



BOARD OF TRUSTEES

Regular Session Agenda

Monday, July 15, 2024

5:00 p.m.

Erie Community Library

400 Powers St, Erie, CO 80516

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

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. June 17, 2024 Regular Session and Executive Session Meeting Minutes
 - b. July 8, 2024 Work Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Appointment of Director to the Weld Library Finance Corporation (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.2 Construction Updates (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.3 Investment Advisor RFP (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.4 Salary Survey Recommendations (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.5 Mountain View Fire & Rescue Development Agreement (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.6 Policy Updates (Action) - Dr. Matthew Horts, HPLD Executive Director and Marjorie Elwood, HPLD Associate Director of Public Services
 - a. Lost & Found Policy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
 - a. August 19, 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) (b) Receiving legal advice on specific legal questions from an attorney – Lochbuie Claim

6.0 ADJOURNMENT

Upcoming meetings:

August 19, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631



BOARD OF TRUSTEES
Regular Session and Executive Session Minutes
Monday, June 17, 2024
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:01PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Mary Heberlee
Vice-Chair Joyce Smock
Secretary/Treasurer Nick Nakamura
Trustee Deana Lemos-Garcia was excused
Trustee Teresa Nuñez attended virtually
Trustee Gerri Holton was excused
Trustee Michael Wailes

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hортt, Marjorie Elwood, Natalie Wertz, Niamh Mercer, Rebecca Libersat, Bridget Parker, and Kim Parker

Guests: Alanna Moses, Tony Brewer, Quentin Rockwell

Chair Heberlee read the following statement into record:

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

1.2 Approval of Agenda

MOTION to approve the agenda: Vice-Chair Joyce Smock

SECOND: Trustee Michael Wailes

DISCUSSION: None

VOTE: 4:0

- 1.3 Approval of Consent Agenda
- a. May 20, 2024 Regular Session Meeting Minutes
 - b. Mead and DSS Construction Manager at Risk Contracts
 - c. CVRL and Farr Regional Library Architecture Contract
- MOTION** to approve the consent agenda: Vice-Chair Joyce Smock
SECOND: Trustee Michael Wailes
DISCUSSION: None
VOTE: 4:0

- 1.4 The Good We Do
- Dr. Hortt shared an update on the LINC Capital Campaign. HPLD's Community Relations and Marketing department worked with the HPLD Friends & Foundation team on the campaign and submitted it to the National Association of Government Communicators (NAGC). The group was awarded first place, the Blue Pen Award, for the *Promotional Campaign for less than \$100,000*, and second place for the graphic arts design. Kudos to the Marketing and Friends & Foundation teams. To put it in perspective, other organizations who submitted work were the US Army, Social Security Administration, and USDA, among others.

Also, HPLD Associate Director Marjorie Elwood and Librarian Lynde McCaleb went to the Grover Rodeo and talked to over 80 people about the Grover Library. Dr. Hortt recognized Lynde for all her work with the Grover community.

- 1.5 Public Comment
- No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Annual Comprehensive Financial Report (Action) Natalie Wertz, HPLD Finance Manager, and Alanna Moses, Anderson & Whitney
- Natalie Wertz introduced Alanna Moses, from Anderson and Whitney, who went over the results of the ACFR financial report. Alanna also pointed out the *Certificate of Achievement for Excellence in Financial Reporting* that was presented to HPLD by the Government Finance Officers Association.
- MOTION** to accept the ACFR as presented: Trustee Michael Wailes
SECOND: Secretary/Treasurer Nick Nakamura
DISCUSSION: None
VOTE: 4:0
- 2.2 Board Recruitment (Action) - Dr. Matthew Hortt, HPLD Executive Director
- Two positions' terms are ending on 12/31: Region 1, held by Trustee Teresa Nuñez, and Region 5, held by Chair Mary Heberlee. Trustee Nuñez is eligible to run again for the position, and Mary Heberlee will be term limited. Dr. Hortt shared the recruiting process and timeline.
- MOTION** to approve the release of the recruitment materials: Secretary/Treasurer Nick Nakamura
SECOND: Trustee Michael Wailes
DISCUSSION: None
VOTE: 4:0
- Chair Mary Heberlee added that even though she is being termed out, the term limits are important and healthy.

- 2.3 Friends of Raymer MOU (Action) – Dr. Matthew Hortt, HPLD Executive Director
Since 2021, staff have been talking with the Friends of Raymer about converting a Mercantile historic building into a local history center and including a Public Computer Center, similar to what the District provides to the Briggsdale Library. An MOU, comparable to Briggsdale’s, has been drafted. Dr. Hortt said that because of the revenue cap that just was put in place by the state legislature, this funding will be more important than ever for these locations.
MOTION to approve the proposed MOU and direct the Executive Director to sign it: Vice-Chair Joyce Smock
SECOND: Secretary/Treasurer Nick Nakamura
DISCUSSION: None
VOTE: 4:0
- 2.4 Policies Updates (Action) – Dr. Matthew Hortt, HPLD Executive Director, Legal Counsel Bill Garcia, and HPLD Associate Director Marjorie Elwood
Much of the policies’ updates are driven by Colorado Senate Bill 24-216: *Standards for Decisions Regarding Library Resources*.
Reconsideration of Library Resources Policy is a new policy because of the new legislation. A big change in HPLD’s procedure is that reconsiderations will now be public information, and the patron’s name will not be redacted. The law also sets specific standards that will have to be followed, and they are included in the policy. One example is that when an item is under reconsideration, it will stay in circulation rather than being pulled during that time.
Another new policy is the *Archival Policy*.
Additionally, several policies were updated. They are the *Scope of Collection Policy*, *Artwork Policy*, *Meeting Spaces* (formerly titled *Meeting Rooms*), *Specialty Checkout Policy*, *Circulation Policy*, and *Fines and Fees Policy*.
MOTION to approve the updated policies: Trustee Michael Wailes
SECOND: Vice-Chair Joyce Smock
DISCUSSION: None
VOTE: 3:1
Nick Nakamura voted against the updates. He expressed that his vote was not in protest of Staff’s work, but was in protest of local control.

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
a. July 15, 2024 RS
Chair Mary Heberlee requested that a Mead and Grover Update be added.
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt shared with a heavy heart that Bruce Broderius passed away on June 1st. He was a huge part of the community and a great education- and libraries- champion. He was instrumental in getting the District’s Mill Levy Override passed for libraries. He was heavily involved in Chautauqua, and was a professor and the Dean of Education at UNC. He also served on HPLD’s Weld County Finance Corporation: an oversight committee appointed to oversee the bond associated with the mill levy. His passing was a great loss to the community and libraries.

The Summer Reading Adventure (SRA) is doing well.

Elena Rosenfeld, HPLD’s Community Engagement and Strategies Manager, is working with Annie Epperson, from UNC, and Carol Satersmoen, from Aims Community College, on a conference paper

on the partnership between HPLD, UNC, and Aims' Libraries. The article, [*It's a Three-Winged Circus*](#), is now located in the UNC's Archive Library.

HPLD Staff have been contacted by the Colorado Workforce Development Council (CWDC) because they want to meet at LINC in September. The Council includes Governors, Deputy Governors, and State Officials.

A review of the Lochbuie dismissal case was done, and staff are waiting for the results.

Closing on the Lincoln Park Library property is scheduled for July 8th.

The District has been talking to a company who is creating an application that could record lessons we've learned and experiences we've had, and use an AI tool to search for how we solved things in the past. In the future, there's the possibility of partnering with other organizations as well.

4.0 BOARD COMMENTS

- 4.1 Chair Mary Heberlee wants to support this app thing because we have learned some big lessons, and if we can keep future Directors and Boards from making the same mistakes we've made in the past, it will be a good thing. She's proud of our progress and the way we are expanding services. At Mead, we are using our resources in a responsible way.
- 4.2 Vice-Chair Joyce Smock is also excited about Mead, and she's learned that patience is a virtue in construction projects. She is glad we are supporting New Raymer, Briggsdale, and Grover, and she's impressed that there were 80+ people at Grover.
- 4.3 Secretary/Treasurer Nick Nakamura asked if we should name a building after Bruce Broderius. He also reported that the Finance Committee met last week, and the salary survey that was recently done recommends an increase to almost everyone.
There was some discussion about what building to name after Bruce Broderius. Trustee Nakamura suggested possibly the DSS expansion. Chair Heberlee agreed that it is a good idea to name the DSS expansion after Bruce.
- 4.4 Other Board Members
Trustee Teresa Nuñez appreciates the policies updates.
Trustee Michael Wailes reported on an exciting potential: with the new Johnstown High School, their middle school is moving into the old high school, and the elementary school will move into the middle school. They have proposed having the Glenn A. Jones, MD Memorial Library put a public library into the elementary (current middle) school. He stressed that it is still in the possibility stage.

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

MOTION to adjourn from Regular Session and enter into Executive Session under C.R.S. § 24-6-402(4), Pursuant to section C.R.S. § 24-6-402(4) (e), for the sole purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Town of Mead Intergovernmental Agreement:

Trustee Michael Wailes

SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 4:0

Secretary/Treasurer Nick Nakamura recused himself from the Executive Session and left the room at 6:58p.m.

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 6:58pm on June 17, 2024 for the sole purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Town of Mead Intergovernmental Agreement. Attending were Board Trustees Mary Heberlee, Joyce Smock, Teresa Nuñez, and Michael Wailes; Legal Counsel William Garcia; and HPLD staff Natalie Wertz and Dr. Matthew Hortt. 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 session was adjourned at 7:29p.m.

6.0 ADJOURNMENT AT 7:29PM

There being no further business, the meeting is adjourned.

Upcoming meetings:

July 15, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Erie Community Library, 400 Powers St, Erie, CO 80516

HPLD Board Secretary/Treasurer
Nick Nakamura

Recording Secretary
Kim Parker



BOARD OF TRUSTEES
Work Session Minutes
Monday, July 8, 2024
6:00 p.m.
Old Chicago
2349 W. 29th St, Greeley, CO 80631

1.0 OPENING OF MEETING AT 6:33PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Mary Heberlee
Vice-Chair Joyce Smock
Secretary/Treasurer Nick Nakamura
Trustee Deana Lemos-Garcia
Trustee Teresa Nuñez
Trustee Gerri Holton
Trustee Michael Wailes

Quorum was established.

HPLD Staff: Dr. Matthew Hortt and Kim Parker

Guests:

From Eaton Public Library: Amber Greene, Rebecca Proctor, Daniel Carey, Nomie Ketterling,
Emily Wallin, Michael Yancey
From Fort Lupton Public & School Library: Thomas Samblanet, Kate Merrell, Lia Inge,
From Glenn A. Jones, MD Memorial Library: Kristi Plumb, Debi Sauer, Sheryl Ballard, Jenna
Hall
From Hudson Public Library: Tami Crossen, Wilbur Wafel, Cathy Bollers, Rick Medrano
From Northern Plains Public Library: Casse Lucero, Rob Piotrowski, Jason Kauffman, Destini
Brewer
From Platteville Public Library: Derek Werner, Karen Giardino,

Chair Mary Heberlee read the following statement into record:

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1.2 Approval of Agenda

MOTION to approve the agenda: Vice-Chair Joyce Smock
SECOND: Secretary/Treasurer Nick Nakamura

DISCUSSION: None

VOTE: 6:0

- 1.3 Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Welcome / Introductions (Information) - Dr. Matthew Hortt, HPLD Executive Director
For Information Only – No action is needed

- 2.2 SB24-233 (5.5% revenue cap) (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt reported that the legislation will reduce property assessment rates and highlighted some of the details. He also introduced Initiative 50 and Initiative 108. Any of the three will impact all libraries in the District financially. Some of the details are included in the attached packet.

For Information Only – No action is needed

- 2.3 Services Overview (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt showed the list the services as spelled out in the IGA's, and contrasted that with the services that the District internal categories of services. The two lists follow:

**Services Provided by HPLD
as Listed in IGAs**

Collections
IT Public/Staff Technology
Finance and Administration
Life Accelerator

**Services Provided
per HPLD Operations**

Collections
Materials Sharing
Specialty Checkout
IT Public/Staff Technology
Meeting Rooms
Community Spaces
Life Accelerator
Personalized Services

Lia Inge, Fort Lupton Public & School Library Trustee, expressed gratitude for all that the District provides and said they realize that they would not be able to do it without the District.

For Information Only – No action is needed

- 2.4 Tech History Overview (Information) - Dr. Matthew Hortt, HPLD Executive Director
For this topic, Dr. Hortt gave a brief look at some key points in the evolution of technology since the District was formed in 1985, showing some of the technology services that have been added during that time. The chart that he shared is attached.

Michael Yancey, Eaton Public Library Trustee, gave feedback from an I.T. perspective. He said on-demand self-help and quick turnaround is what companies are focusing on. We should do the same.

Gerri Holton, Trustee for both HPLD and the Fort Lupton Public and School Library, asked what the problems are. Dr. Hortt replied that being told 'no', communication in general, and at times, personnel can contribute to the problems.

For Information Only – No action is needed

2.5 Standards/Service Level Agreements (Information) - Dr. Matthew Horts, HPLD Executive Director

The District has established Standards and Service Level Agreements. There was interest expressed in evaluating them, but no action has been taken.

Lia Inge said these meetings are not happening often enough.

Tami Crossen, Hudson Public Library Director, said that some of this is not one-size-fits-all and she knows it is difficult to individualize it. It's a communication thing that needs to happen.

Rob Piotrowski, Northern Plains Public Library Board Chair, asked for more transparency.

Dr. Horts added that joint planning, squaring our policies up, and creating a District strategic plan will help.

For Information Only – No action is needed

2.6 Working Committees (Information) - Dr. Matthew Horts, HPLD Executive Director

Dr. Horts suggested the idea of having working committees, but there was no discussion on the topic.

For Information Only – No action is needed

2.7 Action Item Review (Information) - Dr. Matthew Horts, HPLD Executive Director

There were no action items to discuss.

For Information Only – No action is needed

2.8 Wrap Up (Information) - Dr. Matthew Horts, HPLD Executive Director

Dr. Horts thanked everyone for being there.

For Information Only – No action is needed

3.0 ADJOURNMENT AT 7:47PM

There being no further business, the meeting is adjourned.

Upcoming meetings:

July 15, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Erie Community Library, 400 Powers St, Erie, CO 80516

Joint Board Work Session

7/8/2024

2.2 SB24-233 (5.5% revenue cap)

- Reduces over all property assessment rates for collection year 2025
- Sets a revenue limit for local governmental entity's at 5.5% for each year since the base year (2023)
- Limit excludes new construction and gas and oil revenue
- Starts with 2025 tax, 2026 Collections
- In our calculations, after excluding new construction and gas & oil revenue, HPLD has exceeded the 5.5% limit in 7 of the last 11 years
- A local government may seek voter approval to waive the limit
- SB24-233 will be nullified if either Initiative 50 or 108 is approved by voters in November

2.2 SB24-233 (5.5% revenue cap)

- Initiative 50
- Shall there be an amendment to the Colorado constitution concerning mandatory statewide voter approval to allow local governments to retain property tax revenue that exceeds 4% growth from the total statewide property tax revenue collected in the preceding year, and, in connection therewith, requiring any referred measure for such approval to be a stand-alone subject with specified language?
- 4% Total statewide property tax revenue
- Property Tax and Bonding will be included in the 4%
- Unclear how this will be accomplished

2.2 SB24-233 (5.5% revenue cap)

- Initiative 108
- Still Collecting Signatures
- Will reduce residential and nonresidential assessment rates, and reduce property tax revenue to local governments by an estimated \$3 billion in property tax year 2025, for which taxes are paid in 2026, and by larger amounts in later years
- Will require state to reimburse lost revenue up to \$2.25 billion
- The measure does not specify how reimbursement amounts will be calculated; however, the reimbursement requirement is expected to increase local expenditures for administration.

2.3 Services Overview

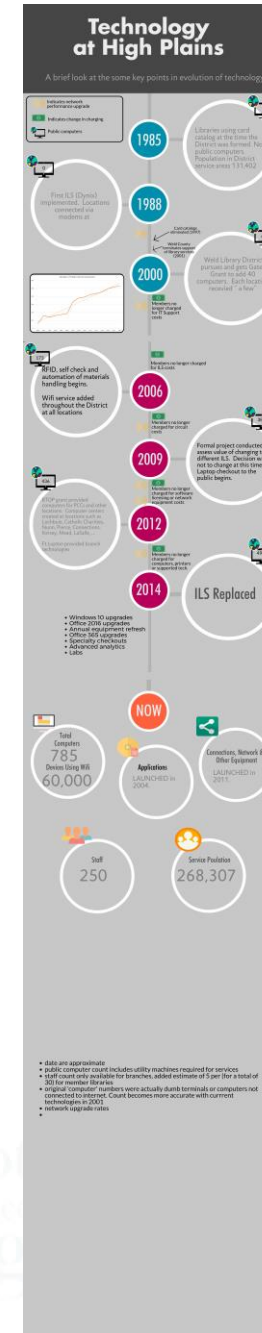
As Listed in IGAs

- Collections
- IT Public/Staff Technology
- Finance and Administration
- Life Accelerator

Per HPLD operations

- Collections
- Materials Sharing
- Specialty Checkout
- IT Public/Staff Technology
- Meeting Rooms
- Community Spaces
- Life Accelerator
- Personalized Services

2.4 Tech History Overview



2.5 Standards/Service Level Agreements

Public Services

A Immersive reader

SERVICE: Specialty Checkout

RM Rick Medrano
MOVE Manager

Here you will find information about:

- [What is the Specialty Checkout service](#)
- [Related Policies](#)
- [How Do I...](#)
- [FAQs](#)
- [Impact and Measures](#)
- [Applicable Standards](#)
- [Supporting Accessibility Needs](#)

Specialty Checkout Required Training

Have questions? Need assistance?

Email help@highplains.us

^ About Specialty Checkout



2.6 Working Committees

2.7 Action Item Review

2.8 Wrap Up



Technology at High Plains

A brief look at the some key points in evolution of technology



Indicates network performance upgrade



Indicates change in charging



Public computers

1985

Libraries using card catalog at the time the District was formed. No public computers. Population in District service areas 131,402

1988

First ILS (Dynix) implemented. Locations connected via modems at



Card catalogs eliminated (1997)

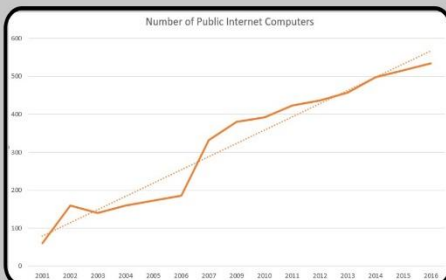
Weld County terminates support of library services (2001)

2000

Weld Library District pursues and gets Gates Grant to add 40 computers. Each location received "a few"



Members no longer charged for IT Support costs



2006

RFID, self check and automation of materials handling begins.

Wifi service added throughout the District at all locations



Members no longer charged for ILS costs



Members no longer charged for circuit costs

2009

Formal project conducted to assess value of changing to a different ILS. Decision was not to change at this time. Laptop checkout to the public begins.



Members no longer charged for software licensing or network equipment costs

2012

BTOP grant provided computers for PCCs and other locations. Computer centers created at locations such as Lochbuie, Catholic Charities, Nunn, Pierce, Connections, Kersey, Mead, LaSalle, ...

Ft Lupton provided branch technologies



Members no longer charged for computers, printers or supported tech.

436

380

498

2014

ILS Replaced

- Windows 10 upgrades
- Office 2016 upgrades
- Annual equipment refresh
- Office 365 upgrades
- Specialty checkouts
- Advanced analytics
- Labs

NOW



Total
Computers
785
Devices Using Wifi
60,000



Applications
LAUNCHED in
2004.



Connections, Network &
Other Equipment
LAUNCHED in
2011.



Staff
250



Service Poulation
268,307

- date are approximate
- public computer count includes utility machines required for services
- staff count only available for branches, added estimate of 5 per (for a total of 30) for member libraries
- original 'computer' numbers were actually dumb terminals or computers not connected to internet. Count becomes more accurate with current technologies in 2001
- network upgrade rates
-

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 15, 2024
Type of item: Action
Subject: Appointment of Director to the Weld Library Finance Corporation
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff recommend that the Board approve the appointment to the Weld Library Finance Corporation

Background

The Weld Library Finance Corporation (WLFC) was created following the voters approving the Mill Levy override in 1999. The WLFC is a committee that provides oversight to the debt and certificates of participation that the District has issued. The District has been debt free since 2019, but we have elected to keep the WLFC active and it requires a minimum of two Directors. The WLFC has operated with two Directors for many years now. In February of this year, the HPLD Board directed Staff to begin recruiting additional prospective Directors. Ryan Roth has agreed to be considered for the Director Role.

Considerations

- Mr. Roth is the Public Relations Event Specialist for Allo Fiber
- He also has experience as a Financial Advisor with Merrill Lynch Wealth Management and has worked for Allstate & NYLIFE Securities LLC.
- Mr. Roth holds a Bachelor's Degree in Communication, Journalism and Public Relations from UNC
- He is a great library supporter and advocate and is active in the community, serving as an ambassador for both the Greeley Area Chamber of Commerce and Evans Chamber of Commerce, and was selected as Ambassador of the Year for both organizations.
- Mr. Roth is a proud Rotarian and will be a great representative for the Weld Library Finance Corporation

Recommendation

Staff recommend that the Board approve the appointment to the Weld Library Finance Corporation

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 15, 2024
Type of item: Information
Subject: Construction Update
Presented by: Dr. Matthew Hорт, Executive Director
Recommendation: Item for information only, no action to be taken

Background

The High Plains Library District has five active construction projects at varying stages of design and construction. Staff will provide regular updates to the Board on the projects.

Considerations

- Grover Library
 - Anticipated Temporary Occupancy date 9/11/24
 - Project is on track and on budget
- DSS Archive and Expansion
 - The architects are finishing design development and we have received our 1st round of comments back from the City Planners. The Design Team is preparing responses to the comments
 - Project is on budget
- Mead Library
 - The architects are finishing design development
 - Project is close to budget and will be on budget with design updates
- Carbon Valley Regional Library (Remodel)
 - The Architects are working on conceptual design
- Farr Regional Library (Remodel)
 - The Architects are working on conceptual design

Recommendation

Item for information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 15, 2024
Type of item: Action
Subject: RFP for Investment Advisory Services
Presented by: Matthew Hortt, Executive Director, and Natalie Wertz, Finance Manager

Background:

In 2018, High Plains Library District (HPLD) issued an RFP for investment advisory services for 2019 with an option for 4 additional years. The only proposal received was from Public Trust Advisors. Public Trust Advisors was awarded the contract for 2019 with option for 4 additional years. The contract was completed December 31, 2023.

Because the recent market has not been favorable for purchasing mid-term to longer-term bonds, we opted to delay issuing an RFP for investment advisory services.

The HPLD Finance Committee has determined that HPLD should now proceed with issuing an RFP for investment advisory services. The HPLD Finance Committee has reviewed the RFP.

Recommendation:

The recommendation of the Finance Committee is that the Board approve issuing the RFP for investment advisory services.

**High Plains Library District
Finance Department
Request For Proposal
Investment Advisory Services
July 16, 2024**



**2650 29th Street
Greeley, Colorado 80631**

**HIGH PLAINS LIBRARY DISTRICT
REQUEST FOR PROPOSAL
INVESTMENT ADVISORY SERVICES**

The High Plains Library District (HPLD) is soliciting proposals from investment management firms and bank trust departments for portfolio management services for the HPLD's operating and capital funds (non-pension funds).

An electronic copy mailed to nwertz@highplains.us or an original and two paper copies will be received until 5:00 p.m. Wednesday August 7, 2024 at the District Administration Office, Attn: Finance Manager, 2650 29th Street, Greeley, Colorado 80631. Any information received after the above time and day will not be considered for award purposes.

All questions regarding this request for proposal should be directed to Natalie Wertz, CPA, Finance Manager (970) 506-8566 or email nwertz@highplains.us.

The HPLD reserves the right to reject any and all proposals, to waive any non-material irregularities of informalities in any Request for Proposal, and to accept or reject any item or combination of items, in selecting the proposal deemed most advantageous to the HPLD.

No proposals shall be handled so as to permit disclosure of the identity of any offer or the contents of any proposal to competing offer or during the process of negotiation. A register of proposals shall be prepared containing the name of each and a description sufficient to identify the item offered.

Enclosed is a copy of the District's Investment Policy.

HIGH PLAINS LIBRARY DISTRICT,

Natalie Wertz, CPA
Finance Manager

Background and Overview

The High Plains Library District (HPLD) is considered to be a “Library District” established through Colorado State Statute (C.R.S. 24-90-110) and governed by the Colorado Library Law, Article 90 of Title 24, Colorado Revised Statutes, as amended (the “Act”). The HPLD was established on September 11, 1985 by the Weld County Board of County Commissioners, the city councils of Evans, Fort Lupton, Greeley, the town boards of Ault, Eaton, Hudson and the Governing Board of Fort Lupton School District No. RE-8. The District is fiscally, managerially and operationally an independent political subdivision of the State of Colorado. Current portfolio size is approximately \$122 million which consists of local government investment pools (99%) and U.S. Treasuries (1%).

Requirements for Selection

1. Advisor shall be a registered Investment Advisor as defined and regulated by the Securities and Exchange Commission (SEC) and be registered in the State of Colorado. Advisor must provide a copy of the form ADV, Parts I and II.
2. Advisor shall be either completely independent of any financial institution or securities brokerage firm or shall fully and continuously disclose any such relationships with such financial institutions and/or securities brokerage firm relevant to the firm’s relationship with the District.
3. Advisor shall have a minimum of five years experience in managing Library district/Special district operating and capital funds.
4. Advisors shall have a minimum of five million dollars coverage in errors and omissions insurance or investment advisor professional liability insurance.

Services Required

- Work with HPLD staff to update cash flow projections.
- Perform due diligence reviews of proposed broker dealers.
- Provide training to HPLD staff on cash, treasury and investment management subjects including market analysis.
- Evaluate safekeeping and custodial procedures.
- Provide full-time, non-discretionary management of the portion of the investment portfolio under management.
- Develop and implement investment strategies that will enhance portfolio performance under current and future market conditions within the parameters of the Investment Policy and cash flow needs.
- Provide technical and fundamental market research including yield curve analysis.
- Obtain and document competitive prices for securities transactions.
- Assist with trade settlements.
- Provide monthly investment reports for the portfolio detailing securities holdings, daily activity reconciliation, portfolio composition and sector analyses, portfolio return, and weighted average maturities.
- Provide separate semi-annual and annual portfolio performance reports.
- Attend meetings with investment staff, Finance Committee of the Board of Trustees, and Board of Trustees.
- Provide a fully documented history of competitive prices for arbitrage rebate purposes.

Criteria for Evaluation and Selection

Proposals will be evaluated based upon the following criteria:

- Responsiveness to the proposal, communicating an understanding of the overall program and services required,
- Experience of the firm in providing services to Library district/Special district entities of similar size and with similar investment objectives,
- Professional experience and qualifications of the individuals assigned to the HPLD account,
- Portfolio management resources and investment philosophies,
- Reporting capabilities, and
- Fees.

Bid calendar

July 16, 2024

RFP released.

August 7, 2024

Proposals due original and two paper copies or an electronic copy mailed to nwertz@highplains.us are to be submitted to the High Plains Library District Attn: Finance Manager, 2650 29th Street, Greeley, Colorado 80631 by 5:00 p.m. Proposal must be signed by an individual authorized to bind the company for a period of at least sixty (60) days from the date of receipt.

August 14, 2024

Evaluation will be completed by the HPLD Finance Committee

September 1, 2024

Contract begins.

The time period from August 9, 2024 through August 31, 2024, will be utilized for the preparation and finalization of the contract. The calendar and contract start date may be affected if presentations are required.

Format for Proposal

Please format your response to this request in the following order to facilitate comparisons between respondents.

Organization

- Describe your organization, date founded, and ownership of your firm and any subsidiaries and affiliates relevant to the High Plains Library District (HPLD).
- Describe any other business affiliations (e.g. subsidiaries, joint ventures, “soft dollar” arrangements with brokers) that would affect investment performance of the HPLD account. Would you pay a finder’s fee to any third party for business related to this account?
- Describe your firm’s primary sources of revenue, categorized if possible between retail and institutional accounts.
- Describe any SEC or regulatory censure or litigation related to services your firm provides or conducts with public investors at this time or within the past three years.
- Identify the types of accounts primarily sought by your firm.
- Describe your firm’s research capabilities and resources. Does your firm assign credit research to specialists?
- Describe your credit review process. Who reviews portfolio lists for credit approval?

Personnel

- Identify the number of investment professionals (portfolio managers, analysts, and researchers) employed by your firm, by classification and specify the average number of accounts handled by portfolio managers. Are there any established limits on accounts or assets under management?
- Identify the size and key personnel of your staff committed to the public sector and their credentials.
- Provide biographical information on investment professionals that will be directly involved in the decision making process for the portfolio.
- What efforts does your firm make to keep portfolio managers informed of developments relevant to public investment managers?
- Has there been any turnover of personnel in the firm in the last 12 months? Have there been any additions?

Assets under management

- Summarize your assets under management over the past five years. Categorize as appropriate (expand) to include cash component.
- Provide relevant performance statistics on operating funds, and compare with industry averages or benchmarks if appropriate.

Investment management approach and discipline

- Describe how your firm organizes its investment management process. What oversight is provided to portfolio managers?
- What are the primary strategies for adding value to portfolios (e.g., market timing, credit research, trading)?
- Describe the process you would recommend for establishing the investment objectives and constraints for this account.
- How will you handle fluctuating cash flows and the cash forecasting process?
- What is your firm's experience in developing investment policies and portfolio management guidelines for public operating funds?
- How frequently would you suggest your staff meet with the HPLD's staff? Who will attend these meetings?

Reporting

- Describe the frequency and format of reports that you would provide to HLPD staff. Attach examples.
- What performance benchmarks would you suggest for the HLPD portfolio?

Fees

- Provide the fee schedule that would apply to this account.
- What expenses would be covered through the fee structure?
- What additional costs could be required in order to implement your program (i.e. bank custodial fees, travel expenses, etc.)?

References

- Provide three references, including length of time you have managed their assets, client name, contact personnel, address, and phone number.
- Provide references, if appropriate, from non-client organizations that can attest to the professional reputation of your firm and its personnel.

Other information

- Provide a copy of the firm's form ADV, Parts I and II, as on file with the SEC.
- Provide proof of state registration.
- Provide a sample contract for services.

Evaluation of proposals and negotiations

All proposals submitted will be reviewed by the HPLD Finance Committee. At the completion of the proposal review, the committee may elect to invite the top scoring company(s) to make a presentation to the evaluation committee in the HPLD offices at no cost to the HPLD. Based on proposal review and the presentation, if requested, the HPLD Finance Committee will forward their recommendation to the Board of Trustees. The HPLD will negotiate with the selected company to determine final pricing, and contract form. There will be no public opening and reading of proposals. Overall responsiveness to the Request for Proposal is an important factor in the evaluation process.

Terms and conditions

1. Single agreement - the intent of this RFP is to select one company to provide all HPLD Investment Advisory Services.
2. Contract Period - initial contract shall be for a term from contract signing through December 31, 2025 with automatic renewal options for an additional four, one year terms, subject to appropriation of funds in each year. The contract may be terminated at the end of each annual period upon 60 days written notice by either party prior to the close of that annual period.
In order to determine the maximum contract cost, the HPLD will evaluate each proposal based on the entire contract cost including the renewal options. Therefore, costs must be given through 2029.
3. The Right to reject proposals - the HPLD reserves the right to reject any and all bids, to waive any irregularities for informality in any proposal or the proposal process, and to accept or reject any item or combination of items.
4. Amendments to the agreement - parties reserve the right to make amendments or modifications to the agreement signed by both parties. No amendment shall be effective unless signed by both an authorized company representative and the HPLD authorized representative.
5. Account Representative - proposals must include the names of those persons the company expects to assign to the HPLD account.

ESTIMATED ANNUAL COSTS:

2024 and 2025	\$ _____
2026.....	\$ _____
2027	\$ _____
2028.....	\$ _____
2029	\$ _____

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 15, 2024
Type of item: Action
Subject: Salary Survey Recommendations
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff Recommend the Board Consider and Approve the proposed salary survey recommendations

Background

In order to stay competitive in salary and benefits, the District regularly engages a salary consultant to evaluate the pay grades and their comparison to market rates. These evaluations have been conducted on a regular basis. The most recent surveys were conducted in 2019 & 2022. HPLD engaged a firm to conduct the salary survey again in 2024.

Considerations

- In planning for the survey, staff expected that the price of labor has increased and anticipated that this will be seen in the salary survey results
- All Staff positions are effected by the salary survey
- The salary survey is developed by comparing the positions and duties with that of comparative market data and positions in our area as well as national data
- The overall average change is a 10% increase
- Individual position rate changes vary
- The anticipated cost for implementation of the recommendations is \$1,500,000 for a full year; roughly \$750,000 for the remainder of this year
- The Salary Consultant will be attending the meeting and can answer questions from the Board

Recommendation

Staff Recommend the Board Consider and Approve the proposed salary survey recommendations

DRAFT
2024 Salary Grade Placements
07/10/2024

Job Title	Current Grade	MIN	MID	MAX	Proposed Grade	MIN	MID	MAX	% Change at Midpoint
Bibliographic Services Clerk	29	\$ 30,576	\$ 35,971	\$ 41,367	30	\$31,340	\$36,870	\$42,401	2.5%
Library Page	29	\$ 30,576	\$ 35,971	\$ 41,367	30	\$31,340	\$36,870	\$42,401	2.5%
Specialty Check-Out Clerk	29	\$ 30,576	\$ 35,971	\$ 41,367	30	\$31,340	\$36,870	\$42,401	2.5%
Custodian	30	\$ 31,340	\$ 36,870	\$ 42,401	34	\$34,593	\$40,698	\$46,803	10.4%
Materials Assistant	30	\$ 31,340	\$ 36,870	\$ 42,401	34	\$34,593	\$40,698	\$46,803	10.4%
Acquisitions Assistant	34	\$ 34,593	\$ 40,698	\$ 46,803	36	\$36,344	\$42,758	\$49,172	5.1%
ILL Library Assistant	34	\$ 34,593	\$ 40,698	\$ 46,803	36	\$36,344	\$42,758	\$49,172	5.1%
Library Associate	40	\$ 40,118	\$ 47,198	\$ 54,277	45	\$45,390	\$53,400	\$61,410	13.1%
Library Associate - Events & Experiences	40	\$ 40,118	\$ 47,198	\$ 54,277	45	\$45,390	\$53,400	\$61,410	13.1%
Library Associate - Mobil	40	\$ 40,118	\$ 47,198	\$ 54,277	45	\$45,390	\$53,400	\$61,410	13.1%
Library Associate - Virtual	40	\$ 40,118	\$ 47,198	\$ 54,277	45	\$45,390	\$53,400	\$61,410	13.1%
Facilites Technician	42	\$ 42,149	\$ 49,587	\$ 57,025	46	\$46,524	\$54,734	\$62,944	10.4%
Innovation Technician	42	\$ 42,149	\$ 49,587	\$ 57,025	46	\$46,524	\$54,734	\$62,944	10.4%
Accounting Technician	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
Collection Resources Coordinator	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
District Materials Supervisor	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
Friends & Foundation Associate	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
Human Resources Assistant	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
Interlibrary Loan and Prospector Supervisor	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
Library Materials Supervisor	45	\$ 45,390	\$ 53,400	\$ 61,410	48	\$48,879	\$57,505	\$66,131	7.7%
Executive Assistant	45	\$ 45,390	\$ 53,400	\$ 61,410	49	\$ 50,102	\$ 58,943	\$ 67,785	10.4%
Development Coordinator	48	\$48,879	\$57,505	\$66,131	50	\$51,354	\$60,416	\$69,479	5.1%
Volunteer Services Coordinator	48	\$48,879	\$57,505	\$66,131	50	\$51,354	\$60,416	\$69,479	5.1%
IT Technician	49	\$ 50,102	\$ 58,943	\$ 67,785	53	\$55,302	\$65,062	\$74,821	10.4%
Spanish Language Translation & Marketing Specialist	49	\$ 50,102	\$ 58,943	\$ 67,785	53	\$55,302	\$65,062	\$74,821	10.4%
e-Marketing Specialist	49	\$ 50,102	\$ 58,943	\$ 67,785	55	\$58,102	\$68,355	\$78,609	16.0%
Librarian, Catalog	51	\$ 52,638	\$ 61,927	\$ 71,216	55	\$58,102	\$68,355	\$78,609	10.4%
Librarian, Collection Development	51	\$ 52,638	\$ 61,927	\$ 71,216	55	\$58,102	\$68,355	\$78,609	10.4%
Events and Experiences Librarian	51	\$ 52,638	\$ 61,927	\$ 71,216	55	\$58,102	\$68,355	\$78,609	10.4%
Librarian	51	\$ 52,638	\$ 61,927	\$ 71,216	55	\$58,102	\$68,355	\$78,609	10.4%
Librarian, Outreach	51	\$ 52,638	\$ 61,927	\$ 71,216	55	\$58,102	\$68,355	\$78,609	10.4%
Districtwide Events & Experience Supervisor	52	\$ 53,954	\$ 63,475	\$ 72,997	56	\$59,555	\$70,064	\$80,574	10.4%
Graphics & Marketing Specialist	52	\$ 53,954	\$ 63,475	\$ 72,997	56	\$59,555	\$70,064	\$80,574	10.4%
ITI Application & Support Analyst	52	\$ 53,954	\$ 63,475	\$ 72,997	56	\$59,555	\$70,064	\$80,574	10.4%
Mobile Services Supervisor	52	\$ 53,954	\$ 63,475	\$ 72,997	56	\$59,555	\$70,064	\$80,574	10.4%
Patron Services Supervisor	52	\$ 53,954	\$ 63,475	\$ 72,997	56	\$59,555	\$70,064	\$80,574	10.4%
Virtual Services Supervisor	52	\$ 53,954	\$ 63,475	\$ 72,997	56	\$59,555	\$70,064	\$80,574	10.4%
Creative Technology Supervisor	56	\$ 59,555	\$ 70,065	\$ 80,575	58	\$62,570	\$73,611	\$84,653	5.1%
Human Resources Generalist	56	\$ 59,555	\$ 70,065	\$ 80,575	58	\$62,570	\$73,611	\$84,653	5.1%
Library Process and Information Management Specialist	56	\$ 59,555	\$ 70,065	\$ 80,575	58	\$62,570	\$73,611	\$84,653	5.1%
Training Specialist	56	\$ 59,555	\$ 70,065	\$ 80,575	58	\$62,570	\$73,611	\$84,653	5.1%
Facilities Manager	61	\$ 67,381	\$ 79,272	\$ 91,163	65	\$74,376	\$87,501	\$100,626	10.4%
Foundation Director	58	\$ 62,570	\$ 73,611	\$ 84,653	65	\$74,376	\$87,501	\$100,626	18.9%
IT Applications Engineer	61	\$ 67,381	\$ 79,272	\$ 91,163	65	\$74,376	\$87,501	\$100,626	10.4%
Collection Resources Manager	61	\$ 67,381	\$ 79,272	\$ 91,163	70	\$84,149	\$98,999	\$113,849	24.9%
IT Infrastructure Engineer	66	\$ 76,236	\$ 89,689	\$ 103,143	70	\$84,149	\$98,999	\$113,849	10.4%
Library Manager	61	\$ 67,381	\$ 79,272	\$ 91,163	70	\$84,149	\$98,999	\$113,849	24.9%
Outreach Manager	61	\$ 67,381	\$ 79,272	\$ 91,163	70	\$84,149	\$98,999	\$113,849	24.9%
Community Relations and Marketing Manager	73	\$ 90,620	\$ 106,612	\$ 122,604	75	\$95,207	\$112,008	\$128,810	5.1%
Community Engagement & Strategies Manager	76	\$ 97,588	\$ 114,810	\$ 132,031	80	\$107,718	\$126,727	\$145,736	10.4%
Information Technology and Innovation Manager	76	\$ 97,588	\$ 114,810	\$ 132,031	80	\$107,718	\$126,727	\$145,736	10.4%
Finance Manager	76	\$ 97,588	\$ 114,810	\$ 132,031	80	\$107,718	\$126,727	\$145,736	10.4%
Associate Director of Human Resources	78	\$ 102,529	\$ 120,622	\$ 138,715	82	\$113,171	\$133,143	\$153,114	10.4%
Associate Director of Public Services	78	\$ 102,529	\$ 120,622	\$ 138,715	82	\$113,171	\$133,143	\$153,114	10.4%
Executive Director	86	\$ 124,921	\$ 146,966	\$ 169,011	90	\$137,888	\$162,221	\$186,555	10.4%

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 15, 2024
Type of item: Action
Subject: Mountain View Fire & Rescue Development Agreement
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff Recommend the Board Consider and Approve the Agreement with the Mountain View Fire & Rescue District

Background

The development of the overall site for the Mead Library is being jointly developed by the High Plains Library District and the Mountain View Fire District. The two parties entered into a development agreement on July 17th, 2023, which stipulates that the Fire District will take lead on project and HPLD will reimburse the Fire District. Costs will be shared 50/50. The initial development agreement is near completion, and as the project moves forward an additional development agreement is necessary for the full site development. Staff & legal counsel for both districts have worked to draft the new agreement.

Considerations

- This agreement will solidify the development relationship between HPLD and the Mountain View Fire & Rescue District
- The agreement is patterned after the previous agreement, with Mountain View taking the lead and sharing costs 50/50
- There are exceptions to the 50/50 cost sharing
- Items specific to emergency services need will be paid 100% by the Mountain View Fire & Rescue District
- The total agreement cost will be defined as the IGA between the Town of Mead, HPLD and Mountain View Fire & Rescue District is finalized and will be addressed through an amendment

Recommendation

Staff Recommend the Board consider and approve the proposed salary survey recommendations

**SECOND AMENDMENT TO AGREEMENT
FOR JOINT CONTRACTING FOR SURVEY SERVICES
FOR PUBLIC FACILITY PARCEL**

This Second Amendment to Agreement for Joint Contracting for Survey Services for Public Facility Parcel (this "Second Amendment") is entered into on _____, 2024 ("Effective Date"), by and between the **Mountain View Fire Protection District**, a statutory special district of the State of Colorado (the "MVFP"), and the **High Plains Library District**, a statutory library district in the State of Colorado (the "HPLD"), (MVFP and HPLD may be referred to herein individually as a "Party" or collectively as the "Parties").

RECITALS

WHEREAS, the Parties have engaged in discussions and planning for the anticipated development of separate facilities on a Town of Mead ("Town") owned parcel in the Liberty Ranch subdivision, known as Tract B Liberty Ranch Subdivision Filing 2, Second Amendment and parcel number 120728104002 (the "Parcel"); and

WHEREAS, the Parties previously executed that certain Agreement for Joint Contracting for Survey Services for Public Facility Parcel dated July 17, 2023 ("Agreement"); and

WHEREAS, the Parties previously executed that certain First Amendment to Agreement For Joint Contracting For Survey Services for Public Facility Parcel ("First Amendment") dated October 10, 2023; and

WHEREAS, the Parties anticipate that the Town, through its development process, will require certain off-site improvements as conditions of approval for the development of the separate facilities; and

WHEREAS, the Parties further anticipate joint expenses in proceeding through the development process and an agreement to share these expenses is in the best interest of each District's taxpayers; and

WHEREAS, the Parties desire to amend the Agreement in order to share the cost of public improvements and other anticipated joint expenses resulting from the development and entitlement process for the purpose of seeking approval and ultimately constructing the anticipated separate facilities.

NOW, THEREFORE, in consideration for the mutual promises contained herein, and other good and valuable consideration, which is hereby acknowledged, the Parties agree as follows:

- 1. MVFP AS LEAD CONTRACTING PARTY.** MVFP will be the Party responsible for the preparation and submission of a minor subdivision to divide the Property into six (6) lots and rights-of-way in accordance with the Town's minor subdivision process. Furthermore, MVFP will be the party responsible for designing permitting and constructing the public improvements as described in Section 2 and 3, below. MVFP will be responsible for the engagement and oversight of third-party contractors and payment of all fees and costs related to Public Improvements and other costs as described in Paragraphs 2 and 3, herein. HPLD will be responsible for reimbursement of MVFP as described in this Second Amendment.

- 2. PUBLIC IMPROVEMENTS.** The Town has identified certain Public Improvements that are to be considered as conditions of approval in the development process. These Public Improvements are identified as follows (collectively the “Public Improvements”):
- a. Irrigation, sanitary sewer, water, and storm water improvements as shown on the Master Utility Plan for Liberty Ranch Filing NO. 2, 3rd Amendment, attached as Exhibit A to this Second Amendment.
 - b. A new roadway to be named “Chaparral Street” as generally shown on Exhibit A. Chaparral Street is to be constructed in compliance with the Road Section Details for Liberty Ranch Filing No. 2, 3rd Amendment attached as Exhibit B.
 - c. A new roadway to be named “Liberty Drive” as generally shown on Exhibit A. Liberty Drive is to be constructed in compliance with the Road Section Details in Exhibit B.
 - d. Widening of the west side of County Road 7 between Liberty Drive and the CR 7 intersection and the emergency driveway from the Fire Lot onto CR 7 in compliance with Exhibit B. This will include a tie-in for the Town’s trail shown on Exhibit B.
 - e. If required by the traffic study for the development, construction of auxiliary lanes along CR 7, such as a deceleration lane along the west side of CR 7 into Liberty Drive, a left turn from CR 7 into Liberty Drive, and/or an acceleration lane from Liberty Drive heading south on CR 7.
- 3. POTENTIAL FOR ADDITIONAL PUBLIC IMPROVEMENTS.** The Parties recognize that above Off-Site Improvements may be modified, or additional Improvements required by the Town during the development process or as conditions of approval.
- 4. OTHER ANTICIPATED FEES AND COSTS.** The Parties anticipate submitting individual site plans contemporaneously with the minor subdivision and subdivision improvement agreement. Such plans which are larger in scope than the site plan for the anticipated separate facilities will be shared in accordance with the terms of this Second Amendment, along with any corresponding fees charged by the Town. As part of the development process, MVFP and HPLD will schedule, hold and conduct at least one neighborhood meeting with the surrounding property owners. Costs for the neighborhood meeting, including contractor fees for the meeting will be shared in accordance with the terms of this Second Amendment.
- 5. SEPARATE RESPONSIBILITIES OF EACH PARTY.** MVFP will be responsible for all costs, fees and expenses related to development and construction of the property designated as the “Fire Station” on Exhibit A. In addition, the Town may require installation of emergency-vehicle traffic control signal at the intersection of the driveway for the Fire Station and CR 7, which would be the responsibility of MVFP. HPLD will be responsible for all costs, fees and expenses related to development and construction of the property designated as the “Library” on Exhibit A.
- 6. COST ALLOCATION.** The cost of the Public Improvements, additional Public Improvements and other anticipated fees and costs, as described in Paragraphs 2, 3 and 4 of this Second Amendment shall be shared equally by the Parties, with each Party responsible for Fifty percent (50%) of the total cost.
- 7. WORK INVOICES.** Whether billed in multiple invoices or by lump sum, HPLD agrees to pay 50% of all costs, fees or expenses outlined in Paragraphs 2, 3 and 4 in accordance with the terms of any

invoice related to the cost, fee or expense submitted by MVFP. If at any point during the term of this Agreement, a Party cannot pay their share of an invoice, that Party shall provide written notice to the other Party prior to the due date of the invoice. The Parties agree to negotiate in good faith to resolve the matter as efficiently as possible. If a Party pays in excess of their share of the aforementioned costs, fees or expenses, such an amount will be considered a credit towards any future cost sharing that may arise for the development of the Parcel or otherwise reimbursed to the Party.

- 8. EFFECT OF AGREEMENT AND FIRST AMENDMENT.** All remaining provisions of the Agreement and the First Amendment not expressly amended by this Second Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Second Amendment as of the Effective Date.

MOUNTAIN VIEW FIRE PROTECTION DISTRICT

By: _____

Its: _____

HIGH PLAINS LIBRARY DISTRICT

By: _____

Its: _____

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: July 15, 2024
Type of item: Action
Subject: Lost & Found Policy
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff recommend that the Board approve the Updated Lost & Found Policy

Background

This is an update to the current policy.

Considerations

- The new wording eliminates procedural information, namely how we dispose of items left in the library.
- It also adds verbiage from other libraries' procedural policies that staff felt would help reduce HPLD's liability.
- The remainder of the policy, which was last revised in 2020, remains in effect.

Recommendation

Staff recommend that the Board approve the Updated Lost & Found Policy.

Lost and Found policy

The District and its employees are not responsible for the security of personal items brought into any District facility.

The disposition of items left in the library depends upon safety and privacy concerns. Items presenting a hazard will be disposed of immediately.

The District cannot guarantee that a found item will be in its original condition.

District employees are not allowed to claim and/or obtain abandoned property left on District premises.

Related documents

Other policies:

Patron Rights and Responsibilities statement

Procedures:

Lost and Found procedure

HPLD Sierra Service Desk Circulation Guide

Policy History	Lost and Found
2020 – June 15	New. Identifies how long items will be retained and proper disposition.
Reviewed by	Associate Director of Public Services



BOARD OF TRUSTEES

Regular Session Agenda

Monday, August 19, 2024

5:00 p.m.

**LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631**

This is also streamed virtually by GoToMeeting.

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

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

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

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

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. July 15, 2024 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Minor's Park Urban Renewal Area Proposal – Town of Frederick (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.2 Town of Mead IGA (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.3 HPLD Vision and Values (Information) - Dr. Matthew Horts, HPLD Executive Director
- 2.4 Policies Updates (Action) - Dr. Matthew Horts, HPLD Executive Director, and Marjorie Elwood, HPLD Associate Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
 - a. September 16, 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 ADJOURNMENT

Upcoming meetings:

September 16, 2024 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631

Carbon Valley Operations

What's Happened in the last 30 days?

- 641 patrons attended storytimes in June.
- Librarians, Lisa Varra and Sandra Kelly, hosted a booth at the Mead Summer Block Party on June 8. They met with 275 attendees.
- Carbon Valley summer reading registrations reached 1,480.
- Teens incubated oyster mushroom spawn and have been tracking mycelium growth rates on a community board with Teen Librarian, Chloe Stevens.

What's Coming Up in the next 30 days?

- Librarian Bridget Parker will host a booth at Mead Rockin' N Reelin' Summer Music and Movies on July 12.
- The Firestone Police Department will host Police Storytime at the library on July 25.

Erie Branch Operations

What's Happened in the last 30 days?

- During the month of May, we watched caterpillars become chrysalises and eventually butterflies. On May 23, 140 kids joined us for stories and watched the butterflies be released into the wild.
- Summer reading has begun! As of May 30, 587(!) people have signed up to participate and earn prizes through reading and activities.
- As of May 30, we have 55 registrations for the Kids Juried Art Show that will be on display beginning in September.

What's Coming Up in the next 30 days?

- The first of our Beginner Hatha Yoga for Adults and Teens series starts on June 3 at 11am.
- Our summer reading programs in June include: a foam party, Cryptozoology for kids, Opposite Olympics, and more! Check out our summer reading calendar for more information.

LINC Operations

What's Happened in the last 30 days?

- The All-Aboard Ticket to Exploration continued in June. This program encourages folks to pick up a free Ticket to Exploration that allows free admission to the Colorado Model Railroad Museum, Greeley History Museum and Centennial Village Museum. The program runs through September.
- Two D6 Interns started work in June at LINC and will complete 150 hours each by August 9.
- LINC has been partnering with D6 Nutrition Services to provide free sack lunches for kids ages 1-18 every Thursday. In the month of June, 320 lunches were distributed.
- LINC is partnering with Colorado State University's BROADN: Aerobiome Research to provide STEM kits for families to check-out for free and then return to LINC to use a microscope.

What's Coming Up in the next 30 days?

- LINC will be hiring a Librarian with a Teen Focus. Current, Teen Services Librarian Victoria Berg will be transferring to the Children's Services position vacated by Michelle White.

CRM Operational Work

What's Happened in the last 30 days?

- Continued Summer Reading promotion
- State Seeds/pollinator distribution
- New Book a Librarian distribution
- Tribune Grover Library Interview
- Rosemary Wells promotion and cancellation
- Yesfest wayfinding prep
- NAGC Blue Pencil awards

What's Coming Up in the next 30 days?

- 2025 Sponsorship planning
- New library card arrival and distribution
- 2025 budget planning
- Digital displays to begin at most branches
- Grover Library Documentation
- LINC map completion

Facilities Operational Work

What's Happened in the last 30 days?

- Completed work orders
- Completed storm damage assessments
- Attended construction meetings and EC meetings incl subcontractor meetings
- Completed replacements of 4 HVAC units at DSS incl PM's
- Completed MOVE vehicle inspections/maintenance
- Installed Backflow at Kersey library
- Completed roof inspections for all locations
- Repaired stucco damage at LINC
- Completed LINC warranty walk through work orders
- Scheduled security camera installations at LINC
- Completed cleaning incl carpet and window cleaning schedules
- Completed landscaping maintenance all locations
- Purchased 2 additional storage containers and had them delivered to DSS
- Completed maintenance and registration for facilities truck

What's Coming Up in the next 30 days?

- Complete ongoing work orders incl warranty work orders for LINC
- Complete MOVE vehicle inspections, maintenance and record keeping
- Complete storm damage repairs
- Attend construction meetings and quarterly safety meetings
- Attend EC meetings
- Schedule door power shade installation and install soft floor tiles at LINC.
- Schedule tree removal at LINC

Finance Operational Work

What's Happened in the last 30 days?

- CPE - continuing professional education
- GFOA WPFN mentoring program
- 2025 budget planning
- Work on SOPs
- UNC legislative wrap up and SDA legislative wrap up
- HPLDF&F Finance Committee meeting
- Reviewing HPLDF&F audited financials and 990
- Sale of Lincoln Park building
- Work on RFP for investment advisory services

What's Coming Up in the next 30 days?

- CPE - continuing professional education
- GFOA WPFN mentoring program
- 2025 budget planning
- Weld County Lunch & Learn on property tax legislation and valuations - July 16
- Work on SOPs
- HPLDF&F board meeting
- Work on RFP for investment advisory services

Friends & Foundation Operational Work

What's Happened in the last 30 days?

- Onboard Volunteer Services Coordinator, Claudia Toledo.
- Launched Innovation Luncheon individual ticket and sponsor solicitations.
 - Raised to date:
 - Sponsors: \$13,000, 5 sponsorships
 - Goal: \$16,100 raised in sponsorships
 - Individual Tickets: \$780, 12 seats
 - Goal: \$3,000 raised in individual tickets
 - Target Guest Count: 66 paid guests
 - To date: 28 paid guests
- Attend the International Public Library Fundraising Conference in Washington DC 6/9-6/11.
- Attend the Colorado Nonprofit Association-Connecting Colorado Conference in Loveland on 6/26.

- Continued funding project and volunteer program work.
- Scheduled interviews with Branch Library Managers and Member Library Directors for F&F strategic planning.

What's Coming Up in the next 30 days?

- Innovation Luncheon-individual ticket flash sale closes on 7/3. Tickets will go up to \$75 each.
- Interviews with Branch Library Managers and Member Library Directors for F&F strategic planning.
- F&F Finance Committee Meeting, Executive Committee Meeting, Policy Committee Meeting, Friends Committee Meeting.
- Submit State Grants to Libraries report for FY 23-24.

Human Resources Operational Work

What's Happened in the last 30 days?

- Total Employees- 302*
- Open Positions - 7
- Job Applications Received - 129
- New Hires - 2
- Resignations - 1
- Training Requests - 27

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

What's Coming Up in the next 30 days?

- Updated Safety Manual

Information Technology & Innovation Operational Work

What's Happened in the last 30 days?

- Project Support
 - Eaton remodel (continued)
 - Construction projects (next round markups, ...)
 - Vending unit - tested and confirmed onsite connectivity and network equipment/connection
 - Accessibility - supported process and compilation of information for July 1 accommodation process
 - Grover -self check, client tech setup.
- Smart Badge deployment to Farr
- Digital display expansion (add Farr, CVR and working with CRM share training)
- Organizational dashboard refinement
- Budget planning underway
- Automated daily work reports to additional locations
- Final prep for onboarding support changes
- Full client update planning for deployment starting Q4 (OS upgrade, ...)

What's Coming Up in the next 30 days?

- Project support Admin expansion\CVR\Farr\Mead
- Raymer - site survey for connectivity
- Grover - equipment delivery (pending schedule)
- Video reader testing
- Catalog additional online catalog schedule planning
- ILS upgrade planning (date tbd)
- Budgeting
- Support for other projects: staff day 2025 planning, BBO, accessibility, digital display update, Book Vending unit

Community Engagement & Strategies Operational Work

What's Happened in the last 30 days?

- **Accessibility:** Thanks to HB21-1110, Colorado Laws for Persons with Disabilities, the District has been assessing and working to improve accessibility of our physical and online spaces. Community Relations & Marketing staff have updated the public website and Information Technology & Innovation staff are working with third party providers, such as our online catalog provider to improve accessibility. The District may benefit by the approval of HB24-1454 which grants a grace period through July 1, 2025 for non-compliance as long as an effort of good faith is demonstrated. Areas of immediate priority include: improving accessibility to online materials sharing services (the online catalog), identifying designated quiet spaces in facilities, and access to programs which includes providing a transcription of online programs. A process to receive and respond to requests for accommodation and potential grievances have been formalized which, according to HPLD's legal counsel and Rocky Mountain ADA addresses much of what was put forward by the legislation.
- **Kraemer Copyright Conference:** Elena Rosenfeld and Rebecca Libersat attended the annual Kraemer Copyright Conference in Colorado Springs. The focus was on the impact of Artificial Intelligence (AI) on copyright. What became clear is just how much is not yet known. However, it was pointed out that many database licensing agreements have been revised to include a statement on AI access to the software. There was also discussion about how some states are looking at how publisher pricing of e-materials for libraries may be in violation of existing state fair business practices laws. The Colorado Association of Libraries (CAL) has been asked to consider whether there is interest in pursuing this.
- **Weld County Early Childhood Council:** The Council's Executive Committee is starting work on building a community plan, rather than a strategic plan. During the first meeting, the group looked at the State's 2023 iteration of the Early Childhood Framework to start identifying potential groups to contact in the effort to define priorities for moving forward. A top area of discussion was the variety of ways one can consider the diversity within Weld County – be it by region, income, language, etc.

What's Coming Up in the next 30 days?

- **Acts of Connection:** The Acts of Connection initiative, led by Thriving Weld County's Healthy Mind and Spirit Committee, will officially start being promoted this month.
- **Weld County Early Childhood Council:** Work on the community plan will transition from creating a framework for the effort to planning interactions with the variety of community groups involved with and impacted by early childhood services.

SERVICES

Service - Programming

What's Happened Up in the last 30 days?

Date	Title	Building	Attendance
6/7/2024	Foam Party	Erie Community Library	400
6/6/2024	Foam Party	Centennial Park Library	313
6/8/2024	Mead summer block party	Carbon Valley Regional Library	275
6/8/2024	Foam Party	LINC Library Innovation Center	185
6/7/2024	Foam Party	Carbon Valley Regional Library	150
6/20/2024	Music and Movement @ LINC	LINC Library Innovation Center	90
6/8/2024	Carbon Valley Resource Fair	Carbon Valley Regional Library	83
6/3/2024	Family Storytime	Erie Community Library	73

Total Engagement - 5,369 patrons

PopUp/Districtwide Events

Semi-Annual Report

January-June 2024



January 27

UWWC Building Blocks

Engagement - 103

February 22

**Greeley Central - Equity and Family
Engagement Resource Fair**

Engagement - 27

New Cards - 3

Research Visit

Museum of Discovery



Research Visit

Meow Wolf



Research Visit

Wildlife Sanctuary



January

13

**Greeley
Guardians**



PopUp Semi-Annual Report

January-June 2024

March 27

**Science Night at
Red Hawk Elementary**
Engagement - 180



March 28

STEM Night at Winograd
Engagement 150



March 30
**Northern Colorado
Children's Festival**

Engagement - 700



PopUp Semi-Annual Report

January-June 2024

April 17

**Franklin MS 6th Grade
Orientation**

Engagement - 122

New Cards - 14

Checkouts - 2

"The library station was such a hit last night! Thank you so incredibly much for coming to our 6th grade orientation night!

We truly appreciate it!"

- Cassie Tedesco

April 25

**Salida del Sol
Literacy Night**

Engagement - 232

April 29

**Migrant Coalition
Dia del Nino**

Engagement - 125



May 3

**Bella Romero Academy
Family Reunion**

Engagement - 315

New Cards - 4

Checkouts - 4

PopUp Semi-Annual Report

January-June 2024

May 5

**Cinco de Mayo
Downtown**

Engagement - 488

New Cards - 6

Checkouts - 4



May 10

**Fred Tjardes
Museum Night**

Engagement - 56

Checkouts - 9

May 11

PopUp Resource Fair

Engagement - 62

New Cards - 2

Replacement Cards - 2

Donations - 58

Diaper Distribution



PopUp Semi-Annual Report

January-June 2024

May 18

Erie Town Fair

Engagement - 876

New Cards - 2

Checkouts - 17

**“We love
Kristin’s
Twinkle
Babies!”**



Shout outs
Thank you to Sinai, Imma,
Fardowsa, Arafa, and Gloria for
your help with events!

PopUp Semi-Annual Report

January-June 2024

May 29

Summer Kick-off - HIPPY

Engagement - 68

June 2

Erie Pride

Engagement - 509

New Cards - 2

June 8

Greeley Pride

Engagement - 510

New Cards - 8

Fines Waived - 2 patrons

Check outs - 38



PopUp Semi-Annual Report

January-June 2024

June 10

Erie Preschool
New Horizon Academy
Summer Camp
Engagement - 60

**“Why no
Juneteenth
programs at
the library?”**



June 14

UNC Juneteenth
Engagement - 31
New Cards - 1
Checkouts - 9

June 14

Children's Migrant Festival
Engagement - 102



PopUp Semi-Annual Report

January-June 2024

June 20

World Refugee Day

Engagement - 241

Donations - 4 crates

June 28

Mead Town Park

Engagement - 80

New Card - 1

June 25

**Centennial Elementary
Summer School Visit**

Engagement - 72

June 22

Erie Juneteenth

Engagement - 110

June 26

**Groundbreaking event
at Delta Park**

Engagement - 150

New Cards - 2

Checkouts - 7

