



BOARD OF TRUSTEES
Regular and Executive Sessions Agenda
Monday, March 17, 2025
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. February 17, 2025 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Auditors Communication to the Board (Information) – Natalie Wertz, HPLD Finance Manager
- 2.2 Friends of Raymer MOU and Lease Update (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Temporary Spaces' Leases (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Office Space
 - b. Vehicle Storage
- 2.4 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. April 21, 2025 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD COMMENTS

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

5.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney –
Granado Claim

6.0 ADJOURNMENT

Upcoming meetings:

April 21, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631



BOARD OF TRUSTEES
DRAFT - Regular and Executive Sessions Minutes
Monday, February 17, 2025
5:00 p.m.
LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631

1.0 OPENING OF MEETING AT 5:00PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans

Trustee Gerri Holton attended virtually

Trustee Michael Wailes arrived at 5:10pm

Trustee Lisa Taylor was excused

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hортt, James Melena, Mallory Pillard, Rebecca Libersat, Rick Medrano, and Kim Parker

Legal Counsel William Garcia

Chair Nakamura 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: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

1.3 Approval of Consent Agenda

a. January 13, 2025 Regular Session Meeting Minutes

MOTION to approve the consent agenda: Vice-Chair Joyce Smock

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 4:0

1.4 The Good We Do

Dr. Horts shared that The Weld Trust approved a flagship grant submission to build a workforce development mobile unit for a joint project between Employment Services of Weld County and the District. The grant, which will provide \$830,000 for the project, was written and applied for by the HPLD Friends & Foundation. The dollars will make it possible for Employment Services and HPLD to take workforce development services all across the District's service area. They are also discussing caravanning with the Weld Food Bank to take the vehicle to their food stops. Dr. Horts added that he cannot thank the Weld Trust enough for their consideration and support, including helping the Foundation adjust the submission to better match what was needed for the grant. To date, it is the largest grant amount HPLD has ever received.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Board Training (Information) - Dr. Matthew Horts, HPLD Executive Director

Legal Counsel Bill Garcia presented training on Trustees' responsibilities and duties as stewards of the public dollars.

For Information Only – No action is needed

Trustee Michael Wailes arrived at 5:10p.m.

2.2 Building a Better Organization Overview (Information) - Dr. Matthew Horts, HPLD Executive Director

As part of HPLD's strategic plan, the District has chosen to pursue excellence through adopting the Malcolm Baldrige Framework. HPLD is calling the initiative *Building a Better Organization* (BBO), and it will be the focus of the upcoming All Staff Day in order to expand the framework and continuous improvement to the full organization.

For Information only – No action is needed

2.3 Construction Updates (Information) - Dr. Matthew Horts, HPLD Executive Director

Dr. Horts updated the Board on the four active construction projects:

- DSS Archive and Expansion: construction is expected to start on March 21st for both the new space behind the current building and the remodel of the existing space.
- Carbon Valley Regional Library remodel construction started today, Feb. 28th, and will take longer than originally been planned. Staff will know more in the near future.
- Farr Regional Library remodel is expected to be completed on February 25th.

Chair Nick Nakamura recused himself at 6:02pm for the Mead Library discussion because of being a possible supplier to the project.

- Mead Library construction had planned to start in April, but that has been delayed.

Chair Nick Nakamura returned to the meeting at 6:04pm.

For Information Only – No action is needed

2.4 Policy Update (Action) - Dr. Matthew Horts, HPLD Executive Director

a. Open Records Policy

The proposed changes cleaned up language in the policy, and no major changes were made.

MOTION to approve the Open Records Policy as presented: Trustee Michael Wailes
SECOND: Secretary/Treasurer Deana Lemos-Garcia
DISCUSSION: None
VOTE: 5:0

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
a. March 17, 2025 RS

- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director
James Melena, HPLD’s Community Relations & Marketing Manager, shared that on April 11th from 5:30 to 8:30p.m., the District will hold *ReadCon*, a celebration of books, creativity, and storytelling. There will be book readings and signings, Q&A sessions, and networking. Some of the authors who will present are Dan Jorgensen, Erika Krouse, and co-authors Paloma Barraza and Jane Thompson.

The District’s *All Staff Day* will be held on February 28th, and branch libraries will be closed to allow all employees to attend the event.

Bills that have been introduced in the Colorado Legislature and could affect libraries are: SB 2563, aimed at protecting school libraries’ collections and staff; HB 251158, which oversees digital education materials; and HB 251231, which protects minors from sexual or pornographic content.

4.0 BOARD COMMENTS

- 4.1 Chair Nakamura visited Farr Regional Library after they reopened from the remodel. Good job!
- 4.2 Vice-Chair Smock thanked Bill, Mallory, and James for their presentations, information, and books.
- 4.3 Secretary/Treasurer Lemos-Garcia also thanked Bill and James for their information and books.
- 4.4 Other Board Members
- Trustee Evans, too, thanked Bill and James, and gave a shoutout to the Erie Library Chess Club for 3rd through 5th grades.
 - Trustee Holton thanked everyone for the flowers and expressions of sympathy. She’s excited for ReadCon and All Staff Day, and plans to attend both.
 - Trustee Wailes recognized Bill and thanked James for the books, and reported that there was a Friends & Foundation meeting recently.

5.0 RECESS FOR TRUSTEES’ PHOTOS from 6:24 to 6:45pm.

6.0 EXECUTIVE SESSION

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – Granado Claim
- 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) (b) Receiving legal advice on specific legal questions from an attorney – Executive Orders

MOTION to enter Executive Session pursuant to section C.R.S. § 24-6-402(4) (b), Receiving legal advice on specific legal questions from an attorney – Granado Claim, Lochbuie Claim, and Executive Orders: Secretary/Treasurer Deana Lemos-Garcia

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 5:0

At 6:45pm on February 17, 2025, an executive session meeting of the Board of Trustees of the High Plains Library District was convened for the sole purpose of receiving legal advice on specific legal questions from an attorney – Granado Claim, Lochbuie Claim, and Executive Orders. Attending were Chair Nick Nakamura, Vice-Chair Joyce Smock, Secretary/Treasurer Deana Lemos-Garcia, Trustee Jenna Evans, Trustee Gerri Holton, Trustee Michael Wailes, Trustee Lisa Taylor, Dr. Matthew Hортt, and Legal Counsel William Garcia.

During the executive session, the Board discussed or received advice regarding the Granado Claim, Lochbuie Claim, and Executive Orders, 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 8:06pm, and reconvened in regular session.

7.0 RECONVENING OF REGULAR SESSION AT 8:06PM

All Trustees were Present unless noted:

Chair Nick Nakamura

Vice-Chair Joyce Smock

Secretary/Treasurer Deana Lemos-Garcia

Trustee Jenna Evans

Trustee Gerri Holton was excused

Trustee Michael Wailes

Trustee Lisa Taylor was excused

Quorum was established.

Also Attending were:

HPLD Staff: Dr. Matthew Hортt and Kim Parker

Legal Counsel William Garcia

8.0 ADJOURNMENT AT 8:06PM:

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Joyce Smock

SECOND: Secretary/Treasurer Deana Lemos-Garcia

DISCUSSION: None

VOTE: 4:0

Upcoming meeting: HPLD Board of Directors Meeting - Regular Session

March 17, 2025, 5:00p.m., LINC Library Innovation Center, 501 8th Avenue, Greeley, CO 80631

HPLD Board Secretary/Treasurer
Deana Lemos-Garcia

Recording Secretary
Kim Parker

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 17 th , 2025
Type of item: Information
Subject: Auditors Communication to the Board
Presented by: Natalie Wertz, Finance Manager
Recommendation: Item for information only. No action to be taken by the Board

Background

Audit standards require that the Auditors provide a letter of communication to the governing body of an organization. Anderson & Whitney have provided the letter and staff are presenting it to the Board of Trustees.

Recommendation

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



A Professional Corporation of
Certified Public Accountants

February 11, 2025

Board of Trustees
High Plains Library District
Greeley, CO

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the High Plains Library District (the District) financial statements as of and for the year ending December 31, 2024.

Communication

Effective two-way communication between our firm and the Board of Trustees is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the District and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, partners and professional employees of Anderson & Whitney, P.C. are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Anderson & Whitney, P.C. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your business functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your business. The development of a specific audit plan will begin by obtaining an understanding of your business objectives, strategies, risks and performance.

As part of obtaining an understanding of your business and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Significant Risks of Material Misstatement

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified and assessed risk of material misstatement that, in our professional judgment, requires special audit consideration.

Fraudulent revenue recognition and management override of controls are two presumed risks of material misstatement. Additional risks of material misstatement and significant risks may be identified as we perform additional audit procedures.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. A financial statement audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the District's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

Timing of the Audit

Audit fieldwork will commence in March 2025. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the District.

This communication is intended solely for the information and use of the Board of Trustees and is not intended to be, and should not be, used by anyone other than this specified party.

Anderson & Whitney, P.C.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 17 th , 2025
Type of item: Action
Subject: Friends of Raymer MOU/Lease
Presented by: Dr. Matthew Hортt, HPLD Executive Director
Recommendation: Staff recommends the Board approve the proposed update to the MOU and Lease

Background

The Friends of Raymer have been working on converting a Mercantile Building in New Raymer into a Local History Center. This has been an ongoing project, and the District was first approached about the project in 2021. Initial discussion on this project included the library working with the Friends of Raymer to include a Public Computing Center (PCC) in the Local History Center. The PCC would be very similar to the one which we installed in the Briggsdale Community Library.

In December 2024, the Board approved an MOU and Lease with the Friends of Raymer regarding the project. In the beginning of 2025, a representative from the Friends of Raymer informed the District that the buildings' new insurance is now requiring that HPLD list the Friends of Raymer as an additionally insured part on our insurance. Staff researched this request and determined that it would be possible to do so without increasing HPLD's insurance premiums. Following direction from the district's legal counsel, we are proposing language to reflect this change as Addendum A to the agreements.

Staff Recommendation

Staff recommends the Board approve the proposed update to the MOU and Lease

ADDENDUM A

Per the request of the Friends of Raymer Inc. insurance provider, High Plains Library District agrees to add the Friends of Raymer Inc as an Additional Insured party on the HPLD existing policy.

DRAFT

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 17 th , 2025
Type of item: Action
Subject: Temporary Spaces' Leases
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommends the Board approve terms and proposed range amounts for the leases and direct the Executive Director to complete negotiations and sign the lease agreements

Background

The delays in permitting have led the design team to adjust the phasing of the DSS expansion and remodel project. To make up for the delays and stay within budget, it has been determined that staff and vehicles will need to be relocated for 6-9 months to allow the remodeling of the existing space to begin. Staff have been negotiating the terms and lease amounts but are waiting on draft lease agreements. Due to the timing, staff are asking the Board to consider ranges for the lease costs and authorize staff to complete negotiations and enter into a lease.

Considerations

Office Space:

Location: US Bank Building (3690 W. 10th Street) 4,970 SF

Terms: 6 months with month-to-month option after

Lease Range: \$4,000-8,000 a month

Vehicle Storage:

Location: Henry Group (3805 Carson Ave.) 3,075 SF

Terms: 6 months with month-to-month option after

Lease Range: \$3,000-5,00 a month + utilities

Staff Recommendation

Staff recommends the Board approve terms and proposed range amounts for the leases and direct the Executive Director to complete negotiations and sign the lease agreements

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 17 th , 2025
Type of item: Information
Subject: Construction Update
Presented by: Dr. Matthew Hott, Executive Director
Recommendation: Item for information only, no action to be taken

Background

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

Considerations

- DSS Archive and Expansion
 - Remodeling in the existing building will begin first, followed by the new build
 - Project is on budget
 - Construction set to begin, and staff will vacate the building on March 21st
- Mead Library
 - Construction/site work will begin following the approval of the site plan and issuance of permits
- Carbon Valley Regional Library (Remodel)
 - Construction began on Feb 17th
- Farr Regional Library
 - Major work on the project has completed, punch list items are still being worked on

Recommendation

Item for information only, no action to be taken



BOARD OF TRUSTEES

DRAFT - Regular Session Agenda

Monday, April 21, 2025

5:00 p.m.

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

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- 1.1 Roll Call and Pledge of Allegiance
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 - a. March 17, 2025 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Construction Updates (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.2 PLAR Update (Information) - Dr. Matthew Hортt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
 - a. May 19, 2025 RS
- 3.2 District Updates – Dr. Matthew Hортt, 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:

May 19, 2025 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Fort Lupton Public and School Library, 370 Rollie Street, Fort Lupton, CO 80621

1

GOALS

GOAL

Goal

Board only updates

Provide updates to the Board*NEW Eric Ewing:**

What's Happened in the last 30 days?: Total Employees- 298*

Open Positions - 5

Job Applications Received - 264

New Hires - 4

Resignations - 6

Training Requests - 56

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

What's Coming Up in the next 30 days?: -Packing files

-Operations adjustments

NEW Elena Rosenfeld:

What's Happened in the last 30 days?: Thriving Weld - The quarterly Thriving Weld meeting focused on the data gathered during the last Community Health Survey and plans for the 2025 Community Survey. The new survey will include questions focused on loneliness and social isolation and, to encourage participation, those who receive and complete their survey will receive a \$5 gift card. Partner agencies are being asked to assure residents that the survey is legitimate and encourage participation. The County is hoping that enough people throughout Weld County will participate so we can see patterns in various regions.

SKPL Grant - Elena continues to participate as a grant reviewer for the Institute of Electrical and Electronics Engineers (IEEE) SKPL project which provide public libraries a fund to build a starter collection of circulating Science, Technology, Engineering, and Math (STEM) kits. While more IEEE chapters have joined this initiative, the chapter that includes Colorado has not yet decided to participate. While not a project that meets HPLD needs, it would be a great one for the very small libraries in our state.

State Legislation Impacting Colorado Libraries - this year has proven to be a busy one in terms of proposed legislation that directly impacts school libraries and has some impact on public libraries. SB-063 which provides protections to school library collections and employees is one that the Colorado Association of Libraries supports. HB-1158 which directs that digital education materials in school libraries not have advertising or links to the Internet is a concern as that would disallow access to content such as full image newspapers and magazines. In addition, it places strictures on partnering with a public library to provide access to content. There's other items coming forward but these are the 2 top items being monitored at this time.

What's Coming Up in the next 30 days?: Emergency Food & Shelter (EFSP) Funds - United Way of Weld County will be leading the process to distribute approximately \$118,000 of Emergency Food & Shelter funds to non-profit agencies that have applied to receive the funds. Elena Rosenfeld will be one of the representatives helping distribute the funds which are less than the amount being requested.

Public Health - Parks & Recreation Summit - Elena will be attending this summit which is focusing on how partnerships can support community member health and connectiveness.

More Legislation - The Long Bill will be voted upon near the end of the month. As the State wrestles with funding shortfall, there will be efforts to insure that the grant for publicly funded libraries stays in place.

NEW Ian Holmes:

What's Happened in the last 30 days?:

- On February 13th, sled dog Noggin brought her owner Karen to talk about their experiences with the Iditarod,
- On February 17th, 23 people attended our regular short film night for three movies and a discussion.
- Our teen paint along program remains popular drawing 15 teens across two sessions with full registration. Our teen chess club registration for March is also popular with 19 teens signed up to play.

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

- Our tax aide partnership with AARP continues on Mondays and Fridays throughout the month of March.

NEW Rick Medrano:

What's Happened in the last 30 days?: Grover:

- January Door count -105
- February door count- 178
- 2/25 Hosted Pawnee Elementary 1st and 2nd grades tour. We also had 35 people attend a program that afternoon for a total of 59 people in the library in one day!
- 2 weather related closures

Kersey:

- Continued weekly programming: Dungeons and Dragons, Kid Art Club, and Friday Night Magic the Gathering.

- Started a partnership with Platte Valley Elementary for a Kid's Bookclub at the school. 13 registered.
- Cross-training Grover staff at Kersey to see how other locations operate.

Outreach:

- DSS Construction Planning and coordination. Worked with Executive Director and other DSS Management staff to plan spatial needs for successful operation.
- Coordinated tour of 3 offsite vehicle storage options during DSS construction.
- Lots of weather related cancellations--February was bitter-cold and icy.
- Hiring for 2 vacant positions.

What's Coming Up in the next 30 days?: Grover:

- Meeting space will begin being available to reserve for the public.
- LA staff will be leading their first solo program efforts.
- Hope to begin testing afterhours building access for unstaffed library model.

Kersey:

- Working to refine number of programs to a more manageable level.
- Reworking Kersey basement to better facilitate more staff working in the building if needed during DSS construction.

Outreach:

- Lots of cleaning, shuffling, and moving materials to new work locations for DSS construction. We are a flexible, dynamic team.
- Hill N Park PCC should be online in March.

NEW Marjorie Elwood:

What's Happened in the last 30 days?:

- Carbon Valley Library furniture bids
- Determining DSS office layouts
- Policies & Procedures - Flag, Photography & Videorecording, Service Animals

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

- Carbon Valley Library will be closed for most public services during a three-week closure, starting February 17th. This will allow the louder, more demolition-oriented portions of the refresh to take place while patrons are not in the space. We will still be providing holds pick-up.
- Mead Library - We will be starting Owner-Architect-Contractor (OAC) meetings in February, as infrastructure work begins. We are discussing shelving requirements for the new library.
- DSS - Current Building: GH Phipps, our construction company, will mobilize into the space April 4th; starting construction April 7th.
- DSS New Building (to the South of the current building): · We are still waiting on a permit from the City for the new building, so we're probably looking at a start date for it closer to the end of February.

NEW **Melissa Beavers:**

What's Happened in the last 30 days?:

- City of Greeley's Economic Development Department held a full-day Strategic Planning session at LINC Wednesday, January 8.
- City of Greeley's Mayor's Task Force on Homelessness met at LINC on Thursday, January 9.
- Americorp Digital Navigator Jacqueline Iverson works at LINC 20 hours weekly to meet with patrons to assist with their technology needs and to help bridge the digital divide. The Digital Navigator met with 35 people in January.

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

- LINC LA Rob Walker will be presenting "The Children of the Night: Horror is Healthy for Kids" at the CLIC 2025 Virtual Winter Workshop on February 5.
- LINC will be hiring an Exhibits Specialist to help maintain the exhibits and equipment in the Children's Innovation Space.