



## **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.

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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**

- 1.0 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 Certify Mill Levies (Action) - Dr. Matthew Hortt, HPLD Executive Director
  - a. Resolution 24-1, Set Mill Levy, Weld County
  - b. Resolution 24-2, Set Mill Levy, Boulder County
- 2.5 RFP for HVAC rooftop unit for DSS (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.6 Construction Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.7 Strategic Initiatives (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.8 HPLD Board Training (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



**BOARD OF TRUSTEES**  
**Regular and Executive Sessions Minutes**  
**Monday, December 11, 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

Trustee Gerri Holton

Trustee Nick Nakamura was excused

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hortt, Kim Parker, Marjorie Elwood, Natalie Wertz, Rick Medrano, Eric Ewing, Niamh Mercer, and James Medina

Hudson Public Library Director Tami Crossen

Guests: Tony Brewer, Mary Roberts, Karen Poncelow, Deana Lemos-Garcia, Michael Wailes, and Dan Spykstra

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

Dr. Hortt announced that two edits were made to the agenda: Item 2.2, Sections c. and d. -

Resolutions 23.3 and 23.4, will be delayed until January because the assessments from Weld and

Boulder Counties have not been received at this time. Also, the Executive Session items will be adjusted, and 5.4, Personnel Matters, will be handled first.

**MOTION** to approve the agenda as amended: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

1.3 Approval of Consent Agenda

a. November 13, 2023 Regular and Executive Session Meeting Minutes

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

**SECOND:** Gerri Holton

**DISCUSSION:** None

**VOTE:** 5:0

1.4 The Good We Do

Dr. Hortt highlighted the December 5<sup>th</sup> Colorado Gives Day donation results for the High Plains Library District Friends & Foundation. Fifty donors raised \$5,000, and of those, fifteen donors designated their funds to a specific library. Thank you notes and phone calls have been completed and recognition is being made.

1.5 Public Comment

Bill Garcia represented the Black American West Museum and announced that on November 16<sup>th</sup> they had a presentation on Weld County's Dearfield Colony at the Erie library. It was a wonderful presentation, and the staff were very friendly and helpful in getting things set up. He invited everyone to learn more about Dearfield and let them know that the National Park Service is considering placing a National Park Monument at the Dearfield townsite.

Tony Brewer commented on the Program Policy change that was made at the last Board meeting. As the editor of the policy, he gave some background and appealed to the Board to reinstate the sentence that was removed. The Controversy Section was created to say that libraries are a great place to present controversial topics and inform on how to present them. Mr. Brewer believes that when the sentence was removed, important 'how' information was deleted, which can cause problems. He closed by asking the Board to consider revisiting the topic.

**2.0 ITEMS FOR INFORMATION/ACTION**

2.1 Introduction of new Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt introduced the two Trustees who will take office as of January 1st: Deana Lemos-Garcia will fill the At Large seat, and Michael Wailes will fill the Region 3 spot. The Board welcomed them.

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

2.2 Final Budget Overview (Action) - Dr. Matthew Hortt, HPLD Executive Director

Natalie Wertz, HPLD Finance Manager, said that a few changes had been made since the preliminary budget was presented at the October meeting. The 2024 Revenue has not changed and remains at \$70,590,790. Expenditures increased to \$59,592,472 because of the following additions: \$1,000,000 for the DSS expansion; \$350,000 that is carried over from 2023 for the Centennial Park Library refresh; \$90,000 was moved from 2023 to 2024 for rooftop units at DSS; and two new I.T. technicians will be added to HPLD staff.

Chair Poncelow announced that a public hearing regarding the 2024 HPLD Budget will now open.

**MOTION** to open the public hearing: Trustee Gerri Holton

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** 5:0

Chair Poncelow asked if there were there any members of the public who would like to comment on the budget. There were none.

**MOTION** to Close the Public Hearing: Vice-Chair Mary Heberlee

**SECOND:** Trustee Teresa Curtis

**DISCUSSION:** None

**VOTE:** 5:0

The public hearing was closed at that time.

Motion to approve the amended budget and adopt the resolutions.

- a. Resolution 23-3, Adopt the Budget

**MOTION** to adopt the budget: Vice-Chair Mary Heberlee

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 5:0

- b. Resolution 23-4, Appropriate Sums of Money

**MOTION** to appropriate sums of money: Trustee Teresa Curtis

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** 5:0

2.3 EUA Architecture Contract (Action) - Dr. Matthew Horts, HPLD Executive Director

HPLD has started planning for the DSS Building expansion, and selected EUA to serve as the architects. They've submitted their proposed contract, which has a total cost of \$1,057,820.

Staff recommends that the Board approve the contract.

**MOTION** to approve the contract and authorize the Executive Director to sign it: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

2.4 Wember Inc. On-Call Contract Renewal (Action) – Dr. Matthew Horts, Executive Director

The District has had an on-call contract with Wember, Inc since 2018, and it is up for another three-year renewal. Wember submitted a proposal for the renewal, which Staff recommends that the Board approve.

Vice Chair Mary Heberlee said the contract has been a good thing and Chair Ken Poncelow thanked Dan Spykstra, Wember's representative. Matthew Horts added that the idea for the on-call contract was originally proposed by Chair Poncelow.

**MOTION** to direct and authorize staff to negotiate and sign an extension of the contract: Vice-Chair Mary Heberlee

**SECOND:** Secretary/Treasurer Joyce Smock

**DISCUSSION:** None

**VOTE:** 5:0

- 2.5 Extending Board Member time on current construction projects (Action) - Dr. Matthew Horts, HPLD Executive Director  
To help the current construction projects move forward and maintain continuity, Dr. Horts proposed that the Board consider granting Chair Poncelow emeritus status on the DSS and Mead projects.  
**MOTION** to approve of Chair Poncelow continuing to serve on the current construction projects: Secretary/Treasurer Joyce Smock  
**SECOND:** Vice-Chair Mary Heberlee  
**DISCUSSION:** None  
**VOTE:** 5:0
- 2.6 Atrium Direction (Action) - Dr. Matthew Horts, HPLD Executive Director  
The inclusion of atriums in HPLD libraries, including prototype buildings, has been an ongoing discussion by the Board. The Board was told that Prototype buildings are like Legos: they can be built on to and arranged to make each unique. Staff had asked the Board to give direction on whether to include atriums in prototypes or not. The Board proceeded to discuss some pros and cons, and asked for more information on costs, etc. In the end, the direction was to keep them as a possible option.  
**Board direction on Atriums: keep them as an option and evaluate them on a case-by-case basis**
- 2.7 Timeline for Grover Construction (Action) – Dr. Matthew Horts, HPLD Executive Director  
The Grover Library project is nearing a point where construction can begin, and staff is looking at when to start construction, considering weather and possible higher construction costs in winter. Dr. Horts recommended that the Board approve for him and the design team to make the call as to when to start Grover.  
**MOTION** to direct and authorize staff to set the timeline for the Grover Construction project: Secretary/Treasurer Joyce Smock  
**SECOND:** Trustee Gerri Holton  
**DISCUSSION:** None  
**VOTE:** 5:0
- 2.8 Outgoing Trustee Recognition (Information) - Dr. Matthew Horts, HPLD Executive Director  
Dr. Horts recognized the two Trustees, Chair Ken Poncelow and Trustee Jana Caldwell, who will leave the Board as of December 31<sup>st</sup>, and gave each one a gift to thank them for their service. Trustee Caldwell said she has valued her time on this Board and appreciated each and every Board member. She's been honored to serve the county and believes that libraries are one of the best uses of tax dollars. She closed by thanking Chair Ken Poncelow for all he did over the years, and he responded by saying he couldn't have done it without all the Trustees. He then gave a golden library card to each Trustee and thanked them.  
**For Information Only – No action is needed**

### 3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director  
a. January 8, 2024 RS  
The postponed resolutions and mill levies will be added to the February agenda, and possibly discussion on the Strategic Plan.
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director  
On November 29<sup>th</sup>, LINC hosted the Colorado Model Railroad Museum's *Tinsel & Trains* fundraiser. It was a fun event, and they raised a lot of money.

The Greeley Creative District had a dedication ceremony for the time capsule that is buried in LINC's atrium.

On December 1<sup>st</sup>, LINC hosted the Weld County Bar Association's *Nuts and Bolts Conference*. HPLD Staff and LINC received a nice shoutout in the Bar Association's newsletter and a personal thank you from Judge Mark Gonzales.

#### **4.0 BOARD COMMENTS**

- 4.1 Chair Poncelow told the Board to take care of the libraries.
- 4.2 Vice-Chair Mary Heberlee thanked Ken and said he was exactly the right person for the Chair during all his time.
- 4.3 Secretary/Treasurer Joyce Smock thanked Ken and wished him happy trails. She added that he's been outstanding and always available.
- 4.4 Other Board Members
  - Trustee Jana Caldwell welcomed the new Trustees.
  - Trustee Gerri Holton thanked both Jana Caldwell and Ken Poncelow for all they did.
  - Trustee Teresa Curtis told Jana Caldwell that she's a class act and appreciated her pointed questions and appreciation of grammar. She told Ken Poncelow thank you for taking care of Matt, among all the other things he did.

**At 6:34p.m., Chair Poncelow announced that there will be a fifteen-minute recess.**

#### **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 Hottt's Performance Appraisal

**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4) – Pursuant to section C.R.S. § 24-6-402(4) (e) Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators – Lincoln Park Library and Erie Nine Mile URA; C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim; and C.R.S. § 24-6-402(4) (f) Personnel matters – Matthew Hottt's Performance Appraisal: Vice-Chair Mary Heberlee

**SECOND:** Trustee Gerri Holton

**DISCUSSION:** None

**VOTE:** 5:0

An executive session meeting of the Board of Trustees of the High Plains Library District convened at 6:37p.m. on December 11, 2023 for the sole purpose of developing strategy for negotiations, receiving legal advice on specific legal questions from an attorney, and personnel matters. Attending were Board Trustees Ken Poncelow, Mary Heberlee, Joyce Smock, Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; HPLD Finance Manager Natalie Wertz; and guests Deana Lemos-Garcia and Michael Wailes. During the executive session, the Board conferred with an attorney 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 7:45p.m. and the regular session reconvened.

**6.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT OF MEETING AT 7:45PM:**

There being no further business,

**MOTION** to approve information sharing and adjourn the meeting: Trustee Jana Caldwell

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** 5:0

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



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|--|
| Meeting date: January 8, 2024  |
| Type of item: Action   |
| Subject: Election of Board Officers  |
| Presented by: Dr. Matthew Hорт, HPLD Executive Director                          |
| Recommendation: Staff recommend the Board approve the proposed slate of Officers |

### ***Background***

Annually the Board must appoint Board Officers: Chair, Vice-Chair & Secretary/Treasurer. Per Board Direction, staff contacted each trustee and determined their interest in the positions. Staff used this information to prepare the slate of officers.

### ***Slate of Board Officers***

Chair – Mary Heberlee

Vice-Chair – Joyce Smock

Secretary/Treasurer – Nick Nakamura

### ***Staff Recommendation***

Staff recommend the Board approve the proposed slate of Officers.



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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| Meeting date: January 8, 2028  |
| Type of item: Action   |
| Subject: Selection of Board Committees   |
| Presented by: Dr. Matthew Hорт, HPLD Executive Director  |
| Recommendation: Staff recommend the Board discuss the committees and determine the final assignments |

### ***Background***

Annually the Board must set committee assignments for focused work. Staff contacted each trustee and determined their interest in the committee assignments. Staff used this information to prepare the proposed list.

### ***Standing Committees***

Governance Committee: Joyce Smock, Gerri Holton, Deana Lemos-Garcia (1)

Finance Committee: Nick Nakamura

Foundation Committee: Teresa Curtis, Deana Lemos-Garcia (3)

### ***Ad Hoc Committees***

Construction Project Committees

Grover - Joyce Smock, (Ken Poncelow as emeritus)

DSS Archive - (Ken Poncelow as emeritus)

Mead - Deana Lemos-Garcia (2) (Ken Poncelow as emeritus)

Materials Reconsideration Committee: Gerri Holton, Nick Nakamura

### ***Staff Recommendation***

Staff recommend the Board discuss the committees and determine the final assignments

(Number) denotes preference 1<sup>st</sup>-3<sup>rd</sup>



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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| Meeting date: January 8, 2024  |
| Type of item: Action   |
| Subject: Oath of Office & Ethics Policy  |
| Presented by: Dr. Matthew Hорт, HPLD Executive Director  |
| Recommendation: Staff is recommending the Board of take the Oath of Office and sign the Ethics Statement |

### ***Background***

In accordance with C.R.S. 24-90-101, et. Seq. the office of Library Board, Trustee qualifies as a “civil officer”. Under C.R.S. 32-1-901, civil officers are required that an Oath of Office be taken. This had not been a common practice at HPLD, until 2020.

The practice of the HPLD Board has been to review and sign the HPLD Board of Trustees Ethics Statement Annually. The statement was last amended in 2018, and at that time an Ethics Statement was added to the beginning of every board meeting script and read to introduce the meeting.

### ***Considerations***

Oath of Office verbiage:

- I [name], do [select swear, affirm, or swear by the everliving God] that I will support the constitution of the United States, the constitution of the state of Colorado, and the laws of the state of Colorado, and will faithfully perform the duties of the office of High Plains Library District Board of Trustees upon which I am about to enter to the best of my ability.
- The practice of taking of the Oath of Office became an HPLD Practice in 2020
- The taking of the Oath of Office is sign of continued evolution of the District and in support of our efforts to be the Best Library District

The Ethics Statement read at each Board Meeting:

- The High Plains Library District (HPLD) 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.
- The signing of the Ethics Statement has been an HPLD practice and is defined in the bylaws

### ***Recommendation***

Staff is recommending the Board take the Oath of Office and sign the Ethics Statement



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|  |
|--|
| Meeting date: January 8, 2024  |
| Type of item: Action   |
| Subject: Mill levy for 2024 budget   |
| Presented by: Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager               |
| Recommendation: Staff recommend that the Board hold the public hearing and approve the mill levy |

### ***Background***

As required by state statute, we are presenting the resolutions for the mill levy for 2023 (2024 budget) for public hearing and board action.

The 2024 budget was adopted by the board at the December 11, 2023, meeting. The final certifications of valuation from the county assessors were not available for the December meeting. The resolutions to set the mill levy for the 2024 budget were continued to this meeting.

Resolutions 24-1 and 24-2 are presented with a mill levy for operations of 3.177 which is unchanged from the previous year. Based on the final certifications of valuation, the 3.177 mill levy for operations calculates to property tax revenue of \$67,618,308.

### ***Recommendation***

Staff recommend that the Board hold the public hearing and approve the mill levy

**RESOLUTION TO SET MILL LEVIES  
24-1**

**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 \$66,786,072

**WHEREAS**, the 2023 valuation for assessment for the High Plains Library District as certified by the Weld County Assessor is \$21,021,741,306

**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 8<sup>th</sup> day of January, A.D., 2024.

ATTEST:

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

ATTEST:

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



**RESOLUTION TO SET MILL LEVIES  
24-2**

**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 \$832,236

**WHEREAS**, the 2023 valuation for assessment for the High Plains Library District as certified by the Boulder County Assessor is \$261,956,565

**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 8<sup>th</sup> day of January, A.D., 2024.

ATTEST:

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

ATTEST:

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



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|   |
|---|
| Meeting date: January 8, 2024   |
| Type of item: Action  |
| Subject: RFP for HVAC rooftop unit for DSS  |
| Presented by: Matthew Hortt, Executive Director   |
| Recommendation: Staff recommend accepting the proposal from Air Xtreme and scheduling the replacement |

### ***Background***

The 4 Roof Top Units (RTUs) have reached their life expectancy and are due to be replaced at the District Support Services (DSS) Building. The Facilities Department has gone through the RFP process seeking six proposals. Three firms did not submit bids, while three qualified firms did.

1. Air Xtreme (current service provider) - \$82,018.
2. MTech (LINC HVAC installers) - \$84,967.
3. Air Systems (recommended by City of Greeley) - \$94,380.
4. Johnson Controls (current service provider for Carbon Valley, Erie and IT unit at Farr) – Didn't submit a bid.
5. Tri Mar HVAC (recommended by City of Greeley) – Didn't submit a bid.
6. Industrial Services (recommended by City of Greeley) – Didn't submit bid.

### ***Considerations***

- This expense is budgeted for in the 2024 Capital Improvement Budget
- Air Xtreme is the current provider and proposed the lowest price

### ***Recommendation***

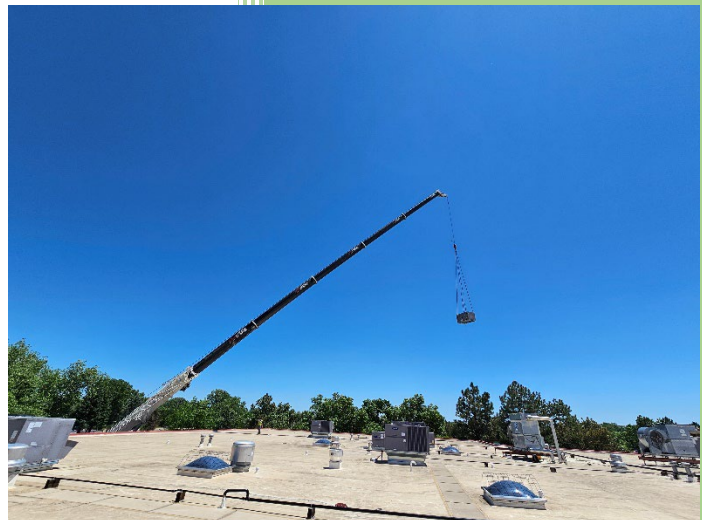
Staff recommend accepting the proposal from Air Xtreme and scheduling the replacement



2023

# Statement of Qualifications & RTU Proposal

Commercial and Industrial Mechanical Service



Provided By:



**AIR-SYSTEMS  
ENGINEERING, INC.**

6809 Willow Vista Court  
Loveland, CO 80537-9315  
Telephone (970) 663-6544

Provided To:

## Executive Summary

Air-Systems Engineering is a mechanical service contractor specializing in the commercial and industrial sectors. Our goal has never been to be the largest contractor, inversely, it has been to be the most highly skilled and capable company in our industry. Partnering with outstanding businesses and municipalities has been a testament to our commitment to that goal. From large chillers to complex piping and heating systems, we thrive on the challenges that this industry can produce.

## Company Profile

Air-Systems Engineering (ASE) was founded in 1991, by current owner Mike Walton. Mike's extensive experience in the service industry, coupled with witnessing the negative impacts of poor service that was causing customers extra frustration and costs, inspired him to create his own company. His primary goal was to create a highly skilled and competitive service company. Almost 30 years later, ASE has a team of highly skilled and unique personalities.

Philip Walton has a minimum of 15 years' experience, although HVAC has been a part of his life ever since he was young. Philip pursued higher education at Ferris State University in Michigan earning a Bachelor of Science in HVAC engineering technology. Graduation

Kelly Ray has 14 years of experience in the HVAC industry and an associate degree from Front Range Community College in HVAC technology. His outstanding attention to detail and personal motivation were quickly noticed and earned him a position with Ice Energy, where he worked closely with engineers creating, developing, and servicing a highly efficient thermal storage system for the residential and light commercial. Kelly joined ASE in 2014 and has been an excellent addition to our team. His craftsmanship and knowledge can be witnessed at the City of Greeley's recent Liebert installation, which the factory representative hailed "the best installation he has witnessed."



## Comparable Projects

### **Advanced Energy, Fort Collins**

We have been maintaining and servicing Advanced mechanical equipment for over 3 years.

**2020:** Replacement of 16 rooftop units Building 7 (2424 Midpoint Dr). This was done over two weekends and was able to maintain no downtime for the customer.

**2022:** Replacement of 6 large VAV rooftop units Building 2 (1625 Sharp Point dr). 23 VAV and new controls platform.

**2023:** Replacement of 8 rooftop units.

### **Woodward, Inc**

**2020:** Installation of four new rooftop units at Iron Mountain Campus.

**2023:** Design Build renovation of Drake campus

### **City of Greeley- Current Service provider**

Air-Systems Engineering has been the service provider for the City of Greeley for six years.

#### **Projects:**

- Greeley Fun Plex: Pool Mechanical replacement. Two boilers, flat plate heat exchangers for individual pools
- IT server Room: AC installation for critical temperature control
- Replacement RTU at SR Center
- Replacement of Civic Center RTUs
- Control retrofit for large air-handling equipment.

## Primary References

### **Advanced Energy, Inc**

Rudy L Avila  
Facilities Manager – Fort Collins  
970-803-7100  
[rudy.avila@aei.com](mailto:rudy.avila@aei.com)

### **City of Greeley**

Jonathan Stephenson  
Facilities Control Technician  
970-302-8961  
[jonathan.stephenson@greeleygov.com](mailto:jonathan.stephenson@greeleygov.com)

### **Woodward, Inc**

Jay Elkins  
Facilities Project Manager  
Woodward Inc.  
970-231-2522  
[Jay.Elkins@woodward.com](mailto:Jay.Elkins@woodward.com)



## Exhibit B

The cost to perform the scope in the RFP is: **\$94,380.00.**

2.1 EXHIBIT A:

| PROPOSAL FORM   |            |
|---|------------|
| COMPANY NAME: <u>Air-Systems Engineering, Inc</u>   |            |
| COMPANY ADDRESS: <u>6809 Willow Vista Court, Loveland, CO 80537</u>   |            |
| PHONE: <u>970-663-6544</u>  | FAX: _____ |
| CONTACT PERSON NAME: <u>Philip Walton</u>   |            |
| CONTACT PERSON PHONE: <u>970-290-0879</u>   |            |
| CONTACT PERSON EMAIL: <u>philipw@airsystemsengineering.net</u>  |            |
| 1. If a corporation, answer the following:  |            |
| a. Date of incorporation: <u>02/1991</u>  |            |
| b. State of incorporation: <u>Colorado</u>  |            |
| c. List of the Board of Directors and Titles: <u>Michael Walton, President,</u><br><u>Suzanne Walton, Sec/Treasure</u>  |            |
| 2. If a sole proprietorship or partnership, answer the following:   |            |
| a. Date of Organization: _____  |            |
| b. List the names and address of all partners: _____  |            |
| c. If partnership state whether general or limited: _____   |            |
| 3. How many years has this company been in business? <u>32 years</u>  |            |
| 4. How many years has this company been in business under its present name? <u>32 years</u>   |            |
| 5. List other names with dates under which your business has operated? <u>N/A</u>   |            |
| 6. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the "Sample Consultant Agreement" attached to this RFP. <u>Yes</u> (YES/NO)  |            |
| 7. The undersigned Proposing Firm 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 RFP. <u>Yes</u> (YES/NO) |            |
| 8. The submission of a Proposal constitutes an agreement, and shall not be withdrawn for a period of forty-five days.   |            |
| 9. Acknowledgment that the submitting agent carries (or will carry) a license in the State of Colorado. <u>Yes</u> (YES/NO)   |            |
| 10. The Proposing Firm hereby acknowledges receipt of addenda numbers <u>0</u> through <u>0</u>   |            |

Signature: \_\_\_\_\_ Date: 10/16/2023



# High Plains Library District Administration Building

*Replacement of HVAC Roof Top Units*

October 16, 2023

2.1 EXHIBIT A:

| PROPOSAL FORM   |  |
|---|--|
| COMPANY NAME:   | <u>MTech Mechanical Northern Colorado</u>    |
| COMPANY ADDRESS:  | <u>3597 Draft Horse Ct Loveland CO 80538</u> |
| PHONE:  | <u>(970) 624 8000</u> FAX: _____             |
| CONTACT PERSON NAME:  | <u>Marc Wagner</u>                           |
| CONTACT PERSON PHONE:   | <u>970 803 7823</u>                          |
| CONTACT PERSON EMAIL:   | <u>marc.wagner@mttech.com</u>                |
| 1. If a corporation, answer the following:  |  |
| a. Date of Incorporation:   | <u>2002</u>                                  |
| b. State of Incorporation:  | <u>Colorado</u>                              |
| c. List of the Board of Directors and Titles:   | <u>Marc Capitelli - President</u>            |
| 2. If a sole proprietorship or partnership, answer the following:   |  |
| a. Date of Organization:  | _____  |
| b. List the names and address of all partners:  | _____  |
| c. If partnership state whether general or limited:   | _____  |
| 3. How many years has this company been in business?  | <u>21</u>                                    |
| 4. How many years has this company been in business under its present name?   | <u>21</u>                                    |
| 5. List other names with dates under which your business has operated?  | <u>N/A</u>                                   |
| 6. Acknowledgment that the submitting agent meets or exceeds Insurance requirements as outlined in the "Sample Consultant Agreement" attached to this RFP. <u>Yes</u> (YES/NO)  |  |
| 7. The undersigned Proposing Firm 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 RFP. <u>Yes</u> (YES/NO) |  |
| 8. The submission of a Proposal constitutes an agreement, and shall not be withdrawn for a period of forty-five days.   |  |
| 9. Acknowledgment that the submitting agent carries (or will carry) a license in the State of Colorado. <u>Yes</u> (YES/NO)   |  |
| 10. The Proposing Firm hereby acknowledges receipt of addenda numbers <u>N/A</u> through <u>N/A</u>   |  |

Signature: Marc Wagner Date: 10/14/2023



**Project:**            **2650 West 29<sup>th</sup> St: Replace 4  
Carrier Roof Top Units**

Proposal for:        LINC Library  
Submitted to:       Bob Arellano

Date:                    October 16, 2023

Presented by:        Marc Wagner, Service Account Manager  
970 803 7823 | [Marc.Wagner@mtechg.com](mailto:Marc.Wagner@mtechg.com)

**MAIN OFFICE**  
12300 Pecos Street  
Westminster, CO 80234  
M 303 650 4000  
F 303 650 6800  
www.mtechg.com

**MOUNTAINS**  
1353 Chambers Avenue  
PO BOX 6611  
Eagle, CO 81631  
M 970 949 0388

**SOUTHERN COLORADO**  
967 Elkton Drive  
Colorado Springs, CO 80907  
M 719 782 4000

**NORTHERN COLORADO**  
3597 Draft Horse Ct.  
Loveland, CO 80538  
M 970 624 8000



## ABOUT US

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MTech Mechanical provides mechanical design, build and maintenance services to a diverse client base across Colorado. We are committed to developing trusted relationships and have the technical expertise to provide turn-key mechanical solutions for projects in all market sectors.

As a valuable member of your team, we partner with you to understand your specific goals and needs. For each project, we can help you define your scope, budget and future operating costs. We are committed to partner with you to manage and maintain your scope and total costs.

Our teams offer full-service HVAC and plumbing capabilities from offices in Denver, Colorado Springs, Eagle and Loveland, Colorado. From estimating to service, our departments work together to ensure your defined project needs are met. With MTech, you can expect superior craftsmanship and unparalleled service—every time.



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October 16 2023  
LINC Library  
2650 West 29th St  
Greeley CO 8063

23-2876

Attention: Bob Arellano  
Subject: Replace 4 Carrier RTUs  
Email: BArellano@highplains.us>

**Dear Bob,**

Per your request MTech Mechanical is pleased to submit our pricing to replace 4 Carrier rooftop units out at the 2650 West 29<sup>th</sup> St location. Our price includes a one-year warranty on all MTech supplied and installed equipment and workmanship. The price is valid for 30 days.

#### **SCOPE**

1. Order and receive 4 new Carrier roof top units. Allow 2-4 weeks for shipping.
2. Recover refrigerant from existing roof top units 5, 6, 7, 8 and recycle.
3. Disconnect existing electrical, thermostat, and gas line.
4. Use crane and remove existing roof top unit and dispose of units.
5. Install new roof curbs.
6. Use crane and set new roof top unit in place.
7. Re-connect to existing electrical, thermostat, and gas line.
8. Connect roof top units 5,6,7, and 8 to the building automation system.
9. Startup and verify proper operation.

#### **CLARIFICATIONS**

1. If MTech material prices increase significantly, the price of the proposal shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases.
2. Future electrification or energy performance requirements by the State of Colorado or the City of Denver have not been analyzed as part of this proposal. If desired, Mtech Energy can provide a feasibility study. This work is not included in this proposal's scope.
3. This proposal assumes that the existing building controls, electrical, structural, gas, utilities, etc. are all in good working order and sufficient to work with this new equipment. Modification of any kind to these existing items is not included in this proposal's scope.
4. MTech shall not be responsible for costs due to changing material lead times or resulting delays.
5. All personal protective equipment and necessary tools are included.
6. Credit card payments are subject to a 3% increase on total invoice.

#### **EXCLUSIONS**

1. Electrification and energy performance studies are excluded.
2. Utilities are excluded.
3. Engineering is excluded.
4. Electrical is excluded.
5. Roofing is excluded.
6. Structural engineering and/or reinforcement.
7. Seismic restraints of any type.
8. Overtime and off-hours work is excluded.
9. Quick ship fees are excluded.
10. Any work not specified in the above scope is excluded.



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## PRICING

**INSTALLED PRICE: \$84,967.00**

*MTech will submit monthly billings for its Work. Failure to object to the billing amount within seven (7) days waives any right to dispute the amount billed. Payments are due 30 days from the invoice date. Overdue invoices shall accrue at an interest rate of 3.75% per month. Any cost MTech incurs associated with collecting amounts owed shall be paid by the customer, including reasonable attorneys' fees.*

Payment terms shall be 33% due with placement of order and the remaining balance of 67% due upon completion of the job.

Please do not hesitate to call if you have questions or comments concerning this proposal.

Work Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name and title: \_\_\_\_\_

Return this proposal via e-mail.

Sincerely,



**Marc Wagner | Service Account Manager**  
**MTech Mechanical**

970 803 7823 **CELL**  
303 650 4000 **MAIN**  
303 650 2882 **24/7 SERVICE REQUESTS**  
[www.mtechg.com](http://www.mtechg.com)

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### **References:**

Julian Rodriguez  
Facilities Director  
Weld County  
970.400.2026  
[jarodriguez@weld.gov](mailto:jarodriguez@weld.gov)

Tony Maestas  
Senior Director, Property Operations  
Nexcore Group  
303.382.0185  
[Tony.maestas@nexcorgroup.com](mailto:Tony.maestas@nexcorgroup.com)

Jesse Struckhoff  
Director, Property Management Services  
Orthopedic and Spine Center of the Rockies  
970.419.7006  
[jstruckhoff@orthohealth.com](mailto:jstruckhoff@orthohealth.com)

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## **High Plains Library District RTU Replacement**

### **Projects with Similar Scope/Complexity:**

1. Removal and Installation of 6 RTUs for Weld County Public Works Department. 1111 H Street, Greeley, CO. Julian Rodriguez was our contact person; information is listed in References.
2. Removal and Installation of 16 RTUs for Nexcore at the Banner Health MOB located at 5890 W 13<sup>th</sup> Street, Greeley, CO. Tony Maestas was our contact person; information is listed in References.
3. Removal and Installation of 4 RTUs in critical areas for Orthopedic and Spine Center of the Rockies 2500 E Prospect Rd, Fort Collins, CO. Jesse Struckhoff was our contact person; information is listed in References.



**PO Box 698, LaSalle, Colorado 80645**

**Office:** (970) 284-5455 **Email:** TJF@airxtremellc.com

---

Date: July 17, 2023

To: High Plains Library District  
2650 29<sup>th</sup> St  
Greeley, CO 80634

**Property Address:** Administration Building  
2650 29<sup>th</sup> St  
Greeley, CO 80634

Bid to install: We propose to replace the existing RTU's #5 - #8, to stay on the replacement schedule of equipment.

We have researched and tracked down all equipment for proper replacements. The Carrier units being replaced are M: 48GNC07GM-50-SO S: 3908G40001-4. The new units will be M: 48FCFM07A2A5-0A0A0. NORCO will oversee switching over communications from the old units to the new units. We will have to add 4 adapter curbs for the footprint of the new units. All new units will be equipped with economizers.

**The bid price for the new units, which will include all equipment, control work & installation, is \$82,018.00.**

**Price Does Not Include:**

- Permit (if needed)

**Price Includes:**

- Equipment
- Materials
- Labor
- Tax
- Crane Rental

Please call TJ at (970) 324-6265, should you have any questions, concerns or to schedule installation.

TJ Folkers  
President  
Office: (970) 284-5455  
Email: [tjf@airxtremellc.com](mailto:tjf@airxtremellc.com)  
Website: [www.airxtremellc.com](http://www.airxtremellc.com)



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

|   |
|---|
| Meeting date: January 8, 2024                           |
| Type of item: Information                               |
| Subject: Construction Update                            |
| Presented by: Matthew Hortt, Executive Director         |
| Recommendation: Information only, no action to be taken |

### ***Background***

The district has one project completing construction and multiple projects scheduled for 2024.

### ***Project updates***

- Centennial Park Remodel
  - Plan completion date:
- Grover Library
  - The team is finishing the replating process and will be submitting it for recording this week
  - Architectural drawings are nearly finished and should be submitted to planning in mid-January
  - We anticipate a 90-day review timeline, with construction possibly beginning in March or April
  - The project has an anticipated 5-6 month construction timeline
- Mead Library
  - The team is working through the development agreement with the Town of Mead
  - We continue to work on site design with a yet to be determined construction start date
- DSS Expansion
  - The team is working on the architectural programming with a yet to be determined construction start date
- Farr Regional Library and Carbon Valley Regional Library Remodels
  - The team will begin working on the RFPs for these projects during the 1<sup>st</sup> quarter of this year

### ***Recommendation***

Information only, no action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

|  |
|--|
| Meeting date: January 8, 2024  |
| Type of item: Action   |
| Subject: Strategic Initiatives   |
| Presented by: Matthew Hортt, Executive Director                                |
| Recommendation: Staff recommend that the Board adopt the Strategic Initiatives |

### **Background**

The district completed its 2019-2023 Strategic Plan in December 2023. In reviewing the process and the previous 5-year plan. Staff worked using the continual improvement process to retool the planning process and create a more streamline system that resulted in annual strategic initiatives.

### **Considerations**


- Previous Strategic Plan contained seven strategies and over 60 initiatives
- The plan was ambitious and provided some great results, but led to a lack of focus
- We also learned that a multi-year plan is not the most effective in the fast paced and evolving world we live in. Many other organizations have shifted to annual initiatives
- By limiting the plan to two large initiatives and the construction projects, we will be able to focus on defined outcomes

### **Strategic Initiatives**

## Workforce Focus

|  |  |
|--|--|
| <div><div>Description</div><div>In 2024 HPLD will intentionally apply focus, in support of our partners, on workforce development. This is not a new service but rather direct support and focus of existing services to further skills development throughout our communities.</div><div><div><input type="radio"/> The Why</div><div><input type="radio"/> Values Alignment</div><div><input type="radio"/> Key Customer Cares</div></div></div> | <div><div><div><input checked="" type="checkbox"/></div><div>Deliverables &amp; Measures</div></div><div><div><input type="radio"/> "Gameplan" (including MyJourney)</div><div><input type="radio"/> Vehicle</div><div><input type="radio"/> Partner Perks</div><div><input type="radio"/> Certification</div></div></div> |
|--|--|

# Literacy Focus

|   |  |
|---|--|
| <p><b>Description</b></p> <p>In 2024 HPLD will intentionally apply focus, in support of our partners, on literacy. This is not a new service but rather direct support and focus of existing services to further literacy development throughout our communities.</p> <hr/> <ul style="list-style-type: none"><li>○ The Why</li><li>○ Values Alignment</li><li>○ Key Customer Cares</li></ul> | <p> <b>Deliverables &amp; Measures</b></p> <hr/> <ul style="list-style-type: none"><li>○ School Prep</li><li>○ Adult Literacy</li><li>○ Reading at the Right Level</li><li>○ Facilitate coordination of the many existing community literacy resources and services</li></ul> |
|---|--|

## Capital Projects

- Mead Library
- Grover Library
- DSS Expansion and Archive
- Refreshes (Carbon Valley Regional Library & Farr Regional Library)

### ***Recommendation***

Staff recommend that the Board adopt the Strategic Initiatives



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

---

|   |
|---|
| Meeting date: January 8, 2024   |
| Type of item: Action  |
| Subject: HPLD Board Training  |
| Presented by: Matthew Hott, Executive Director  |
| Recommendation: Staff Recommend the Board Approve Board Training during a Work Session or the Regular Session in February |

### ***Background***

Best practices include regular annual Board of Trustee Training. The District has scheduled a variety of trainings before and Staff are recommending that another training be scheduled for the Board in February. The training will include topics like Roles & Responsibilities of the Board and Intellectual Freedom training.

### ***Considerations***

- Legal Counsel will provide the Roles & Responsibilities Training
- The training can occur in a Work Session or during the Regular Session in February
- Staff are requesting direction on how they would like the training delivered

### ***Recommendation***

Staff Recommend the Board Approve Board Training during a Work Session or the Regular Session in February





## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, February 19, 2024**

**5:00 p.m.**

**LINC Library Innovation Center  
501 8<sup>th</sup> Avenue, Greeley, CO 80631**

**This is also streamed virtually by GoToMeeting.**

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

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

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

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

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

*The High Plains Library District Board may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.*

### **1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - a. January 8, 2024 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

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

- 2.1 Board Training (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Construction RFP's (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Vision and Values Review (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 General Contractors' Contracts (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.5 Architect Contracts (Action) - Dr. Matthew Hortt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. March 18, 2024 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

March 18, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Centennial Park Library, 2227 23<sup>rd</sup> Avenue, Greeley, CO 80631

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

- Continued work on the Archive Policy
- Mead Library Design: shelving
- Hiring for AV Innovation Technician for LINC
- DSS Expansion - schematic design charrette

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

- The Centennial Park refresh project is coming to an end, with virtually every area getting a revamp!
- Program Review Committee implementation

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

- Wi-Fi coverage was expanded to provide internet access outside on the patio.
- Cookies with a Cop Storytime on December 22 had 55 attendees.
- The new monthly Page Turners Book Club debuted on December 14.

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

- Career and Workforce Development Librarian, Marie Kaufman, will exhibit at the Frederick High School Career Expo on January 17.
- Conducting interviews for two new librarian positions at CVRL.

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

- We hosted our annual winter wonderland program where \_\_ kids and families built gingerbread houses together.
- We wrapped up 2023 by celebrating our amazing staff with food, games, and fun.
- Erie held its 310th and final storytime of the year on December 14th. The total storytime attendance for the year was 10,218!

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

- Erie will be welcoming Millions of (figurative) Cats on January 3rd for a program at which kids will create their own cat masks and form a parade of cats marching through the library.
- On January 10th, kids get to learn about the science of sound and why (and how) we hear what we hear.
- We will begin a three-program series on January 24 all about circuits for kids and families as they learn about all the ways we can get electricity from one place to another.

## **LINC Branch Operations**

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

- LINC hosted four short holiday concerts between December 9 and December 22 at the bottom on the monument stairs. The idea for the concerts came from Chair Ken Poncelow as a way to wrap of his service on the Board.
- Winterfest, a partnered event with Greeley's Creative District and the Downtown Business Authority, was a huge success with more than 1,200 people attending.

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

- LINC Manager Melissa Beavers will be meeting with a Program Officer from Colorado's Economic Mobility and Rural Development Department to discuss having a Digital Literacy Navigator at LINC.
- Joshua Valdez will be starting as LINC's Recording Studio Innovation Technician on January 21st. He formerly was a Library Associate and Innovation Tech Sub at LINC. Having a full-time innovation technician will allow the public to access the recording studio and podcast room more regularly.
- LINC will be posting job opportunities for a Teen Librarian and two Innovation Technicians.

## **Collections Operational Work**

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

- We welcomed Colleen Kulp as a Collection Development Librarian. She will be responsible for selecting physical A/V material (music, film and television on DVD/Blu-Ray, and audiobooks) as well as e-books and e-audiobooks for OverDrive/Libby.
- Bibliographic Services and Collection Development placed final orders for processing supplies and library materials for 2023.

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

- Fiscal close for 2023 in the ILS.
- Budget allocations for materials funds for 2024.
- Implementation of a new electronic resource, Career Online High School, which will allow library patrons to get a high school diploma through the District.

## **Facilities Operational Work**

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

- Attended construction meetings including engineers' consultants meetings.
- Completed annual performance appraisals and EC meetings.
- Completed safety inspections including tornado safe areas.
- Completed roof maintenance and inspections.
- Completed snow removals including morning calls.
- Completed MOVE vehicle maintenance and inspections including record keeping and facilities truck maintenance.
- Adjusted cleaning schedules for holidays and time off requests.
- Completed numerous work orders at all locations including LINC warranties.

- Completed HPLD standards including preferred options.
- Completed furnace replacement at Kersey and HVAC PM's and boiler inspections at all locations.
- Completed elevator inspections.
- Completed fire drills.

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

- Complete work orders including LINC warranty repairs.
- Continued MOVE vehicle inspections/maintenance.
- Schedule solar panel reinstallation at Centennial Park and complete CP renovations project.
- Schedule 2024 CIP Carbon Valley and Farr renovations projects.
- Install auto transfer switch on generator at Kersey.
- Install wall protections at Erie story time and study rooms.
- Schedule replacements of 4 HVAC roof top units at Admin bldg.
- Attend construction meetings for Mead and Admin building including detached facilities garage and additional facilities truck.
- Schedule first quarter back flow and irrigation inspections.

#### **Finance Operational Work**

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

- Work on 2024 budget / mill levy certification
- GFOA WPFN mentoring program
- Performance appraisal
- Preparing for year-end
- Meeting with Town of Erie on HPLD boundaries

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

- Certify mill levy with Weld County and Boulder County
- Finalizing 2024 budget document, filing budget with state, and submitting budget to GFOA award program
- Year-end work and filings
- Audit preparation
- HPLDF&F board meeting

#### **Friends & Foundation Operational Work**

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

- Planning for 2024 events including: Library Giving Day and An Afternoon with Friends.
- End of Year Fundraising 11/1-12/31
  - Awaiting final total. \$1,545.00 to date 12/18/23.
    - Colorado Gives Day 12/5
      - Fundraising Goal \$5,000
        - Funds Raised \$5,025

- Desired Outputs:
  - We are currently compiling data for output results.
  - 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?**

- Q1 HPLD F&F Board Meeting 1/29/2024
- Finance Committee Meeting
- Executive Committee Meeting
- Meetings with Funding Project Leads
- Project planning: Library Giving Day, An Afternoon with Friends, Innovation Luncheon

### **Information Technology & Innovation Operational Work**

#### **What's Happened in the last 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
- Schedule Eaton cabling, printer, release for January
- People counter training (to affected sites)
- Technology refresh continues
- Ft Lupton Public Library - fiber installed
- Ft Lupton School- reduce to cable only circuit
- Platform replacement testing starts- HCloud
- Platform replacement - Signup and Spaces, transition to Spring Share platform (design, config, training for target transition date of Jan 15, 2024)

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

- Continued support of CP Remodel (move computers back, new AV tech installation)
- New facility design support
- AARP support
- Events and Spaces transition support
- LINC - AV Training - carried over from Dec schedule due to contractor delays
- FTL & CRM - digital signage training
- Eaton cabling support



## SERVICES

### Service – Materials Sharing

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

- Reviewed internal Materials Sharing page and training for Materials Sharing

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

- Continued work on standards

### Service – Meeting Rooms

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

- Collaborated with ITI on the training documents and customization of new meeting room reservation platform.
- Completed meeting room equipment list for all branch locations.

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

- Training documents and practice accounts will be available to staff in early January.
- Meeting room reservation platform migration scheduled on January 29.

### Service - Programming

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

|            |  |   |     |
|------------|--|---|-----|
| 12/9/2023  | Polar Express Storytime                      | LINC  | 210 |
| 12/22/2023 | Winter Themed Minigolf                       | LINC  | 126 |
| 12/12/2023 | Santa Visit and Storytime                    | Farr Regional Library - Greeley               | 115 |
| 12/10/2023 | Riverside's Afternoon with the Polar Express | Riverside Library and Cultural Center - Evans | 110 |
| 12/30/2023 | LINC's Family Fun Saturdays                  | LINC  | 72  |
| 12/28/2023 | Playdough Play Date                          | LINC  | 72  |
| 12/7/2023  | Runaway Gingerbread Man!                     | LINC  | 70  |
| 12/9/2023  | Winterfest Open Mic                          | LINC  | 69  |
| 12/22/2023 | Cookies With A Cop Storytime                 | Carbon Valley Regional Library - Firestone    | 55  |