters for approval. The High Plains Library District Foundation was rebranded and renamed the High Plains Library District Friends & Foundation (HPLDF&F) in April 2022. HPLDF&F will be instrumental in building community connections and community support should it become necessary to request a mill levy increase.

Since the primary revenue source for High Plains Library District is property taxes, and a significant portion of the tax base has been oil and gas, the oil and gas market crash in 2020 negatively impacted the revenues of the district – particularly for 2022. Increases in oil and gas prices in 2022 and reassessments of property values in 2023 created an increase in budgeted property tax revenue for 2024. Long-range financial plans and projections were reevaluated in 2023 as HPLD continues to prepare for the future.

Long-range financial planning requires working with other economic interests to get a firm understanding of economic forecasts and their meaning for district revenues and setting priorities to identify areas that could be reduced when revenues take a downturn. During 2023, the Finance Department received information from Weld County

government officials, obtained information from the Colorado Oil and Gas Conservation Commission, attended seminars and webinars on economic updates and predictions, and read reports on the national and local economic outlook. That information was used to refine the financial projection for High Plains Library District. The projection was considered in developing the budget for 2024.

The property tax base for HPLD appears to be changing. Economic forecasts seem to indicate that oil and gas production in the Weld County area may have reached its peak. Anticipated population growth in Weld County is expected to support continued residential construction. Residential property sales have slowed and prices have begun to decrease slightly. The assessment rate reductions SB 21-293 and SB 22-238 have had a negative impact on HPLD revenues. SB23B-001 that was passed in a special session in November 2023 will have a negative impact on HPLD revenues.

In response to the expected future revenue levels, emphasis has been placed on controlling the operating expenditures budget. FTE (Full-time equivalent) and employee headcount were increased significantly in 2023 to staff and support LINC. The 2024 budget plans for additional increases in FTE to satisfy the demand for the innovation spaces and other library services. Beyond 2024, there are no plans for significant annual increases in FTE or staff headcount. Database and periodical subscriptions have been reviewed and items with low patron use have been discontinued. Less expensive, more user-friendly options have been identified to replace some of the databases and electronic resources. Public computing center use was evaluated, and low use facilities were closed. As more individuals are using their own devices (phones, laptops, tablets, etc.) in the libraries, computer use in the libraries was evaluated and some computers were removed to right-size the inventory to achieve usage target ranges.

Long-range financial plans include operation of LINC. LINC was opened May 13, 2023. LINC will allow HPLD to achieve strategic plan initiatives of expanding skills-based programming and increasing literacy. The additional skills-based programming and literacy should encourage economic growth and help diversify and expand the property tax base in the HPLD service area over the long-term.

LINC replaced the Lincoln Park Library location. HPLD listed the Lincoln Park Library building for sale in June 2023. No sales proceeds have been included in the budget or the long-range financial projection.

The overview of the capital improvement program provides more information on specific projects. To help control the operating expenditures budget and to accommodate the anticipated levels of future property tax revenue, completing LINC was the largest construction project planned on the schedule. Construction projects planned or anticipated for 2024 through 2028 are much smaller. Anticipated future revenue levels will require High Plains Library District to leverage available technology to provide library services efficiently in more remote areas of the district.

The government-imposed shutdowns during 2020 created the opportunity to learn how to provide more services virtually. High Plains Library District is using available technology (web-based programming, electronic databases, Ebooks, downloadable audiobooks, music, and videos, virtual assistance from librarians, on-line meeting spaces, etc.) to provide library services to a wider community more efficiently. The Outreach department will continue to provide library services to the community outside of the library facilities. Technology and the Outreach department will allow HPLD to provide library services with less need for additional library facilities.

Currently, High Plains Library District has no plans to significantly reduce library services. HPLD intends to be responsive to the community. Low use services may be discontinued to improve efficiency or to provide additional resources for other library programming. An example of this is the evaluation of database use and public computing center and computer use as discussed earlier. High Plains Library District will continue to provide library services throughout the service area while evaluating those services for efficiency and value to the community.

Stewardship and fiscal strength are focus areas of the budget process. High Plains Library District's financial plan is to maintain a sound and sustainable financial position by allocating available resources to provide high quality library services while also maintaining adequate reserves to manage revenue volatility and economic downturns.

### **Capital Expenditures**

The Facilities Master Plan provides general guidance on when a library expansion or a new library should be considered. The BOT and executive team meet with other community leaders regularly. Economic conditions and outlook, population growth and projections, and community plans and needs are often discussed in those meetings. That information is considered when determining which capital projects should be pursued. HPLD is considering updating the Facilities Master Plan in 2025.

The Facilities Department inspects and evaluates the facilities throughout the year and maintains a replacement schedule for significant building components (roofing, HVAC units, boilers, etc.). The Facilities Manager recommends capital projects based on those inspections and the replacement schedule. Library Managers also request improvements to the facilities. The Executive Director, Associate Director of Public Services, Facilities Manager, and Finance Manager review the proposed capital budget requests and prioritize the recommended projects. Projects that affect the safety or the functionality of the facilities are given higher priority than other requested improvements or additions.

The 2024 budget includes funds allocated for the following projects:

Centennial Park Library Remodel – upgrading and renovating the existing library. Estimated project cost of \$1,800,000. This project was begun in September 2023 and is expected to be completed in early 2024.



Carbon Valley Regional Library Renovations - upgrading and renovating the existing library. Project includes carpeting, paint, furniture replacement, makerspace equipment, and outside improvements. Estimated project cost of \$1,500,000.

Farr Regional Library Renovations – upgrading and renovating the existing library. Project includes carpeting, paint, and furniture replacement. Estimated project cost of \$850,000.

Grover Library – In 2022, Weld County School District 6 donated a modular unit to HPLD. In October 2023, the Town of Grover donated land to HPLD for a library site. The library will provide computer and internet access, a small collection of materials, and a small meeting room. Estimated project cost of \$1,000,000.

DSS Archive – Feasibility and needs assessment, project scope determination, and design for a capital project was undertaken in 2023. The project may include archive space, storage space, and public space. The 2024 budget includes \$6,000,000 for this project.

Mead Library – a library in Mead that will be approximately 10,000 square feet. Estimated total project cost of \$7,500,000. Estimated completion in 2025.

### **Impact of Capital Investments on Operating Budget**

The capital investments noted above will have an impact on the operating budget in additional staff, maintenance, and utility costs. The estimated amounts per project are listed below:

<b>Project</b>	<b>Estimated Annual Salaries and Benefits</b>	<b>Estimated Annual Utilities</b>	<b>Estimated Annual Operating Costs including Repairs and Maintenance</b>
Centennial Park Library remodel	No additional costs expected	No additional costs expected	No additional costs expected
Carbon Valley Regional Library Renovations	No additional costs expected	No additional costs expected	\$5,000
Farr Regional Library Renovations	No additional costs expected	No additional costs expected	No additional costs expected
Grover Library	No additional costs expected – will be covered by existing staff	\$ 3,000	\$ 17,000

DSS Archive	No additional costs expected	Project feasibility and needs are being assessed	Project feasibility and needs are being assessed
Mead Library	\$250,000	\$30,000	\$ 20,000

The projects are expected to be financed using available cash and investments, a decrease in earnings on investments is expected.

### Debt

The legal debt limit for High Plains Library District is 1.5% of assessed value or \$323,560,650 as of December 31, 2023. The Certificates of Participation Series 2010 were paid off in December 2019. The High Plains Library District has no long-term debt subject to the legal debt limit as of December 31, 2023.

High Plains Library District has no current plans to issue new debt.

### Position Summary Schedule

	2022	2023	Budgeted 2024
Librarians	32	35	36
Library Associates	56	62	63
Pages and Materials Clerks	35	42	42
Innovation Space		4	9
Facilities	8	9	9
Collection Resources	13	14	14
Information Technology Innovation	8	9	11
Community Relations and Marketing	4	5	5
Managers and Supervisors	30	30	30
Administration (Executive Director, Associate Directors, HR, Finance, Foundation)	9	8	9
Total	195	218	228

The increase from 2022 to 2023 were planned additions to staff and support LINC. The LINC facility is significantly larger than the Lincoln Park Library. LINC has the capacity to serve more patrons, house a larger collection of materials, and provide a wider variety of programming and services. The increase in the 2024 budget is for additional innovation space staff to help meet the demand, event and volunteer coordinators to increase and enhance use of facilities, and an additional librarian to meet teen demand

at LINC, a library associate to meet demand at the virtual library, and IT technicians for technology support.

## **DEPARTMENT DESCRIPTIONS**

The libraries and departments described below are included in the general fund of High Plains Library District.

### **BRANCH SERVICES**

High Plains Library District (HPLD) serves more than 310,000 residents of Weld County and part of Boulder County and covers a geographic area of almost 4,000 square miles. Our mission of *helping build community* is carried out by our well-trained staff and through our strong collection of library materials.

Currently, HPLD offers more than 700,000 items to its patrons. The district strives to provide a collection that balances viewpoints across a broad spectrum of opinions and subject matter in formats suitable to a variety of learning and recreational interests and skills.

Our locations offer a wide selection of materials including children, teen, and adult fiction and non-fiction materials in print, audio, video, and electronic formats (CDs, DVDs, e-books, and downloadable audio books). The district also provides a collection of magazines, journals, and newspapers, and subscribes to more than 70 paid subscription databases, most of which can be accessed from any computer with Internet access. Launchpads are also included in the district's digital collection. These pre-loaded tablets for kids are designed with a simple, easy-to-use interface, and come loaded with age-appropriate games and apps. In addition, the district provides Wonderbooks and VOX books, which are children's print books with a pre-loaded audiobook player attached.

High Plains Library District strives to provide current technologies within the libraries as well as in computer centers throughout our service area. At a minimum the district provides access to the catalog, subscription databases, the Internet, and current computer applications.

Computers within the libraries are used by staff to teach classes to the public on a variety of computer-related topics, as well as by the public for research and personal computer use. In addition, each of the district's libraries provides Wi-Fi connectivity without charge to the user.

As an extension of traditional service, each library hosts a variety of programming for all ages that encourages reading, literacy, education, skill development, cultural and social diversity, and fun. These programs are provided free of charge to attendees.

The district maintains a strong commitment to long-term environmental sustainability. During new construction and facility upgrades, the district makes every effort to reduce consumption of resources as well as use our existing resources wisely. When feasible our facilities use alternative energy sources such as solar and implement energy-saving technologies and practices to further reduce use of energy.

### **Carbon Valley Regional Library**

Carbon Valley Regional Library serves as both a community library and a resource library for the southwest area of the High Plains Library District. The 35,400 square foot facility can hold up to 150,000 items and has 29 public access computers. The library includes two community meeting rooms, four individual study rooms, a cozy fireplace area, children's storytime room, outdoor patio, amphitheater, café, a dedicated teen room, a nature trail, and a new pollinator garden.

The library is an integral part of the Carbon Valley community and partners with the local Chamber of Commerce, area municipalities, and schools to carry out the district's mission.

### **Centennial Park Library**

Centennial Park Library serves as a neighborhood library near central Greeley. The 28,000 square foot facility can house up to 80,000 items and offers 62 public access computers. The library includes a computer commons area with a separate computer lab for teaching technology classes, four study rooms, a community meeting room, and a teen computer lab.

The Centennial Park library is undergoing a remodel that began in September 2023. Some exciting changes include a new teen space, small makerspace and new features to the children's area, including a re-envisioned story time area, and new art mural by local artist, Betony Coons. Colorful new furniture, carpet and paint gives the library a fresh and modern look. The genealogy collection, once housed on the lower level, was moved to LINC.

### **Erie Community Library**

Erie Community Library is a neighborhood library that holds up to 65,000 items. The 26,500 square foot facility provides 17 public access computers and features a living room with a fireplace, two outdoor patios, a makerspace, four study rooms, and a large event space/meeting room that can be divided into two reservable meeting spaces.

To meet the needs of the growing Erie community, the library recently underwent a renovation and an expansion of 6,500 square feet to create a makerspace, enlarge the children's storytime room, increase the number of study rooms and meeting spaces, and relocate and remodel the teen area to include room for collaboration, gaming, and hanging out. The project also expanded the patron parking lot.

The four additional study rooms help serve the needs of tutors and students who were previously using library open areas to work, allow groups to collaborate in separate

spaces, and provide quiet space for study and work. The larger storytime room can accommodate twice as many adults and children as before and provides a larger area for play and learning after storytimes. The makerspace houses a laser cutter, 3D printer, and several sewing machines for skills-based learning, STEM activities, and arts and craft activities for all ages. The larger meeting spaces enable the community to make twice as many room reservations for larger numbers of people than previously.

### **Farr Regional Library**

Farr Regional Library serves a dual role as both a community library and a resource library for the northern area of the High Plains Library District. The 38,000 square foot facility can hold up to 175,000 items and is equipped with 38 public computers.

Through its building design, the library has a variety of spaces that meet the diverse needs of the community including areas for collaboration, meetings, and quiet study. The library offers a café/vending area, a flex meeting room for impromptu meetings and collaborative work, community reading and study rooms, a large children's area, a separate teen area, and numerous informal seating areas.

The Farr Regional Library features eight custom stained-glass windows commissioned by local artist Carolyn Stuart, a fireplace with a comfortable reading area, a small conference room, and a large meeting room.

Farr Regional Library also serves as the home for the Virtual Library. Virtual Library staff assist those who prefer online or phone-based services. Through phone, email, and chat, trained library staff find online-based resources, request items, renew items, troubleshoot e-book questions, sign up for programs, help with reserving a meeting room, create district preloaded library cards, and much more.

### **Grover Library**

HPLD and the Town of Grover are working together to provide library services in a library facility for the residents of Grover and the surrounding area. The town has donated land in Grover, and the library has secured a building that is approximately 1,792 square feet. HPLD is actively working to get this facility up and going, and we hope to see a finished facility by mid-2024. Our plans include a small library collection, computer access, and a small community room for meetings. The service model for this location has not yet been solidified as we do not have one already in place for a facility of this nature, but we are working to develop a service model that we can pilot in Grover and potentially use for future small, rural locations similar to this facility.

### **Kersey Library**

To meet the needs of the growing Kersey community, the library renovated a new location within the heart of the community, right next to Kohler Park. This location is 3,400 square feet and can hold 5,600 items. It offers public access computers, Wi-Fi, printing, scanning and faxing, and one children's computer with age-appropriate learning activities and games. The library hosts a variety of programs for all ages that

encourage reading, literacy, education, and diversity with a focus on skills-based learning/training. There is one public study room available for reservation.

In addition to the adult book club, Kersey Library services include a summer reading program, a free lunch program in conjunction with the Weld Food Bank, and afterschool programming for children. The library is an important part of the Kersey community and partners often with the Town of Kersey to carry out the district's mission.

## **LINC**

LINC (**L**ibrary **I**Nnovation **C**enter), a 62,000 square foot building that represents the next iteration of the High Plains Library District opened May 13, 2023. Built at the old Greeley Tribune site in downtown Greeley, the newly constructed, state-of-the art building features a fully equipped makerspace with 3D printers, laser engravers, cri-cuts, and a plasma cutter, an industrial room with woodworking equipment, two large innovation workspaces, an innovation classroom, an art studio, a recording studio, podcast room, an atrium with an indoor/door fireplace, and a board room. The High Plains Library District's Local History and Genealogy Collection, which was previously housed at Centennial Park Library, was moved to LINC.

Plentiful opportunities for children and teens exist at LINC. The mezzanine level showcases a dynamic, hands-on learning Children's Exhibit that physically connects to the two-story large-scale interactive installation by nationally renowned artist Wes Bruce. The Children's library features a Hobbit Door that welcomes families into the Storytime room. Older kids and teens can take advantage of the gaming room next door to the Children's Library.

There is no shortage of community spaces in the building. There are 5 study rooms, 5 meeting rooms, 2 collaboration spaces, 2 computer classrooms, 3 general classrooms. The event space holds 200 people and contains 2 projectors & large screens. There will be 50 computers available throughout the building and a materials collection that can expand to 100,000 items.

At LINC, individuals can transform information into knowledge while developing and sharing skills and ideas in a sensory rich, experience driven, creative environment. A community catalyst for workforce development, STEM education, and future innovation, LINC is a place where creativity and possibility comes to life.

## **Riverside Library & Cultural Center**

Riverside Library, located in Old Town Evans continues to be a destination library for neighborhoods surrounding the library and the Evans community. The 18,500 square foot library is part of a joint use cultural center which is operated and maintained by the City of Evans. The library can hold up to 30,000 items and provides 21 public access computers.

The library features a variety of spaces that meet the diverse needs of the community including areas for collaboration, meetings, and quiet study. The library offers four study rooms, a cozy fireplace, plenty of casual seating, and a multi-purpose room for library programs. Riverside offers public access computers, WI-FI, printing, and computers and hosts a wide variety of programs for children, teens, and adults. The cultural center portion of the building that the City of Evans manages includes large, well-equipped meeting rooms, local history displays, and office spaces. There is an outdoor plaza which includes a play area for children.

## **DEPARTMENT OF COMMUNITY ENGAGEMENT – ALIGNING LIBRARY ROLES WITH COMMUNITY NEEDS**

**Community Engagement** is a coordinated effort made by the District to:

- Bring services and programs to the community members both inside and outside of the walls of our facilities and satellite locations; inclusive of in-person interactions, vehicle-based delivery, virtual presence (using social media sites), and use of communication tools such as phone, email, and chat.
- Learn about the needs and priorities of community members through market research, community assessments, and conversations.
- Share the information learned with stakeholders within the district and appropriate external stakeholders.
- Use the information learned to focus and prioritize services and experiences most important and relevant to community members.
- Identify opportunities for staff to represent the High Plains Library District as an engaged resource at various community events.
- Assess and measure the impact of our work for the purpose of better aligning our efforts to best support community success.

### **Outreach Services**

The Outreach Department serves as an extension of High Plains Library District by delivering services and programs to patrons and communities unable or unwilling to use library facilities. The department operates in cooperation with the libraries throughout the High Plains Library District.

The Outreach Department provides popular materials in various formats, reading readiness training, materials and services for families, and programming. These services are provided to schools, daycare centers, preschools, families, assisted living centers, and senior centers in areas where geographic, economic, linguistic and other barriers hinder access to a library. Outreach services are delivered through Mobile Services and Outreach Services.

Mobile Services staff focus on bringing services and programs out into communities throughout the district with the purpose of making the library a visible, valuable service without the expectation that patrons will be expected to enter a facility. This is done through providing popular materials in various formats and through programming,

storytimes, and events. The Mobile Services staff operates three mobile units. One unit, a bookmobile, serves as a mobile library, carrying a collection of approximately 5,000 books and non-print materials to schools and neighborhoods. The second and third units provide mobile library services to early childhood facilities and senior centers by bringing carts of books along with staff who host lobby stop services and programming. The units have access to the entire High Plains Library District collection.

Outreach Services consists of Outreach Librarians who are centrally located and work throughout the library district to bring services out into the community through identified organizational partners and to build bridges to connect new populations with the library facilities and services. They are additionally tasked with creating connections and filling gaps in our community between the library and our underserved communities and communities that face barriers to library service. Outreach Librarians also develop community-wide programs.

### **Community Relations and Marketing (CRM) Department**

CRM is responsible for ensuring consistent messaging for all communications, marketing, advertising, and public relations functions as overseen by the HPLD Executive Director. As the High Plains Library District's brand ambassador, CRM represents HPLD with one voice, one message, and through presenting a trustworthy presence in our community.

CRM enhances the district's brand and visual presentation by identifying and supporting best practices in merchandising, establishing and maintaining partnerships, and strategically identifying areas with market penetration potential for patron growth.

CRM actively supports districtwide efforts as directed by the Executive Director based on conversations with the Member Directors and Boards. Within this framework, CRM:

- Provides the community with consistent and accurate information about library policies, procedures, programs, and services.
- Creates advertising campaigns that enhance and build the HPLD brand.
- Coordinates market research and analyzes local needs.
- Openly communicates with local media that serve the various district communities.
- Coordinates all press releases, columns, press conferences, media kits and information packets that are distributed to increase awareness and knowledge about High Plains Library District.
- Serves as the hub of all communication throughout High Plains Library District.
- Manages the social media presence of the High Plains Library District.
- Provides collateral material and everyday tools to assist staff. Edits the content, appearance and usability of external and internal communications including promotional materials, publicity campaigns, and other tools in order



to ensure that the desired message is communicated, and the desired image is presented.

- Collaboratively manages the web page to ensure a clean organized design is presented and the content is accurate and up to date.

The HPLD Events and Experiences Team is part of CRM that markets HPLD and its services by attending events and parades. Events and Experiences staff operate the Pop-Up Library, a Ford F250 with a custom box that opens to display library materials available for checkout onsite. They combine point-in-time collections with targeted patron experiences to generate a lifelong connection with the library.

## **DISTRICT SUPPORT SERVICES**

District Support Services is responsible for the operation of the branch library system, long range planning, and oversight of centralized services to all branch and member libraries. Together the District Support Services departments including the Executive Director, Associate Director, Collection Resources, Finance, Human Resources and Facilities, and Information Technology and Innovation Departments provide leadership and management services to support district operations.

### **Collection Resources Department**

The Collection Resources Department consists of Collection Development, Interlibrary Loan and Prospector, Bibliographic Services, and Specialty Checkout. Together these units accomplish the processes necessary to make a wide array of materials available to the public in a timely, efficient, and cost-effective manner.

- Collection Development selects and manages the collections and resources of the branch system in accordance with the Collection Development Policies. The department, in collaboration with library managers and the Outreach manager, coordinates the management and maintenance of the collection materials including books, magazines, and media. Digital collections include databases, eBooks, eAudio, and streaming video. This centralized process provides cost effective efficiencies to build a quality collection that strives to balance districtwide collection goals with local branch needs.
- Interlibrary Loan and Prospector support the educational, recreational and information needs of High Plains Library District patrons through resource sharing with other libraries. Interlibrary Loan/Prospector enables all High Plains Library District libraries to provide patrons with a broad range of materials by supplementing existing collections. Interlibrary Loan and Prospector borrow and lend materials from various libraries throughout Colorado and the United States.
- Bibliographic Services is responsible for ordering, receiving, processing and cataloging materials acquired by the district. Bibliographic Services is

responsible for maintaining the integrity of the data contained in the online catalog using Resource Description and Access standards (RDA). This organization and description of materials is the foundation for other basic library services, such as circulation, materials management, collection development, and acquisitions.

- Specialty Checkout maintains a collection of equipment and nontraditional library items. Because the equipment is often expensive and in limited supply, use is restricted to resident patrons over the age of 18. Specialty Checkout manages patron reservations through calendar-based software, allowing patrons to reserve items such as laptops, hotspots, projectors, telescopes, and experience passes for a specific date.

### **Finance Department**

The Finance Department is responsible for the general accounting functions of the High Plains Library District including:

- Payroll - ensure proper and accurate payment to employees and payment of payroll liabilities.
- Cash Management - provide general cashiering operations, maintain banking relationships, and manage investment of district funds.
- Accounts Payable - process payments for goods and services.
- Fiscal Reports - prepare bank reconciliations, general ledger account reconciliations, and reports for use in analyzing various financial functions of the High Plains Library District.
- Procurement Cards - administer a procurement card program to facilitate district purchases as well as monitoring the program and payment of monthly statements.
- Accounting Procedures - assure compliance with applicable laws and policies governing the reporting of financial transactions, provide timely and accurate information, record all resources and assets by adhering to Generally Accepted Accounting Principles (GAAP) applicable to fund accounting, preparation of the Annual Comprehensive Financial Report and the coordination and preparation of the annual Budget document.

### **Human Resources Department**

The Human Resources Department provides leadership, direction, and support to libraries by facilitating compliance, partnering strategically, and advocating for employees. The department is responsible for administering talent acquisition, learning and development, total rewards, organizational development and effectiveness, employee relations, diversity and inclusion, and labor law compliance.

Human Resources promotes a workplace culture encouraging employees to:

- Focus on the patron
- Take initiative
- Contribute to a positive work environment
- Think strategically and systemically
- Pursue personal development
- Continuously improve
- Take pride in the workplace

## **Facilities Department**

The Facilities Department has four functions:

- To provide expert assistance in planning and construction of new and remodeled facilities
- To provide equipment maintenance for all branches
- To provide custodial services
- To maintain the district's vehicles

In addition, the department also provides assistance, as requested, to the member libraries. Member libraries are part of the High Plains Library District, but function independently and receive services from the district.

- Planning and Construction - this department is supervised by the Associate Director of Public Services. The expert assistance is provided by a Facilities Manager, with support from the district's contracted Owner's Representative. These, along with others in the organization, work with architects and contractors to construct and maintain the facilities that are appropriate for the community in which they are built.

This area of service is expected to be utilized regularly in the years to come, since the strategic plan calls for several new and remodeled buildings, in addition to an updated Facilities Master Plan.

High Plains Library District worked with an architect to develop a "prototype library." The architects developed a "concept" that represents the library brand, but then translates that into customized designs and square footage that meet local needs. HPLD plans to utilize the prototype library concept for the Mead library.

- Equipment maintenance - this includes everything from major projects like HVAC and roofing to soap dispensers in the restrooms. These services are provided by the Facilities Manager, along with three Facilities Technicians. The department also utilizes contract labor for projects beyond the scope of the Facilities Technician skills.

- Custodial services - these are the typical routine services that ensure that the facilities are clean and inviting to the public. Some of these services are provided by paid staff, and in other cases the services are contracted.
- HPLD vehicle maintenance - As noted elsewhere in this narrative, there are four vehicles operated by HPLD plus a Facilities pickup. Facilities provides maintenance support for the vehicles.

### **Information Technology and Innovation Department**

The Information Technology and Innovation (ITI) Department supports all technology solutions and facilitates process improvement throughout the District. The department key processes include:

- Assessing, determining and providing best fit technology and process solutions
- Maintaining an available and responsive infrastructure
- Providing responsive support services
- Improving process maturity throughout the District
- Ensuring access to needed information and knowledge

### **HPLD Friends & Foundation**

The High Plains Library District Friends & Foundation is a separate 501(c)(3) nonprofit, established to support the needs and mission of the High Plains Library District. The Friends & Foundation's mission is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness, and advocacy for the libraries of the High Plains Library District.

The Foundation's assets and income are derived from the following activities:

- Grant funding – mission-aligned funding for programming from private, family, corporate, municipal, and federal grant sources
- Individual gift solicitation, including planned giving
- Corporate giving, including sponsorship for programs and events
- Special events
- Earnings from investments

The Friends & Foundation's current funding priorities include capital projects, programs supporting literacy among underserved populations, and HPLD districtwide programs including Summer Reading Adventure and the Signature Author Series.

Fundraising goals for 2024 include raising \$20,000 for District-wide skills-based programming and services at the Innovation Luncheon, and sustained support for YES!fest, Summer Reading Adventure and additional funding projects as determined by staff in 2023.

## **GOALS AND OBJECTIVES AND PERFORMANCE MEASURES**

After the board of trustees approved the strategic plan in November 2018, High Plains Library District personnel began work on goals and objectives related to the plan.

The following is a table of some of the goals and objectives that the High Plains Library District is working toward:

## HPLD 2024 Strategic Plan Initiatives

Goal	Department	Tie to Strategic Plan	Start Date	Due Date	Measures
Capital Projects – libraries in Mead and Grover, addition at District Support Services, and refreshing Carbon Valley and Farr Libraries	Executive Associate Director Facilities Human Resources Finance	Gather – library spaces provide a place for community members	01/01/2024	12/31/2025	Grover library and library refreshes to be completed in 2024. Mead library construction and DSS expansion to be completed in 2025.
HPLD serving as a skills pipeline for community members by developing programs focused on life skills and workforce development	Branch services MOVE	Grow	01/01/2024	12/31/2024	Develop “Gameplan” (improve MyCOJourney registration)  Receive funding for Mobile Workforce Vehicle  Improve industry certification rates
Build better internal alignment to support HPLD efforts toward continuous improvement	All	Grow	01/01/2024	12/31/2024	95% of employees can name a strategic goal of HPLD and describe how their work is contributing toward achieving that goal.
Support all sections of the community to achieve their literacy goals, in their native language or a secondary language	Excellence Coordinator Programming	Grow	01/01/2024	12/31/2024	Improved literacy rates  Improved reading readiness

## Highlights from 2023

Goal	Department	Tie to Strategic Plan	Objectives	Performance Measures	Results
LINC --- Design and build a county wide destination library in the downtown Greeley area - Formal launch 4/19	Executive	Access Stewardship	CRM: Design, prepare presentations - 12 presentations per year.  HR: Describe and post jobs, hiring, onboarding, training Tour of the new facility - 3 tours per month (36 per year)  CR: Order and receive opening day collection; finalize Genealogy special collection; train SMEs on Genealogy collection and new equipment	FOUNDATION GOALS & MEASURES: Goal: Raise \$1 million dollars Measure: 25% of gifts are eligible for Enterprise Zone tax credit by July 2023 Measure: 100% of donor benefits are met by July 2023  HR Measures: February 1, 2023 – Post job vacancy for new Innovation Associates March 1, 2023 – Interviews for new Innovation Associates Post job vacancy for new Pages and Library Associates March 15, 2023 – Job offers made to new Innovation Associates Interviews for new Pages and Library Associates April 1, 2023 – New Innovation Associates start and begin training Job offers made to new Pages and Library Associates April 15, 2023 – New Pages and Library Associates start and begin training May 1, 2023 – LINC opens to the public CR: Bulk (80%) of collection ordered by October. Collection delivered in January/February (dependent on construction)	Fundraising goal was not met – less than \$500,000 raised  Enterprise Zone eligible giving was implemented – 50% of gifts were eligible for Enterprise Zone tax credit by July 2023  96% of donor benefits were met by July 2023 the remaining 4% were met by October 2023          Hiring was completed on schedule and staff was in place for opening on May 13, 2023      The opening day collection was ordered and shelved in time for opening on May 13, 2023
Demonstrate operational excellence to our constituents in our pursuit of winning the Baldrige Award: 10 Qualitative - TBD	Executive	Excellence	The District is recognized with the Baldrige award	Baldrige Applications are submitted annually	The Foothills Level application was submitted to Rocky Mountain Performance Excellence (RMPEX). RMPEX conducted the examination in July. HPLD was notified in August that the Foothills Level was achieved.



Deliver Excellence - Operational Support Work: 12	Executive	Stewardship	District achieves recognition from Baldrige	Achieve next level of the RMPEX recognition	The Foothills Level application was submitted to Rocky Mountain Performance Excellence (RMPEX). RMPEX conducted the examination in July. HPLD was notified in August that the Foothills Level was achieved
Shift focus of programming to skill-based and development	Excellence Coordinator Programming	Aspiration	Utilize, adopt and ingrain OBPE in programming and organization utilizes, adopts and is ingrained using in service planning  Select and focus on targeted segments of the population to create positive outcomes in the population's lives – when we see a positive impact on the identified segments of the community	By the end of 2023, 80% of programs are on a yearly calendar  10% increase in positive program evaluations	By the end of 2023, 84% of the programs on the annual calendar are skills-based.  We met the goal of a 10 percent increase in positive program evaluations.
Support all sections of the community to achieve their literacy goals, in their native language or a secondary language	Excellence Coordinator Programming	Literacy	Increase literacy in our community	Improved literacy rates Improved reading readiness	By participating in SRA, at least 92% of participants will discover something new, 89% will enjoy reading more, 84% will read more, and 93% will want to use the library more often. There were 887 new participants in the 1,000 Books Before Kindergarten, which is a program that promotes reading readiness.

# **2024 District Budget**

High Plains Library District  
 Budgeted Revenue & Expenditures - General Fund  
 FY 2024

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	2025 Planned
<b>ESTIMATED RESOURCES</b>					
Beginning Fund Balance	\$ 77,011,263	\$ 52,949,686	\$ 64,612,292	\$ 73,372,119	\$ 84,370,437
Estimated Revenue					
Property Tax	34,295,766	51,878,812	52,000,000	68,939,989	54,824,117
Specific Ownership Tax	2,071,809	1,200,000	1,600,000	1,440,000	1,500,000
Other Revenue	1,679,623	197,351	2,745,000	210,801	240,000
Total Estimated Revenue	38,047,198	53,276,163	56,345,000	70,590,790	56,564,117
TOTAL ESTIMATED RESOURCES	115,058,461	106,225,849	120,957,292	143,962,909	140,934,554
<b>ESTIMATED EXPENDITURES</b>					
Total Operating Expenses	18,247,912	23,594,773	22,901,440	27,066,497	27,876,417
Capital Outlay	24,738,277	16,453,312	13,170,500	17,989,510	5,597,250
Transfers Out - Debt Service/Capital Projects	-	-	-	-	-
Distribution to Member Libraries:					
Northern Plains (Ault)	684,342	1,034,088	1,034,088	1,237,655	1,113,890
Eaton	1,146,769	2,000,009	2,000,009	2,520,307	2,268,276
Ft. Lupton	2,432,760	3,234,407	3,196,192	3,705,502	3,334,952
Hudson	2,036,846	3,261,444	3,261,444	4,468,483	4,021,635
Johnstown	486,564	811,068	811,068	1,292,842	1,163,558
Platteville	672,699	1,210,432	1,210,432	1,311,676	1,180,508
	7,459,980	11,551,448	11,513,233	14,536,465	13,082,819
TOTAL EXPENDITURES	50,446,169	51,599,533	47,585,173	59,592,472	46,556,486
REVENUE OVER (UNDER) EXPENDITURES	(12,398,971)	1,676,630	8,759,827	10,998,318	10,007,631
Ending Fund Balance	64,612,292	54,626,316	73,372,119	84,370,437	94,378,068
<b>DESIGNATION OF FUND BALANCE</b>					
Operating Reserve	9,123,956	11,797,387	11,450,720	13,533,248	13,938,209
Emergency Reserve	1,091,027	1,592,364	1,608,000	2,111,400	1,689,724
Stabilization Reserve	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Capital Improvement Reserve	44,397,309	31,236,565	50,313,399	58,725,789	68,750,135
TOTAL ENDING FUND BALANCE	\$ 64,612,292	\$ 54,626,316	\$ 73,372,119	\$ 84,370,437	\$ 94,378,068

High Plains Library District  
 Budgeted Revenue - General Fund  
 FY 2024

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	2025 Planned
<b>TAXES</b>					
Property Taxes Weld Co.	\$ 33,636,428	\$ 51,168,709	\$ 51,289,897	67,628,142	54,102,514
Property Taxes Boulder Co.	649,525	644,867	644,867	902,004	721,603
Delinquent Taxes	9,813	-	-	-	-
Refunds/Abatements Taxes Weld Co.	-	64,424	64,424	404,449	-
Refunds/Abatements Taxes Boulder Co.	-	812	812	5,394	-
Specific Ownership Taxes	<u>2,071,809</u>	<u>1,200,000</u>	<u>1,600,000</u>	<u>1,440,000</u>	<u>1,500,000</u>
<b>TOTAL TAXES</b>	<u>36,367,575</u>	<u>53,078,812</u>	<u>53,600,000</u>	<u>70,379,989</u>	<u>56,324,117</u>
<b>OTHER REVENUE</b>					
Fines, & Fees	29,177	25,000	25,000	25,000	55,000
Earnings on Investments	1,145,248	80,000	2,500,000	100,000	100,000
Grants	457,525	84,351	205,000	77,801	75,000
Miscellaneous	<u>47,673</u>	<u>8,000</u>	<u>15,000</u>	<u>8,000</u>	<u>10,000</u>
<b>TOTAL OTHER REVENUE</b>	<u>1,679,623</u>	<u>197,351</u>	<u>2,745,000</u>	<u>210,801</u>	<u>240,000</u>
<b>TOTAL REVENUE</b>	<u>\$38,047,198</u>	<u>\$53,276,163</u>	<u>\$56,345,000</u>	<u>\$70,590,790</u>	<u>\$56,564,117</u>

High Plains Library District  
Budgeted Expenditures - General Fund  
FY 2024

	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	2025 Planned
<b>OPERATING</b>					
Salaries and wages	8,804,954	11,516,106	11,000,000	12,840,559	13,482,585
Fringe benefits	2,791,797	4,260,961	4,000,000	4,879,413	4,988,558
Workers' compensation	74,526	88,000	88,000	88,000	90,000
Bank fees	1,083	1,980	1,980	1,980	1,980
Minor equipment/furniture <\$5k	35,538	51,275	51,275	85,020	42,833
Janitorial supplies	45,037	64,000	75,000	130,000	130,000
Operating supplies	122,006	162,340	225,000	223,875	225,810
Bib processing supplies	138,108	236,769	236,769	238,769	238,769
Postage	21,931	36,542	36,542	36,782	36,857
Printing	24,011	24,000	24,000	24,000	24,000
Memberships	24,294	27,489	27,489	43,499	50,174
Public relations	57,414	61,255	61,255	86,605	90,405
Programs	57,695	75,730	75,730	86,300	86,300
Elec. - utilities	281,294	380,288	355,000	372,500	379,575
Water & sewer	88,157	102,362	90,000	103,800	109,315
Natural gas	96,941	108,317	140,000	156,500	158,050
Telephones	220,605	321,704	321,704	397,550	457,183
Disposal services	58,164	88,469	95,000	95,200	103,435
Professional contracts	1,524,029	1,508,990	1,540,000	1,936,655	1,961,746
Gasoline motor oil, lubricants	10,693	24,000	24,000	24,000	26,000
Repair maint.- bldg	355,235	465,000	500,000	500,000	500,000
Repair maint.- vehicles	17,329	27,700	27,700	34,700	28,700
Repair maint.- office equip.	141,284	174,200	174,200	216,400	248,800
Repair maint.- computer	662,694	467,400	416,400	350,950	403,593
Repair maint.- on-line comp	139,577	209,854	260,854	327,266	376,356
Repair maint.- other equip.	1,773	66,500	50,000	137,500	157,375
Tuition reimbursement	6,422	25,000	25,000	25,000	30,000
Travel & mileage	27,847	49,893	49,893	59,326	64,902
In-house training	22,957	36,400	36,400	39,600	39,600
Meetings	5,192	8,015	8,015	13,115	13,453
Out-of-house training & conferences	31,967	60,800	60,800	62,200	62,200
Treasurer's fee	512,077	825,000	800,000	1,113,750	825,000
Books	688,718	547,000	547,000	552,000	552,000
Newspapers/periodicals.	30,901	55,300	55,300	55,500	55,500
Ebooks	109,596	140,000	140,000	155,000	160,000
Compact discs	25,633	38,800	38,800	42,500	42,500
Software	334,135	409,784	409,784	614,535	706,715
DVD/BluRay	65,792	145,000	145,000	115,000	115,000
Other expense	68	5,650	5,650	9,248	9,248
Electronic resources	469,926	490,000	490,000	574,000	574,000
Platform Fees	12,676	15,900	15,900	15,900	15,900
Insurance	107,836	190,000	175,000	200,000	210,000
Rent contribution-in-kind	-	-	-	-	-
Equipment rentals	-	1,000	1,000	2,000	2,000
Lease / rental expense	-	-	-	-	-
<b>TOTAL OPERATING</b>	<b>18,247,912</b>	<b>23,594,773</b>	<b>22,901,440</b>	<b>27,066,497</b>	<b>27,876,417</b>
<b>CAPITAL OUTLAY</b>					
Opening Day Collections	641,472	315,500	315,500	35,000	480,000
Equipment/furn over \$5000	15,765	-	-	70,000	70,000
New Computers & Other Technology	367,861	355,000	355,000	255,000	63,250
Capital Improvements	23,713,179	15,777,812	12,500,000	17,629,510	4,984,000
Construction Graphics	-	5,000	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>24,738,277</b>	<b>16,453,312</b>	<b>13,170,500</b>	<b>17,989,510</b>	<b>5,597,250</b>
<b>TRANSFERS OUT</b>					
Transfers - Debt Service Fund	-	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL OUTLAY &amp; TRANSFERS</b>	<b>24,738,277</b>	<b>16,453,312</b>	<b>13,170,500</b>	<b>17,989,510</b>	<b>5,597,250</b>
Distribution to Member Libraries	7,459,980	11,551,448	11,513,233	14,536,465	13,082,819
<b>TOTAL DIST TO MEMBER LIBRARIES</b>	<b>7,459,980</b>	<b>11,551,448</b>	<b>11,513,233</b>	<b>14,536,465</b>	<b>13,082,819</b>
<b>TOTAL EXPENDITURES</b>	<b>50,446,169</b>	<b>51,599,533</b>	<b>47,585,173</b>	<b>59,592,472</b>	<b>46,556,486</b>



	<b>Branches</b>									
		<b>Carbon Valley</b>	<b>Centennial Park</b>	<b>Erie</b>	<b>Farr</b>	<b>Kersey</b>	<b>Lincoln Park</b>	<b>LINC</b>	<b>Riverside</b>	<b>Grover</b>
6110	Salaries	1,051,728	1,108,606	943,478	1,406,314	141,331	-	1,734,534	859,556	
6112	Benefits	399,657	421,270	358,522	534,399	53,706	-	659,122	326,631	
6136	Workers' Compensation									
	<b>Total Salaries &amp; Benefits</b>	<b>1,451,385</b>	<b>1,529,876</b>	<b>1,302,000</b>	<b>1,940,713</b>	<b>195,037</b>	<b>-</b>	<b>2,393,656</b>	<b>1,186,187</b>	
6000	Distribution to member libraries									
6205	Bank fees									
6220	Minor equipment/Furniture <\$5k	12,976	10,950	11,220	1,750	10,200	-	9,224	5,500	
6236	Janitorial supplies									
6249	Operating supplies	16,370	18,900	16,750	11,000	2,560	-	69,800	12,500	
6250	Bib processing supplies									
6310	Postage	100	124	100	25	10	-	100	158	
6320	Printing									
6340	Memberships	750	550	405	200	150	-	350	300	
6345	Public relations									
6358	Programs									
6362	Electric	55,000	52,000	50,000	70,000	5,000	9,000	60,000	25,000	1,500
6364	Water & sewer	15,000	5,500	15,000	22,000	4,000	1,000	18,000	8,000	300
6365	Natural gas	20,000	15,000	12,000	20,000	4,000	4,500	50,000	10,000	1,000
6367	Telephones									
6369	Disposal services	15,000	9,000	5,000	10,000	3,000	2,500	20,000	4,000	200
6379	Professional contracts	5,900	68,640		1,110		3,000	94,380		17,000
6380	Gasoline, motor oil, lubricants									
6382	Repair maint.- bldg									
6384	Repair maint.- vehicles									
6385	Repair maint.- office equip.		-			200	-	-	200	
6387	Repair, maint., replacement / computer									
6388	Repair maint.- on-line comp									
6389	Repair maint.- other equip.	5,000	-		-					
6393	Tuition reimbursement									
6394	Travel & mileage	3,275	621	1,160	261	626	-	1,740	1,000	
6395	In-House Training									
6396	Meetings	540	300	300	200	25	-	300	300	
6397	Out-of-House Training & Conferences									
6398	Treasurers fee									
6410	Books									
6425	Newspapers/periodicals									
6430	Ebooks									
6460	Compact discs									
6480	Software									
6490	DVD/BluRay									
6495	Other expense									
6496	Electronic resources									
6500	Platform Fees									
6510	Insurance									
6520	Equipment rental									
6530	Lease / rental expense					-	-			
6952	Equip/furniture - over \$5000		-		-					
6940	Improvement to Buildings				-					
6954	New Computers & other technology									
6985	Lease debt service									
6986	Opening Day Collection									
6987	Construction Graphics									
		1,601,296	1,711,461	1,413,935	2,077,259	224,808	20,000	2,717,550	1,253,145	20,000
6980	Capital improvements	-					-			
	<b>Total</b>	<b>1,601,296</b>	<b>1,711,461</b>	<b>1,413,935</b>	<b>2,077,259</b>	<b>224,808</b>	<b>20,000</b>	<b>2,717,550.48</b>	<b>1,253,145</b>	<b>20,000</b>



	<b>Branches</b>					
		<b>MOVE</b>	<b>Admin</b>	<b>Dist. To Mbr Lib</b>	<b>2024 TOTAL</b>	<b>2025 TOTAL</b>
6110	Salaries	871,082	4,723,930		12,840,559	13,482,585
6112	Benefits	331,013	1,795,093		4,879,413	4,988,558
6136	Workers' Compensation		88,000		88,000	90,000
	<b>Total Salaries &amp; Benefits</b>	1,202,095	6,607,023		17,807,972	18,561,143
6000	Distribution to member libraries			14,536,465	14,536,465	13,082,819
6205	Bank fees		1,980		1,980	1,980
6220	Minor equipment/Furniture <\$5k	3,500	19,700		85,020	42,833
6236	Janitorial supplies		130,000		130,000	130,000
6249	Operating supplies	15,000	58,495		223,875	225,810
6250	Bib processing supplies		238,769		238,769	238,769
6310	Postage	125	36,040		36,782	36,857
6320	Printing		24,000		24,000	24,000
6340	Memberships	1,200	39,594		43,499	50,174
6345	Public relations		86,605		86,605	90,405
6358	Programs		86,300		86,300	86,300
6362	Electric		45,000		372,500	379,575
6364	Water & sewer		15,000		103,800	109,315
6365	Natural gas		20,000		156,500	158,050
6367	Telephones		397,550		397,550	457,183
6369	Disposal services		26,500		95,200	103,435
6379	Professional contracts	46,900	1,699,725		1,936,655	1,961,746
6380	Gasoline, motor oil, lubricants	13,500	10,500		24,000	26,000
6382	Repair maint.- bldg		500,000		500,000	500,000
6384	Repair maint.- vehicles	26,700	8,000		34,700	28,700
6385	Repair maint.- office equip.	-	216,000		216,400	248,800
6387	Repair, maint., replacement / computer		350,950		350,950	403,593
6388	Repair maint.- on-line comp		327,266		327,266	376,356
6389	Repair maint.- other equip.		132,500		137,500	157,375
6393	Tuition reimbursement		25,000		25,000	30,000
6394	Travel & mileage	5,500	45,143		59,326	64,902
6395	In-House Training		39,600		39,600	39,600
6396	Meetings	1,200	9,950		13,115	13,453
6397	Out-of-House Training & Conferences		62,200		62,200	62,200
6398	Treasurers fee		1,113,750		1,113,750	825,000
6410	Books		552,000		552,000	552,000
6425	Newspapers/periodicals		55,500		55,500	55,500
6430	Ebooks		155,000		155,000	160,000
6460	Compact discs		42,500		42,500	42,500
6480	Software		614,535		614,535	706,715
6490	DVD/BluRay		115,000		115,000	115,000
6495	Other expense		9,248		9,248	9,248
6496	Electronic resources		574,000		574,000	574,000
6500	Platform Fees		15,900		15,900	15,900
6510	Insurance		200,000		200,000	210,000
6520	Equipment rental		2,000		2,000	2,000
6530	Lease / rental expense		-		-	-
6952	Equip/furniture - over \$5000	-	70,000		70,000	70,000
6940	Improvement to Buildings				-	-
6954	New Computers & other technology		255,000		255,000	63,250
6985	Lease debt service		-		-	-
6986	Opening Day Collection		35,000		35,000	480,000
6987	Construction Graphics		-		-	-
		1,315,720	15,068,823	14,536,465	41,962,962	41,572,486
6980	Capital improvements	-	17,629,510		17,629,510	4,984,000
	<b>Total</b>	1,315,720	32,698,333	14,536,465	59,592,472	46,556,486

	<b>Administration</b>							
		<b>50/51</b>	<b>01</b>	<b>02</b>	<b>03</b>	<b>53</b>	<b>54</b>	<b>55</b>
		<b>Admin</b>	<b>BOT</b>	<b>Exec Dir</b>	<b>Assoc Dir</b>	<b>Community Relations</b>	<b>Information Technology</b>	<b>Human Resources</b>
	<b>Departments</b>							
6000	Tax Distribtn - member libraries	14,536,465						
6136	Workers' Compensation	88,000						
6205	Bank fees							
6220	Minor equipment/furniture <\$5k	-			200	5,000	5,000	1,200
6236	Janitorial supplies							
6249	Operating supplies	6,500	750	1,200	995	32,000	5,000	700
6250	Bib processing supplies							
6310	Postage	50				100	100	-
6320	Printing					23,000		-
6340	Memberships		300	1,200	1,010	11,965	10,830	8,014
6345	Public relations					74,655		10,950
6358	Programs				86,300	-		
6362	Electric	45,000						
6364	Water and sewer	15,000						
6365	Natural gas	20,000						
6367	Telephones						397,550	
6369	Disposal services	25,000					1,500	
6379	Professional contracts	44,400			40,450	28,920	52,075	95,155
6380	Gasoline, Motor Oil, Lubricants					4,500		
6382	Repair maint.- bldg							
6384	Repair maint.- vehicles					3,000		
6385	Repair maint.- office equip						216,000	
6387	Repair, maint., replacement / computer						350,950	
6388	Repair maint.- online comp						327,266	
6389	Repair maint.- other equip.						132,500	
6393	Tuition reimbursement							25,000
6394	Travel & mileage		2,800	3,500	1,500	1,250	21,500	720
6395	In-House Training							39,600
6396	Meetings		3,500	3,500	500	1,250	250	100
6397	Out-of-House Training&Conferences		1,000	1,200				60,000
6398	Treasurers fee	1,113,750						
6410	Books							
6425	Newspapers/periodicals							
6430	Ebooks							
6460	Compact discs							
6480	Software						614,535	
6490	Video/DVD							
6495	Other expense				5,000			
6496	Electronic resources							
6500	Platform Fees							
6510	Insurance	200,000						
6520	Equipment rentals							
6530	Lease / rental expense	-						
	<b>Capital Outlay</b>							
6952	Equipment over \$5000					-		
6940	Improvement to Buildings							
6954	New Computers & Other Technology	-					255,000	
6980	Capital improvements	-					-	
6985	Lease debt service	-						
6986	Opening Day Collection							
6987	Construction Graphics					-		
	<b>DEPARTMENT TOTAL</b>	<b>16,094,165</b>	<b>8,350</b>	<b>10,600</b>	<b>135,955</b>	<b>185,640</b>	<b>2,390,056</b>	<b>241,439</b>



	<b>Administration</b>						
		<b>56</b>	<b>57</b>	<b>58</b>	<b>59</b>		
				<b>Facilities</b>	<b>Collection</b>	<b>2024</b>	<b>2025</b>
	<b>Departments</b>	<b>Finance</b>	<b>Foundation</b>	<b>Services</b>	<b>Resources</b>	<b>Total</b>	<b>Total</b>
6000	Tax Distrbtn - member libraries					14,536,465	13,082,819
6136	Workers' Compensation					88,000	90,000
6205	Bank fees	1,980				1,980	1,980
6220	Minor equipment/furniture <\$5k	-		5,000	3,300	19,700	14,600
6236	Janitorial supplies			130,000		130,000	130,000
6249	Operating supplies	750	950		9,650	58,495	59,330
6250	Bib processing supplies				238,769	238,769	238,769
6310	Postage	990	550		34,250	36,040	36,165
6320	Printing		1,000			24,000	24,000
6340	Memberships	1,200	1,675	3,000	400	39,594	46,269
6345	Public relations		1,000			86,605	90,405
6358	Programs					86,300	86,300
6362	Electric					45,000	46,000
6364	Water and sewer					15,000	16,000
6365	Natural gas					20,000	21,000
6367	Telephones					397,550	457,183
6369	Disposal services					26,500	29,725
6379	Professional contracts	78,525	-	932,000	428,200	1,699,725	1,718,216
6380	Gasoline, Motor Oil, Lubricants			6,000		10,500	10,500
6382	Repair maint.- bldg			500,000		500,000	500,000
6384	Repair maint.- vehicles			5,000		8,000	8,000
6385	Repair maint.- office equip					216,000	248,400
6387	Repair, maint., replacement / computer					350,950	403,593
6388	Repair maint.- online comp					327,266	376,356
6389	Repair maint.- other equip.			-		132,500	152,375
6393	Tuition reimbursement					25,000	30,000
6394	Travel & mileage	393	900	10,000	2,580	45,143	48,819
6395	In-House Training					39,600	39,600
6396	Meetings		750		100	9,950	10,388
6397	Out-of-House Training&Conferences		-			62,200	62,200
6398	Treasurers fee					1,113,750	825,000
6410	Books				552,000	552,000	552,000
6425	Newspapers/periodicals				55,500	55,500	55,500
6430	Ebooks				155,000	155,000	160,000
6460	Compact discs				42,500	42,500	42,500
6480	Software		-		-	614,535	706,715
6490	Video/DVD				115,000	115,000	115,000
6495	Other expense		4,248		-	9,248	9,248
6496	Electronic resources				574,000	574,000	574,000
6500	Platform Fees				15,900	15,900	15,900
6510	Insurance					200,000	210,000
6520	Equipment rentals			2,000		2,000	2,000
6530	Lease / rental expense					-	-
	<b>Capital Outlay</b>						
6952	Equipment over \$5000			70,000	-	70,000	70,000
6940	Improvement to Buildings						
6954	New Computers & Other Technology			-	-	255,000	63,250
6980	Capital improvements			17,629,510		17,629,510	4,984,000
6985	Lease debt service					-	-
6986	Opening Day Collection				35,000	35,000	480,000
6987	Construction Graphics					-	-
	<b>DEPARTMENT TOTAL</b>	<b>83,838</b>	<b>11,073</b>	<b>19,292,510</b>	<b>2,262,149</b>	<b>40,715,775</b>	<b>26,944,105</b>

## RESOLUTION TO ADOPT BUDGET 23-3

**A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024, AND ENDING ON THE LAST DAY OF DECEMBER 2024.**

**WHEREAS**, the Board of Trustees of the High Plains Library District has appointed Dr. Matthew Horts, High Plains Library District Executive Director, to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, Dr. Matthew Horts has submitted a proposed budget to this governing body for its consideration; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 11, 2023, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the High Plains Library District, Colorado:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	<u>\$59,242,472</u>
Debt Service Fund	\$

Section 2. That estimated revenues for each fund are as follows:

General Fund:	
From un-appropriated surpluses	\$ 73,372,119
From sources other than general property tax	2,060,644
From the general property tax levy	<u>68,530,146</u>
Total General Fund	<u>\$143,962,909</u>
Debt Service	\$

**Resolution to Adopt Budget**  
**Page 2**  
**High Plains Library District**

Section 3. That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the High Plains Library District for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the Chairman, High Plains Library District Board of Trustees, and made a part of the public records of the District.

ADOPTED, this 11th day of December, A.D., 2023.

Attest:

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Chairman, Board of Trustees

Attest:

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Secretary/Treasurer, Board of Trustees

**RESOLUTION TO APPROPRIATE SUMS OF MONEY**  
**23-4**

**A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2024 BUDGET YEAR.**

**WHEREAS**, the Board of Trustees has adopted the annual budget in accordance with the local Government Budget Law, on December 11, 2023 and

**WHEREAS**, the Library Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the High Plains Library District, Colorado:

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

General Fund:		
Current Operating Expenses		\$27,066,497
Capital Outlay		17,639,510
Transfers (internal activities)		
Distribution to Member Libraries		14,536,465
Total General Fund		<u>\$59,242,472</u>
Debt Service Fund:		
Principal & Interest & Other		\$

ADOPTED, this 11<sup>th</sup> day of December, A.D., 2023.

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer, Board of Trustees



**RESOLUTION TO SET MILL LEVIES**  
**23-5**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2024 BUDGET YEAR.**

**WHEREAS**, the Board of Trustees of the High Plains Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 11, 2023, and

**WHEREAS**, the amount of money necessary to balance the budget for general operating expenses is \$67,628,142

**WHEREAS**, the 2023 valuation for assessment for the High Plains Library District as certified by the Weld County Assessor is \$21,286,793,109

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the High Plains Library District, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the High Plains Library District during the 2024 budget year, there is hereby levied a tax of 3.177 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2023.

Section 2: That the District Executive Director is hereby authorized and directed to immediately recertify to the County Commissioners of Weld County, Colorado, the mill levies for the High Plains Library District as hereinabove determined and set.

ADOPTED, this 11<sup>th</sup> day of December, A.D., 2023.

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer, Board of Trustees

\* School governments must use forms provided by the Colorado Department of Education (303) 866-6600.

**GROSS** assessed valuation of \$ 21,286,793,109 . Submitted this date: December 15, 2023

↑ As reported by County Assessor in final certification of valuation; use NET Assessed Valuation to calculate any levy.

## CERTIFICATION OF TAX LEVIES, continued

**THIS APPLIES ONLY TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. Total of all levies should be recorded on Page 1, Line 3.

### **CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

#### **BONDS:**

- |    |                   |     |
|----|-------------------|-----|
| 1. | Purpose of Issue: | N/A |
|    | Series:           |     |
|    | Date of Issue:    |     |
|    | Coupon Rate:      |     |
|    | Maturity Date:    |     |
|    | Levy:             |     |
|    | Revenue:          |     |
|    |                   |     |
| 2. | Purpose of Issue: |     |
|    | Series:           |     |
|    | Date of Issue:    |     |
|    | Coupon Rate:      |     |
|    | Maturity Date:    |     |
|    | Levy:             |     |
|    | Revenue:          |     |

#### **CONTRACTS:**

- |    |                      |     |
|----|----------------------|-----|
| 3. | Purpose of Contract: | N/A |
|    | Title:               |     |
|    | Date:                |     |
|    | Principal Amount:    |     |
|    | Maturity Date:       |     |
|    | Levy:                |     |
|    | Revenue:             |     |
|    |                      |     |
| 4. | Purpose of Contract: |     |
|    | Title:               |     |
|    | Date:                |     |
|    | Principal Amount:    |     |
|    | Maturity Date:       |     |
|    | Levy:                |     |
|    | Revenue:             |     |

**RESOLUTION TO SET MILL LEVIES**  
**23-6**

**A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2024 BUDGET YEAR.**

**WHEREAS**, the Board of Trustees of the High Plains Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 11, 2023, and

**WHEREAS**, the amount of money necessary to balance the budget for general operating expenses is \$902,004

**WHEREAS**, the 2023 valuation for assessment for the High Plains Library District as certified by the Boulder County Assessor is \$283,916,888

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the High Plains Library District, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the High Plains Library District during the 2024 budget year, there is hereby levied a tax of 3.177 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2023.

Section 2: That the District Executive Director is hereby authorized and directed to immediately recertify to the County Commissioners of Boulder County, Colorado, the mill levies for the High Plains Library District as hereinabove determined and set.

ADOPTED, this 11<sup>th</sup> day of December, A.D., 2023.

ATTEST:

\_\_\_\_\_  
Chairman, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary/Treasurer, Board of Trustees

\* School governments must use forms provided by the Colorado Department of Education (303) 866-6600.

**GROSS** assessed valuation of \$ 283,916,888. Submitted this date: December 15, 2023

NOTE: Certification **must** be carried to three decimal places only.  
NOTE: If you certify to more than one county, you **must** certify the **same levy** to each county.  
NOTE: If your boundaries extend into more than one county, please list all counties here:

*Send one completed copy of this form to the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, Colorado 80203 when you submit it to the Board(s) of County Commissioners. Questions? Call DLG at (303) 866-2156.*

‡ As reported by County Assessor in final certification of valuation; use NET Assessed Valuation to calculate any levy.

**CERTIFICATION OF TAX LEVIES, continued**

**THIS APPLIES ONLY TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).**

Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. Total of all levies should be recorded on Page 1, Line 3.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS:**

1. Purpose of Issue: N/A  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_
2. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

**CONTRACTS:**

3. Purpose of Contract: N/A  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_
4. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_



**LEASE-PURCHASE SUPPLEMENTAL SCHEDULE TO THE  
ADOPTED BUDGET (29-1-103(3)(D), C.R.S.**

**BUDGET YEAR 2023**

The Supplemental Schedule must present information **separately** for all lease-purchase agreements involving real property and all lease purchase agreements for non-real property.

**I. REAL PROPERTY LEASE-PURCHASE AGREEMENTS:**

Description of real Property Lease-Purchase:

<b>Lease of Library Facilities:</b>	<u><b>Year</b></u>	<u><b>Amount</b></u>
	2024	\$

Total maximum payment liability for all Real Property Lease Purchase Agreements over the entire terms of all such agreements, including all optional renewal terms:	\$
---	----

**II. ALL LEASE-PURCHASE AGREEMENTS NOT INVOLVING REAL PROPERTY**

Description of Lease-Purchase Item(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Lease-Purchase Agreement(s): \_\_\_\_\_

	<u><b>Year</b></u>	<b>Amount</b>
Total amount to be expended for all Non-Real Property Lease Purchase Agreements in Budget Year:	20__	\$ _____

Total maximum payment liability for all Non-Real Property Lease Purchase Agreements over the entire terms of all such Agreements, including all optional renewal terms:	\$ _____
---	----------

# **2024 Capital Improvement**

## **OVERVIEW OF CAPITAL IMPROVEMENT PROGRAM PROCESS**

It is the practice of the High Plains Library District (HPLD) to develop, maintain, and revise when necessary a continuing Capital Improvement Program (CIP). The CIP covers a five-year planning horizon, identifying infrastructure and facility projects that the District plans to undertake.

### **Defining a Capital Improvement**

To be included in the CIP, projects need to meet one of the following criteria:

- Construction of a new District asset or expansion of an existing District-owned facility, including preliminary planning and surveys, cost of land (if applicable), staff and contractual services for design and construction, and related furnishings and equipment.
  - Initial acquisition of a major equipment system, which will become a District asset that has a cost of \$10,000 or more and a useful life of at least three years.
  - Major renovation or rehabilitation of an existing District-owned facility that requires an expenditure of \$10,000 or more and will extend the life of the original District asset.
- Exceptions have been made for inclusion of a few projects that do not meet the above criteria to make them more visible to the public and the HPLD Board of Trustees (BOT).

### **Steps from Submittal to Approval**

The CIP process begins with the District's annual Budget kick-off meeting with all Directors and Managers. The Directors and Managers are given the months of July and August to develop their CIP requests and review future year requests based on their assessment of needs. The 2024 - 2028 Program includes projects that are pay-as-you-go funded with operating funds and allocation of fund balance. The Finance Department reviews all requests for funding availability and reasonableness.

### **Summary of Expenditures and Funding**

The approved five-year CIP for Fiscal Years 2024 through 2028 totals approximately \$45.68 million. The 2024 budget includes funds to construct a library in Grover, a library in Mead, and remodel and improve district-owned facilities. Funding will be from 2024 revenue and the fund balance in the General Fund.

### **Impact on the Operating Budget**

The completion of many projects is the beginning of recurring costs for the operating budget. All projects included in the first year of the Capital Program are funded in the 2024 recommended budget. Projects included in the subsequent years (2025-2028) will be approved by the BOT in concept only. The Program will be updated annually to address specific needs as they arise or as the BOT goals and policies change.

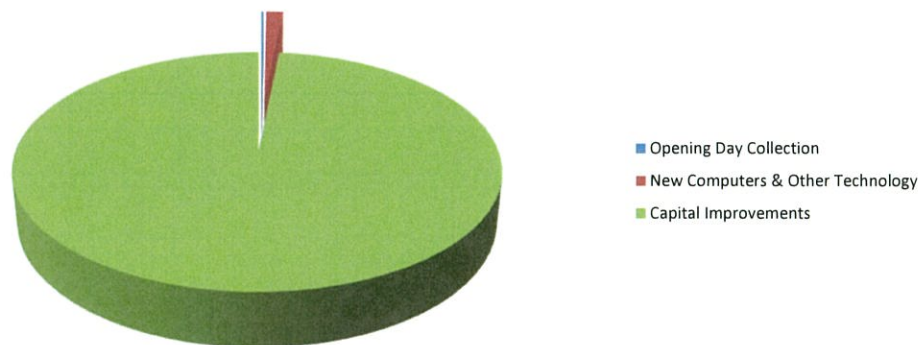
Thus, it is important for the reader to understand that the District's BOT is not committing funds for any projects beyond the 2024 year.

**Capital Improvement Program**

Location/Item Description	2024	2025	2026	2027	2028
<b>Carbon Valley Regional Library</b>					
RTU1, RTU2, RTU3, RTU4		\$ 474,000			
<b>Total</b>	\$ -	\$ 474,000	\$ -	\$ -	\$ -
<b>Centennial Park Library</b>					
RTU 1, 2, and 3					
Exhaust Fans - EF1, 2, and 3				8,000	258,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 8,000	\$ 258,000
<b>District Support Services</b>					
New Tech Eqpt (Computer, Phone, Server...)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 40,000	\$ 40,000
Repair, replacement & new equipment	\$ 70,000	\$ 70,000	\$ 70,000	\$ 80,000	\$ 80,000
Carpet replacement	\$ 414,000				
Interior paint	\$ 21,000				
RTU 2			\$ 142,000		
RTU 1, 3, and 4 and exhaust fan 1					
DSS RTU 5, 6,7, and 8	\$ 90,000				\$ 221,898
Special projects (Facilities)	\$ 100,000	\$ 10,000	\$ 10,000		
Special projects (IT)	\$ 225,000	\$ 33,250	\$ 50,000		
<b>Total</b>	\$ 950,000	\$ 143,250	\$ 302,000	\$ 120,000	\$ 341,898
<b>Erie Community Library</b>					
RTU 3					
Base Mounted Pump - B1 & B2					8,000
Relief Fans - RF 1, 2, 3, & 4				36,000	
Exhaust Fans - EF1, 2,3, & 4				\$ 32,000	
				\$ 8,000	
<b>Total</b>	\$ -	\$ -	\$ -	\$ 76,000	\$ 8,000
<b>Farr Regional Library</b>					
Roof					
CU2 cooling unit 2 IT room					230,000
					\$ 4,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 234,000
<b>Riverside Library</b>					
Upgrade HVAC automation system	\$ 19,160				
Bollard lights	\$ 6,150				
Parking lot	\$ 10,350				
Trees and landscaping	\$ 14,600				
Replace faucets	\$ 4,250				
<b>Total</b>	\$ 54,510	\$ -	\$ -	\$ -	\$ -
<b>Lincoln Park</b>					
Parking lot maintenance					
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Opening Day Collection</b>					
	Grover	Mead		Erie & Evans	
	\$ 35,000	\$ 480,000		\$ 950,000	
<b>Total</b>	\$ 35,000	\$ 480,000	\$ -	\$ 950,000	\$ -
<b>Library Buildings, PC Centers, and Facilities</b>					
Carbon Valley Regional Library renovations	\$ 1,500,000				
Farr Regional Library renovations	\$ 850,000				
Centennial Park renovations	\$ 600,000				
Grover	\$ 1,000,000				
DSS Archive	\$ 6,000,000	\$ 4,000,000			
Mead	\$ 7,000,000	\$ 500,000			
Erie			\$ 2,000,000	\$ 7,000,000	
Evans				\$10,800,000	
<b>Total</b>	\$ 16,950,000	\$ 4,500,000	\$ 2,000,000	\$17,800,000	\$ -
<b>Grand Total</b>	\$ 17,989,510	\$ 5,597,250	\$ 2,302,000	\$18,954,000	\$ 841,898

### Capital Improvement Program

<b>Opening Day Collection:</b>					
Grover	\$ 35,000				
<b>Sub total</b>	<b>\$ 35,000</b>				
<b>New Computers &amp; Other Technology:</b>					
IT projects	\$ 255,000				
<b>Sub total</b>	<b>\$ 255,000</b>				
<b>Capital Improvements:</b>					
DSS archive	\$ 6,000,000				
Carbon Valley improvements	\$ 1,500,000				
Centennial Park improvements	\$ 600,000				
DSS improvements	\$ 695,000				
Erie improvements	\$ -				
Farr improvements	\$ 850,000				
Grover	\$ 1,000,000				
Riverside improvements	\$ 54,510				
Mead	\$ 7,000,000				
<b>Sub total</b>	<b>\$ 17,699,510</b>				
<b>Total Capital outlay</b>	<b>\$ 17,989,510</b>				
Opening Day Collection	\$ 35,000				
New Computers & Other Technology	\$ 255,000				
Capital Improvements	\$ 17,699,510				
	<u>\$ 17,989,510</u>				



# **2024 Department Budgets**



## 01-xxxx-50-01 Board of Trustees

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k					
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	668	82	100	750	800
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships			300	300	300
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	2,060	1,334	2,600	2,800	2,900
6396 · Meetings	712	696	2,000	3,500	3,900
6397 · Out-of-House Training & Conferences	318	81	500	1,000	1,000
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology					
<b>Total</b>	<b>3,758</b>	<b>2,193</b>	<b>5,500</b>	<b>8,350</b>	<b>8,900</b>



## 01-xxxx-50-02 Executive Director

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k					150
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	526	638	1,000	1,200	1,300
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships	901	150	860	1,200	1,200
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	2,254	840	5,000	3,500	3,750
6396 · Meetings	202	2,020	600	3,500	3,500
6397 · Out-of-House Training & Conferences	86	394	300	1,200	1,200
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology					
<b>Total</b>	<b>3,969</b>	<b>4,042</b>	<b>7,760</b>	<b>10,600</b>	<b>11,100</b>

## 01-xxxx-50-03 Associate Directors

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	170		200	200	200
6236 · Janitorial supplies					
6249 · Operating supplies		1,199	495	995	1,355
6250 · Bib Processing Supplies					
6310 · Postage	44			10	10
6320 · Printing					
6340 · Memberships	349	451	1,250	1,010	1,010
6345 · Public Relations					
6358 · Programs	57,575	46,752	75,730	86,300	86,300
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	21,020	18,909	27,820	40,450	40,200
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment				1,500	1,500
6394 · Travel and Mileage	1,817	138	3,000	1,500	1,500
6396 · Meetings	838	298	500	500	500
6397 · Out-of-House Training & Conferences		52			
6480 · Software					
6495 · Other Expense			3,500	5,000	5,000
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology					
<b>Total</b>	<b>81,813</b>	<b>67,799</b>	<b>112,495</b>	<b>137,465</b>	<b>137,575</b>



## 01-xxxx-10-00 Centennial Park

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	3,122	1,050	2,850	10,950	3,508
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	14,305	9,211	19,200	18,900	18,000
6250 · Bib Processing Supplies					
6310 · Postage			134	124	124
6320 · Printing					
6340 · Memberships	129	125	500	550	500
6345 · Public Relations					
6358 · Programs					
6362 · Electric	39,293	13,525	52,000	52,000	53,000
6364 · Water and sewer	3,018	1,066	5,500	5,500	6,000
6365 · Natural gas	5,872	8,896	11,000	15,000	16,000
6367 · Phones					
6369 · Disposal Services	6,819	3,862	9,000	9,000	10,000
6379 · Professional Contracts	54,934	24,979	61,360	68,640	70,720
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment	495				
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage		222	530	621	621
6395 · In-House Training					
6396 · Meetings	33	318	500	300	300
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense		160			
6510 · Insurance					
6520 · Equipment Rentals					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & Other Technology					
6980 - Capital improvements					
<b>Total</b>	<b>128,020</b>	<b>63,414</b>	<b>162,574</b>	<b>181,585</b>	<b>178,773</b>

01-xxxx-15-00 Farr

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5K	3,580	362	3,000	1,750	-
6236 · Janitorial supplies					
6249 · Operating supplies	5,495	3,636	11,000	11,000	11,000
6250 · Bib Processing Supplies					
6310 · Postage	12			25	100
6320 · Printing					
6340 · Memberships	100	44	150	200	200
6345 · Public Relations					
6358 · Programs					
6362 · Electric	45,161	16,753	70,000	70,000	71,000
6364 · Water and sewer	12,639	5,191	22,000	22,000	23,000
6365 · Natural gas	8,190	9,968	15,000	20,000	15,500
6367 · Phones					
6369 · Disposal Services	6,789	4,317	10,000	10,000	10,500
6379 · Professional Contracts	1,746		1,160	1,110	1,110
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	82	98	219	261	261
6396 · Meetings		88	200	200	200
6397 · Out-of-House Training \$ Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & Other Technology					
6980 - Capital improvements					
<b>Total</b>	<b>83,794</b>	<b>40,457</b>	<b>132,729</b>	<b>136,546</b>	<b>132,871</b>



01-xxxx-20-00 Carbon Valley					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	11,901	3,255	14,825	12,976	10,725
6221 · E-book Readers					
6224 · CVRL Foundation Purchases					
6236 · Janitorial supplies					
6249 · Operating supplies	17,094	5,481	16,470	16,370	16,370
6250 · Bib Processing Supplies					
6310 · Postage			100	100	100
6320 · Printing					
6340 · Memberships	171		400	750	750
6345 · Public Relations					
6358 · Programs					
6362 · Electric	41,228	15,093	55,000	55,000	55,500
6364 · Water and sewer	11,609	1,702	15,000	15,000	15,500
6365 · Natural gas	13,304	7,988	20,000	20,000	21,000
6367 · Phones					
6369 · Disposal Services	7,715	5,905	15,000	15,000	16,000
6379 · Professional Contracts	385		5,900	5,900	5,900
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment	120		5,000	5,000	5,000
6394 · Travel and Mileage	518	269	3,125	3,275	3,275
6396 · Meetings	125	175	540	540	540
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New computers & other technology					
6980 · Capital improvements					
6986 · Opening Day Collection					
<b>Total</b>	<b>104,170</b>	<b>39,868</b>	<b>151,360</b>	<b>149,911</b>	<b>150,660</b>

## 01-xxxx-30-00 Lincoln Park

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	4,333				
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	4,374	2,400	6,000		
6250 · Bib Processing Supplies					
6310 · Postage			74		
6320 · Printing					
6340 · Memberships	145		200		
6345 · Public Relations					
6358 · Programs					
6362 · Electric	13,046	4,063	16,788	9,000	9,000
6364 · Water and sewer	1,596	860	2,562	1,000	1,000
6365 · Natural gas	3,570	3,701	5,317	4,500	4,500
6367 · Phones					
6369 · Disposal Services	3,849	3,876	3,769	2,500	2,500
6379 · Professional Contracts	64,036	34,600	35,400	3,000	3,000
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	114		696		
6396 · Meetings	22		100		
6397 · Out-of-House Training &Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6530 · Lease / Rent Expense					
6952 · Equip/furniture-over \$5000					
6954 · New computers and other technology					
6980 · Capital improvements					
<b>Total</b>	<b>95,085</b>	<b>49,500</b>	<b>70,906</b>	<b>20,000</b>	<b>20,000</b>



## 01-xxxx-35-00 LINC - Library INnovation Center

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5K		1,865	3,110	9,224	-
6236 · Janitorial supplies					
6249 · Operating supplies		21,866	18,000	69,800	69,800
6250 · Bib Processing Supplies					
6310 · Postage			100	100	-
6320 · Printing					
6340 · Memberships			150	350	350
6345 · Public Relations					
6358 · Programs					
6362 · Electric	16,176	22,814	60,000	60,000	61,000
6364 · Water and sewer	23,240	(5,168)	15,000	18,000	19,000
6365 · Natural gas	5,267	24,355	20,000	50,000	51,000
6367 · Phones					
6369 · Disposal Services	3,222	5,106	12,000	20,000	21,000
6379 · Professional Contracts		7,318	53,100	94,380	94,380
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment			1,000	-	
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage			900	1,740	1,740
6396 · Meetings		39	200	300	-
6397 · Out-of-House Training \$ Conferences					
6480 · Software					
6495 · Other Expense	12,975				
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & Other Technology					
6980 · Capital improvements					
<b>Total</b>	<b>60,880</b>	<b>78,195</b>	<b>183,560</b>	<b>323,894</b>	<b>318,270</b>



01-xxxx-40-00 Outreach					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	1,181	3,226	3,000	3,500	3,500
6236 · Janitorial supplies					
6249 · Operating supplies	15,394	4,393	16,700	15,000	17,000
6250 · Bib Processing Supplies					
6310 · Postage			125	125	100
6320 · Printing					
6340 · Memberships	330	188	1,200	1,200	1,250
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	17,929	9,265	44,720	46,900	51,420
6380 · Gasoline, Motor Oil, Lubricants	5,553	3,952	16,000	13,500	15,500
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles	11,926	7,204	22,700	26,700	20,700
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	1,411	915	10,000	5,500	7,400
6396 · Meetings	214	261	1,000	1,200	1,400
6397 · Out-of-House Training & Conferences					
6410 · Books					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000	455				
6954 · New computers & other technology					
6980 · Capital improvements					
<b>Total</b>	<b>54,393</b>	<b>29,404</b>	<b>115,445</b>	<b>113,625</b>	<b>118,270</b>

01-xxxx-71-00 Erie

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	9,223	5,827	4,140	11,220	-
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	12,136	7,285	13,000	16,750	16,750
6250 · Bib Processing Supplies					
6310 · Postage		25	100	100	100
6320 · Printing					
6340 · Memberships	139		405	405	405
6345 · Public Relations					
6358 · Programs					
6362 · Electric	28,972	14,928	50,000	50,000	51,000
6364 · Water and sewer	6,360	2,674	15,000	15,000	15,500
6365 · Natural gas	5,367	4,708	12,000	12,000	13,000
6367 · Phones					
6369 · Disposal Services	1,575	1,103	5,000	5,000	5,500
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	889	657	2,413	1,160	1,160
6396 · Meetings	159		200	300	300
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New computers & other technology					
6980 - Capital improvements					
<b>Total</b>	<b>64,820</b>	<b>37,207</b>	<b>102,258</b>	<b>111,935</b>	<b>103,715</b>



01-xxxx-72-00 Kersey Library					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	1,872	463	2,000	10,200	5,000
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	2,187	1,094	2,125	2,560	2,560
6250 · Bib Processing Supplies					
6310 · Postage				10	10
6320 · Printing					
6340 · Memberships			100	150	150
6345 · Public Relations					
6358 · Programs					
6362 · Electric	1,699	1,087	5,000	5,000	5,500
6364 · Water and sewer	645	357	4,000	4,000	4,500
6365 · Natural gas	852	1,176	4,000	4,000	4,500
6367 · Phones					
6369 · Disposal Services	860	1,190	3,000	3,000	3,500
6379 · Professional Contracts					
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building		32			
6384 · Repair maint. - vehicles					
6385 · Repair maint. - office equipment			200	200	200
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage			435	626	626
6396 · Meetings	287	122	75	25	25
6397 · Out-of-House Training &Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6530 · Lease / Rental expense					
6952 · Equip/furniture-over \$5000					
6954 · New computers and other technology					
6980 - Capital improvements					
<b>Total</b>	<b>8,402</b>	<b>5,521</b>	<b>20,935</b>	<b>29,771</b>	<b>26,571</b>

01-xxxx-73-00 Riverside Library & Cultural Center					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture<\$5k	920		5,500	5,500	5,500
6236 · Janitorial supplies					
6249 · Operating supplies	6,898	2,321	11,000	12,500	12,500
6250 · Bib Processing Supplies					
6310 · Postage	132	126	134	158	158
6320 · Printing					
6340 · Memberships	280	102	300	300	300
6345 · Public Relations					
6358 · Programs					
6362 · Electric	15,492	3,751	25,000	25,000	26,000
6364 · Water and sewer	1,153	235	8,000	8,000	8,500
6365 · Natural Gas	2,607	4,502	8,000	10,000	10,500
6367 · Phones					
6369 · Disposal Services	2,126	1,383	4,000	4,000	4,500
6379 · Professional Contracts	95				
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment	222		200	200	200
6387 · Repair maint. - computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	136	80	1,000	1,000	1,000
6395 - In House Training					
6396 · Meetings		25	300	300	300
6397 · Out of House Training & Conferences					
6410 - Books					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6952 · Equip/furniture-over \$5000					
6954 · New computers and other technology					
6980 - Capital Improvements					
<b>Total</b>	30,061	12,525	63,434	66,958	69,458



01-xxxx-74-00 Grover Library					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k					
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies				2,500	2,500
6250 · Bib Processing Supplies					
6310 · Postage					
6320 · Printing					
6340 · Memberships					
6345 · Public Relations					
6358 · Programs					
6362 · Electric			1,500	1,500	1,575
6364 · Water and sewer			300	300	315
6365 · Natural gas			1,000	1,000	1,050
6367 · Phones					
6369 · Disposal Services			200	200	210
6379 · Professional Contracts			17,000	17,000	17,000
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage					
6396 · Meetings					
6397 · Out-of-House Training & Conferences					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology					
<b>Total</b>	-	-	20,000	22,500	22,650

01-xxxx-50-51 Administration					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6136 - Workers' Compensation	74,526	61,779	88,000	88,000	90,000
6205 - Bank Service Charges					
6220 - Minor Equipment/Furniture <\$5k					
6236 - Janitorial supplies					
6249 - Operating supplies	2,607	8,710	6,500	6,500	6,500
6250 - Bib Processing Supplies					
6310 - Postage			50	50	50
6320 - Printing					
6340 - Memberships	1,238	1,238			
6345 - Public Relations	1,097				
6362 - Electric	31,731	7,830	45,000	45,000	46,000
6364 - Water and sewer	10,667	2,742	15,000	15,000	16,000
6365 - Natural gas	9,393	8,241	12,000	20,000	21,000
6367 - Phones	76				
6369 - Disposal Services	18,298	10,354	25,000	25,000	28,000
6378 - High Plains RLSS Courier					
6379 - Professional Contracts	43,501	23,815	40,800	44,400	45,000
6385 - Repair maint. - office equipment					
6394 - Travel and Mileage					
6395 - In-House Training					
6396 - Meetings					
6397 - Out-of-House Training & Conferences					
6398 - Treasurer's fee	512,077	764,966	825,000	1,113,750	825,000
6410 - Books					
6425 - Periodicals					
6480 - Software					
6495 - Other expense	33				
6510 - Insurance	107,836	163,023	190,000	200,000	210,000
6520 - Equipment Rentals					
6530 - Lease / Rental expense					
6952 - Equipment / furniture over \$5,000					
6954 - New Computers & other technology					
6980 - Capital improvements					
6985 - Lease debt service					
<b>Total</b>	<b>813,080</b>	<b>1,052,698</b>	<b>1,247,350</b>	<b>1,557,700</b>	<b>1,287,550</b>



## 01-xxxx-50-53 Community Relations and Marketing

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	1,313	3,669	1,500	5,000	-
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	1,195	14,307	26,000	32,000	32,000
6250 · Bib Processing Supplies					
6310 · Postage	16		100	100	100
6320 · Printing	12,218	6,799	23,000	23,000	23,000
6340 · Memberships	5,676	3,793	7,880	11,965	16,965
6345 · Public Relations	38,214	27,721	46,155	74,655	74,655
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	5,797	4,968	19,920	28,920	28,920
6380 · Gasoline, Motor Oil, Lubricants				4,500	4,500
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile				3,000	3,000
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	2,062	388	1,250	1,250	1,250
6396 · Meetings	642	725	800	1,250	1,250
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6987 - Construction - Graphics			5,000	-	
<b>Total</b>	<b>67,133</b>	<b>62,370</b>	<b>131,605</b>	<b>185,640</b>	<b>185,640</b>



01-xxxx-50-54 - Information Technology and Innovation					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	2,509		5,000	5,000	5,750
6240 · Supplies Resale - Flash Drives					
6249 · Operating supplies	3,160	24,680	3,500	5,000	5,750
6250 · Bib Processing Supplies					
6310 · Postage			100	100	115
6320 · Printing					
6340 · Memberships			830	10,830	12,455
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones	269,062	176,778	321,704	397,550	457,183
6369 · Disposal Services			1,500	1,500	1,725
6379 · Professional Contracts	35,172	21,170	57,865	52,075	59,886
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment	160,151	90,741	172,800	216,000	248,400
6387 · Repair, maint., replacement / computer	303,142	166,267	467,400	350,950	403,593
6388 · Repair maint. - on-line computer	137,773	247,305	209,854	327,266	376,356
6389 · Repair maint. - other equipment	18,796	830	51,500	132,500	152,375
6394 · Travel and Mileage	2,191	686	3,900	21,500	24,725
6395 · In-House Training					
6396 · Meetings			150	250	288
6397 · Out-of-House Training & Conferences					
6480 · Software	219,013	265,624	409,784	614,535	706,715
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology	46,992	(7,836)	355,000	255,000	63,250
6980 · Capital Improvements					
6985 · Lease					
<b>Total</b>	<b>1,197,961</b>	<b>986,245</b>	<b>2,060,887</b>	<b>2,390,056</b>	<b>2,518,566</b>

01-xxxx-50-55 Human Resources					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k		525	850	1,200	
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	783	1,778	650	700	200
6250 · Bib Processing Supplies					
6310 · Postage	143		50	-	50
6320 · Printing					
6340 · Memberships	7,838	1,314	7,914	8,014	8,014
6345 · Public Relations	7,431	7,200	14,600	10,950	14,750
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	74,777	49,093	78,625	95,155	99,805
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6393 - Tuition Reimbursement	9,832	12,519	25,000	25,000	30,000
6394 · Travel and Mileage	1,112	473	700	720	-
6395 - In-House Training	(3,261)	15,516	36,400	39,600	39,600
6396 · Meetings		390		100	100
6397 · Out-of-House Conference & Meetings	18,514	18,895	60,000	60,000	60,000
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
<b>Total</b>	<b>117,169</b>	<b>107,703</b>	<b>224,789</b>	<b>241,439</b>	<b>252,519</b>



01-xxxx-50-56 Finance					
Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6205 -Bank Service Charges	1,083	471	1,980	1,980	1,980
6220 · Minor Equipment/Furniture <\$5k					
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	13	414	750	750	750
6250 · Bib Processing Supplies					
6310 · Postage			825	990	1,050
6320 · Printing					
6340 · Memberships	991	411	1,000	1,200	1,200
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	67,160	54,364	69,420	78,525	81,505
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	104	33	375	393	414
6396 · Meetings					
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology					
<b>Total</b>	<b>69,351</b>	<b>55,693</b>	<b>74,350</b>	<b>83,838</b>	<b>86,899</b>

## 01-xxxx-50-57 Foundation

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k		769			
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	121	509	200	950	525
6250 · Bib Processing Supplies					
6310 · Postage	1,500	29	550	550	550
6320 · Printing		178	1,000	1,000	1,000
6340 · Memberships	321	255	1,200	1,675	1,675
6345 · Public Relations			500	1,000	1,000
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts		269			
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage		37	900	900	900
6395 - In-House Training					
6396 · Meetings	21	17	750	750	750
6397 · Out-of-House Training & Conferences					
6480 · Software		2,460			
6495 · Other Expense			2,150	4,248	4,248
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000					
6954 · New Computers & other technology					
<b>Total</b>	<b>1,963</b>	<b>4,523</b>	<b>7,250</b>	<b>11,073</b>	<b>10,648</b>



## 01-xxxx-50-58 Facilities Services

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	347		2,000	5,000	5,000
6221 · E-book Readers					
6236 · Janitorial supplies	41,495	46,604	64,000	130,000	130,000
6249 · Operating supplies	799	1,541			
6250 · Bib Processing Supplies					
6310 · Postage		177			
6320 · Printing					
6340 · Memberships			2,400	3,000	3,000
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	539,803	364,080	553,800	932,000	932,000
6380 · Gasoline, Motor Oil, Lubricants	2,536	1,735	8,000	6,000	6,000
6382 · Repair maint. - building	382,989	228,131	465,000	500,000	500,000
6383 · Repair maint. - grounds		200			
6384 · Repair maint. - vehicles	4,456	271	5,000	5,000	5,000
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment			10,000		
6394 · Travel and Mileage	2,602	2,191	10,000	10,000	10,000
6396 · Meetings					
6397 · Out-of-House Training & Conferences					
6480 · Software					
6495 · Other Expense					
6510 · Insurance					
6520 · Equipment Rentals			1,000	2,000	2,000
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000				70,000	70,000
6954 · New Computers & other technology					
6980 · Capital Improvements	3,989,528	5,742,383	15,777,812	17,629,510	4,984,000
<b>Total</b>	<b>4,964,555</b>	<b>6,387,313</b>	<b>16,899,012</b>	<b>19,292,510</b>	<b>6,647,000</b>



## 01-xxxx-50-59 Collection Resources

Expense Account	Actual 2022	YTD 6/30/2023	Budget 2023	Budget 2024	Planned 2025
6220 · Minor Equipment/Furniture <\$5k	594	989	3,300	3,300	3,500
6221 · E-book Readers					
6236 · Janitorial supplies					
6249 · Operating supplies	4,002	(284)	9,650	9,650	10,150
6250 · Bib Processing Supplies	117,500	56,088	236,769	238,769	238,769
6310 · Postage	20,239	14,573	34,100	34,250	34,250
6320 · Printing					
6340 · Memberships	50	5,977	450	400	450
6345 · Public Relations					
6358 · Programs					
6362 · Electric					
6364 · Water and sewer					
6365 · Natural gas					
6367 · Phones					
6369 · Disposal Services					
6379 · Professional Contracts	368,231	157,036	442,100	428,200	430,900
6380 · Gasoline, Motor Oil, Lubricants					
6382 · Repair maint. - building					
6384 · Repair maint. - bookmobile					
6385 · Repair maint. - office equipment					
6387 · Repair, maint., replacement / computer					
6388 · Repair maint. - on-line computer					
6389 · Repair maint. - other equipment					
6394 · Travel and Mileage	768	894	2,850	2,580	3,380
6396 · Meetings			100	100	100
6397 · Out-of-House Training & Conferences					
6410 - Books	550,420	243,843	547,000	552,000	552,000
6425 - Newspapers & Periodicals	33,722	20,420	55,300	55,500	55,500
6430 - Ebooks	111,485	57,836	140,000	155,000	160,000
6460 - Compact Discs	34,108	15,639	38,800	42,500	42,500
6480 · Software					
6490 - DVD/BluRay	62,228	20,282	145,000	115,000	115,000
6495 · Other Expense					
6496 - Electronic resources	416,642	270,206	490,000	574,000	574,000
6500 · Platform Fees	1,125	11,737	15,900	15,900	15,900
6510 · Insurance					
6520 · Equipment Rentals					
6940 · Improvement to Buildings					
6952 · Equip/furniture-over \$5000	16,797				
6954 · New Computers & other technology	6,239				
6986 - Opening Day Collection	19,155	46,796	315,500	35,000	480,000
<b>Total</b>	<b>1,763,305</b>	<b>922,032</b>	<b>2,476,819</b>	<b>2,262,149</b>	<b>2,716,399</b>



# **2024 Budget String Coding**

## Budget String Coding - Alpha Sort

The following format is used for coding expenses for purchase order requisitions and for future budgeting:

<u>Fund</u>	<u>Expense</u>	<u>Location</u>	<u>Department</u>	<u>Project</u>
□□ -	□□□□ -	□□ -	□□ -	□□□□

### Definitions:

- **Fund:** A fiscal and accounting entity with a set of accounts recording revenues and expenditures of the entity.
- **Expenses:** Charges incurred for operation, maintenance, supplies, equipment, etc to benefit the current fiscal period.
- **Location:** Various branch location or member library designations associated with a two-digit code.
- **Department:** A two-digit code associated with District Support Services departments.
- **Project:** A four-digit code associated with special expenditure categories.

### Coding Examples

**Example One:** 01-6220-50-51

01=General Fund   6220=Minor Equipment   50=District Support Services   51=Administration

**Example Two:** 01-6249-10-00

01=General Fund   6249=Operating Supplies   10=Centennial Park   00=No Department

**Example Three\*:** 01-6358-10-00-1001

01=General Fund   6358=Programs   10=Centennial Park   00=No Department

1001=Centennial Park Programs

\*In most instances you will not need to code for projects unless you have expenses specifically related to an item on the project list.

## Schedule of Budget Codes

<u>Fund</u>	<u>Expense</u>	<u>Location</u>	<u>Department</u>	<u>Project</u>
□□ -	□□□□ -	□□ -	□□ -	□□□□

### Location Codes

10	Centennial Park
15	Farr
20	Carbon Valley
30	Lincoln Park
35	LINC - Library INnovation Center
40	Bookmobile
50	District Support Services
70	Ault (Northern Plains)
71	Erie
72	Kersey Library
73	Riverside Library & Cultural Center
74	Grover
75	Eaton
80	Fort Lupton
85	Hudson
90	Johnstown (Glenn A. Jones)
95	Platteville
00	High Plains Library District

### Department Codes

00	None
01	Board of Trustees
02	Executive Director
03	Associate Director
51	Administration
53	Public Information
54	Information Technology
55	Human Resources
56	Finance
57	Foundation
58	Facility Services
59	Collection Development
65	Virtual Library

## Programs/Professional Contracts/Project Codes

### **Programs**

1010	Centennial Park
1015	Farr
1020	Carbon Valley
1030	Lincoln Park
1071	Erie
1072	Kersey
1073	Riverside Library & Cultural Center
8001	Outreach - programming

### **Professional Contracts**

5010	Centennial Park
5015	Farr
5020	Carbon Valley
5030	Lincoln Park
5071	Erie
5072	Kersey
5073	Riverside Library & Cultural Ctr
8002	Outreach - professional contracts

### **Project**

2010	Riverside Library & Cultural Ctr.
2013	Lincoln Park
2014	Energy Performance project
3513	Interlibrary Loan system
8501	Spell Grant

## **Fund Code**

**01 General Fund** / for the High Plains Library District

## **Expenditure Codes**

**6205 Bank Services Charges** / Fees paid for bank for funding.

**6410 Books** / Hardbound or softbound materials purchased, not via a subscription.

**6980 Capital Improvements** / Permanent repairs, upgrades, remodel or improvements made to enhance the appearance of a District building.

**6460 Compact Discs** / Recorded audio materials including music, in compact disk (CD) form.

**6010 Contingency** / An amount budgeted for expenditures that cannot be foreseen and planned for in the budget process because of an occurrence of an unusual or extraordinary event.

**6137 Dental Insurance** / Premium paid for dental insurance coverage as elected by employees.

**6369 Disposal Services** / Pick up and removal of waste and recyclable materials.

**6490 DVD/Blue Ray** / Recorded visual material in DVD or Blue Ray format.

**6430 EBooks** / Recorded audio materials in cassette type form.

**6362 Electric** / Expenditures for electrical services provided by a public utility company.

**6496 Electronic Resources** / Subscription on-line databases.

**6221 E Readers** / Includes Kindle and I pads.

**6952 Equipment/Furniture over \$5000** / Equipment or furniture items costing more than \$5000.

**6520 Equipment Rentals** / Rental costs for equipment rented by the District including rentals of postage meter machines.

**6148 Federal Unemployment Taxes** / Amounts paid by the District to provide unemployment compensation benefits for employees.

**6203 Fees — Other** / Miscellaneous fees.

**6224 Foundation Purchases** / Items purchased by the District that the Foundation has approved for funding.

**6380 Gasoline, Motor Oil, Lubricants** / Expenses for fuel and lubricants to operate District vehicles.

**6395 In-House Training** / Costs of in-house classes and seminars for staff needs.

**6510 Insurance** / Premiums paid for coverage of bookmobiles, buildings, general liability and Directors and Officers of the District.

**6236 Janitorial Supplies** / Items used to clean and supply facilities, such as floor finish, stain remover, toilet tissue, paper towels, hand soap, event, and vacuum bags.

**6985 Lease Payment** / Payments made to lease Library buildings. Debt service transfer for 2001 COPS and 2006 COPS.

**6145 Legal Shield** / Employee paid Legal Services

**6112 Life/Disability Insurance** / Premium paid for short-term and long-term, life and disability insurance coverage.

**6138 Medical Insurance** / Premium paid for medical costs for insurance coverage as elected by employees.

**6146 Medicare** / Federal withholding contribution as part of social security program.

**6340 Memberships** / Payment of membership dues to professional organizations.

**6396 Meetings** / Incidental expenses incurred when hosting or attending meetings.

**6220 Minor Equipment** / Items costing less than \$5000, such as VCRs, projectors, televisions, display units and typewriters.

**6365 Natural Gas** / Expenditures for natural gas services provided by a public utility company.

**6954 New Computers & Other Technology** / Includes personal computers, monitors, printers, and multi-functional equipment.

**6986 Opening Day Collection** / Expenses incurred in purchasing Library materials for opening day inventory.

**6249 Operating Supplies** / Items such as pens, paper, tape, scissors, desk accessories, binders, paper clips, security cases, seasonal decorations, break room supplies, and craft supplies. Items costing \$100 and less.

**6495 Other Expense** / Expenses not otherwise classified.

**6397 Out-of-House Training & Conferences** / Expenses incurred for conference attendance and out-of-house training.

**6425 Periodicals** / Printed materials purchased with a subscription for magazines, newspapers, or professional journals.

**6367 Phones** / Phone service charges paid to a private utility company, including cell phones and networking line connections.

**6310 Postage** / Mailing costs for sending letters and packages.

**6320 Printing** / Printing and copying of materials for internal and external use.

**6379 Professional Contracts** / Payment for services rendered by outside contractors (organizations or individuals).

**6358 Programs** / Expenditures to promote and conduct programs such as Summer Reading, National Library Week and Children's

Read Week. May include prizes, arts and crafts supplies, decorations and refreshments.

**6345 Public Relations** / Advertising expenses, including recruitment ads, newspaper publications and promotional items.

**6382 Repair & Maintenance-Buildings** / Materials and supplies for the repair and maintenance of District buildings. Includes light bulbs, paint, lumber, and hardware supplies.

**6387 Repair, Maintenance, Replacement- Computer** / Services, supplies and maintenance agreements purchased to repair and maintain computer equipment, such as monitors, central processing units and printers. Also includes cost of replacement computers.

**6385 Repair & Maintenance-Office Equipment**  
Services, supplies and maintenance agreements purchased to repair and maintain office equipment, such as copy machines, microfiche reader/printers and fax machines.

**6388 Repair & Maintenance-On-line Computer** / Costs of upkeep for the Dynix Horizon system.

**6389 Repair & Maintenance-Other Equipment**  
Services, supplies and maintenance agreements purchased to repair and maintain any equipment that is not otherwise classified.

**6384 Repair & Maintenance-Vehicles** / Repair and maintenance costs for District vehicles.

**6144 Retirement/401A/457 Expense** / Employee paid contribution to the 401A mandatory and 457 elective retirement plan.

**6200 Retirement — Employer Contribution** / Amount paid by District to match employees' contribution to the 401A retirement plan.

**6110 Salaries** / Wages paid to employees who are employed by the District.

**6140 Social Security** / Social Security taxes paid by the District on the employees' behalf.

**6480 Software** / Published software programs and site licenses.

**6149 State Unemployment Taxes** / Amounts paid by the District to provide unemployment compensation benefits for employees.

#### **6000 Tax Distribution to Member Libraries**

**6250 Tech Processing Supplies** / Items purchased for processing library collection items.

**6105 Third Party Health Insurance Payment** / Insurance payment for COBRA insurance coverage.

**6394 Travel & Mileage** / Reimbursement for mileage parking, meals, and incidental expenses incurred by a District employee when conducting District business. This does not include expenses incurred for conferences and training.

**6398 Treasurer Fee** / Fees paid to the county for collection and distribution of property taxes.

**6393 Tuition Reimbursement** / Reimbursement for classes taken by those employees continuing their education.

**6139 Vision Insurance** / Premium paid for vision insurance coverage as elected by employees.

**6364 Water and Sewer** / Expenditures for services provided by public or private companies.

**6136 Worker's Compensation** / Premium paid for worker's compensation insurance policy to provide medical care to employees in the case of a work related accident.

## Budget String Coding - Numeric Sort

The following format is used for coding expenses for purchase order requisitions and for future budgeting:

<u>Fund</u>	<u>Expense</u>	<u>Location</u>	<u>Department</u>	<u>Project</u>
□□ -	□□□□ -	□□ -	□□ -	□□□□

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8002	Outreach

### **Projects**

2012	Riverside Library & Cultural Ctr.
2013	Lincoln Park
2014	Energy Performance
3513	Interlibrary Loan system
8501	Spell Grant

**6000 Tax Distribution to Member Libraries**

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**6495 Other Expense** / Expenses not otherwise classified.

**6496 Electronic Resources** / Subscription costs for online databases.

**6510 Insurance** / Premiums paid for coverage of bookmobiles, buildings, general liability and Directors and Officers of the District.

**6520 Equipment Rentals** / Rental costs for equipment rented by the District including rentals of postage machine rental.

**6952 Equipment/Furniture over \$5000** / Equipment or furniture items costing more than \$5000.

**6953 RFID** / Costs for the collection management and inventory control system.

**6954 New Computers & Other Technology** / Includes personal computers, monitors, printers, and multi-functional equipment.

**6980 Capital Improvements** / Permanent repairs, upgrades, remodel or improvements made to enhance the appearance of a District building.

**6985 Lease Payment** / Payments made to lease Library buildings. Debt service transfer for 2001 COPS and 2006 COPS.

**6986 Opening Day Collection** / Expenses incurred in purchasing Library materials for opening day inventory.

**2024**

**Statistical /  
Supplemental  
Section**

High Plains Library District  
Proposed Budget  
2024

	Revenues	Expenditures	Revenue Over / (Under) Expenditures
Original Proposed Budget	70,590,790.00	57,989,790.00	12,601,000.00

Adjustments to Original Proposed Budget:

Adjusted property tax revenue			-	A
Adjusted distributions to members			-	A
Adjusted Centennial Park renovation budget		350,000.00	(350,000.00)	B
Adjust DSS Expansion budget		1,000,000.00	(1,000,000.00)	C
Adjust capital improvements budget for DSS RTU 5, 6, 7, 8		90,000.00	(90,000.00)	D
Adjust for two Information Technology Technicians		162,682.00	(162,682.00)	E

70,590,790.00	59,592,472.00	10,998,318.00
---------------	---------------	---------------

A - The proposed budget was prepared based on the preliminary information and estimates. The final valuations were released by the county assessors the last week of November.

B - Increased Centennial Park renovation budget carryforward for current project schedule.

C - Increased DSS Expansion budget for planned scope of project.

D - Increased capital outlay budget for DSS RTU 5, 6, 7, 8. Replacement had been budgeted for and planned for 2023, but work was not completed.

E - Added two Information Technologists for increased demand.

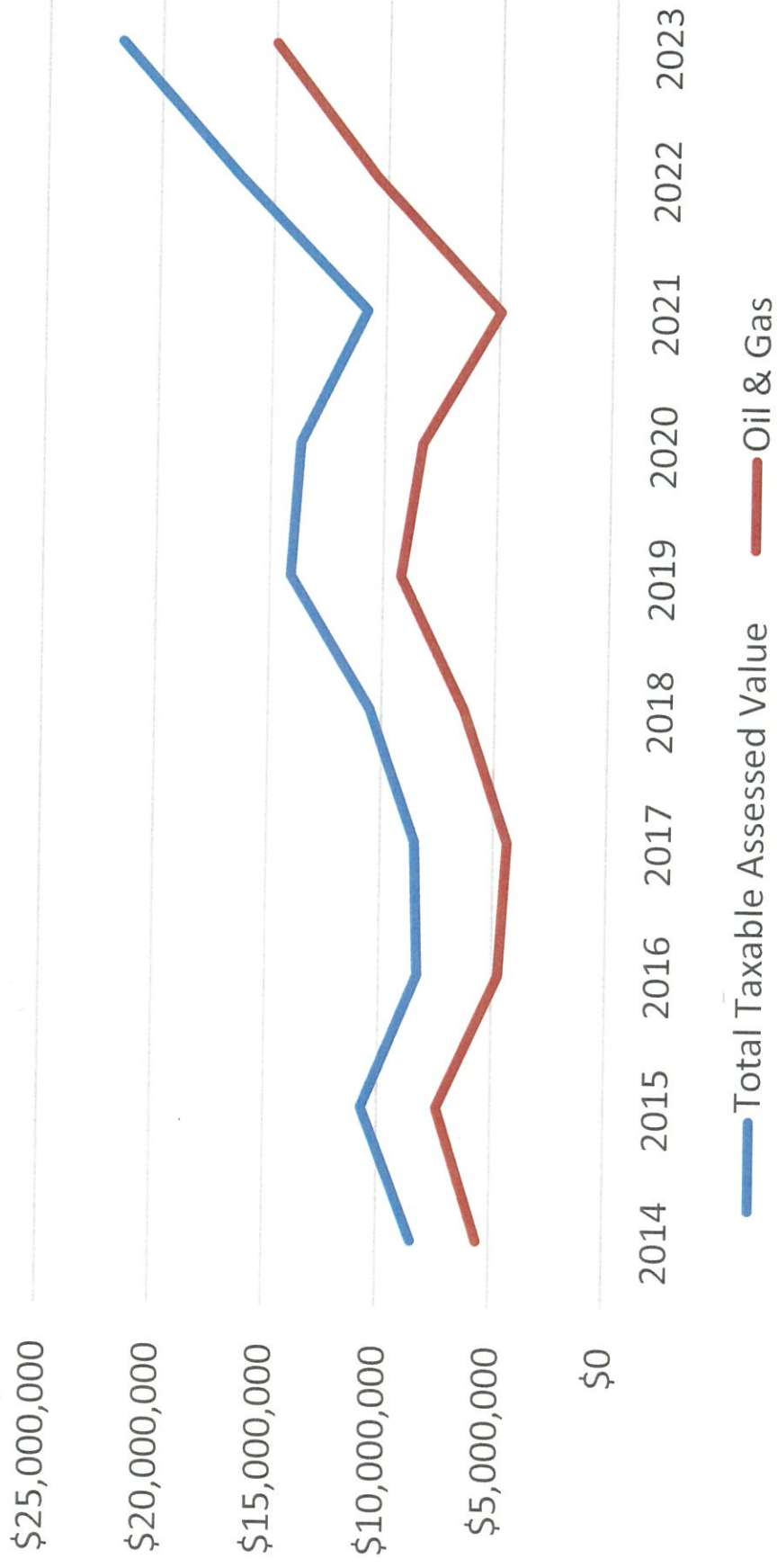


**High Plains Library District**  
**Assessed and Estimated Actual Value of Taxable Property**  
**Last Ten Fiscal Years**  
**(in thousands of dollars)**

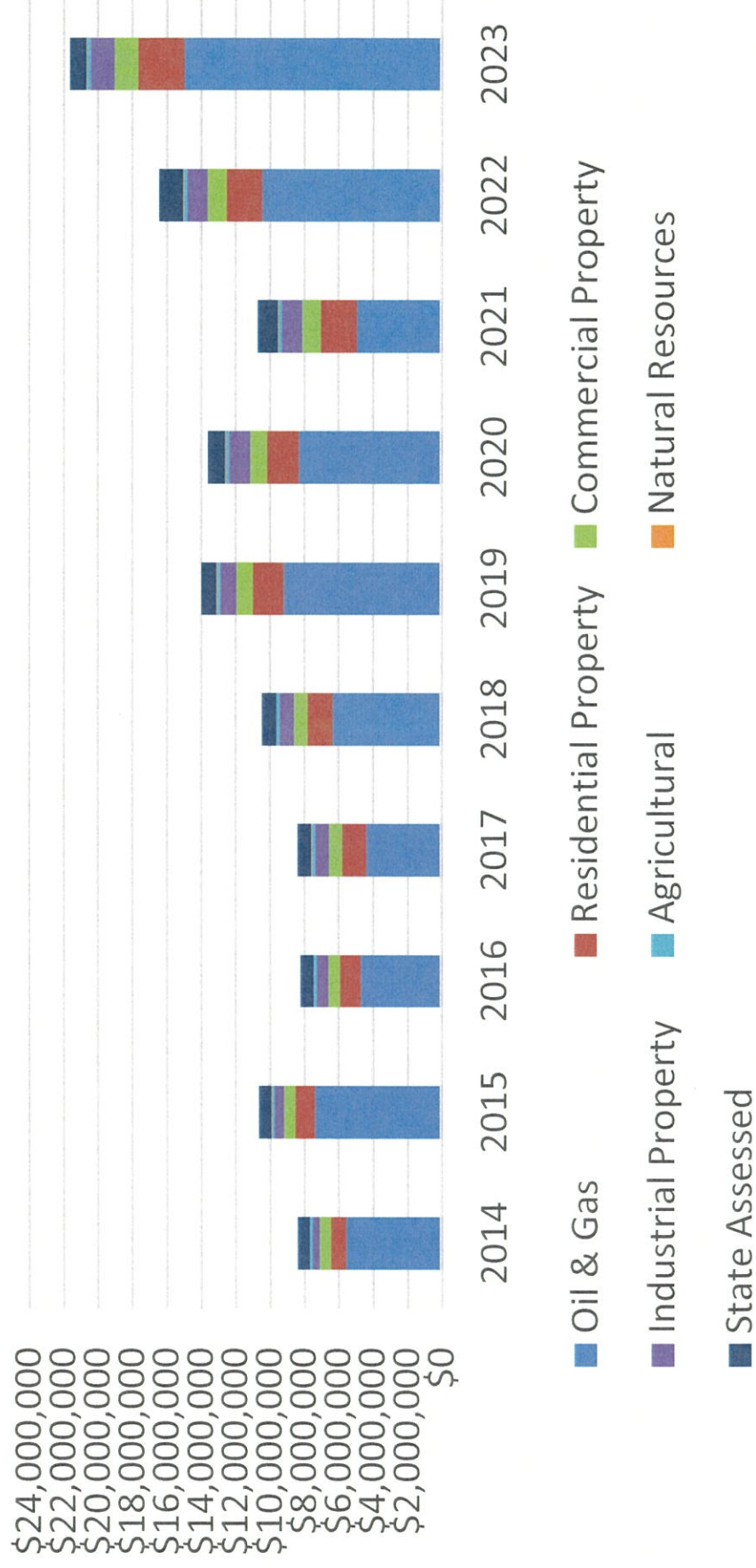
Levy Year	Vacant Land	Residential Property	Commercial Property	Industrial Property	Agricultural Resources	Natural Resources	Oil & Gas	State Assessed	Total Taxable Assessed		Estimated Actual Taxable Value	Total Direct Tax Rate	Assessed Value as a % of Actual Value
									Value	Value			
2014	46,605	915,284	620,508	430,782	138,769	14,625	5,544,193	710,011	8,420,777	8,420,777	25,523,496	3.249	32.992%
2015	55,985	1,146,858	655,020	525,734	168,228	18,440	7,374,473	740,461	10,685,199	10,685,199	31,560,980	3.249	33.856%
2016	48,576	1,192,400	677,672	680,033	172,787	18,187	4,708,785	771,524	8,269,964	8,269,964	29,936,864	3.249	27.625%
2017	65,994	1,413,932	764,517	795,317	197,001	18,605	4,369,798	813,039	8,438,203	8,438,203	35,327,035	3.249	23.886%
2018	57,708	1,460,074	785,202	822,019	199,744	22,062	6,338,480	814,026	10,499,315	10,499,315	38,645,508	3.249	27.168%
2019	76,518	1,789,785	959,571	938,681	190,691	25,222	9,194,058	893,660	14,068,186	14,068,186	48,245,043	3.177	29.160%
2020	66,708	1,846,452	988,053	1,217,340	195,667	25,995	8,297,234	1,036,480	13,673,929	13,673,929	49,819,777	3.177	27.447%
2021	85,241	2,090,030	1,082,697	1,196,204	198,835	28,255	4,928,653	1,183,431	10,793,346	10,793,346	50,333,570	3.177	21.444%
2022	74,516	2,101,828	1,104,430	1,169,469	190,161	30,236	10,426,829	1,409,193	16,506,662	16,506,662	58,634,935	3.177	28.152%
2023	112,501	2,687,320	1,392,011	1,357,074	221,831	40,876	14,958,899	961,477	21,731,989	21,731,989	75,277,893	3.177	28.869%

Source: Weld County Assessor's office

## Assessed Value History



# Assessed Value by Property Category



**High Plains Library District**  
**Property Tax Levies and Collections**  
**Last Ten Fiscal Years**  
(amounts expressed in thousands)

Levy Year	Collect Year	Total Tax Levy for Fiscal Year <sup>1</sup>	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years <sup>3</sup>		Total Collections to Date	
			Tax Amount <sup>2</sup>	Percent of Levy	Tax Amount <sup>2</sup>	Percent of Levy	Tax Amount	Percent of Levy
2013	2014	21,063	21,038	99.9%	-	-	21,038	99.9%
2014	2015	27,320	26,882	98.4%	-	-	26,882	98.4%
2015	2016	35,255	35,223	99.9%			35,223	99.9%
2016	2017	26,930	26,870	99.8%			26,870	99.8%
2017	2018	27,390	27,352	99.9%			27,352	99.9%
2018	2019	33,949	33,870	99.8%			33,870	99.8%
2019	2020	45,044	44,671	99.2%			44,671	99.2%
2020	2021	43,095	42,893	99.5%			42,893	99.5%
2021	2022	34,032	33,999	99.9%			33,999	99.9%
2022	2023	51,878	51,233	98.8%			51,233	98.8%

Source:

<sup>1</sup> Final Budget

<sup>2</sup> YTD Treasurer's Tax Distribution

<sup>3</sup> Not available for years not shown

High Plains Library District  
Principal Taxpayers  
December 31, 2022

	2022				2013			
	Taxable Assessed		Percentage		Taxable		Percentage	
	Value	Rank	of Total	Value	Assessed	Rank	of Total	Assessed
			Taxable				Taxable	
			Assessed				Assessed	
			Value				Value	
Kerr-Mcgee Oil & Gas Onshore LP	2,208,720,490	1	13.38%	1,084,062,305	2	15.23%		
Noble Energy Inc.	1,854,003,750	2	11.23%	1,513,934,823	1	21.27%		
PDC Energy Inc.	1,714,215,980	3	10.39%					
Extraction Oil & Gas LLC	862,372,750	4	5.22%					
Crestone Peak Resources LLC	544,048,110	5	3.30%					
Kerr Mcgee Gathering LLC	485,059,270	6	2.94%	105,314,600	8	1.48%		
Civitas Resources Inc.	457,157,790	7	2.77%					
Bayswater Exploration and Production LLC	391,227,000	8	2.37%					
Great Western Operating Company LLC	327,398,810	9	1.98%					
Highpoint Operating Corporation	308,095,310	10	1.87%					
Public Service Company of Colorado (Xcel)				224,394,470	4	3.15%		
Bonanza Creek Energy Inc.				121,795,457	7	1.71%		
Petroleum Development Corp.				250,057,041	3	3.51%		
Encana Oil & Gas (USA) Inc.				203,065,528	5	2.85%		
DCP Midstream LP				144,537,060	6	2.03%		
EOG Resources Inc.				84,574,810	9	1.19%		
Vestas Blades America Inc.				51,144,390	10	0.72%		
	<u>\$ 9,152,299,260</u>		<u>55.45%</u>	<u>\$3,782,880,484</u>		<u>53.14%</u>		
Total Gross Taxable Assessed Valuation	\$ 16,505,661,900							

Source: Weld County Assessor



**High Plains Library District  
Principal Employers - Weld County  
December 31, 2022**

	2022				2013			
	Employees		Rank	Percentage of Total County Employment	Employees		Rank	Percentage of Total County Employment
JBS Swift Beef Company	6,000		1	3.56%	4,619		1	2.79%
Banner Health: Northern Colorado Medical Center	3,560		2	2.11%	3,000		2	1.81%
Vestas	2,710		3	1.61%	872		8	0.53%
Greeley Evans School District 6	2,258		4	1.34%	2,400		4	1.45%
Weld County Government	1,823		5	1.08%	1,413		6	0.85%
University of Northern Colorado	1,488		6	0.88%				
City of Greeley	1,145		7	0.68%	812		9	0.49%
UC Health	1,060		8	0.63%				
State Farm Insurance	950		9	0.56%	1,828		5	1.10%
Aims Community College	934		10	0.55%	872		7	0.53%
State of Colorado (includes UNC)					3,811		3	2.30%
Haliburton Energy Services, Inc.					800		10	0.48%
Total Principal Employers	21,928			13.00%	20,427			12.33%
Other Employers	146,788			87.00%	145,233			87.67%
Total County Employment	168,716			100.00%	165,660			100.00%

Source: Weld County Annual Comprehensive Financial Report and Upstate Colorado

**High Plains Library District**  
**Demographic and Economic Statistics**  
**Last Ten Fiscal Years**

Year	High Plains		Total		
	Library District Patron Population	Weld County Population	Personal Income (\$ billions)	Per Capita Income	Unemployment Rate
2013	245,989	263,691	8.35	29,986	6.70%
2014	251,308	269,785	8.35	31,657	3.90%
2015	257,157	274,487	10.74	27,047	3.80%
2016	259,688	284,876	10.60	42,787	3.80%
2017	268,307	294,397	11.20	42,701	3.40%
2018	270,901	304,435	12.50	44,080	2.70%
2019	290,103	323,637	14.70	46,172	3.00%
2020	298,361	331,895	15.30	50,198	7.20%
2021	302,022	340,018	12.70	52,054	5.70%
2022	300,565	345,152	21.00	56,553	3.00%

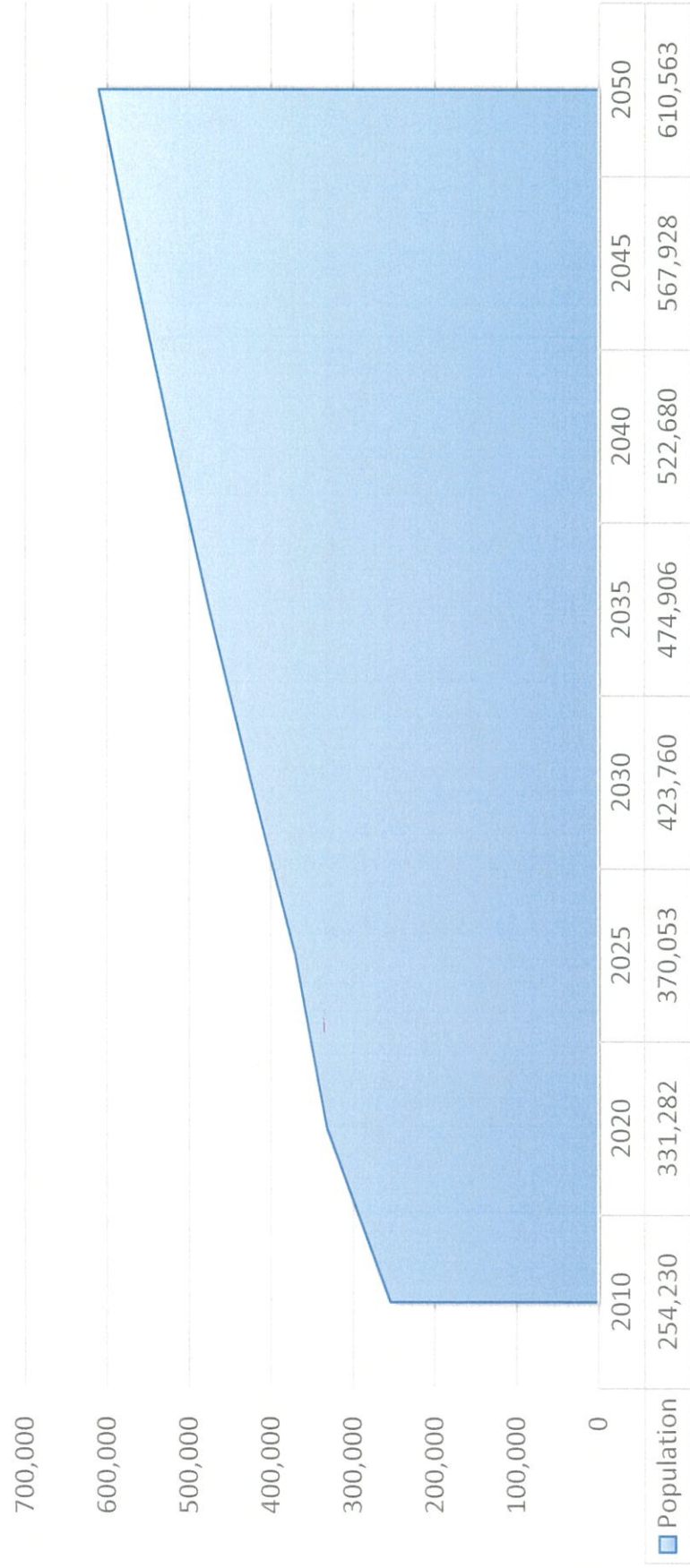
Source: Upstate Colorado in cooperation with the University of Northern Colorado and the State of Colorado demographer.

Library Research Service State of Colorado for HPLD population.

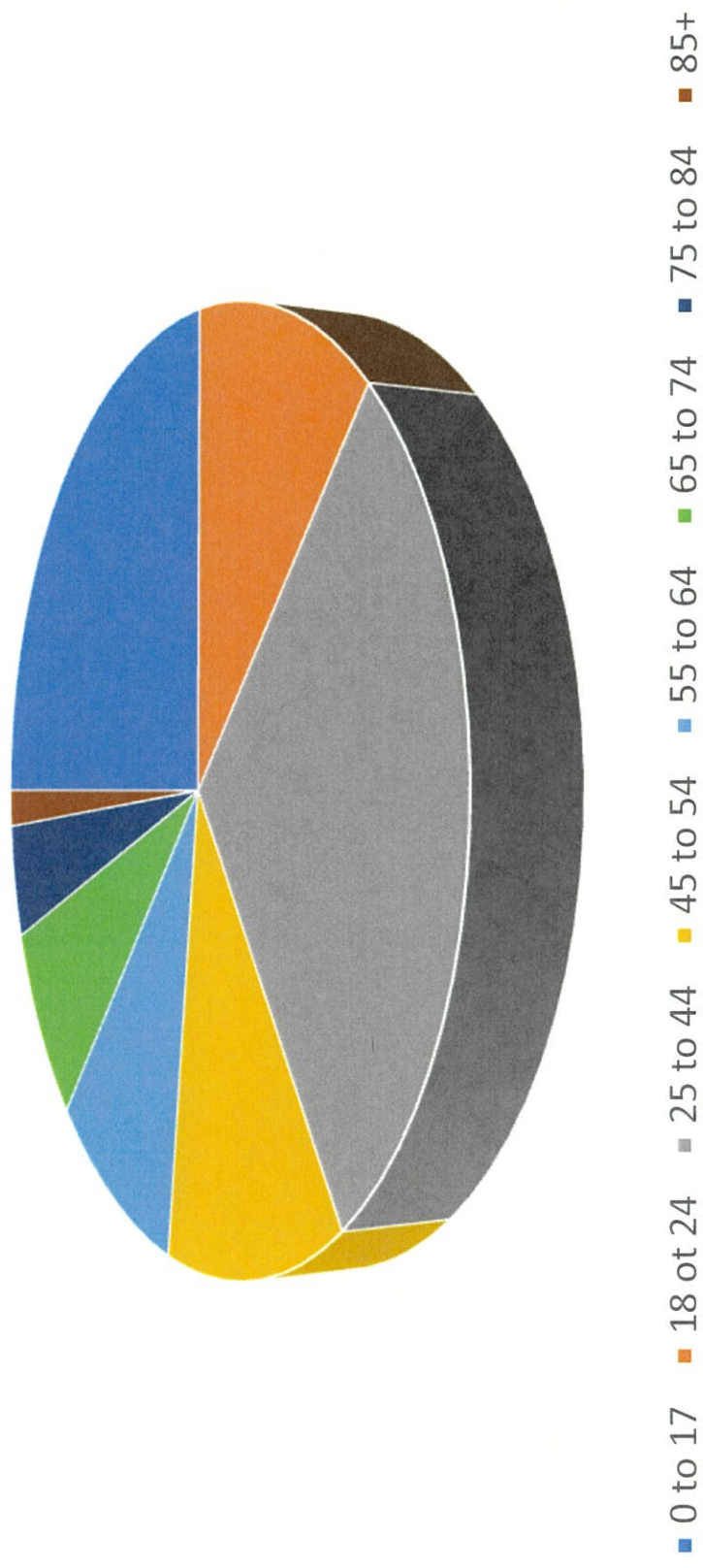
Weld County Annual Comprehensive Financial Report

Note: The HPLD Patron population is shown as a comparative to the Weld County population as the District's service area approximates the boundary of Weld County.

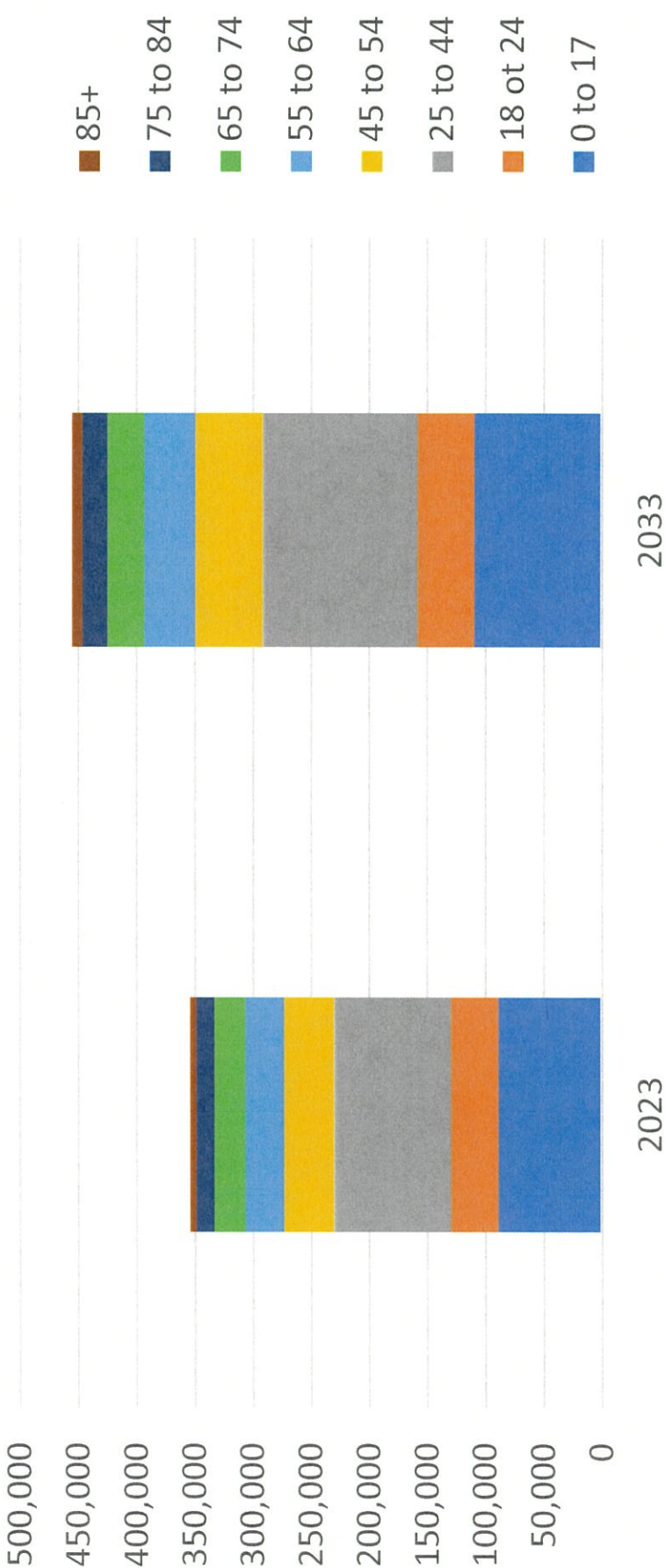
# Population Forecast Weld County per State Demographer



## Population by Age Group Weld County per State Demographer



# Projected Weld County Population Change per State Demographer





High Plains Library District  
Revenue and expenditure projection through 2032  
General Fund

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Revenues	1.33	1.00	0.77	1.52	1.33	0.80	1.02	0.80	1.01	1.01	1.01	1.01	1.01	1.02
Property tax percentages														
All other revenue (except investments)														
Earnings on investments														
Revenues														
TAXES														
Property taxes - Weld Co. (1)	\$ 43,792,991	\$ 43,722,243	\$ 33,626,426	\$ 51,233,133	\$ 68,032,591	\$ 54,102,514	\$ 55,784,564	\$ 44,147,651	\$ 44,589,128	\$ 45,035,019	\$ 45,485,369	\$ 45,940,223	\$ 46,399,625	\$ 47,327,618
Property taxes - Boulder Co.	561,948	579,368	669,340	645,679	721,603	736,035	588,828	594,716	600,663	612,737	618,864	612,737	618,864	631,241
* Specific Ownership taxes	2,175,372	2,211,114	2,071,809	1,200,000	1,440,000	1,500,000	1,515,000	1,545,452	1,576,515	1,592,280	1,608,293	1,592,280	1,608,293	1,624,285
TOTAL TAXES	46,530,311	46,512,725	36,367,575	53,078,812	70,379,989	56,324,117	57,435,599	46,265,829	46,729,296	47,196,589	47,668,555	48,145,240	48,626,693	49,583,144
OTHER REVENUE														
Charges for services (Copier usage)	-	-	-	-	25,000	55,000	55,550	56,106	56,667	57,233	57,806	58,384	58,967	59,557
Fines, & fees	23,659	26,280	29,177	25,000	100,000	60,000	36,000	21,600	12,960	7,776	4,666	2,799	1,680	1,680
Earnings on investments	588,213	34,119	1,145,248	80,000	77,801	75,000	75,750	76,508	77,273	78,045	78,826	79,614	80,410	81,214
Grants	72,519	64,784	457,525	84,351	-	-	-	-	-	-	-	-	-	-
Contributions - In kind	-	-	-	-	8,000	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829
Miscellaneous	233,932	208,127	47,673	8,000	210,801	240,000	201,400	178,814	165,842	158,645	154,917	153,278	152,698	153,280
TOTAL OTHER REVENUE	918,523	333,310	1,679,623	197,351	210,801	240,000	201,400	178,814	165,842	158,645	154,917	153,278	152,698	153,280
TOTAL REVENUE	\$ 47,448,834	\$ 46,846,035	\$ 38,047,198	\$ 53,276,163	\$ 70,590,790	\$ 56,564,117	\$ 57,636,999	\$ 46,445,443	\$ 46,895,138	\$ 47,355,233	\$ 47,823,472	\$ 48,298,519	\$ 48,779,591	\$ 49,738,429
Expenditures														
Salaries	31.8%	31.9%	32.7%	37.8%	38.7%	37.7%	38.0%	38.4%	38.8%	39.1%	39.5%	39.9%	40.3%	40.7%
Benefits	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Administrative services	Actual	Actual	Actual	Budget	Budget	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Library materials	\$ 8,101,739	\$ 8,233,202	\$ 8,772,256	\$ 11,516,106	\$ 12,840,559	\$ 13,482,585	\$ 14,021,888	\$ 14,582,764	\$ 15,166,074	\$ 15,772,717	\$ 16,403,626	\$ 17,059,771	\$ 17,742,162	\$ 18,451,849
Facilities/operations	2,576,750	2,624,724	2,866,324	4,346,961	4,987,413	5,078,558	5,332,486	5,599,110	5,879,066	6,173,019	6,481,670	6,805,753	7,146,041	7,503,343
Tax Dist - Member Libraries	2,705,907	3,566,497	3,600,349	4,375,666	5,510,500	5,653,116	5,822,709	5,997,391	6,177,312	6,362,632	6,553,511	6,750,116	6,952,620	7,161,198
Capital outlay	1,358,192	844,540	1,403,241	1,432,000	1,509,900	1,509,900	1,540,098	1,570,900	1,602,318	1,634,364	1,667,052	1,700,393	1,734,400	1,769,088
Operating Expenditures	1,341,737	1,217,006	2,018,257	1,922,040	2,238,125	2,152,258	2,238,348	2,327,882	2,420,998	2,517,837	2,618,551	2,723,293	2,832,225	2,945,514
Salaries	16,084,325	16,485,969	18,660,427	23,594,773	27,068,497	27,876,417	28,955,530	30,078,047	31,245,768	32,460,570	33,724,409	35,039,326	36,407,448	37,830,992
Benefits	9,794,221	10,255,775	7,459,980	11,551,448	14,536,465	13,082,819	13,344,475	10,675,580	10,889,092	11,106,874	11,329,011	11,555,591	11,786,703	12,022,437
Capital outlay	9,814,350	4,136,399	24,325,762	16,453,312	17,989,510	5,597,250	2,302,000	18,954,000	841,898	2,500,000	2,000,000	1,500,000	1,200,000	1,200,000
Debt service (transfers out)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital projects (transfers out)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 35,692,896	\$ 30,880,143	\$ 50,446,169	\$ 51,599,533	\$ 59,592,472	\$ 46,556,486	\$ 44,602,005	\$ 59,707,627	\$ 42,976,758	\$ 46,067,444	\$ 47,053,421	\$ 48,094,918	\$ 49,394,151	\$ 51,053,429
Excess of Revenues over Expenditures	11,755,938	15,965,892	(12,398,971)	1,676,630	10,998,318	10,007,631	13,034,994	(19,262,184)	3,918,380	1,287,789	770,051	203,601	(614,560)	(1,317,006)
Fund Balance beginning	49,289,432	61,045,370	77,011,262	64,612,291	66,288,921	77,287,239	87,294,870	100,329,864	87,067,680	90,986,060	92,273,849	93,043,900	93,247,501	92,632,941
Fund Balance ending	61,045,370	77,011,262	64,612,291	66,288,921	77,287,239	87,294,870	100,329,864	87,067,680	90,986,060	92,273,849	93,043,900	93,247,501	92,632,941	91,315,935

**Assumptions:**  
No mill levy increase for HPLD.  
No additional debt after COPs were paid off in December 2019.  
Inflation of approximately 7% to 8 % in early 2022 and slowly decreasing during later 2022. Inflation of about 5% in 2023 and then decreasing to 4% in 2024 and following.

# Property Tax Assessment Rate Changes pursuant to [SB22-238](#)

June 27, 2022

Type of Property	Assessment Rates – For property tax years 2022 (payable in 2023) Created under <a href="#">SB21-293</a>	Assessment Rates – For property tax year 2023 (payable in 2024) Created under <a href="#">SB22-238</a>	Assessment Rates – For property tax year 2024 (payable in 2025) Created under <a href="#">SB22-238</a>	Assessment Rates – For property tax year 2025 (payable in 2026) & thereafter
Non-residential	Hotels, motels and B &Bs – 'lodging properties'	29%	29%	29%
	Renewable Energy Production	26.4%	26.4%	29%
	Agricultural Property	26.4%	26.4%	29%
	Commercial, Vacant, Industry	29%	29%	29%
Residential	Oil & Gas	87.5%	87.5%	87.5%
	Multi-family housing (i.e. apartments)	6.80%	6.765% (Exempt first \$15,000 of Actual Value)	7.15%
	All other residential property	6.95%	6.765% (Exempt first \$15,000 of Actual Value)	7.15%

## Backfill for Property Tax Year 2023 (3 tiers). (There is **NO** backfill for property tax year 2022 and 2024)

1.) Local governments in counties with over 300,000 people will be made whole for 65% of their lost revenue.

9 counties: Adams, Arapahoe, Boulder, Denver, Douglas, El Paso, Jefferson, Larimer and Weld

\*Fire, library, sanitation & water districts, health service districts & municipalities within these counties will receive a higher percentage backfill. Those with an assessed valuation of more than 10% will be made whole for 90% of their lost revenue. Those with an assessed valuation of less than 10% will be made whole for 100% of their lost revenue.

2.) Local governments in counties with a.) under 300,000 people and b.) an assessed valuation growth of over 10% will be made whole for 90% of their lost revenue.

10 counties: Chaffee, Eagle, Elbert, Grand, Gunnison, Lake, Montrose, Park, San Miguel and Summit

3.) Local governments in counties with a.) under 300,000 and b.) an assessed valuation growth of under 10% will be made whole for 100% of their lost revenue. Remaining 45 counties

# **2024 Glossary**

## GLOSSARY

**Abatement** – A complete or partial cancellation of a levy imposed by a government.

**Accrual Basis** – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Ad Valorem** – Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the mill levy (tax) rate.

**Annual Comprehensive Financial Report** – An annual financial report of the government's fiscal condition, which includes a minimum of three parts: 1) Introductory section providing background on the government, 2) Financial section including the combined general purpose financial statements and notes, and 3) Statistical section comprising 15 or more tables of non-audited information composed of 10-year trend data on revenues, expenditures and tax collections.

**Appropriation** – A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assessed Valuation** – The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

**Asset** – Resources owned or held by a government which have monetary value.

**Audit** – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

**Available (Undesignated) Fund Balance** – This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**Balance Sheet** - The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP (Generally Accepted Accounting Principles).

**Balanced Budget** – A budget where budgeted expenditures do not exceed budgeted revenues plus beginning fund balance.

**Basis of Accounting** – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

**Bond** – A long term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amounts of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

**Budget** – A plan of financial activity for a specific period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

**Budget Message** – A general discussion of the proposed budget as presented in writing by the budget-making authority to the governing body. The budget message should contain an explanation of the

principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**Budgetary Basis** – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Budget Calendar** – The schedule of key dates which a government follows in the preparation and adoption of the budget.

**Budgetary Control** – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Assets** – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Budget** – The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

**Capital Improvements** – Expenditures related to the acquisition, expansion or rehabilitation of an element of government's physical plant; sometimes referred to as infrastructure.

**Capital Improvement Program (CIP)** – A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

**Capital Outlay** – Fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than one year; or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**Capital Project** – Construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

**Capital Reserve** – An account used to segregate a portion of the government's equity to be used for future capital program expenditures.

**Cash Basis** – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**CGFOA** - Colorado Government Finance Officers Associations. Colorado chapter of the Government Finance Officers Association (see GFOA).

**CGFO** – Certified Government Finance Officer. Certification program offered and administered through the CGFOA.

**Compensated Absences** – Absences, such as vacation, illness, and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, post-retirement benefits, deferred compensation, or other long-term fringe benefits, such as group insurance and long-term disability pay.



**Contingency** – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Debt Service** – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Deficit** – The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department** – The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation** – An accounting method of allocating the cost of a tangible asset over its estimated useful life to account for declines in value over time.

**Disbursement** – The expenditure of monies from an account.

**Eisenhower Matrix** – A productivity, prioritization, and time-management framework designed to help prioritize tasks or agenda items by first categorizing them by urgency and importance.

**Employee (or Fringe) Benefits** – Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

**Expenditure** – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

**Expense** – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

**Fiscal Policy** – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year** – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

**Fixed Assets** – Assets of long-term character that are intended to continue to be held or used, such as land, building machinery, furniture, and other equipment.

**Full Faith and Credit** – A pledge of government's taxing power to repay debt obligations

**Full-time Equivalent Position (FTE)** – A position converted to the decimal equivalent of a fulltime position based on 2080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a full-time position.

**Fund** – A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance** – The excess of the assets of a fund over its liabilities, reserves, and carryover.

**GAAP** – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

**GASB** – Governmental Accounting Standards Board. The authoritative accounting and financial reporting standard-setting body for government entities.

**General Fund** – the primary fund used by a government entity that constitutes the core operational and administrative tasks of the governmental entity.

**GFOA** – Government Finance Officers Association. A national group whose membership includes government finance officers through the USA and Canada. Formed to network ideas and strategies for best governmental accounting strategies. Provides input and limited funding to the GASB.

**Goal** – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Governmental Funds** – used to account for activities primarily supported by taxes, grants, and similar revenue sources. There are five types : General Fund, special revenue funds, capital project funds, debt service funds, and permanent funds.

**Grants** – A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Holds / holds pick up** – Patron request for a library collection item from one library location to be delivered to another library location for them to check out or patron request to be put on a waiting list to be able to check out an item when it becomes available.

**HPLD finance committee** – the HPLD finance committee consists of the Secretary/Treasurer of the BOT, one other trustee, the Executive Director, and Finance Manager.

**LCI / Library Confidence Indicator** – based on the concept of the consumer confidence indicator. An at-the-moment assessment of how a person feels about the library district based on their perception of the library district's value to them as an individual, their family, and their community, whether the library district will be a value in the future, and whether the tax dollars spent are well used.

**Levy** – To impose taxes for the support of government activities.

**Long-term Debt** – Debt with a maturity of more than one year after the date of issuance.

**Major Fund** - funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds

**Mill** – The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 assessed property valuation.

**Modified Accrual Basis** – The accrual basis of accounting adapted to the governmental fundtype measurement focus. Under it, revenues and other financial resource increments are recognized with they become susceptible to accrual, this is when they become both “measurable” and available to finance expenditures of the current period.” “Available” means collectible in the current period or soon

enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

**Objective** – Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Obligations** – Amounts which a government may be legally required to meet out of its resources.

**Operating Revenue** – Revenue from any regular source.

**Performance Measure** – Data collected to determine how effective or efficient a program is in achieving its objectives.

**Program** – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Prospector** – A consortium of public and academic libraries which share their materials through an online catalog ordering system.

**Purpose** – A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

**Reserve** – An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Reserved Fund Balance** – Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

**Revenue** – Sources of income financing the operations of government.

**Skills pipeline** – skills based programming and workforce development programming designed to encourage and enhance learning and personal growth.

**Supplemental Appropriation** – An additional appropriation made by the governing body after the budget year or biennium has started.

**Tax Levy** – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Taxes** – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Transfers In/Out** – Amounts transferred from one fund to another to assist in financing the services from the recipient fund.

**Unreserved Fund Balance** – The portion of a fund’s balance that is not restricted for a specific purpose and is available for general appropriation.

**West Texas Intermediate (WTI)** – a benchmark used by oil markets, representing oil produced in the United States of America.

#### **ACRONYMS**

ADA	Americans with Disabilities Act
ALA	American Library Association
ALTA	American Library Trustee Association
BOT	Board of Trustees
CAFR	Comprehensive Annual Financial Report
CAL	Colorado Association of Libraries
CGFOA	Colorado Government. Finance Officers Association
CLiC	Colorado Library Consortium
COPs	Certificates of Participation
CRM	Community Relations and Marketing Department
CRS	Colorado Revised Statutes
DLG	Division of Local Government
DSS	District Support Services
ESL	English as a Second Language
FDIC	Federal Deposit Insurance Corporation
GAAP	Generally Accepted Accounting Principles
GFOA	Government Finance Officers Association
HPLD	High Plains Library District
HPLDF&F	High Plains Library District Friends & Foundation
HR	Human Resources
ILL	Interlibrary Loan
ILS	Integrated Library System
IRS	Internal Revenue Service
IT	Information Technology
ITI	Information Technology and Innovation Department

LCI	Library Confidence Indicator
LINC	Library Innovation Center
MOVE	Mobile, Outreach, Virtual, Experiences Department
MPLA	Mountain Plains Library Association
MSEC	Mountain States Employers Council
OBPE	Outcomes Based Planning and Evaluation
OCLC	On-Line Computer Library Center
PDPA	Public Deposit Protection Act
PLA	Public Library Association
PPE	Personal Protection Equipment
RDA	Resource Description and Access Standards
RFID	Radio Frequency Identifier
RFP	Request for Proposal
RTU	Roof Top Unit – part of HVAC system
SAS	Signature Author Series
SDA	Special District Association
SPP	Strategic Planning Process
SRA	Summer Reading Adventure
STEM	Science, Technology, Engineering, and Math
TABOR	Colorado Taxpayers Bill of Rights
WTI	West Texas Intermediate





# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: December 11, 2023
Type of item: Action
Subject: 2.3 EUA Architecture Contract
Presented by: Dr. Matthew Hott, Executive Director
Recommendation: Approve the contract and authorize the Executive Director to sign the contract

### ***Background***

The High Plains Library District has begun planning for the expansion of the DSS Building to include additional garage, office archival and warehouse/storage space. The design interviews were held on September 20<sup>th</sup>. Six firms were interviewed. The DSS RFP Committee selected EUA to serve as the architect on the project. Staff and legal counsel have been working with the firm on a contract for design services.

### ***Considerations***

- Ken Poncelow has been serving on the RFP and Design Committee
- The contract pricing is:

Direct Design Services	\$ 1,021,770
Additional Reimbursable Expenses	\$ 36,050
<b>Total:</b>	<b>\$1,057,820</b>

### ***Recommendation***

Approve the contract and authorize the Executive Director to sign the contract

# DRAFT AIA® Document B133® – 2019

## Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition

**AGREEMENT** made as of the «21 » day of «September » in the year « 2023 »  
(In words, indicate day, month and year.)

**BETWEEN** the Architect's client identified as the Owner:  
(Name, legal status, address, and other information)

« High Plains Library District » « »  
« Dr. Matt Horts »  
« 2650 W 29<sup>th</sup> St »  
« Greeley, CO 80631 »  
« 970-506-8563 »

and the Architect:  
(Name, legal status, address, and other information)

« Eppstein Uhen Architect (EUA) »  
« Ryan Wallace »  
« 1899 Wynkoop St #700 »  
« Denver, CO 80202 »  
« (303) 595-4500 »

for the following Project:  
(Name, location, and detailed description)

« HPLD District Support Services Building Addition/Renovation »  
« 2650 W 29<sup>th</sup> St »  
« Greeley, CO 80631 »

The Construction Manager (if known):  
(Name, legal status, address, and other information)

« GH Phipps »  
« Tim Johnson »  
« 4800 Innovation Dr »  
« Fort Collins, CO 80525 »  
« 970-776-5500 »

The Owner and Architect agree as follows.

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A201-2017™, General Conditions of the Contract for Construction; A133-2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price; and A134-2019™ Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price. AIA Document A201™-2017 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

«Expand and renovate the Administrative Support Services Building to include, at minimum, warehouse storage, garage space, maintenance shop, library archive facility and additional office space. »

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

«2650 W 29<sup>th</sup> St, Greeley, CO »

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

«\$10,000,000 »

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

«Construction Documents by September 2024 »

.2 Construction commencement date:

«November 2024 »

**.3** Substantial Completion date or dates:

«anticipated December 2025 »

**.4** Other milestone dates:

« »

**§ 1.1.5** The Owner intends to retain a Construction Manager pursuant to the following agreement:  
(Indicate agreement type.)

[ ☒ » ] AIA Document A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

[ ☐ » ] AIA Document A134–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

**§ 1.1.6** The Owner's requirements for accelerated or fast-track design and construction, or phased construction are set forth below:  
(List number and type of bid/procurement packages.)

« »

**§ 1.1.7** The Owner's anticipated Sustainable Objective for the Project:  
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

«The project is to meet current energy codes at a minimum with sustainability principles applied to where best value can be determined. The project is not pursuing certification of any type. »

**§ 1.1.7.1** If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234–2019 is incorporated into this Agreement, the Owner and Architect shall incorporate the completed E234–2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

**§ 1.1.8** The Owner identifies the following representative in accordance with Section 5.4:  
(List name, address, and other contact information.)

« High Plains Library District »

« Dr. Matt Hortt »

« 2650 W 29<sup>th</sup> St »

« Greeley, CO 80631 »

« 970-506-8563 »

[mhortt@highplains.us](mailto:mhortt@highplains.us)

**§ 1.1.9** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
(List name, address, and other contact information.)

««Wember, Inc »

«Quentin Rockwell »



«2850 E Harmony Rd #201 »  
«Fort Collins, CO 80528 »  
«970-402-0382 »  
«qrockwell@wemberinc.com »

§ 1.1.10 The Owner shall retain the following consultants and contractors:  
(List name, legal status, address, and other contact information.)

.1 Construction Manager:

*(The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention. If the Architect is to assist the Owner in selecting the Construction Manager, complete Section 4.1.1.1)*

«GH Phipps »

.2 Land Surveyor:

«Majestic Survey »« »

« »  
« »  
« »  
« »

.3 Geotechnical Engineer:

« TBD »« »

« »  
« »  
« »  
« »

.4 Civil Engineer:

« TBD »« »

« »  
« »  
« »  
« »

.5 Other consultants and contractors:

*(List any other consultants and contractors retained by the Owner.)*

« TBD »

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:  
(List name, address, and other contact information.)

«Eppstein Uhen Architect (EUA) »  
«Ryan Wallace »  
«1899 Wynkoop St #700 »  
«Denver, CO 80202 »  
«(303) 595-4500 »  
«ryanw@eua.com »

§ 1.1.12 The Architect shall retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.12.1 Consultants retained under Basic Services:

**.1 Structural Engineer:**

« TBD »« »  
« »  
« »  
« »  
« »

**.2 Mechanical Engineer:**

«TBD »« »  
« »  
« »  
« »  
« »

**.3 Electrical Engineer:**

«TBD »« »  
« »  
« »  
« »  
« »

**§ 1.1.12.2 Consultants retained under Supplemental Services:**

«Civil Engineer – TBD  
Landscape Architect – TBD  
FF&E - TBD »

**§ 1.1.13 Other Initial Information on which the Agreement is based:**

« See attached RFP dated 8/1/2023, Addendum 01 dated 8/17/2023 & Addendum 02 dated 9/5/2023.»

**§ 1.2** The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

**§ 1.3** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 1.3.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

**§ 2.1** The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in the agreement identified in Section 1.1.5. The Architect shall not be responsible for actions taken by the Construction Manager.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 **Insurance.** The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.6.1 Commercial General Liability insurance with a minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the Owner, its officers and its employees and Wember Inc. and its officers and employees, as additional insureds, with primary and non-contributory coverage as respects Owner, its officers and its employees, and shall contain a severability of interests provision. The commercial general liability insurance policies required by this Agreement shall contain a waiver of subrogation against the Owner and Wember Inc.. The Architect shall maintain this coverage in effect during the term of this Agreement.

§ 2.6.2 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) per accident in any one occurrence. The policy shall include the Owner, its officers, and its employees, and Wember Inc. and its officers and employees as additional insureds, with primary coverage and non-contributory with respect to owners, officers, and employees, and shall contain a severability of interests provision. The Automobile liability insurance policies required by this Agreement shall contain a waiver of subrogation against the Owner.

§ 2.6.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.6.1 and 2.6.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.6.4 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Minimum Employer's Liability Limits include FIVE HUNDRED THOUSAND DOLLARS (\$500,000) for disease policy limit, disease of each employee, and each accident AND Employer's Liability Limits include FIVE HUNDRED THOUSAND DOLLARS (\$500,000) aggregate. The workers compensation liability insurance policies required by this Agreement shall contain a waiver of subrogation against the Owner and Wember Inc..

§ 2.6.5 Umbrella/Excess Liability insurance with a minimum limit of TWO MILLION DOLLARS (\$2,000,000) for bodily injury and property damage in any one occurrence. The policy shall include the Owner, its officers and employees and Wember, Inc., and its officers and employees as additional insureds shall include waiver of subrogation provisions and include primary and non-contributory provisions and a severability of interests clause. The Umbrella/Excess Liability insurance shall be excess insurance with respect to the minimum General Liability, Automobile Liability and Employers Liability portion of Workers Compensation.

§ 2.6.6 Professional Liability coverage with a minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each claim and TWO MILLION DOLLARS (\$2,000,000) aggregate. Professional liability insurance is required for consultant subcontractors only if such subcontractor is providing architectural, engineering, or other professional services subject to state licensure. If the required minimum Professional

Liability coverage is written on a CLAIMS MADE form, Architect shall maintain the required minimum Professional Liability coverage after the date of substantial completion or provide satisfactory evidence to Owner of the purchase of adequate tail coverage. The retroactive date on any such claims made policy shall not be later than the execution date of this agreement.

**§ 2.6.7 Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

**§ 2.6.8** The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.6.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

**§ 3.1** The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

**§ 3.1.1** The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

**§ 3.1.2** The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.1.3** As soon as practicable after the date of this Agreement, the Architect shall submit, for the Construction Manager's review and the Owner's approval, a schedule for the performance of the Architect's services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the Construction Manager's review, for the performance of the Construction Manager's Preconstruction Phase services, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services. The Architect shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of the Architect's services.

**§ 3.1.5** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made or given without the Architect's written approval.

**§ 3.1.6** The Architect shall, in coordination with the Construction Manager, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

**§ 3.1.7** The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

**§ 3.1.8** Prior to the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, or the Owner's approval of the Construction Manager's Control Estimate, as applicable, the Architect shall consider the Construction Manager's requests for substitutions and, upon written request of the Construction Manager, provide clarification or interpretations pertaining to the Drawings, Specifications, and other documents submitted by the

Architect. The Architect and Construction Manager shall include the Owner in communications related to substitution requests, clarifications, and interpretations.

### **§ 3.2 Review of the Construction Manager's Guaranteed Maximum Price Proposal or Control Estimate**

**§ 3.2.1** At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare, for review by the Owner and Architect, and for the Owner's acceptance or approval, a Guaranteed Maximum Price proposal or Control Estimate. The Architect shall assist the Owner in reviewing the Construction Manager's proposal or estimate. The Architect's review is not for the purpose of discovering errors, omissions, or inconsistencies; for the assumption of any responsibility for the Construction Manager's proposed means, methods, sequences, techniques, or procedures; or for the verification of any estimates of cost or estimated cost proposals. In the event that the Architect discovers any inconsistencies or inaccuracies in the information presented, the Architect shall promptly notify the Owner and Construction Manager.

**§ 3.2.2** Upon authorization by the Owner, and subject to Section 4.2.1.14, the Architect shall update the Drawings, Specifications, and other documents to incorporate the agreed upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment or Control Estimate.

### **§ 3.3 Schematic Design Phase Services**

**§ 3.3.1** The Architect shall review the program, and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.3.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.3.3** The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.3.4** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

**§ 3.3.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for Construction Manager's review and the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**§ 3.3.5.1** The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.

**§ 3.3.5.2** The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

**§ 3.3.6** The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

**§ 3.3.7** Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.



§ 3.3.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

#### **§ 3.4 Design Development Phase Services**

§ 3.4.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Construction Manager's review and the Owner's approval. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.4.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.4.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

#### **§ 3.5 Construction Documents Phase Services**

§ 3.5.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Construction Manager's review and the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Construction Manager will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.5.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.5.3 During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and Construction Manager in the development and preparation of (1) the Conditions of the Contract for Construction (General, Supplementary and other Conditions) and (2) a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include sample forms.

§ 3.5.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

§ 3.5.5 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7, and request the Owner's approval of the Construction Documents.

#### **§ 3.6 Construction Phase Services**

##### **§ 3.6.1 General**

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Construction Manager as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Construction Manager modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

**§ 3.6.1.2** Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Owner's approval of the Construction Manager's Control Estimate, or by a written agreement between the Owner and Construction Manager which sets forth a description of the Work to be performed by the Construction Manager prior to such acceptance or approval. Subject to Section 4.2, and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services terminates on the date the Architect issues the final Certificate for Payment.

**§ 3.6.1.3** The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Construction Manager's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Manager or of any other persons or entities performing portions of the Work.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Construction Manager, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Construction Manager, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Construction Manager. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Construction Manager, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Construction Manager designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Construction Manager as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Construction Manager**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Construction Manager and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Construction Manager's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Construction Manager is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests

and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Construction Manager's right to payment, or (4) ascertained how or for what purpose the Construction Manager has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

#### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Construction Manager's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Construction Manager's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Construction Manager's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Construction Manager to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Construction Manager's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Construction Manager in accordance with the requirements of the Contract Documents.

#### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

#### **§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Construction Manager; and
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to (1) check conformance of the Work with the requirements of the Contract Documents and (2) verify the accuracy and completeness of the list submitted by the Construction Manager of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Construction Manager, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Construction Manager under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

#### ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

##### § 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Assistance with Selection of Construction Manager	Owner
§ 4.1.1.2 Programming	Architect
§ 4.1.1.3 Multiple Preliminary Designs	Architect
§ 4.1.1.4 Measured drawings	Architect
§ 4.1.1.5 Existing facilities surveys	Architect
§ 4.1.1.6 Site evaluation and planning	Architect
§ 4.1.1.7 Building Information Model Management responsibilities	Architect
§ 4.1.1.8 Development of Building Information Models for post construction use	Not applicable
§ 4.1.1.9 Civil engineering	Architect
§ 4.1.1.10 Landscape design	Architect
§ 4.1.1.11 Architectural interior design	Architect
§ 4.1.1.12 Value analysis	Not provided
§ 4.1.1.13 Cost estimating	Construction Manager
§ 4.1.1.14 On-site project representation	Not provided
§ 4.1.1.15 Conformed documents for construction	Architect
§ 4.1.1.16 As-designed record drawings	Architect
§ 4.1.1.17 As-constructed record drawings	Architect
§ 4.1.1.18 Post-occupancy evaluation	Architect – 11-month warranty walk
§ 4.1.1.19 Facility support services	Not provided
§ 4.1.1.20 Tenant-related services	Not provided
§ 4.1.1.21 Architect's coordination of the Owner's consultants	Not provided
§ 4.1.1.22 Telecommunications/data design	Architect
§ 4.1.1.23 Security evaluation and planning	Not provided
§ 4.1.1.24 Commissioning	Not provided
§ 4.1.1.25 Sustainable Project Services pursuant to Section 4.1.3	Not provided
§ 4.1.1.26 Historic preservation	Not provided
§ 4.1.1.27 Furniture, furnishings, and equipment design	Architect
§ 4.1.1.28 Other services provided by specialty Consultants	Not provided
§ 4.1.1.29 Other Supplemental Services	Not provided

## § 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

« As part of Basic Services, Architect shall conduct an inspection of the Project eleven (11) months after Substantial Completion for the purpose of notifying the Contract of any warranty problems observed or noted by the Owner before expiration of the one (1) year warranty. Architect to provide low voltage cabling specifications, infrastructure, and coordination with Owner's Consultants Architect to provide FF&E services from Design through install punch list coordination.» »

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.



*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

«N/A »

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

#### **§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work, Guaranteed Maximum Price proposal, or Control Estimate exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes, or equipment;
- .3 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .4 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .5 Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .6 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner- authorized recipients;
- .7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;
- .8 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .9 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect;
- .12 Services necessitated by replacement of the Construction Manager or conversion of the Construction Manager as constructor project delivery method to an alternative project delivery method;
- .13 Services necessitated by the Owner's delay in engaging the Construction Manager;
- .14 Making revisions to the Drawings, Specifications, and other documents resulting from agreed-upon assumptions and clarifications included in the Guaranteed Maximum Price Amendment or Control Estimate; and
- .15 Making revisions to the Drawings, Specifications, and other documents resulting from substitutions included in the Guaranteed Maximum Price Amendment or Control Estimate.

**§ 4.2.2** To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt

of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice:

- .1 Reviewing a Construction Manager's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Construction Manager's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Construction Manager from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Construction Manager-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of the Construction Manager's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or
- .5 Evaluating substitutions proposed by the Owner or Construction Manager and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 « Two » ( « 2 » ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Construction Manager
- .2 « Weekly » ( « » ) visits to the site by the Architect during construction
- .3 « Three » ( « 3 » ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 « Two » ( « 2 » ) inspections for any portion of the Work to determine final completion

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within « thirty » ( « 30 » ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties, and responsibilities as described in the agreement selected in Section 1.1.5.

§ 5.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect and Construction Manager. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Construction Manager to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.4 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.6 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.7 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 5.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.12 The Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.13 The Owner shall include the Architect in all communications with the Construction Manager that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Construction Manager otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.14 The Owner shall coordinate the Architect's duties and responsibilities set forth in the Agreement between the Owner and the Construction Manager with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Construction Manager, including the General Conditions of the Contract for Construction.

§ 5.15 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.16 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Construction Manager's general conditions costs, overhead, and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the compensation of the Construction Manager for Preconstruction Phase services; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in the Initial Information, and shall be adjusted throughout the Project as required under Sections 5.3 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work together to reconcile the cost estimates.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the Construction Manager's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 9.5;
- .3 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.3, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by the Construction Manager's subsequent cost estimates, the Guaranteed Maximum Price proposal, or Control Estimate that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due, pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Construction Manager, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## **ARTICLE 8 CLAIMS AND DISPUTES**

### **§ 8.1 General**

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the Construction Manager, contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner under this Section 8.1.3 shall be limited to the available proceeds of the insurance coverage required by this Agreement.



§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

## § 8.2 Mediation

§ 8.2.1 Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: (Specify)

« »

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

## § 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

#### § 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

### ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

**.1 Termination Fee:**

«N/A »

**.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:**

« N/A »

**§ 9.8** Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**§ 9.9** The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

**§ 10.1** This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

**§ 10.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction, except as modified in this Agreement. The term "Contractor" as used in A201–2017 shall mean the Construction Manager.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**§ 10.5** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

**§ 10.6** Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.7** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

**§ 10.8** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

**§ 10.8.1** The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory

legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

**§ 10.9** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

**§ 11.1** For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum  
(Insert amount)

« \$1,021,770 »

.2 Percentage Basis  
(Insert percentage value)

« » (« » ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other - Reimbursables

« \$36,050 »

**§ 11.2** For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

« As negotiated and approved in writing »

**§ 11.3** For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

« Additional services shall exclude markup »

**§ 11.4** Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus « five » percent ( « 5 » %), or as follows:  
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

« »

**§ 11.5** When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	« »	percent (	« »	%)
Design Development Phase	« »	percent (	« »	%)
Construction Documents Phase	« »	percent (	« »	%)
Construction Phase	« »	percent (	« »	%)

Total Basic Compensation	one hundred	percent (	100 %)

The Owner acknowledges that with an accelerated Project delivery, multiple bid package process, or Construction Manager as constructor project delivery method, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

**§ 11.6** When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

**§ 11.6.1** When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

« See 2023.09.19 EUA Fee Proposal for Hourly Billing Rates »

Employee or Category	Rate (\$0.00)

## **§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- .12 Other similar Project-related expenditures.

**§ 11.8.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus «zero » percent ( « 0 » %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.6 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.6, and for which the Owner shall reimburse the Architect.)*



## § 11.10 Payments to the Architect

### § 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of «zero » (\$ «0 ») shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of « » (\$ «0 ») shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

### § 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid «thirty-five » ( « 35 » ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
(Insert rate of monthly or annual interest agreed upon.)

«1.5 » % « over prime per annum »

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

## ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B133™-2019, Standard Form Agreement Between Owner and Architect, Construction Manager as Constructor Edition
- .2 HPLD RFP for Design Services dated 08/01/2023.
- .3 EUA Proposal dated 08/30/2023
- .4 EUA Fee Proposal dated 09/19/2023

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

«Dr. Matthew Hortt » «Executive Director »  
(Printed name and title)

ARCHITECT (Signature)

« Ryan Wallace » « Principal »  
(Printed name, title, and license number, if required)

## REQUEST FOR PROPOSAL (RFP) DESIGN SERVICES

### High Plains Library District District Support Services (DSS) Expansion August 1, 2023



HPLD DSS  
2650 W 29<sup>th</sup> St  
Greeley, CO 80631

Prepared by:

**Wember**

Project Manager: Dan Spykstra

Phone: 720-382-3795

e-mail: [dspykstra@wemberinc.com](mailto:dspykstra@wemberinc.com)

online: [www.wemberinc.com](http://www.wemberinc.com)

## **TABLE OF CONTENTS**

### **1.0 GENERAL INFORMATION**

- 1.1 INTRODUCTION AND PROPERTY DESCRIPTION
- 1.2 LOCATION
- 1.3 SCOPE OF SERVICES
- 1.4 CONTACTS
- 1.5 SCHEDULE OF EVENTS
- 1.6 PROPOSAL INSTRUCTIONS
- 1.7 PROPOSAL REQUIREMENTS
- 1.8 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP
- 1.9 PROPOSING FIRMS TO FULLY INFORM THEMSELVES
- 1.10 EVALUATION CRITERIA
- 1.11 RIGHT OF REJECTION
- 1.12 ACCEPTANCE OF PROPOSAL
- 1.13 MODIFICATION AND WITHDRAWAL OF PROPOSALS
- 1.14 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE
- 1.15 INSURANCE
- 1.16 COST OF PROPOSALS
- 1.17 SIGNING OF AGREEMENT
- 1.18 INDEMNIFICATION

### **2.0 PROPOSAL FORM PROFESSIONAL SERVICES**

### **3.0 SCHEDULE OF PERSONNEL BILLING RATES**

### **4.0 EXHIBITS**

- 4.1 Master Scope of Services Matrix
- 4.2 Sample Architect Agreement
- 4.3 Site Plan Concept

## GENERAL INFORMATION

### 1.1. INTRODUCTION AND DESCRIPTION

This Request for Proposal ("RFP") is issued to provide the selection process for Architectural and Engineering Professional Services for the project named above. Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience to the project and offer their methodology for meeting the design criteria. The finalists will also be requested to participate in an interview. At that stage of the selection process, respondents will be asked to include a fee proposal for the work as outlined in this RFP.

#### Background

The High Plains Library District (HPLD) would like to expand and renovate their Administrative District Support Services (DSS) Building.

#### Project Description

HPLD would like to build a 30,000 sq ft, 3-story detached building to include a main floor receiving area and 10,000 sq ft warehouse storage, 10,000 sq ft library on second floor and 10,000 sq ft office space on third floor.

Renovate the existing building entry for a more welcoming experience. Possibly renovate the 2<sup>nd</sup> floor meeting room.

Add two bays on to the book mobile garage.

#### BUDGET

The "Hard Cost" or construction budget for the project is approximately \$10,000,000, and includes demolition, construction, general conditions, and overhead & profit. "Soft Costs" including design & engineering, permitting, FF&E, technology, contingency, 3<sup>rd</sup> party consultant service, etc.) will be in addition to the Hard Cost, and maintained by the Owner.

#### TIMELINE

The proposed timeline is as follows:

Schematic Design	October 2023 – February 2024
Design Development	March – May 2024
Construction Documents	June – September 2024
Permitting/ GMP	September 2024 – October 2024
Construction	November 2024 – December 2025 (subject to change)

### 1.2 LOCATION

The Project is located at the current DSS building, 2650 W 29<sup>th</sup> St, Greeley, CO 80631.

### 1.3 SCOPE OF SERVICES

The Design Consultant selected will provide project programming, prepare design and construction schedules, assist in public meetings, prepare design and construction documents, perform construction cost estimate validation, work with the selected General Contractor thru pre-construction services for constructability and material selection and assist in administering construction, based on the following outline of services, as required. This outline is provided to assist proposers with submissions and presentations during the selection process and, will constitute a part of the design services contract as an attachment as well as the proposer's response to this RFP. The Client reserves the right to, at any time during this process, add, delete, or otherwise modify this outline scope as its best interests may appear.

The Client envisions retaining a General Contractor under a Construction Manager at Risk (CM@R) arrangement, with procurement occurring during the early design phase, and will look to the Design Team for assistance.

**A. Services:**

Full professional design services are required with all related engineering disciplines, including but not limited to the following:

1. Programming
2. Architecture
3. Interior Design
4. High performance coordination and submittals
5. Survey verification (Owner to provide survey)
6. Geotechnical Investigations & Reports verification (Owner to provide report)
7. Civil Engineering, including stormwater management design.
8. Utility Design and Coordination
9. Landscape Design
10. Structural Engineering
11. Mechanical and Plumbing Engineering
12. Electrical Engineering/Lighting Design
13. Fire Alarm Design
14. Traffic Engineering/Studies verification (Report by Owner if required)
15. Acoustical Engineering
16. FF&E (including specifications, bidding, installation, and punch lists)
17. Signage/Way-finding Design
18. Tele/Data, IT, Security, and Audio/Visual Systems Design
19. Cost Estimate Validation
20. Design Scheduling
21. Public Outreach, Board Presentations and Meetings (as required)

**B. Coordination:**

Coordination meetings with the Client, State, municipalities, City agencies, utility companies, other Client consultants (including technology consultant) and user groups shall be a continuing work item for the selected Design Consultant from the 'Notice to Proceed' through warranty phase. In particular, the Design Consultant shall comply with all provisions of the Local Building Code and all other related codes, State requirements, Client standards, City Ordinances and regulations, as well as any covenants applicable to the property. Also, to note is that the project will be managed collaboratively through the Owner's Representatives online project management system (Owner InSite) including but not limited to, Budgets, Issues, RFI's, ASI's, Shop Drawings, Site Photos, Field Reports, Meetings, document control, etc.

**C. Project Programming:**

Upon Client acceptance of the Design & Approval Schedule, the Design Consultant shall proceed with the Project Programming phase. The Design Consultant shall work closely with the Client staff, and others as required by Client to define the scope based on the funded project construction budget.

**D. Schematic Design:**

Upon Client acceptance and approval of the Program Verification, the Design Consultant shall proceed with the Schematic Design phase. The Schematic Design shall be in the form of drawings and ancillary documents and shall provide sufficient detail to show base building modifications, site modifications, division of spaces and preliminary estimates of construction costs.

Specifically, the Schematic Design will address:

- Interior design features, materials
- Base building modifications, entries, exterior modification detailing
- Site modifications

- Location and character of public open space, including rights of way
- Public pedestrian and vehicular circulation
- Identification and resolution of signage and lighting needs and issues
- Compliance with applicable property covenants
- Schematic construction cost estimate
- Graphic documentation as required by Client for fundraising and community relations

**E. Design Development:**

The Design Consultant, upon Client approval of the Schematic Design, shall prepare Design Development drawings and ancillary documents as required by Client, based on the approved Schematic Design. Drawings and documents shall outline structural, acoustical, interior design, mechanical and electrical systems; shall outline all required building systems, include detailed coordination and evaluation of design impacts on O & M with Client personnel, building plans and elevations. Additionally, outline specifications, finish schedules, and construction cost estimate validation shall be provided. Drawings and documents shall be presented by the Design Consultant to governing jurisdictions for approval. At the 90% completion point of the Design Development phase, the Design Consultant in conjunction with the Client shall confirm that the cost estimate does not exceed the project budget, including adequate contingency.

**F. Construction Documents:**

The Design Consultant shall, upon Client approval of the Design Development Documents, shall prepare final construction drawings, specifications, and other documents, including Client furnished documents, required to bid and construct the project in its entirety. Architect shall include in specifications a log of items required to be submitted as part of the specifications.

**G. Bidding:**

The Design Consultant shall, work with the Client to issue construction bid documents and addendums as required, respond to contractors bid questions, and review contractor submittals in conjunction with the Client.

**H. Plan Review and Permits:**

At various review and approval stages or phases of the design effort, the Design Consultant shall deliver to Client copies (and an electronic PDF) of all documentation that is needed to complete the plan review and/or approval as applicable. Following written approval of the construction documents by the Client, the Design Consultant shall submit stamped plans for permit and other governing approvals. Following the plan review process, the Design Consultant shall incorporate any required changes/comments into the Construction Documents.

**I. Construction Administration:**

The Design Consultant shall provide weekly construction observation reports during the course of the Construction Phase, shall review and comment on all submittals, assist/respond to contractor request for information (RFI's), prepare design ASI's as required for proper direction for construction, review change order for accuracy and pricing (in conjunction with their consultants), attend weekly construction meetings, and perform other services as required by the Client to complete the Project. Design Consultant shall prepare, monitor, and follow through on completion of outstanding items (punch list). Architect to be present at 11 and 23 month warranty walk-throughs. Design Team to also include updating as-built drawings (in digital format).

**J. Review and Coordination Meetings:**

Sub-consultants shall be represented at all review meetings, meetings with the Building Inspection Division, the Fire Department and other municipal agencies, as required or as applicable. Coordination meetings will be led by the design team including working with utility companies, City agencies, and user groups. Internal teams include but not limited to working with vendors related to coordinating IT requirements, mechanical systems and FF&E.

**K. Building Commissioning:**



The Client may retain the services of a Building Commissioning Agent during the design and construction phase. If the Client elects to execute such an option, the Design Consultant shall cooperate with the Commissioning Agent in all matters relating to the design including a peer review of all items related to building commissioning.

- L. Please refer to “Master Scope of Services Matrix” for more information and detail related to scope of services items. This matrix is an outline of the project scope as defined by the Owner’s Representative, and is provided for reference and scope clarification only **(fees are not due with this submission, but will be required during the interviews, if your team reaches that stage of the selection process).**

#### 1.4 CONTACTS

Copies of this RFP are available from the Client’s Owner Representative.

##### Owner’s Representative

Mr. Dan Spykstra, Owner’s Representative  
**Wember, Inc.**  
**2580 E. Harmony Rd #201**  
**Fort Collins, CO 80111**  
 Phone: (720) 382-3795  
 Email: [dspykstra@wemberinc.com](mailto:dspykstra@wemberinc.com)

##### (Owner/Client)

Dr. Matt Hortt, Executive Director  
**High Plains Library District**  
 2650 W 29<sup>th</sup> Street  
 Greeley, Colorado 80631

*Notice: Direct contact with the Client, the Library Board, or other related parties, may cause this candidate’s removal from the RFP process.*

#### 1.5 SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
August 1, 2023		Advertise and Issue RFP
August 15, 2023	9:00 PM	Non-mandatory site visit 2650 W 29th St., Greeley, Colorado 80631 <b>Meet at Back (South) Parking Lot.</b>
August 16, 2023	2:00 PM	Deadline for receipt of questions and inquiries
August 17, 2023		Final responses to questions, inquiries and RFP amendments
<b>August 31, 2023</b>	<b>9:00 AM</b>	<b>Deadline for submission of proposals</b>
September 5, 2023		Notification of short-listed candidates
September 14, 2023	TBD	Interviews of short-listed firms
September 15, 2023		Preferred Design Team announced
October 1, 2023		Finalize contract negotiations (Anticipated)
October 1, 2023		Commence project design (Anticipated)

## 1.6 PROPOSAL INSTRUCTIONS

- A. Pages in the proposal shall be typed with the maximum number of pages of proposal information to be limited to 30 pages (including proposal forms) numbered in sequential order.
- B. Submit proposal by the date and time aforementioned to the Owner's Representative. It is the Proposing Firms responsibility to confirm receipt by the deadline established.
- C. **Submit a single electronic PDF (no larger than 8MB) file including all Proposing response documents**; email to the Owner's Representative contact listed in Section 1.4 above. If email is not possible, submit one jump drive provided by the Proposing Firm containing the completed RFP response to the Owner's Representative by the date noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive as outlined.
- D. No Proposing Firm may submit more than one submission. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- E. Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the Client. At any stage, the Client reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the Client may require.

## 1.7 PROPOSAL REQUIREMENTS

**Proposals must include, but are not limited to, the following items.**

### **Part 1 – Cover Letter**

- a. Brief cover letter expressing interest. Identify years in business in the cover letter.

### **Part 2 – Project Experience**

- a. Present at least five similar projects completed in the last four years similar in size and complexity. Provide portfolio sheets including:
  - 1) Project location
  - 2) Project size in square feet
  - 3) Project completed construction value
  - 4) Project construction start and completion date
  - 5) Method of construction delivery
  - 6) Project Description
  - 7) Staff directly involved with the project.
  - 8) Owner, Contractor, and Architect contact information, email and telephone

### **Part 3 – Project Team & Staff**

- a. Provide an overview of your proposed team and how their experience benefits the proposed projects. (Key team members proposed should remain a part of the team assigned unless written approval from the Client is given to allow a change).
- b. Organization Chart; Provide an organization chart graphically indicating how your firm would staff and structure the proposed team. Clearly identify the main point of contact for all or each of the projects.
- c. Provide a matrix that indicates staff commitment by % by phase including SD, DD, CD and CA.
- d. Qualifications Matrix: Provide a matrix identifying the five similar projects identified under project experience along and the proposed team members. Identify the team members that actively worked on the similar project. Also include relevant qualifications on the matrix such as license in architecture, LEED, PMP Certification, etc.
- e. Resumes of team members including consultants.
  - 1) Identify their role on the project
  - 2) Identify team member credentials

- 1.1.1.e.2.1. Identify relevant credentials such as Licensed Architect etc.
- 3) Identify professional affiliations

#### **Part 4 – Qualifications Q&A**

- a. Submit one or two pages with images that depict your firms and project architect's/lead designer's capabilities.
- b. Describe what makes your team different; explain how that difference adds value to the project.
- c. The Owner desires a highly collaborative process and although the agreement will not be an Integrated Project Delivery (IPD) or multi-party agreement we anticipate high levels of collaboration to successfully deliver the project. Describe what elements of Integrated Project Delivery you would prefer to see in order to streamline the process for all team members. Include examples of implementation the design team/engineers have recently experienced.
- d. Describe your teams experience with fast-paced projects. Describe three lessons learned / concepts that should be considered in this project.
- e. Explain what you believe is the best benefit and biggest challenge of CM@R partner from the architect's perspective.
- f. How do you propose to integrate operations and maintenance considerations and stakeholder input into the design process?
- g. The Owner is considering design assist on the major trades including MEP and Structural to increase coordination and meet the proposed schedule. Describe the MEP and Structural Engineers experience with this approach, identify any lessons learned that would improve the process on this project.

#### **Part 5 - Fee Proposal**

Please refer to “Master Scope of Services Matrix” for more information and detail related to scope of services items. This matrix is an outline of the project scope as defined by the Owner's Representative, and is provided for reference and scope clarification only (fees are not due with this current submission, but will be required to be submitted at the time of the interviews, if your team reaches that stage of the selection process). Submit/note any conditions, clarifications, or exclusions concerning Scope of Services.

Shortlisted Candidates shall prepare a detailed fee proposal as outlined herein. The fee proposal is to be submitted in a sealed envelope prior to the start of their interview. Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process.

- ❖ Insurance certificates naming the Client and Wember Inc. as additional insured will be required prior to work commencing, but not required as part of this submittal.

#### **1.8 QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP**

Questions and inquiries regarding the RFP should be directed to **Dan Spykstra** ([dspykstra@wemberinc.com](mailto:dspykstra@wemberinc.com)) and **Brooke Kardos** ([bkardos@wemberinc.com](mailto:bkardos@wemberinc.com)) by the date aforementioned. The Client will issue a response to all questions by email. Questions should not be submitted to the Client, the Library Board or other parties, doing so will cause this candidate's removal from the RFP process.

#### **1.9 PROPOSING FIRMS TO FULLY INFORM THEMSELVES**

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the Client's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work,

the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance, the Client will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a bid. The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work.

The Client will not consider any claims arising from failure to take such actions.

#### **1.10 EVALUATION CRITERIA**

The Client Selection Committee will review all proposals and select a Proposing Firm whose proposal is deemed most suitable for the Client. Criteria used to evaluate proposals are listed below:

- A. Qualifications Proposal Phase of Selection (total points available = 100):
  - 1. Qualifications and experience of the teams, as indicated by prior successful completion of similar projects. 25 points
  - 2. Qualifications and experience of the key individuals, (including sub-consultants) who will be assigned to this project, as indicated by prior involvement in similar projects. 30 points
  - 3. Proposed approach to completion of the scope of work and understanding of the project and project issues. 30 points
  - 4. References 15 points
- B. Interview & Fee Proposal Phase of Selection:
  - 1. Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to the three (3) Candidates with the highest RFP submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFP responses, and to introduce key members of the Design Team.
  - 2. Master Scope of Services Matrix (including fees) of the interviewed firms will be evaluated and rated in terms of responsiveness and value. If the apparent winner's fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.

#### **1.11 RIGHT OF REJECTION**

The Client reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firm, if such action is in the best interest of the Client. The Client has the right, in its sole and absolute discretion, to select the proposal or proposals that the Client determines best meets its needs.

#### **1.12 ACCEPTANCE OF PROPOSAL**

The successful Proposing Firm(s) will be notified in writing of the acceptance of its proposal. Upon receipt of this written notification, the successful Proposing Firm shall, within ten (10) calendar days, or such other time agreed between the parties, execute a *Professional Services Agreement* in a form approved by the Client. If the Agreement is not executed and returned to the Client within ten (10) calendar days or such other time agreed between the parties, the Client may, at its sole discretion:

- A. Treat that failure as a breach constituting a rescission of the Client's written acceptance of Proposing Firm's proposal; and
- B. Accept any other proposal; or
- C. Again call for Requests for Proposals

#### **1.13 MODIFICATION AND WITHDRAWAL OF PROPOSALS**

- A. Proposals may be modified or withdrawn by an appropriate document duly executed (in a manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
- B. Proposals may also be modified or withdrawn in person by the Proposing Firm or an authorized representative provided he can prove his identity and authority.
- C. Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposing Firm's.
- D. If, within twenty-four hours after Proposals are opened, any Proposing Firm files a duly signed, written notice with Client and promptly thereafter demonstrates to the reasonable satisfaction of Client that there was a material and substantial mistake in the preparation of its Proposal, that Proposing Firm may withdraw its proposal. Thereafter, that Proposing Firm will be disqualified.

#### **1.14 PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE**

All Proposals shall remain open for forty-five (45) days after the day of the Proposal opening.

#### **1.15 INSURANCE**

Design Consultant shall carry insurance of the type and in the amounts as described. Proof of such insurance coverage shall be presented to the Client prior to Notice to Proceed. Nothing herein shall be deemed a waiver of immunity under §24-10-101 et seq., C.R.S.

- A. Workers' compensation insurance in accordance with applicable law.
- B. Comprehensive commercial general liability insurance in the amount of \$2,000,000.00 combined single limit bodily injury and property damage, each occurrence; \$2,000,000.00 general aggregate.
- C. Automobile liability insurance in the amount of \$1,000,000.00 combined single limit bodily injury and property damage, each accident.
- D. Errors and Omissions (E&O) Insurance - Design Consultants shall maintain limits of \$2,000,000 for each claim, and \$2,000,000 aggregate limit for all claims.

#### **1.16 COST OF PROPOSALS**

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The Client assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

#### **1.17 SIGNING OF AGREEMENT**

When the Client gives a Notice of Award to the Successful Proposing Firm, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within ten (10) days after the Proposing Firm's receipt of the Notice of Award, the Proposing Firm shall sign and have notarized the required number of counterparts of the Agreement and attached documents and return them to the Client along with the required Bonds, insurance certificates and power of attorney authorizations. PLEASE NOTE: a sample agreement has been included identifying terms and conditions of the project (Exhibit 4.2). The Client reserves the right to refine the detail shown in the agreement.

#### **1.18 INDEMNIFICATION**

The Design Consultant shall indemnify, defend and hold harmless the Client, its members, directors, officials and employees from and against any and all claims, demands, suits, actions judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent they are alleged to arise from the intentional misconduct or negligent acts or omissions of the Design Consultant or Design Consultant's sub-contractors and/or employees. The obligations of this indemnification shall survive termination of the Agreement.

## 2.0 PROPOSAL FORM FOR PROFESSIONAL SERVICES

(Please use additional sheets as necessary.)

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CONTACT PERSON NAME:** \_\_\_\_\_

**CONTACT PERSON PHONE:** \_\_\_\_\_

**CONTACT PERSON EMAIL:** \_\_\_\_\_

1. I Acknowledge that the "Sample Agreement" attached to this RFP has been reviewed and is agreed to as shown. \_\_\_\_\_(YES/NO). Do you request amendments to the "Agreement" \_\_\_\_\_(YES/NO) Please list them if yes.
2. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP. \_\_\_\_\_(YES/NO)
3. The undersigned Proposer declares and stipulates that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Request for Proposal and associated documents, all of which have been examined by the undersigned. \_\_\_\_\_(YES/NO)
4. The submission of the proposal constitutes an agreement, and shall not be withdrawn after the proposal opening for a period of forty-five days.
5. Acknowledgment that the submitting agent carries (or will carry) a license in Weld County, Colorado \_\_\_\_\_(YES/NO)
6. The Proposer hereby acknowledges receipt of addenda numbers \_\_\_\_\_ through \_\_\_\_\_
7. List of construction items that will be self-performed.

A		I	
B		J	
C		K	
D		L	
E		M	
F		N	
G		O	
H		P	

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\* End of Proposal Form \*\*\*



### 3.0 SCHEDULE OF PERSONNEL BILLING RATES

RESPONDENT: \_\_\_\_\_

PERSONNEL CLASSIFICATION	BILLING RATE PER HOUR
Principal	\$ _____
Associate Principal	\$ _____
Owner	\$ _____
Project Architect	\$ _____
Architect	\$ _____
Intern Architect	\$ _____
Senior Engineer	\$ _____
Engineer	\$ _____
Engineer In Training	\$ _____
Urban Designer	\$ _____
Senior CAD Operator	\$ _____
CAD Operator	\$ _____
Licensed Surveyor	\$ _____
Other:	\$ _____
Other:	\$ _____
Other:	\$ _____

## Addendum 01

**Project Name:** DSS2- HPLD District Support Services Expansion part-2  
**Wember Project Number:** 2018.35  
**Issue Date:** August 17, 2023  
**Purpose:** Design RFP Addendum 01

<b>Question #1</b>	Does the site have any existing development permitting related to stormwater detention or is it anticipated that the new building will need to provide dedicated stormwater detention?
Not sure, that is what we are hiring a design team to figure out.	
<b>Question #2</b>	Is the HPLD going to procure and provide geotechnical testing for the site?
Yes	
<b>Question #3</b>	Will the HPLD be handling the entitlement process or is it anticipated that the design team would lead this effort? Should this be provided as a supplemental service?
Design team to lead the effort	
<b>Question #4</b>	Have any building-type systems been discussed with the owner? Or, is this an open discussion with the selected design team?
Open discussion with the selected design team for the 3-story detached building but it is anticipated to use a metal building addition for the shop bays.	
<b>Question #5</b>	Are there any special requirements for the receiving area? I.e. Enhanced Security, high pile storage, loading dock, etc.?
To be discussed with the selected design team.	
<b>Question #6</b>	Are there any brand standards that the selected design team must follow?
There are district standards for hardware, mechanical systems, etc.	
<b>Question #7</b>	Do you have a soils report for the property?
Not yet	
<b>Question #8</b>	Are there any sustainability requirements for the project?
Not decided but most likely will design for sustainability but not pursue certification.	

<b>Question #9</b>	Under Services: "High performance coordination and submittals"- Could you confirm if this project aims to meet a sustainable certification? what high performance coordination is anticipated?
Coordinate design to include high performance specifications and submittal review	
<b>Question #10</b>	Under Services: "Fire alarm design" – Please confirm deferred / delegated design is acceptable?
confirmed	
<b>Question #11</b>	Under Services: "Traffic engineering/studies verification (report by owner if required)" – Can you confirm if this has been started/completed and/or if it will be provided? If not, can you confirm if you'd like the design team to include in their services from civil engineering?
We anticipate there will need to be a traffic study performed, please include as an additional service in your fee when the fees are required.	
<b>Question #12</b>	Does the 30 page max requirement for the proposal include cover, title pages, and resumes along with written content and answers?
Yes	
<b>Question #13</b>	Could Wember provide more information for item 4 listed in Services, "High Performance coordination and submittals"? What is meant by "High Performance"?
See above	
<b>Question #14</b>	Are there any special requirements for the means of funding for this project?
No, the project is fully funded	
<b>Question #15</b>	Being that construction costs since 2021 have risen by 30%+, has the \$10M hard cost budget been established off current day market pricing?
Per the pre-proposal meeting, the budget is a starting point and will need to be confirmed based on project goals and scope.	
<b>Question #16</b>	Is there any room for an extension on providing our quals for this project?
No	
<b>Question #17</b>	Can you provide the program for the 2 <sup>nd</sup> floor library. I believe you mentioned there is a district wide master plan?
There is not a program yet for the library, the design team would use the HPLD masterplan prototype process to confirm. See attached.	

<b>Question #18</b>	Can you provide the existing support services building plans, especially the front entry area and 2 <sup>nd</sup> floor meeting room?
This will be provided at the start of design process	
<b>Question #19</b>	Can you provide the AIA contract you intend on using?
See attached	
<b>Question #20</b>	Please confirm that page 11, "list of construction items self-performed" can be omitted from this RFP?
Yes confirmed	
<b>Question #21</b>	Will you send the bidders list in the addendum?
See attached pre-proposal meeting sign in sheet	

## Brooke Kardos

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**From:** Dan Spykstra  
**Sent:** Tuesday, September 5, 2023 6:16 PM  
**Cc:** Brooke Kardos; Quentin Rockwell  
**Subject:** DSS2 - HPLD District Support Services - Interview Details and Addendum 02

To all shortlisted Design firms:

Congratulations on being selected to be interviewed for the DSS Expansion and Renovation project at HPLD in Greeley.

Please also consider this [Addendum 02](#) for this RFP as follows:

1. The scope for this project has been modified to include adding complete design services for a new 12,000 sq ft Library in Mead, CO.
2. The construction budget for the Mead project is currently at \$7.5 mil.
3. The schedule for the Mead Library project is similar to the DSS Expansion project.
4. The Mead Library has been programmed preliminary and will need to be confirmed.
5. The Mead Library will use the HPLD Library Prototype process.
6. All scope of services for the Mead Library will be the same as the DSS Expansion scope.

The HPLD reserves the right to select one firm for both projects or one firm for each project. GH Phipps Construction has been chosen as the CMaR for the DSS Expansion project and Fransen Pittman Construction has been chosen as the CMaR for the Mead Library project.

The following is information that you will need as you prepare for your interview.

1. Interview Committee:  
Dr. Matt Hottt – Executive Director  
Ken Poncelow – Board of Trustees  
Marjorie Elwood – Associate Director of Public Services  
Ralph Kasper – GH Phipps Construction Co  
Josh Davis – Fransen Pittman Construction

You may have also noticed that Quentin Rockwell with Wember has been added to this email, Quentin will be the Wember Project Manager for the DSS Expansion Project.

2. Submit requested Fees for the project on the fee form via email to Brooke Kardos by 2pm the day prior to the interview.
- 3.
4. Interview:
  - a. Date/Location/Time:
  - b.

- i. Friday, Sept 20, 2023 – HPLD DSS – 2650 W. 29<sup>th</sup> St. Greeley, CO 80631

This interview is requested to be an in-person meeting to best evaluate the firm presenting.

We will give you 10 minutes before your interview time to set up in the room, please wait in the lobby until we come to get you.

Time Slots and Firms to be interviewed in no particular order:

5.

8:30-9:30 - Interview 1 - **Anderson Hallas Architects**  
9:45-10:45 Interview 2 - **Studioslope Design Collective**  
11-12 Interview 3 - **Infusion Architects**  
12-12:30 Lunch break  
12:30-1:30 Interview 4 - **Eppstein Uhen Architects (EUA)**  
1:45-2:45 Interview 5 - **VFLA Architecture + Interiors**  
3-4 Interview 6 - **Clark & Enerson**

a. Details:

- i. Allow 45 minutes for your presentation to answer the specific questions below.
- ii. Allow 15 minutes for additional questions and discussion with the committee.
- iii. Room Details:
  - 1. The room is a conference room with a conference table and large presentation monitor. Please be prepared to sit around the table and have a conversation.

b. Content:

- i. In preparation for the interview, the Selection Committee has asked that your firm address the following during your interview:
  - 1. Have your team members introduce themselves to the Committee, and explain the roles and responsibilities of each team member.
  - 2. Again, please only bring the individuals to the oral interview that will be primarily, actively, prominently and consistently participating in the project and meetings with the project team.
  - 3. We want to hear from the people we will be working with the most and would like those team members to lead the interview process for your team.
  - 4. Provide a placemat including the team with photos to leave behind.

c. Use the following information as an outline for our discussion:

Each design firm may elect to present on both projects or one of the two projects - DSS Expansion Project or Mead Library project or both.

Address the following questions in your presentation as they apply to the project you are presenting on:

DSS Expansion project:



1. The DSS Expansion project will include an Archives and Records Storage Facility within the project. Please present your firms' experience with this type of facility and the attributes involved.
2. Expand on your experience with projects that include Warehouse, Storage, Office space and Renovation aspects.
3. Present your thoughts on what an “inviting entry lobby” for the DSS might look like.
4. Tell us what your favorite piece of warehouse equipment is and why.

#### Mead Library

5. Please present 5 to 10 photos that you might use for design inspiration and speak to why you included each one.
6. The Mead Library will use the HPLD prototype process (provided in addendum 01) for the project design. Describe your experience utilizing a prototype design process.
7. Describe your definition of 21st-century library design and why.
8. Tell us what your favorite book is and why.

If you would like more clarity, please don't hesitate to ask. Please email back to confirm your timeslot.

Thank you, we look forward to meeting with you.





## HIGH PLAINS LIBRARY DISTRICT

Request for Architectural Design for the District Support  
Services (DSS) Expansion

August 31, 2023

We believe at its core, architecture and engineering is not about bricks, mortar, wood, glass and steel. It's not really even about plans or aesthetics. Sure, these are all important but anyone can give you these things.

**We believe at its heart, design is about people.**

We believe design has the power to unleash true human potential. The power to enable people to be their best. The power to inspire people to be better human beings.

**This is a big promise.**

We don't make it alone. Our team includes our clients. It includes everyone who uses and enjoys the spaces we create. Delivering on the promise requires dedication, listening closely, working diligently, collaborating relentlessly and executing brilliantly. It's no small task; we can only accomplish it together.

We believe great design is about more than elevating the environment.

**We believe great design is about elevating people's potential.**





## EUA BY THE NUMBERS:

**116**

Years in  
Business

**250+**

Talented  
Employees

**140+**

Registered  
Professionals

**40+**

LEED® Accredited  
Professionals

Our core values have been the same for over a century: always do the right thing and treat clients, partners, and communities with respect. We deliver quality planning, design and engineering solutions and are committed to the markets we serve, including **community**, learning, science + technology, industrial and workplace to meet the demands of your DSS project.

**We believe that informed and effective design elevates people's potential.**

We'll make sure this happens by asking you a lot of questions about what your space needs. We encourage you to share your thoughts and ideas — our design philosophy always puts your visions first.

**eua.com**

denver : milwaukee : madison : green bay : atlanta



August 31, 2023

Dan Spykstra, Owner's Representative  
Wember, Inc.  
2580 E. Harmony Rd #201  
Fort Collins, CO 80111

denver : 1899 Wynkoop St, Ste 700	303.595.4500
milwaukee : 333 E Chicago St	414.271.5350
madison : 309 W Johnson St, Ste 202	608.442.5350
green bay : 124 N Broadway	920.336.9929
atlanta : 1401 Peachtree St NE, Ste 300	404.596.8006
<a href="http://eua.com">eua.com</a>	

Dear Dan and Members of the Selection Committee,

Civic buildings and sites should be focal points in their communities, conveying a sense of place, safety and culture. Every community deserves a facility that reflects its values while creating the democratic and inclusive environments that ground our library system.

The EUA team is thrilled about this opportunity to be your trusted partner. Here's what we'll bring to your project:

**Collaboration + Community Engagement:** We fundamentally believe in a deliberate public process. Our collaborative approach immediately engages the city and community stakeholders and all team members. We'll deliver a project built on the voices of the High Plains Library District community.

**Unmatched Experience with Complex Projects:** Your anticipated project is complex; it will comprise a phased approach, continuous operations, sustainability goals, updated infrastructure, demolition and new construction. With over one hundred years in business, having EUA's experienced architects, designers and engineers on your team will lead to cohesive design scenarios.

**A Process to Maximize the Budget and Minimize Schedule Impacts:** The budget is often the most pressing consideration in civic design; your community expects you to spend its tax dollars responsibly. We'll ensure that all the varied requirements for library and operations facilities are met by carefully and continually managing the design process, and creating plenty of stakeholder collaboration opportunities.

**Sensible Sustainable Design:** Healthy buildings are better-performing buildings. We're committed to minimizing the new DSS environmental footprint and elevating the health and comfort of building occupants. We'll prioritize renewable resources, reduce construction waste, and select materials and systems that nurture healthy, productive spaces.

We'll deliver a modern, efficient and beautiful facility that empowers your staff and community while addressing the city's needs.

Thank you for the opportunity to submit an RFP response. We look forward to hearing from you to discuss your vision in more detail.

Sincerely,

A handwritten signature in blue ink that reads "Ryan Wallace".

Ryan Wallace, AIA, LEED AP BD+C  
Civic Design Lead : Principal  
303.256.1149 | [ryanw@eua.com](mailto:ryanw@eua.com)



# EVERGREEN LIBRARY

## RENOVATION

### Modernize a 90s-era library to meet the community's needs in a warm + welcoming space

Jefferson County Public Library wanted to redesign its 17,500-square-foot library nestled against a wooded hill. We asked library patrons and staff for input and used their feedback to prioritize needs.

The redesign will improve the staff's visibility of the main entry and create a more inviting and accessible space for patrons. Staff workstations are moving to the perimeter of the building, allowing for more square footage to be reallocated toward public spaces. An open and collaborative operations workroom will empower employees to be more efficient.

The new community room will be flexible to accommodate meetings and maker activities with plenty of power and technology infrastructure. An operable partition down the room's center allows it to be divided into two smaller spaces, and partitions between the room and the library will enable it to be used by the public when it's not reserved. The renovation will also update all the library's interior finishes and furniture.

#### DETAILS

17,500 sq ft  
Evergreen, CO  

- Complete interior renovation
- Community room
- Enhanced main entry
- New staff / back of house spaces

#### COST

\$3.4M

#### TIMELINE

February 2024

#### DELIVERY METHOD

CM / GC

#### TEAM

Ryan Wallace, Kelly Wemple, Misty Bell, Dayna Klein

#### CLIENT CONTACT

Steve Chestnut  
Director of Facilities and Construction  
steve.chestnut@jeffcolibrary.org  
303.275.6236

#### GENERAL CONTRACTOR

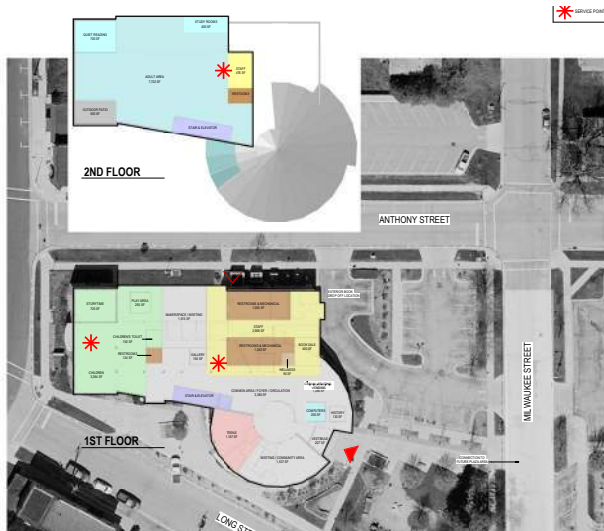
Fransen Pittman Construction

#### ARCHITECT

EUA



## WISCONSIN LIBRARIES FEASIBILITY STUDIES



## E.D. LOCKE LIBRARY

## ADDITION + RENOVATION

We helped the E.D. Locke Library plan for its future and potential growth with a comprehensive facility study. The library is on a triangular site next to a community center. We looked at how it could expand up and out while considering challenges like parking and splitting staff and other resources between two floors.

DETAILS	30,000 sq ft McFarland, WI
COST	\$8-10M (est.)
TIMELINE	Feasibility study: 2021 Design: 2023
DELIVERY METHOD	CM / GC (anticipated)
TEAM	Ryan Wallace, Kelly Wemple
CLIENT CONTACT	Heidi Cox Library Director hcox@mcfarlandlibrary.org 608.838.9030
GENERAL CONTRACTOR	Not selected at this time
ARCHITECT	EUA



## ELISHA D. SMITH LIBRARY

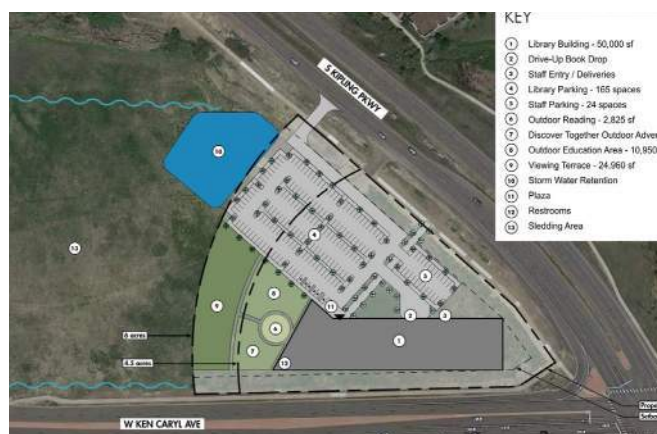
## RENOVATION

The Elisha D. Smith Library needed a preliminary plan to define the community's needs, map its future and elevate its respected reputation. We helped library stakeholders evaluate the current facility and engaged the community to develop a conceptual design for a feasible "library of the future."

DETAILS	44,000 sq ft Menasha, WI
COST	\$9.5M (est.)
TIMELINE	Feasibility study: 2022
DELIVERY METHOD	CM / GC (anticipated)
TEAM	Ryan Wallace, Kelly Wemple
CLIENT CONTACT	Brian Kopetsky Library Director kopetsky@menashalibrary.org 920.967.3662
GENERAL CONTRACTOR	Not selected at this time
ARCHITECT	EUA



JCPL | Arvada Library Security Study



JCPL | South County Library Feasibility Study

# JEFFERSON COUNTY PUBLIC LIBRARY

## MISCELLANEOUS PROJECTS

### Grow a trusted partnership to analyze feasibility, lead engagement + establish priorities

We aim to help our clients serve their communities in innovative ways. Jefferson County Public Library (JCPL) has trusted us to assist with ongoing projects ranging from feasibility studies to community engagement. Our lasting relationship with JCPL allows us to learn and grow through these various projects with the library and community.

Our relationship began by completing minor projects, such as feasibility studies for the Arvada and Lakewood libraries. Both projects comprised improvements to the restrooms and site conditions in and around the existing buildings.

We also led the community engagement process at four JCPL libraries, including Evergreen, Conifer and new libraries in the northwest and south sectors of the county. Our goal is to establish program, aesthetic and project drivers the library can use to develop the final design. Each engagement session includes an interactive presentation and activities inviting participants to share their thoughts in a fun and exciting format.

Every community is different, and no two libraries are alike. Our process identifies what works for your community, and we design for its unique goals.

#### DETAILS

Jefferson County, CO

- Community engagement
- Site feasibility studies
- Programming
- Rezoning
- Security
- Gender neutral design

#### COST

N/A

#### TIMELINE

N/A

#### DELIVERY METHOD

CM / GC (anticipated)

#### TEAM

Ryan Wallace, Kelly Wemple, Misty Bell

#### CLIENT CONTACT

Steve Chestnut  
Director of Facilities and Construction  
steve.chestnut@jeffcolibrary.org  
303.275.6236

#### GENERAL CONTRACTOR

N/A

#### ARCHITECT

EUA



# STERLING RANCH CIVIC CENTER

## CIVIC CENTER + NEW CONSTRUCTION

### Create a gathering space in the heart of a new scenic community

This modern civic center is an iconic landmark, and the first commercial building within the Sterling Ranch planned community. It features business and public space, a healthcare tenant, a coffee shop and bar and an exhibit hall that doubles as a flexible gathering space.

Taking design cues from the Rocky Mountains, the low, long building represents the Front Range. A second-floor deck overlooks the neighborhood and offers mountain views. The building pulls in the colors of the landscape; the wood recalls the colors of the prairie; the brick pays homage to tree bark, and the glass is characteristic of water. The building's stainless-steel skin literally mirrors the landscape while providing contrast to its natural construction materials.

DETAILS	30,000 sq ft Littleton, CO
COST	\$8.7M
TIMELINE	Design: 2014 Completion: 2017
DELIVERY METHOD	CM / GC
TEAM	Ryan Wallace
CLIENT CONTACT	Brock Smethills, President Sterling Ranch Development 303.202.6800 ext. 719 brocks@sterlingranchcolorado.com
GENERAL CONTRACTOR	Mortensen Construction
ARCHITECT	EUA



# TRUCK COUNTRY

ADDITIONS + RENOVATIONS

## Improve facilities to support oversized vehicles

Building on a longstanding relationship with Truck Country, an entity of the McCoy Group and one of the largest Stoops Freightliner dealer groups in the U.S., we completed multiple projects that began with a prototype for revitalizing their service centers. This collaboration has expanded to include various dealership and service center projects in Illinois and Wisconsin.

Our designs prioritize functionality and durability, featuring radiant heated floors and slabs engineered to withstand heavy truck loads. Bay and door heights accommodate oversized vehicles, ensuring the facilities not only look good but are also highly practical.

### BUILDING PROGRAM DETAILS

1.DEFOREST, WI* 116,00 total sq ft	Central warehouse, large staff training area, 39,000 sq ft service area designed for LP gas
2.HAMPSHIRE, IL 56,000 total sq ft	Administration office area, parts warehouse, large staff training area, 27,000 sq ft service area
3.OAK CREEK, WI 95,000 total sq ft	Parts warehouse, staff support amenities, administration offices, 34,000 sq ft service area
4.NORTHERN WI 35,000 total sq ft	Parts warehouse, staff support amenities, administration offices, 16,000 sq ft service area

COST	1. Value withheld (assumed \$17M) 2. Value withheld (assumed \$11M) 3. Project is in planning 4. Project is in planning
TIMELINE	1. July 2016 – Aug 2017 2. Aug 2019 – Aug 2020 3. Project is in planning 4. Project is in planning
DELIVERY METHOD	Design-Build (for all projects)
TEAM	Chris Johns (for all projects)
CLIENT CONTACT	Jim Kane VP Procurement, Facilities & Audit McCoy Group jimkane@mccoygroup.com
GENERAL CONTRACTOR	1. McCoy Group 2. McCoy Group 3. TBD 4. TBD
ARCHITECT	EUA

\*Completed by Chris Johns, prior to re-joining EUA





## LIBRARY EXPERIENCE

### **Alta Branch Library\***

Alta, WY

### **Alverno College Library**

Milwaukee, WI

### **Anythink Libraries**

Multiple locations, Adams County, CO

### **Big Piney Library\***

Big Piney, WY

### **Campbell County Library\***

Gillette, WY

### **Chadron Library\***

Chadron, NE

### **Columbine Library\***

Littleton, CO

### **The Community Library\***

Ketchum, ID

### **Delta County Library\***

Delta, CO

### **Denver Central Public Library\***

Denver, CO

### **E.D. Locke Library**

McFarland, WI

### **East Branch Library\***

Colorado Springs, CO

### **Edgewater Library\***

Edgewater, CO

### **Elizabeth Branch Library\***

Elizabeth, CO

### **Finney Library (Analysis)**

Milwaukee, WI

### **Ford Warren Branch Library\***

Denver, CO

### **Franklin Public Library**

Franklin, WI

### **Gilbert M. Simmons Library**

Kenosha, WI

### **Glenwood Springs Library\***

Glenwood Springs, CO

### **Granby Branch Library\***

Granby, CO

### **Green Valley Ranch Branch Library\***

Green Valley Ranch, CO

### **High Prairie Branch Library\***

Falcon, CO

### **Knights of Columbus Conceptual Study\***

Colorado Springs, CO

### **Library 21C\***

Colorado Springs, CO

### **Mancos Library\***

Mancos, CO

### **McNichols Civic Center\***

Denver, CO

### **Menomonee Falls Public Library**

Menomonee Falls, WI

### **Paonia Public Library\***

Paonia, CO

### **Parker Library\***

Parker, CO

### **Penrose Branch Library\***

Colorado Springs, CO

### **Pine River Library\***

Bayfield, CO

### **Pueblo West Branch Library\***

Pueblo West, CO

### **Sand Creek Branch Library\***

Colorado Springs, CO

### **Sheridan Public Library\***

Sheridan, CO

### **Teton County Library\***

Jackson, WY

*\*Projects designed by Ryan Wallace and / or Kelly Wemple while at other firms.*

# PROJECT TEAM OVERVIEW + ORGANIZATION CHART

The team we are presenting includes a group of specialized professionals who have the expertise needed to serve your complex project. Our team has a strong understanding of not only library environments, but also local and national expertise in helping communities determine the best solutions for their needs and realize their potential through the built environment. This team brings diverse and current experience in multiple project types.





## STAFF TIME ALLOCATION

TEAM MEMBER	Schematic Design Phase (5 Months): Oct 2023 - Feb 2024	Design Development Phase (3 Months): Mar - May 2024	Construction Documents Phase (4 Months): Jun - Sept 2024	Construction Administration Phase (2 Months): Sept - Oct 2024
<b>EUA</b>				
<b>Ryan Wallace</b> Civic Design Lead : Principal	25%	10%	10%	1%
<b>Kelly Wemple</b> Senior Project Architect + Project Manager	30%	60%	60%	20%
<b>Misty Bell</b> Senior Interior Designer	20%	40%	60%	5%
<b>Chris Johns</b> Warehouse + Vehicle Facility Expert	15%	10%	10%	1%
<b>Dayna Klein</b> Experiential Designer (Signage / Wayfinding)	5%	15%	50%	5%
<b>Support Staff</b>	Additional support staff will be added at the various phases			

## QUALIFICATIONS MATRIX

	PROJECT				
	JCPL Evergreen	E.D. Locke / Elisha D. Smith	JCPL Community Engagement	Sterling Ranch	Truck Country
<b>TEAM MEMBERS</b>					
<b>Ryan Wallace, AIA, LEED AP BD + C</b> License in Architecture: Colorado	•	•	•	•	
<b>Kelly Wemple, AIA</b> License in Architecture: Colorado	•	•	•		
<b>Misty Bell, NCIDQ, CHID, LEED Green Associate</b>	•		•		
<b>Chris Johns, AIA</b> License in Architecture: Wisconsin					•
<b>Dayna Klein</b>	•				



## Ryan Wallace, AIA, LEED AP BD + C

CIVIC DESIGN LEAD : PRINCIPAL

Ryan brings almost 25 years of experience and impressive leadership in designing diverse libraries and complex projects. As the principal-in-charge, he will lead the overall design process while making sure the entire team comes together as one cohesive unit. Ryan is committed to serving the needs of his clients and their communities, not only by bringing the project vision to life but creating inspiring and adaptable spaces that fit their needs.

### FEATURED PROJECTS [\* = completed with a previous design firm]

#### Jefferson County Public Libraries, Various Projects – CO

As the principal-in-charge and library specialist, Ryan has led the Jefferson County Public Library District by designing the Evergreen and South County Library and holding advanced community engagement sessions for Conifer, Northwest County and more.

#### Pike's Peak Library District, Library 21c – Colorado Springs, CO\*

Ryan has spent over a decade serving the Pikes Peak Library District on many projects. One of the more complex projects was taking an old IBM call center, vacant for almost a decade, and converting it into the district's administrative building while providing cutting-edge programming library services. Ryan's role was both principal-in-charge of design and manager for this unique and challenging project.

#### Denver Museum of Nature & Science North Loading Dock – Denver, CO\*

Ryan was tasked to provide a new facility for general receiving and deliveries for the Denver Museum of Nature & Science. The result became the north loading dock, a 2,500-square-foot facility incorporating the museum's current program offerings without sacrificing design. As the project manager, Ryan saw the coordination of many disciplines, including the museum's technical needs and rare programming.

"RYAN'S KNOWLEDGE OF LIBRARIES HAS BEEN INVALUABLE TO OUR STAFF THROUGHOUT THE PROCESS. I ALWAYS APPRECIATE HIS WILLINGNESS TO PROVIDE HELPFUL INSIGHTS AND INFORMATION."

Gary Syling, Chief Facilities Management Officer  
Pikes Peak Library District

### EDUCATION

Master of Architecture  
University of Colorado-Denver

Bachelor of Environmental Design  
University of Colorado-Boulder

### REGISTRATION

Architect: Colorado, 2008

### CERTIFICATIONS / ACCREDITATIONS

- LEED Accredited Professional Building Design + Construction (LEED AP BD+C)

### AFFILIATIONS

- American Institute of Architects (AIA)

### EVENTS

Library Journal - Design Institute:  
Atlanta, Dallas, Denver, San Francisco

**24** | YEARS EXPERIENCE

### ADDITIONAL PROJECT EXPERIENCE

- Sterling Ranch Civic Center – Littleton, CO
- Sheridan Public Library – Denver, CO\*
- Green Valley Ranch Library – Green Valley Ranch, CO\* [LEED GOLD]
- Ft. Collins Police Facility Center – Ft. Collins, CO
- Granby Branch Library, New Construction – Granby, CO
- Louisville Public Library, New Construction – Louisville, CO
- Denver Traffic Operations Center – Denver, CO
- Pueblo West Library, Renovation / Addition – Pueblo West, CO\*



“KELLY’S GREATEST ASSET TO THE PROJECT WAS HER ABILITY TO LISTEN, CONNECT AND COMMUNICATE WITH MEMBERS OF THE PUBLIC AT COMMUNITY MEETINGS TO SEEK INPUT AND COMMUNITY ASPIRATIONS.”

Pam Nissler, Former Executive Director  
Jefferson County Public Library

## Kelly Wemple, AIA

SENIOR PROJECT ARCHITECT : PROJECT MANAGER : LIBRARY SPECIALIST

Kelly has 13 years of experience working on library, civic and historic preservation projects. She believes architecture should be sustainable, contextual and, most importantly, functional. Kelly collaborates with her clients during every design process phase to achieve this vision.

### FEATURED PROJECTS [\* = completed with a previous design firm]

#### Evergreen Library Renovation – Evergreen, CO

As the senior project architect, Kelly worked with Jefferson County Public Library (JCPL) to renovate its 17,000-square-foot library and meet the community’s current needs. Kelly led community engagement with the public and the library staff to help determine their priorities. Once the program was established, she led the design and documentation of the renovation, which included a more accessible and welcoming entrance; a larger, more flexible community room; new staff operations and patron experience space; new study rooms; and fully remodeled children, teen and adult spaces.

#### Columbine Library Renovation – Littleton, CO\*

Kelly worked with JCPL to transform its 30,000-square-foot Columbine Library into a place where the community feels at home. Located in Robert F. Clement Park, the library was renovated to focus on the gorgeous views over a reservoir and the foothills as a backdrop. New features to the library include a re-imagined front entry filled with storefront-style book displays, a community meeting room and a maker space.

#### Pine River Library Renovation + Addition – Bayfield, CO\*

Voted “best small library in America” by Library Journal, Kelly was part of the team that renovated and designed an addition serving the library’s need for a community meeting space. The addition’s design inspiration was Pueblo-style architecture, a tie to the history and culture of southwestern Colorado. The addition is the gateway to the library’s new outdoor space featuring a fire pit and community garden.

### EDUCATION

Master of Science, Historic Preservation  
University of Colorado-Denver

Master of Architecture  
University of Colorado-Denver

Bachelor of Environmental Design  
University of Colorado-Boulder

### REGISTRATION

Architect: Colorado, 2016

### AFFILIATIONS

- American Institute of Architects (AIA)
- Denver Landmark Preservation Commission, Former Chair
- Rocky Mountain Chapter of the Association for Preservation Technology, Former Board Member

13 | YEARS EXPERIENCE

### ADDITIONAL PROJECT EXPERIENCE

- Sheridan Public Library – Denver, CO\*
- Edgewater Library – Edgewater, CO\*
- Ford Warren Branch Library – Denver, CO\*
- Pitkin County Library – Aspen, CO (unbuilt)\*
- Cantril Building Rehabilitation – Castle Rock, CO
- Historic Elitch Theater Rehabilitation – Denver, CO
- Ralston Valley High School Library Addition – Arvada, CO
- Bergen Valley Elementary, Interior Renovation – Evergreen, CO
- JCPL Miscellaneous Projects – Jefferson County, CO



"I BRING A PASSION FOR DESIGN OF PUBLIC SPACES, HELPING PROJECTS TO BE VIBRANT, HIGH PERFORMING AND IMPACTFUL TO STUDENTS NOW AND IN THE FUTURE."

Misty Bell, Senior Interior Designer  
EUA

## Misty Bell, NCIDQ, CHID, LEED Green Associate

### SENIOR INTERIOR DESIGNER

Misty is dedicated to her clients' desire to create timeless and enjoyable spaces. Sensitive to budgets, Misty has a unique ability to anticipate the needs of her clients and uses her creativity to generate wow-factor ideas. She has experience working with clients across multiple market types.

### FEATURED PROJECTS [\* = completed with a previous design firm]

#### Evergreen Branch Library – Evergreen, CO

The Evergreen Library is currently undergoing a complete renovation, transforming the early 1990s-era facility into a vibrant 21st century library. Misty led the interior design team to create brighter spaces that connect patrons to the surrounding natural landscape while providing the durability that library projects require.

#### Denver Public Schools, Montbello High School – Denver, CO

As interior designer, Misty worked closely with the district on the design concepts and selected durable and timeless finishes within a strict budget. Misty documented design decisions, generated 3D models and presented concepts to the client.

#### JeffCo Public Schools, Bergen Valley Elementary School – Evergreen, CO

As the interior designer, Misty worked with Bergen Valley on their design needs for the addition. Her main focus was to help the client with furniture selection. Misty worked with her client to pull pieces that provided comfortable and calming environments for students and staff.

### EDUCATION

Bachelor of Science, Environmental Design  
University of Missouri-Columbia

### CERTIFICATIONS / ACCREDITATIONS

- National Council for Interior Design Qualification (NCIDQ)
- Certified Healthcare Designer (CHID)
- LEED Green Associate

23 | YEARS EXPERIENCE

### ADDITIONAL PROJECT EXPERIENCE

- Byron Rogers Federal Building + Courthouse Renovation – Denver, CO\*
- Cantril Building Rehabilitation – Castle Rock, CO
- JCPL Miscellaneous Projects – Jefferson County, CO
- Encana Natural Gas – Denver, CO\*
- Tech Company – Culver City, CA\*
- Tech Company – Redmond, WA\*
- CableLabs – Louisville, CO\*
- Senate Chambers, Interior Rehabilitation – Denver CO



## Dayna Klein

### EXPERIENTIAL DESIGNER

Dayna creates experiential graphics that engage employees and connect businesses with their customers. She listens to the client's story and translates it into installations that embody the organization's unique history and culture. Dayna collaborates with architects, engineers and interior designers to ensure the graphics seamlessly integrate into their spaces. From concept creation to installation, she is a partner for experiential graphics that amplify the beauty of any building.

### FEATURED PROJECTS

- Northwestern Mutual – Milwaukee, WI
- TruStage Lighthouse – Madison, WI
- Tittletown Tech – Green Bay, WI
- UW Health – Madison, WI
- Special Olympics of Wisconsin – Madison, WI
- Baird – Bowling Green, KY
- Hy Cite – Madison, WI
- Chase Tower – Milwaukee, WI
- Miron Construction – Eau Claire, WI

### EDUCATION

Bachelor of Arts, Graphic Design  
St. Norbert College



## Chris Johns, AIA

### WAREHOUSE + VEHICLE FACILITY EXPERT

As the industrial market leader, Chris shapes the proper approach for each client by getting to know their current and future needs and applying his understanding of tackling complex technical projects. He emphasizes the experiential elements that add value and ultimately improve the return on investment for his clients. By understanding this, he can best support planning how the site and building work together to meet the project's goals. Chris ensures his team has what they need to succeed in their roles to create a successful project.

### FEATURED PROJECTS

- Uline – Pleasant Prairie, WI
- Derse Exhibits – Milwaukee, WI [LEED SILVER]
- Harley-Davidson Big Twin Expansion – Menomonee Falls, WI
- S.C. Johnson & Son – Racine, WI
- Runzheimer International Headquarters – Waterford, WI
- Internal Revenue Services – Milwaukee, WI
- Harley-Davidson – Milwaukee, WI
- Manpower Parking Structure – Milwaukee, WI
- GE Healthcare – Pewaukee, WI

### EDUCATION

Bachelor of Science, Architectural Studies  
University of Wisconsin-Milwaukee

### REGISTRATION

Architect: Wisconsin, 2010

### AFFILIATIONS

- American Institute of Architects (AIA)
- National Association of Industrial and Office Properties (NAIOP)

## JVA

## CIVIL + STRUCTURAL ENGINEERING / UTILITY DESIGN + COORDINATION



## Tom Soell, PE, LEED AP

## PRINCIPAL | STRUCTURAL

Tom has extensive experience with public building projects that includes numerous libraries, several of which were completed for the High Plains Library District. He will be involved in all phases of design and construction as follows: SD-30%, DD-30%, CD-20%, CA-20%.

FEATURED  
PROJECT  
EXPERIENCE

Farr Regional Library – Greeley, CO  
Lincoln Park Library Renovation – Greeley, CO  
Centennial Park Library Renovation – Greeley, CO

Carbon Valley Library – Firestone, CO  
Erie Community Library – Erie, CO  
Windsor Library – Windsor, CO

## Erik Nakos

## SENIOR PROJECT MANAGER, ASSOCIATE | CIVIL

Erik is a senior project manager in the Fort Collins office, overseeing the Northern Colorado civil engineering projects. He has 21 years of experience on a variety of civil projects. His expertise includes all aspects of civil site design, infrastructure projects and transportation, including grading and drainage, erosion control, stormwater analysis and treatment, utilities and roadway design.

FEATURED  
PROJECT  
EXPERIENCE

Northern Colorado Medical Center – Greeley, CO  
Weld County School District RE6 Site Assessments  
Weld County School District RE1 Seven Site Improvements

Weld County School District RE3J Hudson Admin Building  
Larimer County Satellite Maintenance Facilities  
Poudre School District New High School – Wellington, CO

## ME ENGINEERS

## MEP ENGINEERING / FIRE ALARM DESIGN



## Brian Kannady, PE

## SENIOR PRINCIPAL : MANAGING DIRECTOR | MECHANICAL

Brian has more than 30 years of experience and brings a wealth of knowledge to each project. He provides exceptional design and tailors each one to meet the desired budget. Brian establishes the state-of-the-art performance criteria and the project's scope of work. He advises the client and ownership group to ensure project goals are met, provides quality assurance and executive oversight of construction document delivery, and manages the project through construction.

FEATURED  
PROJECT  
EXPERIENCE

Anythink Brighton Library – Brighton, CO  
Anythink Library Huron Street – Thornton, CO  
Anythink Library Wright Farms – Thornton, CO

Louisville Public Library – Louisville, CO  
Pueblo West Library – Pueblo, CO  
Granby Public Library – Granby, CO

## Leonard Gurule, PE

## PRINCIPAL | ELECTRICAL

Leonard is a principal at ME Engineers with nearly 30 years of experience designing electrical distribution systems, lighting systems and life-safety systems and implementing them into construction documents. He manages and coordinates electrical issues with architectural, structural and mechanical systems. Leonard prioritizes deadlines and budgets as well as maintains excellent client relations. He provides quality assurance and design review to ensure the owner's goals and standards are achieved.

FEATURED  
PROJECT  
EXPERIENCE

Anythink Library Wright Farms – Thornton, CO  
Anythink Library Huron Street – Thornton, CO  
Anythink Brighton Library – Brighton, CO

Lyons Regional Library – Lyons, CO  
Pueblo West Library – Pueblo, CO  
Louisville Public Library – Louisville, CO



# SHEN MILSOM & WILKE

ACOUSTICAL ENGINEERING + TELE / DATA, SECURITY + A / V CONSULTANT



## Jerome Smith

ASSOCIATE PRINCIPAL | ACOUSTICS

Jerome has over 20 years of consulting and research experience in the fields of acoustics and noise / vibration control. His background includes acoustic design for performing arts facilities, museums, corporate facilities, universities, hotels, healthcare, residences, home theaters, cinemas and IMAX theaters. He has experience in signal processing, control systems and development of loudspeaker and sensor systems. Jerome's responsibilities include managing the SM&W Denver office, project management and acoustic design for a wide variety of project types.

### FEATURED PROJECT EXPERIENCE

Durango Public Library – Durango, CO  
Parachute Branch Public Library, Garfield Co. – Parachute, CO  
Rifle Branch Public Library, Garfield Co. – Rifle, CO

Brighton Cultural Arts Center – Brighton, CO  
Community Center – Broomfield, CO  
Fiske Planetarium – Boulder, CO

## Robert Healey, PE, CTS-D

ASSOCIATE | AUDIOVISUAL

As a member of SM&W's audiovisual and theatrical teams, Robert provides concise and detailed documentation, covering all areas of consultant project coordination through system evaluation and programming reports to audio testing, tuning, equalization, and commissioning, all while maintaining a responsible eye toward system budgeting and deliverable deadlines. With over 13 years of prior experience as a theater manager and theatrical systems engineer, Robert's intimate knowledge of theaters and similar facilities has cultivated an expertise in converting end-user needs into coordinated, detailed construction documents.

### FEATURED PROJECT EXPERIENCE

Aerospace Corporation – Colorado Springs, CO  
Broomfield Community Center – Broomfield, CO  
USAFA Arnold Hall Theater – Colorado Springs, CO

On-call Lindsey Flanigan Courthouse Lobby – Denver, CO  
University Corporation for Atmospheric Research (UCAR)  
RAF Building – Broomfield, CO

## Tyson Leonard

ASSOCIATE PRINCIPAL | IT INFRASTRUCTURE

Tyson provides technical oversight and direction on engineering services, project management services, the project quality control program and business development. His design experience includes writing technical specifications and detailed construction drawings for structured cabling (outside plant and riser rated cabling systems), distributed antenna systems (DAS), cable management, access control, analog, digital and IP CCTV systems.

### FEATURED PROJECT EXPERIENCE

Denver Central Library – Denver, CO  
National Western Center Stockyards + Events Ctr – Denver, CO  
Eastpointe Multi-Family – Boulder, CO

Pitkin County Library – Aspen, CO  
Ralph Carr Justice Center – Denver, CO  
XCEL Energy – Denver, CO

# PLANNING SOLUTIONS

## FF+E CONSULTANT

### Beth O'Neill, NCIDQ

#### OWNER

Libraries today are experiencing unprecedented change, challenging planners and designers to create libraries that will flourish in the new environment. Changing services, limited budgets, fast-paced projects and new technologies are just a few of the challenges that affect the design of a library. Add to that the required knowledge of specialty areas – such as teen and children’s libraries, study areas, computer labs and community rooms – needed to develop the selection of finishes and furniture to enhance the patron’s experience. Beth’s solid programming, planning and design background for commercial projects brings a strong command of both the creative and technical aspects required for library interior design and FF+E selection.

#### FEATURED PROJECT EXPERIENCE

Centennial Park Library – Centennial, CO  
Jefferson County Public Libraries – Edgewater, CO  
Lone Cone Library – Norwood, CO  
Lyons Regional Library – Lyons, CO

Eaton Public Library – Eaton, CO  
College Hill Library – Westminster, CO  
Irving Street Library – Westminster, CO  
Rangeview Libraries – Bennett, Brighton + Wright Farms, CO

# SEVEN 29 DESIGN

## LANDSCAPE ARCHITECT



### Tom Klein, RLA

#### PRINCIPAL

Tom Klein’s career is characterized by diversity in project type and location. His portfolio includes site and landscape design for civic facilities, libraries, institutional design, parks and open space design, community master planning and urban design, residential design (both market rate and affordable), and resort planning and design. He is responsive to client budgets and needs, whether low-water and drought-tolerant plantings or making a powerful design statement. He is skilled in creating solutions for community improvement that require an understanding of complex design and constructability issues.

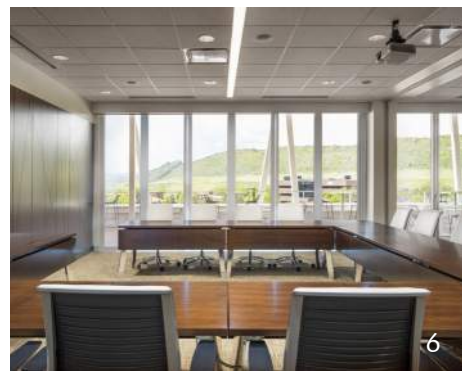
#### FEATURED PROJECT EXPERIENCE

Columbine Library Renovation – Littleton, CO  
Green Valley Ranch Library – Denver, CO  
Granby Library – Granby, CO  
Mamie Doud Eisenhower Library – Broomfield, CO

Glenwood Springs Branch Library – Glenwood Springs, CO  
Rangeview Library District Libraries – Thornton + Adams  
County, CO

The qualification questions you've asked in part four of the RFP are insightful and will help you quickly identify each team's differentiators. Our narrative incorporates your questions for clarity.

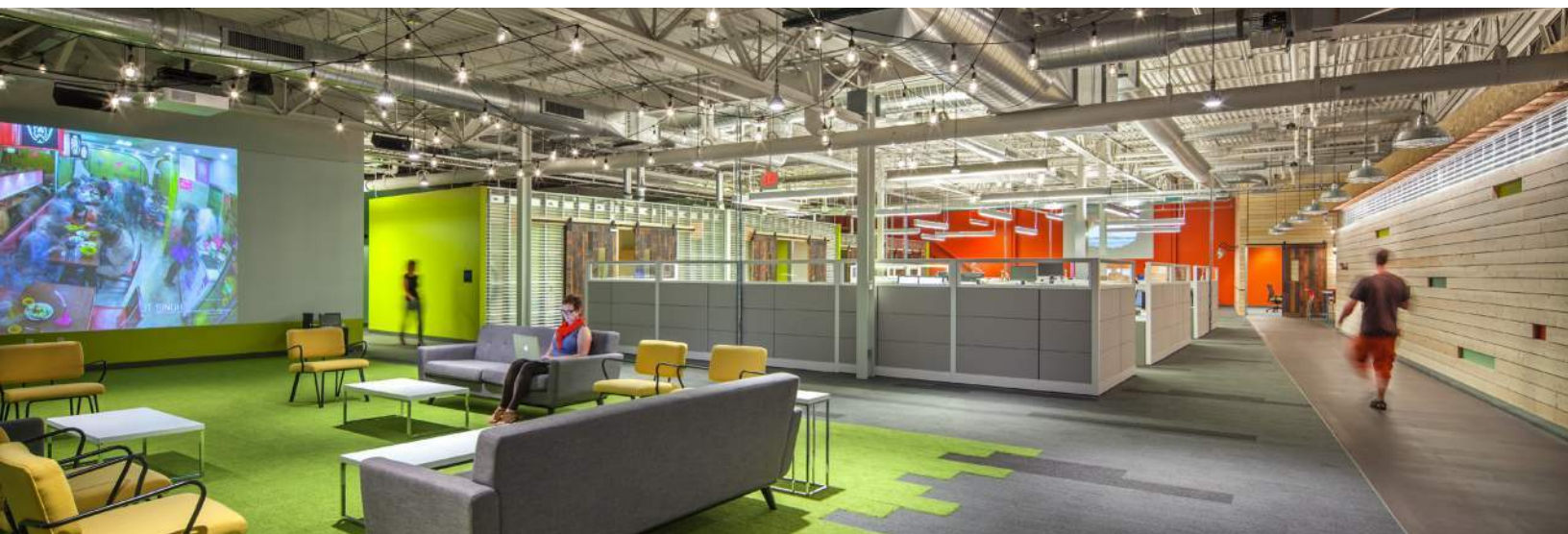
## OUR CAPABILITIES



1. Hudson Town Hall\*\* 2. Pine River Library\*\* 3. PPLD High Prairie Library\*\* 4. JCPL Columbine Library\*\* 5. Montezuma County Combined Courts 6. BACB Headquarters 7. Green Valley Ranch Branch\*\* 8. PPLD Library 21c\*\* 9. Gunnison Court House\*\* 10. Teton County Library\*\* 11. Alta Library\*\* 12. Denver Museum of Nature and Science\*\*

*\*\*Lead design by EUA team members while at other firms*





### OUR DIFFERENCE MAKER

You're about to take on an exciting and complex project – exciting because the DSS expansion will help deliver critical library services to HPLD's growing population and complex because it's more than just a library.

The expansion will comprise several building typologies, including warehouse, workplace and civic spaces, all to be delivered on an accelerated schedule while keeping the existing administrative building fully operational.

You need partners who are **experts in all these typologies** and **know how to work together**, lead the contractors and unite your stakeholders.

We bring a team of licensed architects and designers with decades of experience and they already know each other. It doesn't get much more seamless than having these professionals in-house, working for the same company, offering you streamlined service and cohesive design solutions.

Here's an overview of our team's leaders.

#### **Ryan Wallace and Kelly Wemple, Library Experts**

Ryan and Kelly are a library-design power team with over three decades of combined experience serving clients and their communities. They both believe in the sanctity of libraries as one of the few remaining public spaces in our society and are committed to building inspiring, functional and flexible facilities.

#### **Misty Bell, Senior Interior Designer**

Misty has years of experience creating workplace and civic building interiors that excite people about where they are. Always mindful of her clients' needs, she has a unique ability to add wow factors on tight budgets.

#### **Chris Johns, Industrial Market Leader**

Chris knows how to tackle complex technical projects. He emphasizes the experiential elements of industrial spaces – like your future receiving area and warehouse storage – and seamlessly weaves site and building flows to improve the project's return on investment.

## WORKING COLLABORATIVELY + UNITING STAKEHOLDERS

Collaboration is the heart of a successful design process. We always include integrated project delivery (IPD) elements – with or without an official IPD agreement – because they lead to better results.

We also tailor our process to ensure it works for you. Here are the IPD elements we anticipate including for the DSS expansion.

**We'll bring four HPLD groups together** to promote efficient, decisive choices about the project. This will include the library's leadership, facilities and maintenance staff, librarians and associates and community members.

**The construction manager at risk partner (CM@R) will be included from the beginning** to help us understand our design decisions' cost and schedule implications. Having the CM@R on board early in the process will build a sense of ownership and responsibility for the project and streamline communication with subcontractors.

Having all these voices at the table at the same time **drives success** by:

- Ensuring everyone understands the initial vs. life-cycle costs of vital building systems and equipment
- Making more decisions earlier, which maximizes cost savings and the project's value
- Auditing our design decisions to ensure they satisfy all the project's goals
- Securing buy-in from as many stakeholders as possible
- Developing sustainable solutions – and we don't just mean green building features; sustainability with a small "s" is about integrating materials, equipment and building systems that are easy to operate and maintain over the long term



## FAST-PACED PROJECTS

Your ambition fuels ours. **We're committed to meeting your project deadlines** by leveraging past lessons about aggressive design schedules. We've always done this successfully without jeopardizing the project's quality and budget.

Diligent and clear communication is a prerequisite for fast-paced projects. Here are three additional concepts we'll need to consider in design so we don't pay for it later in construction.

The entire team, including subcontractors, must **buy into the schedule**. We'll work with you and the construction partner to ensure we're all aligned about what needs to happen and when.

**Multiple packages and phases** can lead to change orders, but that's part of any fast-tracked process. By recognizing this as a given, we can plan for them at the beginning and factor the expenses into our initial budgets.

**Material procurement** can be challenging for any post-pandemic project, especially on an accelerated timeline. We'll balance our product and material choices with the schedule to avoid having to find something new post-design.

## BENEFITS AND CHALLENGES OF CM@R

From our perspective, a CM@R partnership offers various advantages and challenges. The **most significant benefit** of this approach is the collaborative environment it fosters from the project's inception. With the CM@R involved early in the design phase, there's an immediate synergy between design intent and constructability.

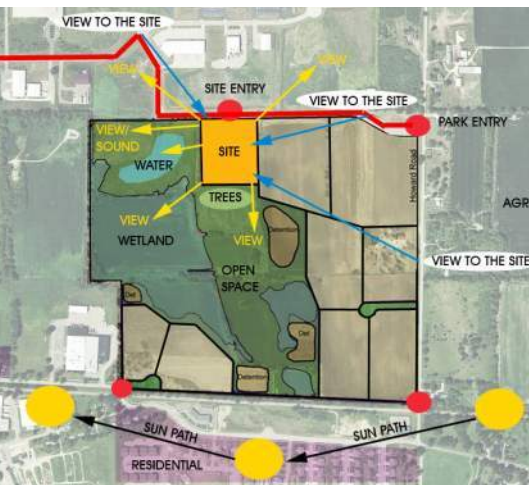
This partnership often results in value engineering, cost savings and an efficient feedback loop, eliminating many potential issues that might arise during the construction phase. The CM@R's deep understanding of market conditions, labor availability and material costs can significantly streamline the process, allowing us to make informed design decisions that align with budget and serve the fast-paced project.

The **biggest challenge** will be maintaining the integrity and vision of the design. When construction feasibility, cost considerations and value engineering come into play early in the design phase, there's a potential for the design intent to be compromised. It requires a delicate balance to ensure the design is adaptable to construction realities without losing its essence and innovative features or getting out of touch with your specific needs.

The CM@R will need to hold the schedule together by ensuring that all subcontractors buy into and understand the pace of the project and can anticipate any potential issues related to material procurement. If the CM@R can do this, the subcontractors will have success. If not, they won't be able to follow through with their work. This will not be a design-bid-build project, so we must ensure the CM@R chooses subcontractors based on who they feel are the right partners and not only who's offering the lowest cost.

We're committed to effective communication, mutual respect and a shared vision with your CM@R, all of which are crucial to navigating this intricate relationship successfully.





### DESIGN ASSISTANCE

Owners and contractors face many challenges when coordinating and managing MEP and structural engineering during the various project phases – it’s a labor-intensive process and requires a high level of quality control, attention to detail and rapid coordination between multiple parties.

We excel at this intersection between design and construction. We have selected a highly technical team that has utilized design assist on multiple projects. This group offers practical field experience to manage these activities so projects finish on schedule and within budget. Lessons learned have resulted in good practices such as:

- Develop preliminary (early schematic design to design development) layouts to show design intent, routing, equipment locations, etc.
- Provide preliminary load estimates for establishing service, system and equipment capacities
- Coordinate heat and cooling, plumbing and electrical with existing systems and review options for system configurations
- Develop performance specifications
- Provide MEP fabrication modeling and coordination
- Offer construction phase assistance with document review

### EXPERIENCE EUA

Why EUA? **It’s simple – our clients enjoy working with us.** We are genuine people who continually place their clients ahead of themselves, deliver on promises and tell the truth. And when the work is done, we’ll have created a lasting relationship and a building we can all be proud of.

Although it will be fast-paced, **the DSS expansion project will be a marathon, not a sprint.** You’ll be in continuous contact with your architect over the next couple of years. When you work with us:

- You’ll always have our ear – we listen first, then design
- You’ll be surrounded by people who love what they do – we empower our people to do their best work, which translates into a better experience for you
- You’ll have fun with us – while doing the hard work, we still find time to share stories, laugh and enjoy one another’s company

## FUTURE-READY LIBRARIES

Libraries are evolving. Far from just being storehouses of books, modern libraries are vibrant centers for community engagement and learning. In a world where information is often just a click away, we understand that libraries are shifting their focus to offer more interactive and community-centered services in addition to the physical collection.

**We bring a multidisciplinary approach to library planning.** Drawing from our experience in sectors like education, healthcare, and technology, we offer innovative yet practical solutions tailored to your library's unique needs.

## THE SPACE CHALLENGE

As libraries adapt to their new roles, many find their existing facilities are not up to the task. Whether lacking flexible spaces or outdated technology, the physical environment can sometimes hinder a library's ability to serve its community effectively.

The collection is still a library's defining feature. But we understand that community members, including residents in Greeley, are experiencing them differently. **Spearheaded by leaders like HPLD**, libraries are developing new and exciting ways to engage with the information around us.

## COMMUNITY-CENTRIC DESIGN

Every library serves a unique community, and our design process reflects that. We work closely with you to identify your needs and aspirations, ensuring the final design is functional and aligned with your community's values.



## CO-WORKING SOLUTIONS

The growing remote work trend has created a demand for public co-working spaces. We design libraries that include dedicated areas for remote work, equipped with the necessary amenities to support today's flexible work styles.



## MAKERSPACES

The DIY culture is rising, and libraries are responding by offering spaces for creative endeavors. We create areas that are versatile enough to host a range of activities, from crafting to coding.



## COMMUNITY LIVING ROOM

Libraries have long been places where communities gather. We'll enhance this role by creating welcoming spaces, encouraging social interaction and community building.

## MULTI-FUNCTIONAL FACILITIES

Today's libraries are often called upon to serve multiple purposes. One library might serve its community by hosting health clinics and English as a second language (ESL) classes. Another may include an innovation center for the area's entrepreneurs. Our designs integrate these functions into a cohesive whole, efficiently using space and resources.





## ADAPTABLE SPACES

Libraries need to accommodate a variety of activities and group sizes. We'll include flexible spaces that can be easily reconfigured to meet your programmatic needs.



## UNIVERSAL DESIGN

Accessibility is a priority in our designs. We aim to create welcoming and usable spaces for everyone, regardless of background, age or ability. Universal design goes beyond accessibility and legal compliance; instead, it seeks a single, optimized design solution that allows users to experience any space on the same terms.



## EFFICIENT OPERATIONS

Managing a library is a complex task. Our designs aim to streamline your operations, incorporating features like clear sight lines for security, noise-dampening materials for a quieter environment and service kiosks that can cultivate more engaging customer interactions.



## OUTDOOR EXTENSIONS

The library experience shouldn't be confined to the indoors. We'll include options for outdoor spaces, like reading gardens or patios, that can enrich your library's offerings.



## SUSTAINABILITY

Sustainable designs have a lower environmental impact than traditional systems and pay off over the long term through operational savings. Plus, exposed sustainable systems connected to monitoring systems offer learning opportunities that can be incorporated into library programming.

## BUILT FOR THE FUTURE

Change is inevitable, and libraries must be prepared to adapt. Our designs prioritize flexibility, allowing your library to evolve with your community's needs. We may not be able to see the future, but we can design your library to make future renovations as easy as possible.

**2.0 PROPOSAL FORM FOR PROFESSIONAL SERVICES**

(Please use additional sheets as necessary.)

**COMPANY NAME:** Eppstein Uhen Architects (EUA)**COMPANY ADDRESS:** 1899 Wynkoop Street, Suite 700, Denver, CO 80202**PHONE:** 305.595.4500 **FAX:** 303.595.4505**CONTACT PERSON NAME:** Ryan Wallace**CONTACT PERSON PHONE:** 303.256.1149**CONTACT PERSON EMAIL:** ryanw@eua.com

1. I Acknowledge that the "Sample Agreement" attached to this RFP has been reviewed and is agreed to as shown. YES (YES/NO). Do you request amendments to the "Agreement" NO (YES/NO) Please list them if yes.
2. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP. YES (YES/NO)
3. The undersigned Proposer declares and stipulates that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Request for Proposal and associated documents, all of which have been examined by the undersigned. YES (YES/NO)
4. The submission of the proposal constitutes an agreement, and shall not be withdrawn after the proposal opening for a period of forty-five days.
5. Acknowledgment that the submitting agent carries (or will carry) a license in Weld County, Colorado YES (YES/NO)
6. The Proposer hereby acknowledges receipt of addenda numbers 1 through 1
7. List of construction items that will be self-performed.

A	N/A	I	
B		J	
C		K	
D		L	
E		M	
F		N	
G		O	
H		P	

Signature:  Date: 8/31/2023





**RYAN WALLACE, AIA, LEED AP BD+C**

Civic Design Lead : Principal

ryanw@eua.com | 303.256.1149

1899 Wynkoop Street, Suite 700 | Denver, CO 80202

eua.com





## HIGH PLAINS LIBRARY DISTRICT

Fee Proposal for DSS Expansion

September 19, 2023

### TABLE OF CONTENTS

<b>COVER LETTER</b>	<b>02</b>
<b>FEE PROPOSAL FORM DSS EXPANSION</b>	<b>03</b>
<b>HOURLY BILLING RATES</b>	<b>21</b>



September 19, 2023

Dan Spykstra  
Owner's Representative  
Wember, Inc.  
2580 E. Harmony Rd #201  
Fort Collins, CO 80111

<b>denver</b> : 1899 Wynkoop St, Ste 700	303.595.4500
<b>milwaukee</b> : 333 E Chicago St	414.271.5350
<b>madison</b> : 309 W Johnson St, Ste 202	608.442.5350
<b>green bay</b> : 124 N Broadway	920.336.9929
<b>atlanta</b> : 1401 Peachtree St NE, Ste 300	404.596.8006

[eua.com](http://eua.com)

Dear Wember and Members of the Selection Committee,

Thank you for the opportunity to propose on the High Plains Library District DSS project. We've reviewed the scope of services in the RFP and addendums and captured our team's understanding of the project in the attached matrix.

Our proposed fee reflects the scope of services identified in the RFQ as well as the subsequent email with pertinent project information. We have included our list of understandings for the project in Section 17 at the top of the form.

As we stated earlier in our RFP response, this project will be a marathon, not a sprint. HPLD's success depends on open dialogue about every aspect of the project – including the fee. We welcome and encourage the opportunity to review and adjust our fees to ensure everyone understands what it takes to complete building projects for the High Plains Library District.

The attached documents include:

- Completed Fee Matrix: DSS2
- Hourly rates for all team members, including our consultants

We are excited about this project and look forward to hearing from the selection committee.

Sincerely,

A handwritten signature in black ink that reads "Ryan Wallace". The signature is fluid and cursive, with the first name "Ryan" and last name "Wallace" clearly visible.

Ryan Wallace, AIA, LEED AP BD+C  
Civic Design Lead : Principal  
303.256.1149 | [ryanw@eua.com](mailto:ryanw@eua.com)

FEE PROPOSAL FORM: DSS EXPANSION

PART A - FEE PROPOSAL FORM - DSS2 RFP				
Submitting Firm:		EUA-DSS		
Instructions for completing Part A: 1) Design Services (see note to far right of this row); 2) YELLOW cells are for items not noted in Part B below that you would like to clarify				
Description				
1	Proposed Construction Value	\$	10,000,000.00	
3	Design Services	\$	1,021,770.00	10.22% Fee is a total of items listed under Part B, Sub-parts A; % of construction value is for reference only
5	Printing, Insurance, Additional Items	\$	36,050.00	0.36% Fee is a total of items listed under Part B, Sub-parts Q, R, & U; % of construction value is for reference only
17	Other Items			
	*Fees anticipate single package and construction			
	*Signage shown is an estimate at this time			
	*3D renderings anticipate 5+- basic renderings at this time			
	* Cost Estim anticipates review of GC pricing only			
	* Per email w/ Wember, LEED not required			
	* Grant Application is an allowance at this time			



## PART B - SCOPE COORDINATION MATRIX

Instructions for completing Part B:

"X" represents the party responsible for the item as listed within the corresponding column A.

All YELLOW cells are to be filled in with one of the following responses, and no items should be left blank:

1) actual dollar amount; 2) "incl. in other" (indicate where this has been included with; ex: incl. in Architectural Design) ; or 3) "N/A", if not required for the performance of this Project. Place an "X" in the cell (column F) for any GC costs that are proposed as allowances (for CM@R only).

A		B	C	D	E	F	G	H	I	K
		Preconstruction	OH&P	General Conditions	Amount	Place "X" if allowance*	By GC	By Architect / Engineers	By Owner	Comments
<b>A. DESIGN SERVICES</b>					<b>\$1,021,770</b>					
1	Design Charrette	x			<b>\$5,670</b>			x		As Required for finalizing Schematic Design and moving through Design Development
2	A/V, Telephone, Paging Design	x			<b>\$22,200</b>			x		Locations and Infrastructure by Desgn Team
3	IT/Data, Network, Cable Design	x			<b>\$20,120</b>			x		Locations and Infrastructure by Desgn Team
4	Programming	x			<b>\$9,520</b>			x		A simple and concise Programming process to confirm/update District Program
5	Storm Water Management Plan	x			<b>INCLUDED W/ CIVIL</b>		x	x		
6	Drainage Plan: Submittals to agencies as required	x			<b>INCLUDED W/ CIVIL</b>			x		
7	Utility Coordination	x			<b>INCLUDED W/ CIVIL</b>			x		
8	Coordination with Fire Department	x			<b>INCLUDED W/ CIVIL</b>			x		
9	Site Evaluation and Planning	x			<b>INCLUDED W/ CIVIL</b>			x		
10	Flow Tests with Fire Department	x			<b>INCLUDED W/ CIVIL</b>			x		
11	Architectural Design	x			<b>\$525,060</b>			x		
12	Civil Engineer Design	x			<b>\$71,000</b>			x		
13	Landscape Architect/Irrigation Design	x			<b>\$31,000</b>			x		
14	Structutal Engineer Design	x			<b>\$80,000</b>			x		
15	Mechanical Engineer Design	x			<b>\$41,000</b>			x		
16	Electrical Engineer Design	x			<b>\$40,000</b>			x		
17	Lighting Engineer Design	x			<b>\$17,500</b>			x		
18	Plumbing Engineer Design	x			<b>\$17,500</b>			x		
19	Fire Suppression Design	x			<b>INCLUDED W/ MEP</b>			x		
20	3D-Renderings and Animations	x			<b>INCL W/ DESIGN FEES</b>			x		As required to communicate design, not for marketing

21	Acoustical Consultant	x			\$25,900			x		
22	Cost Estimating Consultant	x			VERIF BY ARCH INCL		x	x		Design Team provide estimate validation of General Contractor estimates
23	Furniture Design Consultant (B253™-2007)	x			\$45,500			x		
24	Interior Design (B252™-2007)	x			INCL W/ DESIGN FEES			x		
25	Signage Design	x			\$25,000			x		Code Signage, Building Signage, and interior graphics
26	Specifications Consultant	x			INCL W/ DESIGN FEES			x		
27	Traffic Consultant	x								
28	Coordination with Owner's Consultants	x			INCL W/ DESIGN FEES			x		
29	Prepare and Present at Public Sessions and Board Meetings	x			INCL W/ DESIGN FEES			x		
30	Commisioning (B211™-2007)								x	
31	LEED Certification (B214™-2007)	x			NOT REQ			x		
32	LEED Energy Modeling	x			\$24,000			x		
33	LEED Registration and Documentation	x			NOT REQ			x		
34	Facility Support Services (B210™-2007)									Not anticipated
35	Security Evaluation and Planning (B206™-2007)	x			\$15,800			x		
36	PV Panel Design	x			BY OTHERS, INFRASTRUCTURE INCL			x		
37	Lightning Protection Design	x			TBD			x		As required by code, Design Team to analyze as part of proposal
38	Fast-track Design Services									N/A
39	Historic Preservation (B205™-2007)									N/A
40	Surveys (Flown, ALTA, TOPO)				BY OWNER				x	Design Team and Owner to determine survey scope and data requirements
41	Code Analysis	x			INCL W/ DESIGN FEES			x		
42	Zoning Analysis	x			INCL W/ DESIGN FEES			x		Design to meet current zoning guidelines
43	Steel Stud Framing Design and Engineering	x					x			
44	Prepare and Issue Meeting Minutes	x			INCLUDED W/ MEP			x		for Design Meetings
45	Prepare documents for power application with electrical utility and submit key information as required.	x			INCLUDED W/ ELECT			x		By Architect and electrical consultant
46	Prepare bid packages for phasing of construction	x			TBD BASED ON TOTAL # OF PACKAG			x		
47	Generate bid alternates	x			INCL W/ DESIGN FEES			x		
48	Prepare Comcheck submittal as required	x			INCL W/ DESIGN FEES			x		
49	Rezoning process									TBD - site specific
50	Prepare a submittal log for the contractor to follow based on specifications	x			INCL W/ DESIGN FEES			x		
51	Documentation of owner existing Furniture Fixtures and Equipment							x		



52	Assist in grant writing by providing key information to Owner	x			\$5,000			x		Minimal anticipated. Assume assisting in filling out data in required Owner forms.
53	Submit applications as required for Town Planning or Zoning Approval Processes	x			INCL W/ DESIGN FEES			x		
54	Prepare bid packages, chair pre-bid meeting, log results	x			INCL W/ DESIGN FEES			x		
55	Prepare response to bidders questions, issue addendums	x			INCL W/ DESIGN FEES			x		
56	Construction: Observation and Field Reports	x			INCL W/ DESIGN FEES			x		
57	Construction: Review material inspection reports and advise if corrections are required	x			INCL W/ DESIGN FEES			x		
58	Construction: Review and make recommendations related to shop drawings	x			INCL W/ DESIGN FEES			x		
59	Close Out: Project Record Documents: Generate As-Builts in paper format including ASI, RFI's and install locations.			x	INCL W/ DESIGN FEES		x	x		
60	Close Out: Project Record Documents: Review contractors posted sets during and after construction completion			x	INCL W/ DESIGN FEES			x		
61	Close Out: Project Record Documents: Generate As-Builts in Revit or Autocad format and PDF			x	INCL W/ DESIGN FEES			x		
62	Close Out: Prepare letter of substantial completion			x	INCL W/ DESIGN FEES			x		
63	Close Out: Assist Owner on resolution of warranty items			x	INCL W/ DESIGN FEES		x	x		
64	Close Out: Attend 11 and 23 month walk throughs of facility			x	INCL W/ DESIGN FEES		x	x	x	
<b>B. Procurement</b>					<b>\$0</b>					
1	A/V, Telephone, Paging Design	x						x	x	
2	IT/Data, Network, Cable Design	x						x	x	
3	Programming Consultant	x						x		
4	Landscape Architect/Irrigation Design	x						x		
5	Architectural Firm	x						x		
6	Civil Engineer	x						x		
7	Structutal Engineer	x						x		
8	Mechanical Engineer	x						x		
9	Electrical Engineer	x						x		
10	Lighting Engineer/Designer	x						x		
11	Plumbing Engineer	x						x		
12	Acoustical Consultant							x		

13	Cost Estimating Consultant	X					X		
14	Furniture Design Consultant	X					X		
15	Interior Design Consultant	X					X		
16	Signage Design Consultant	X					X		
17	Specifications Consultant	X					X		
18	Traffic Consultant	X							N/A
19	Commisioning Consultant	X						X	
20	LEED Consultant	X					X		Sustainability and energy efficient
21	Security Consultant	X						X	
22	PV Panel Consultant	X						X	
23	Historic Preservation Consultant								N/A
24	Environmental Surveys (Phase I and Phase II)	X						X	
25	Surveys (Flown, ALTA, TOPO)	X						X	
26	Testing & Inspection (Soils)	X						X	Soils Report
27	Testing & Inspection (Construction Materials)	X						X	Testing during construction
28	Code Consultant						X		
29	Moving Consultant	X						X	
30	Hazmat Analysis	X						X	
31	Building Demolition Crew								n/a
<b>C. PRE-CONSTRUCTION</b>						<b>\$0</b>			
1	Review Design Concepts	X					X	X	X
2	Develop Bid Packages for sub contractors	X					X	X	
3	Material Selection and Availability Recommendations	X					X	X	
4	Building Systems Recommendations	X					X	X	
5	Coordinate Owner-Supplied Equipment	X						X	X
6	Life Cycle Costing Analysis	X					X	X	
7	Equipment Selection and Availability Review	X					X	X	
8	Subcontractor Availability Review	X					X		
9	Construction Logistical & Execution Plan	X					X		
<b>D. PROJECT COST CONTROL</b>						<b>\$0</b>			
1	Master Budget; Generate and update	X							X
2	Recommend approval of Contractor Invoices	X						X	X
3	Manage cost of Alternates (trend log)	X					X	X	
4	Schematic Design Cost Estimate and Review	X					X	X	
5	Design Development Cost Estimate and Review	X					X	X	
6	Construction Document Estimate and Review	X					X	X	
7	Guaranteed Maximum Price Cost Estimate	X					X		

8	Construction Cash Flow Projections (Monthly)	x					x	x		
9	Review estimates for accuracy and value engineering ideas	x					x	x	x	
10	Verify Correctness of Quantities & Prices of Change Orders	x						x	x	Design Team to be first review
11	Continuous Project Cost Input and Response to Design Team Queries	x					x		x	
<b>E. PROJECT SCHEDULING</b> <b>\$0</b>										
1	Generate Design Schedule of Events	x						x		
2	Master Schedule of Events including Owner items	x							x	
3	Preconstruction Activity Schedule (Bar Chart)	x					x	x		
4	Construction Activity Schedule (CPM)	x		x			x			
5	Const Activity Schedule w/ Milestones (CPM Updates)			x			x			
6	Shop Drawing & Submittal Schedule / Procedure			x			x	x		Design team review then owner review
7	Mock-Up Schedule & Procedure			x			x	x		
8	Generate and coordinate phasing sched w/ Owner			x			x		x	
9	Short-Interval Schedules			x			x			
10	Occupancy Schedules			x			x		x	
<b>F. SUBCONTRACTOR SELECTION / PURCHASING</b> <b>\$0</b>										
1	Set Prequalification Criteria <i>including local provisions</i>	x					x	x	x	
2	Recommend Subcontractor Selection Methods	x					x	x	x	
3	Recommend Subcontractor Award Methods	x					x		x	
4	Develop Subcontractor Interest	x					x		x	
5	Prepare Bidding Schedules	x					x			
6	Issue Plans, Specifications & Addenda	x					x			
7	Receive Bids	x					x			
8	Analyze Bids	x					x	x	x	
9	Recommend Award	x					x	x	x	
10	Determine Local Manpower Availability	x					x			
11	Prepare Subcontracts & Supplier Contracts	x					x			
<b>G. CONTRACT DOCUMENT COORDINATION</b> <b>\$0</b>										
1	Constructability Review & Recommendations	x					x		x	
2	Review For Inclusion of All Work	x					x	x		
3	Review For Adequately Phased Construction	x					x	x	x	
4	Identify Long-Lead Items	x					x			
5	Identify Commodity Shortages	x					x			
6	Review and Coordinate Installation of Owner Supplied Fixed Equip			x			x	x	x	

<b>H. ARCHITECT STAFF</b>					<b>\$0</b>					
1	Principal		x					x		
2	Project Manager		x					x		
3	Project Architect		x					x		
4	Drafter		x					x		
5	Administrative / Clerical		x					x		
<b>I. GENERAL CONTRACTOR STAFF</b>					<b>\$0</b>					
1	Corporate Executives		x							
2	Principal In Charge		x							
3	Project Executive		x							
4	Operations Manager		x							
5	Construction Manager		x							
6	Project Manager		x							
7	Project Engineer		x							
8	Mechanical & Electrical Coordinator		x							
9	Safety Manager / Field Audit / Training		x							
10	Human Resources		x							
11	Secretarial		x							
12	Project Estimating		x							
13	Project Accounting		x							
14	Project Scheduling		x							
15	Project Purchasing		x							
16	Project Superintendent(s)			x						
17	Assistant Superintendent(s) (as required)			x						
18	Field Engineer(s) (as required)			x						
19	Mechanical & Electrical Coordinator(s) (as required)			x						
20	Quality Control Engineer (As Required)			x						
21	Project Assistant / Clerk / Typist (As Required)			x						
22	Safety Engineer (As Required)			x						
23	Field Accounting (as required)			x						
24	Registered Surveyor (As Required)			x						
										n/a

J. QUALITY CONTROL / WARRANTY					\$0				
1	Develop & Submit Construction Safety Plan	x					x		
2	Testing & Inspection (Construction Materials)							x	
3	Soils Investigations / Geotechnical Reports							x	Owner to provide initial report
4	Environmental Surveys							x	
5	HAZMAT Analysis							x	
6	Environmental Cleanup Coordination / Govt Document							x	
7	Project Progress Photographs			x			x	x	x
8	Field Reports			x			x	x	x
9	Warranty Inspections Coordination			x			x	x	
10	Air & Water Balancing			x			x		Documents to be reviewed and approved by engineers
11	Operator On-Site Training			x			x		
12	Prepare Operation and Maintenance Manuals			x			x	x	
13	Review Operation and Maintenance Manuals			x				x	x
14	Attend 11 and 23 month walk throughs of facility and assist on closing out warranty items			x			x	x	x
15	Drug Testing & Screening (Field Personnel)			x			x		
16	Attend punch list walk throughs, prepare punch list, track items through completion			x			x	x	x
K. TEMPORARY FACILITIES					\$0				
L. TEMPORARY UTILITIES					\$0				
M. CLEAN-UP					\$0				
N. WEATHER PROTECTION					\$0				
O. ON-SITE EQUIPMENT / HOISTING					\$0				
P. LEED CERTIFICATION					\$0				
Q. DOCUMENT REPRODUCTION / PRINTING					\$9,450				
1	Schematic Drawings & Specifications	x			\$500			x	
2	Design Document Drawings & Specifications	x			\$3,200			x	
3	Construction Drawings & Specifications	x			\$4,500			x	
4	Subcontractor / Supplier Prequalification Forms			x			x		
5	Bidding Instructions			x			x		
6	Postage & Express Delivery Costs			x	\$250		x	x	



7	Subcontract & Supplier Contract Agreement Forms			X			X			
8	Shop Drawing Reproduction			X	\$0		X	X		digital
9	As-Built Documents (Mark-ups & Recording)			X	\$1,000		X	X		
<b>R. INSURANCE &amp; BONDS</b>					<b>\$0</b>					
1	Design professional liability insurance	X			\$0			X		
2	Builder's Risk Insurance			X			X			
3	Builder's Risk Deductable			X			X			
4	Special Insurance - O & E	X		X	\$0			X		
5	General Liability Insurance			X	\$0		X	X		
6	Umbrella Liability Insurance			X			X			
7	Excess Liability Insurance			X			X			
8	Completed Products Insurance			X			X			
9	Professional Liability Insurance			X			X	X		
10	Workman's Compensation Insurance (GC's Only)			X			X	X		
11	FICA / Medicare Insurance (GC's Only)			X			X			
12	Federal Unemployment Insurance (GC's Only)			X			X			
13	State Unemployment Insurance (GC's Only)			X			X			
14	Payment & Performance Bond			X			X			
15	Subcontractor & Supplier Bonds			X			X			
<b>S. PERMITS &amp; FEES</b>					<b>\$0</b>					
<b>T. OTHER COSTS</b>					<b>\$0</b>					
<b>U. ADDITIONAL ITEMS</b>					<b>\$26,600</b>					
1	EXPENSES & REIMBURSABLES (TRAVEL, ETC)				\$26,600			X		
2	(enter additional items as necessary)							X		
3	(enter additional items as necessary)							X		
4	(enter additional items as necessary)							X		
5	(enter additional items as necessary)							X		
6	(enter additional items as necessary)							X		
7	(enter additional items as necessary)							X		
8	(enter additional items as necessary)							X		
9	(enter additional items as necessary)							X		
10	(enter additional items as necessary)							X		

# HOURLY BILLING RATES

Attached you will find the billing rates for the EUA team along with all consultants.

## EUA

### (ARCHITECTURAL DESIGN + ENVIRONMENTAL GRAPHIC DESIGN + SUSTAINABILITY)

<b>Student Intern</b>	\$72 – \$76	<b>Sr. Interior Designer</b>	\$144– \$186
<b>Project Administrator / Coordinator</b>	\$90 – \$102	<b>Project Manager</b>	\$130 – \$154
<b>Marketing Specialist</b>	\$80– \$120	<b>Sr. Project Manager</b>	\$144– \$186
<b>Project Assistant</b>	\$102– \$120	<b>Electrical Engineer</b>	\$126 – \$162
<b>Project Specialist</b>	\$120 – \$132	<b>Mechanical Engineer</b>	\$126 – \$162
<b>Sr. Project Specialist</b>	\$124 – \$136	<b>Engineering Designer</b>	\$126 – \$162
<b>Architectural Spec Writer</b>	\$124 – \$136	<b>Structural Engineer</b>	\$126 – \$162
<b>Project Architect</b>	\$130 – \$154	<b>Sr. Engineer</b>	\$162 – \$186
<b>Sr. Project Architect</b>	\$144 – \$186	<b>Engagement Specialist</b>	\$110 – \$150
<b>Design Architect</b>	\$130 – \$154	<b>Environmental Branding Specialist</b>	\$110– \$150
<b>Sr. Design Architect</b>	\$144 – \$186	<b>Sustainability Specialist</b>	\$110 – \$150
<b>Interior Designer</b>	\$130 – \$154	<b>Principal not listed</b>	\$170 – \$300

\*Rates effective as of 1/1/23 and subject to annual change

## SEVEN29 DESIGN (LANDSCAPE ARCHITECT)

<b>Owner</b>	\$125
<b>Principal</b>	\$125
<b>Licensed Landscape Architect</b>	\$95
<b>Irrigation Designer</b>	\$95
<b>Administrative Staff</b>	\$25

## SM&W (ACOUSTICAL + TELE / DATA, SECURITY + A / V CONSULTANT)

<b>Senior Principal</b>	\$220
<b>Principal</b>	\$200
<b>Senior Associate</b>	\$170
<b>CAD Operator</b>	\$85

## PLANNING SOLUTIONS (FF+E CONSULTANT)

<b>Owner</b>	\$125
<b>CAD Operator</b>	\$65

## **JVA ENGINEERING (STRUCTURAL)**

<b>Principal</b>	\$196 – \$240
<b>Expert Witness</b>	\$300
<b>Senior Forensic Engineer</b>	\$240
<b>Historic Preservation Specialist</b>	\$180 – \$192
<b>Senior Project Manager</b>	\$168 – \$188
<b>Project Manager</b>	\$148 – \$164
<b>Senior Project Engineer</b>	\$134 – \$144
<b>Project Engineer</b>	\$124 – \$132
<b>Design Engineer II</b>	\$112 – \$124
<b>Design Engineer I</b>	\$104 – \$112
<b>BIM Manager</b>	\$140
<b>Senior BIM Modeler</b>	\$140
<b>BIM Modeler</b>	\$96
<b>Administrative Support</b>	\$100 – \$120

## **JVA ENGINEERING (CIVIL)**

<b>Principal</b>	\$192 – \$236
<b>Senior Project Manager</b>	\$172 – \$176
<b>Senior Engineer</b>	\$152 – \$160
<b>Project Manager</b>	\$152 – \$160
<b>Senior Project Engineer</b>	\$140 – \$144
<b>Project Engineer</b>	\$132 – \$136
<b>Design Engineer</b>	\$124 – \$128
<b>Senior Designer</b>	\$136 – \$140
<b>CAD Designer</b>	\$124 – \$132
<b>Administrative Support</b>	\$100 – \$120

## **ME ENGINEERS (MEP / FIRE ALARM DESIGN)**

<b>Senior Principal</b>	\$325
<b>Principal</b>	\$300
<b>Associate Principal</b>	\$280
<b>Senior Associate</b>	\$260
<b>Associate</b>	\$245
<b>Senior Project Manager</b>	\$235
<b>Project Manager</b>	\$200
<b>Project Engineer</b>	\$175
<b>Engineer</b>	\$160
<b>Designer</b>	\$150
<b>Senior BIM Coordinator</b>	\$140
<b>BIM Coordinator</b>	\$135
<b>CAD Technician</b>	\$125
<b>Administrative Staff</b>	\$120



**RYAN WALLACE, AIA, LEED AP, BD+C**

Civic Design Lead : Principal

ryanw@eua.com | 303.256.1149

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denver : milwaukee : madison : green bay : atlanta

[eua.com](http://eua.com)





# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: December 11 <sup>th</sup> , 2023
Type of item: Action
Subject: Extension of On-Call Owner's Representation Services Contract
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff is recommending the Board of Trustees direct and authorize the staff to negotiate and sign an extension of the contract

### **Background**

- On October 15<sup>th</sup>, 2018, the Board approved the awarding of an On Call Owner's Representative contract to Wember Inc. The contract was extended in 2020 and is set to end on December 31<sup>st</sup>, 2023. The contract has an option to extend with a written agreement between the parties.

### **Considerations**

- The contact is for on-call as needed work only. Formalized projects are approved through a task order by the Board.
- District and Member Staff have expressed their support and satisfaction for the work that Wember Inc has provided.

#### **OWNER'S REPRESENTATIVE / PROJECT MANAGER'S FEE SCHEDULE**

##### **HOURLY RATES 2021**

\*hourly rates to increase no more than 5% annually, beginning in 2020.

1. Owner's Representative – Principal \$170/Hour
2. Owner's Representative – Senior Project Manager \$138/Hour
3. Owner's Representative – Project Manager \$121/Hour
4. Owner's Representative – Project Engineer \$77/Hour

##### **PROPOSED HOURLY RATES 2024**

1. Owner's Representative – Principal \$196/Hour
2. Owner's Representative – Senior Project Manager \$158/Hour
3. Owner's Representative – Project Manager \$140/Hour
4. Owner's Representative – Project Engineer \$89/Hour

#### **REIMBURSABLE EXPENSES**

1. Reimbursable Expenses will be invoiced at cost plus 10% mark up
2. They include: Postage, couriers, parking (paid parking only), mileage (at current IRS rate), lodging, and Wember's Online Project Management system, which will be invoiced at \$250/month.
3. They exclude: Plots, conference call services, airfare, and other requested trips outside of the region (including lodging, travel and meals)

***Recommendation***

Staff is recommending the Board of Trustees direct and authorize the staff to negotiate and sign an extension of the contract.

## Additional Services Request

**Project Name:** HOC-HPLD On-Call Services  
**Wember Inc. Project Number:** 2018.35  
**Issue Date:** December 1, 2023  
**Purpose:** Add Service Request - 02

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 extend the contract term and update labor rates.

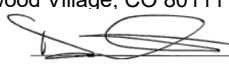
The Contract is Changed as follows:	Professional Services	Reimbursable
The original Contract Sum was	Hourly	Cost + 10%
The net change by previously authorized Add-Service Request	Hourly	Cost + 10%
The Contract Sum prior to this Add-Service Request was	Hourly	Cost + 10%
The Contract Sum will be INCREASED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

Scope/Task	Description	Fee
Owner's Representation / Project Management	This Add Service will add Three (3) Years to the contract term beyond the completion date set forth in the Agreement and Add Service 1. The Consultant's services under this agreement shall commence upon the execution of this Add Service by the Owner and be completed by the Consultant no later than December 31, 2026.	Hourly with rates outlined below
	2024 FEE SCHEDULE - HOURLY RATES *hourly rates to increase 5% annually, beginning in 2025: 1. Owner's Representative – Principal \$196/Hour 2. Owner's Representative – Senior Project Manager \$158/Hour 3. Owner's Representative – Project Manager \$140/Hour 4. Owner's Representative – Project Engineer/APM \$89/Hour	
	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  
7350 E Progress Pl #100  
Greenwood Village, CO 80111

By: \_\_\_\_\_  
Dr. Mathew Hortt, Executive Director Date

By:  \_\_\_\_\_  
Dan Spykstra, Sr PM Date



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: December 11, 2023
Type of item: Action
Subject: Extending Board Member time on current construction projects
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff recommend that the board approve Chair Poncelow to continue serving on the current construction projects

### ***Background***

Chair Ken Poncelow has served on the DSS Archive & Mead Design Team since the inception of the project. His term will end on December 31<sup>st</sup>, 2023, prior to the completion of the projects and opening of the buildings. Chair Poncelow has spent a lot of time and energy on the projects and would be interested in continuing to participate as part of the design team. Staff are asking that the Board consider approving Chair Poncelow's continued participation on the Project Design Team through completion of the project and opening of the building.

### ***Considerations***

- Chair Poncelow's Board Term ends on December 31<sup>st</sup>, 2023
- Substantial Construction for the projects have yet to be determined
- It is common for Boards to allow members to stay on as associate members to complete projects

### ***Recommendation***

Staff recommend that the board approve Chair Poncelow to continue serving on the current construction projects





# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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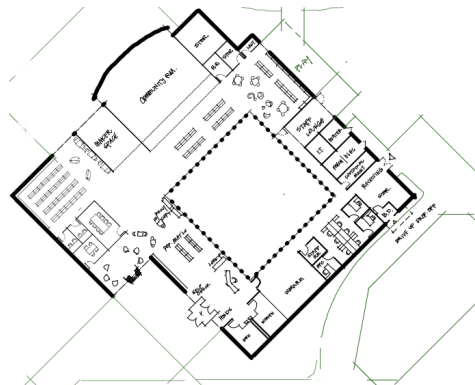
Meeting date: December 11, 2023
Type of item: Action
Subject: Atrium Direction
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff are requesting the Board provide direction on if atriums will be incorporated in future building designs

### ***Background***

Since the design of LINC was approved, the inclusion of atriums in the design of buildings has been a discussion point for the Board. During the November 13<sup>th</sup>, 2023 HPLD Board Meeting, the Board gave the staff direction to add this discussion to the December Board Meeting. Staff have added this item and are asking the Board to provide direction on the issue.

### ***Considerations***

- The prototype facility design includes an option for an atrium



- By the Board providing this direction, Staff will be able to move forward on future designs

### ***Staff Recommendation***

Staff are requesting the Board provide direction on if atriums will be incorporated in future building designs



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

Meeting date: December 11, 2023
Type of item: Action
Subject: Timeline for Grover Construction
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff recommend the Board authorize the Executive Director to set the timeline for the Grover Construction project without the need for further board approval

### ***Background***

The Grover Library project is nearing a point where construction can begin. The design team has been discussing possible cost savings if construction is held until spring. Staff are in the process of comparing cost differences, but the data is not fully complete at this time. To expedite the decision, staff are asking for the authorization to make the decision without having to return to the Board for authorization.

### ***Staff Recommendation***

Staff recommend the Board authorize the Executive Director to set the timeline for the Grover Construction project without the need for further board approval





# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: December 11, 2023
Type of item: Information
Subject: Recognition of Trustees
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Item for information only. No action to be taken by the Board.

### ***Background***

Our Region 3 Trustee Chair Ken Poncelow & At-Large Trustee Jana Caldwell's Board Terms are set to end on December 31<sup>st</sup>, 2023.

### ***Considerations***

Staff would like to recognize the service of both individuals and thank them for their dedication and the time they have invested to help build our community!

### ***Staff Recommendation***

Item for information only. No action to be taken by the Board.





## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, January 8, 2024**

**5:00 p.m.**

**LINC Library Innovation Center**

**501 8<sup>th</sup> Ave, Greeley, CO 80631**

**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**

- 1.0 Roll Call and Pledge of Allegiance
- 1.1 Approval of Agenda
- 1.2 Approval of Consent Agenda
  - a. December 11, 2023 Regular and Executive Sessions Meeting Minutes
- 1.3 The Good We Do
- 1.4 Public Comment

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

- 2.1 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director
  - a. Chair
  - b. Vice-Chair
  - c. Secretary/Treasurer
- 2.2 Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director
  - a. Finance
  - b. Foundation
  - c. Governance
  - d. Construction Projects
    - I. DSS Archive
    - II. Grover
    - III. Mead

- 2.3 Oath of Office and Ethics Policy (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 HPLD Vision & Values Review (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.5 RFP for HVAC rooftop unit for DSS (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.6 General Contractors Contracts (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.7 Architect Contracts (Action) - Dr. Matthew Hortt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.0 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. February 19, 2024 RS
- 3.1 District Updates – Dr. Matthew Hortt, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

February 19, 2024, 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 run-through of Person In Charge training, to find and correct any bugs
- Work on Performance Appraisals
- Continued work on Centennial Park Refresh

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

- We are beginning the design process for both the DSS Expansion and the Mead Library.
- Phase II of the refresh is beginning, with the Children's Area. The Teen Room and Adult Area are looking great!

### Carbon Valley Operations

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

- New 24-hour Library Associate, Tiffany VanderSchaaff began on November 6.
- Library Associate Substitutes, Jade Pellerito, Jessica Christiansen, and Barbara Garcia were hired in November.

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

- Children's Librarian, Amanda Pittman, MOVE Librarian, Bridget Parker, and Library Associate, Liz Cook, will host an exhibitor booth at the Carbon Valley Holiday Festival on Saturday, December 2.
- Library Manager, Melanie Goldman, will attend Mead Christmas in the Park on Saturday, December 2.

### Erie Branch Operations

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

- On November 8, Erie's Cool Coding program introduced 21 kids to the wonders of computer programming.
- The Movie and a Craft program entertained and engaged 31 children and adults during Thanksgiving break.

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

- Erie will be hosting a month long exhibit on mindfulness and mental health in collaboration with the Centennial Area Health Education Center. It will be open to all from December 1 to January 2.
- Our popular Handmade Holiday program returns on December 6th. Kids can come and make custom gifts for their loved ones.
- Tales 2 Tails will be happening on December 5th and 19th. Kids who may be otherwise tentative to read aloud, can do so with a friendly pup. Registration is required.

### Farr Operations

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

- Readers' Theater for grades K-5 has been well received by young readers who enjoying reading aloud. The group has averaged 10 participants during the month-long program.
- Audrey Drake (Farr Librarian) and Valerie Snyder (Farr Library Associate) attended the CAL Summer Reading workshop held at LINC on November 7.
- Heidi Kunkle (Farr Librarian) and Meagan Day (Collection Resources Librarian) taught Readers' Advisory 2 to new HPLD employees on November 16.

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

For Adults:

- November 30, December 7 and 14: Sustainable Holidays a 3-part series on environmentally friendly Christmas decorations.

For Teens:

- December 6 Sugar Cube Castles
- December 20 DIY Snow Globes

For Children:

- December 7 Book Bings grades K-5th Grade
- December 12 Santa Storytime

## **Riverside Operational Work**

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

- Staff completed PA's, supervisor completes direct report review and sends to manager, manager finalizes and approves Annual review.
- The whale mural that was taken down at CP has been rehomed in the Childrens room at Riverside and it looks great!
- Providing after school snacks for kids B - 18
- Interviewed applicants for sub librarian position.

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

- Supervisors meets with employee to discuss PA, staff acknowledges the review in ADP.
- ITI will be adding additional wireless access points and provide better WiFi coverage throughout the library. This has been needed for some time.
- Train & hire sub librarians.

## **Collections Operational Work**

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

- We ordered VoxBooks and Launchpads to supplement the existing collections of these highly popular items.

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

- We will be making end-of-year supply orders, including RFID tags, to ensure we have sufficient processing supplies for the coming year.
- We are wrapping up ordering from the 2023 budget and prepping for fiscal close in Sierra

## **Facilities Operational Work**

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

- Completed work orders and LINC warranty work orders.
- Completed roof replacement at Centennial Park, now we'll reinstall solar panels.
- Attended construction meetings, renovations meetings and building expansion meetings including assistance with all work requests from architects, buyers reps, managers and construction companies.
- Completed annual performance appraisals for facilities department.
- Completed MOVE vehicle inspections and maintenance.
- Completed RFP for HVAC RTU replacements at Admin building and completed PM's on all HVAC equipment at all locations.
- Completed annual fire department inspections and fire drills at various locations.
- Completed City of Greeley storm water drain issues for LINC.



- Continued implementing HVA assessment requests at all named locations.
- Attended Excellence coordinator meetings and equipment standardizations meetings.
- Scheduled installation of auto transfer switch for Kersey generator and assisted city of Kersey with irrigation pump replacement for park that's in our building.
- Scheduled wall protection panels for Erie.
- Adjusted schedules for facilities techs, custodians and cleaning all locations.
- Assisted LINC with storage concerns/issues.
- Worked on completing hail damages at Erie.

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

- Complete ongoing work orders and warranty work orders.
- Attend construction, renovations, expansion meetings.
- Attend Excellence coordinator meetings, standardizations meetings and safety meetings.
- Complete MOVE vehicle inspections and maintenance.
- Assist architects, buyers reps and construction companies with furniture moves and assemblies including information requests.
- Reinstall solar panels at Centennial Park.
- Schedule Facilities truck maintenance.
- Complete cleaning and disinfecting at all locations.
- Complete quotes for additional facilities equipment for new locations and renovations.

#### **Finance Operational Work**

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

- Work on 2024 budget
- GFOA WPFN mentoring program
- CPE - continuing professional education
- Work on insurance renewal
- Work on performance appraisal
- Preparing for year-end

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

- Work on 2024 budget / mill levy certification
- GFOA WPFN mentoring program
- Performance appraisal
- Preparing for year-end

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

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

- Weld Trust LOI submission for Mobile Workforce Unit
- Grant assistance for Eaton Public Library
- Q4 Board Meeting
- End of Year Fundraising 11/1-12/31
  - Colorado Gives Day 12/5
    - Fundraising Goal \$5,000
    - Desired Outputs:
      - As a result of this event, we will see a 85% retention rate for recurring donors.
      - As a result of this event 15% will be new donors.

- As a result of this event 15% of recurring donors will increase their gift from their last.
- As a result of this event 30% of donors will complete a donor survey.

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

- End of Year Fundraising 11/1-12/31
  - Colorado Gives Day 12/5
    - Fundraising Goal \$5,000
    - Desired Outputs:
      - As a result of this event, we will see a 85% retention rate for recurring donors.
      - As a result of this event 15% will be new donors.
      - As a result of this event 15% of recurring donors will increase their gift from their last.
      - As a result of this event 30% of donors will complete a donor survey.

#### **Human Resources Operational Work**

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

- Total Employees- 282\*
  - Open Positions - 5
  - Job Applications Received - 167
  - New Hires - 6
  - Resignations - 7
  - Training Requests - 18

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

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

- Open Enrollment
- Performance Reviews

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

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

- Support of CP Remodel
- CVR refresh (pending schedule coordination)
- Eaton circuit upgrade scheduled for 10.7
- Scheduling/work for AV based on room reservation (LINC, FTL)
- CP Smartbadge turnover
- Johnstown remodel support

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

- Continued support of CP Remodel (move computers back, new AV tech installation)
- NPPL - upgrade pending site direction (on hold)
- Johnstown remodel support, new printer
- Ft Lupton - AV Training
- LINC - AV Training
- FTL & CRM - digital signage training
- Schedule Eaton cabling, printer, release for January
- People counter training (to affected sites)
- Technology refresh continues
- Ft Lupton Public Library - fiber now available, installation in Dec
- Ft Lupton School- reduce to cable only circuit

- Platform replacement testing - HCloud
- Platform replacement - Signup and Spaces, transition to Spring Share platform (design, config, training for target transition date of Jan 15, 2024)

## Community Engagement & Strategies Operational Work

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

- State Demography Summit: Elena Rosenfeld attended the State Demography Office's annual summit on Friday, November 3rd. A few of the key points shared included: That Weld County remains one of the few counties that continues to have population growth through both people migrating into the county and births; that Weld County is likely to see higher-than-State averages in job growth and job changes; and that we are expected to be one of the highest working-age growth counties in the state with an over 200,000 person increase. A concern is housing costs. It was noted that a household needs at least two people earning \$75,000 each to avoid spending more than 30% of income on their housing when using a conventional loan.
- Measuring Outreach Better Project: The project to determine whether our Outreach efforts help build community connections for new immigrants is nearing its closure. The team is working on developing a report that will summarize our findings and remaining questions. We are looking for routes to publish the report.
- The Learning Source of Weld County: The Learning Source, an organization focused on supporting adult learning has opened a location in Greeley. Elena Rosenfeld met with the leadership after learning that one of their team will be serving as a Digital Navigator in connection with a State funded initiative. We are looking at possible collaborative efforts in the future.

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

- Colorado Library Legislation: Members of the Colorado Association of Libraries Legislative Committee and Intellectual Freedom Committee have been talking with two legislators who are interested in crafting protections for libraries to insure content is available to community members. The December Legislative Committee will likely have updated information about this effort in addition to discussing the ramifications of the Special Session on Property Tax Relief.
- Strategic Planning for 2025: A survey will be going out to staff and community partners asking for their insights on community needs and where the District may be able to participate in addressing those needs as we plan for 2025. The information shared will be part of the budgeting process.

## SERVICES

### Service – Personalized Services

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

- Personalized service EC meeting update
  - Barb presented the standards and new personalized service webpage.
  - December and January the group will look at content and training that needs to be available on the page for staff.
  - January we will be doing a review of 2023.
    - What are Personalized Services
    - Related policies
    - How do I
    - FAQs
    - Impact and Measures
    - Applicable Standards
    - Trainings
- Updating of the PRL form stack is complete and waiting on CRM to update and finalize the paper form.

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

- No December meeting.
- December the group will look at content and training that needs to be available on the page for staff.

### Service - Programming

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

- Highest attended programs:

Title	Date	Location	Attendance
Preschool Storytime	11/21/23	LINC	62
Family Storytime	11/20/23	Erie	58
LINC's Family Fun Saturdays	11/18/23	LINC	56
Tales for Tots	11/29/23	Erie	55
Tales for Tots	11/20/23	LINC	52