



BOARD OF TRUSTEES
Regular and Executive Sessions Agenda

Monday, September 21, 2026

5:00 p.m.

HPLD Library & Archive

2650 W. 29th Street, Greeley, CO 80631, south side of the building. Use the southmost parking lot.

This is also streamed virtually by GoToMeeting.

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

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

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

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. August 17, 2026 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Member Libraries' List of Services (Action) - Dr. Matthew Hortt, HPLD Executive
- 2.2 Director Owner's Rep Requests (Action) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Glenn A. Jones M.D. Memorial Library
 - b. Hudson Public Library

- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. October 12, 2026 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)(e) Determining positions relative to matters that may be subject to negotiations – Owners Rep Contract
- 5.2 C.R.S § 24-6-402(4)(e) Determining positions relative to matters that may be subject to negotiations – Standards
- 5.3 C.R.S § 24-6-402(4)(b) Receiving Legal Advice on specific legal questions from an attorney – Social Media

6.0 ADJOURNMENT

Upcoming meetings:

October 12, 2026 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, August 17th, 2026
5:00 p.m.
Milliken Library
266 S. Irene Avenue, Milliken, CO 80543

1.0 OPENING OF MEETING AT 5:05PM

1.1 Roll Call and Pledge of Allegiance

All Trustees were Present:

Chair Michael Wailes
Vice-Chair Deana Lemos-Garcia
Secretary/Treasurer Lisa Taylor
Trustee Jenna Evans
Trustee Gerri Holton
Trustee Dr. Carmody Lee
Trustee Patty Bodwell

Quorum was established.

Also Attending were:

Legal Counsel Bill Garcia (virtually)
HPLD Staff: Marjorie Elwood, Natalie Wertz, Niamh Mercer, Dt. Matthew Hорт and Kim Parker
Kristi Plumb, Director of the Glenn A Jones, MD Memorial Library

Chair Wailes read the following statements 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.

At HPLD, we ASPIRE to help build community and be a valued community resource.

1.2 Approval of Agenda

MOTION to approve the agenda: Secretary/Treasurer Lisa Taylor

SECOND: Vice-Chair Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

1.3 Approval of Consent Agenda

July 20, 2026 Regular and Executive Sessions Meeting Minutes

Dr. Hорт announced that the Minutes had been changed slightly after the packet was posted on the website. The change was in Action Item 5.1: Executive Session. The corrected minutes read, "An executive session was convened . . .", making it past tense; whereas the previous version had the statement in present tense because it had been copied from the script.

MOTION to approve the amended consent agenda: Trustee Patty Bodwell

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

1.4 The Good We Do

Dr. Hortt shared feedback from last Saturday and Sunday's Danny Trejo event, and summarized it by saying that it was a great event that brought in a different population than the District may normally see. It is estimated that 1200 – 1300 people attended.

Some of the feedback from the public was that it was fascinating, and what stood out was the collaboration between UNC and HPLD. Greeley needs more provocative events like this. It was great to see the diversity of the audience, and the moderator was excellent, which helped make it successful. Also, Pablo Guzman, the moderator and owner of Midnight Oil downtown, had people in the store afterwards talking about the experience they had. Based on the overwhelming positive feedback, it was a great success. It was great to see the impact it had, and it opened doors for us. Furthermore, the Mexican American Heritage group had a table there, and they made a lot of connections.

1.5 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Erie Recreation Center Expansion (Action) - Dr. Matthew Hortt, HPLD Executive Director

The Town of Erie has proposed a plat amendment and land swap with the Erie Community Library to allow them to expand the recreation center. The HPLD Board had previously directed staff to sign the authorization for the Town to proceed, with the caveat that November's ballot initiative in Erie passes. Erie Town Staff agreed to include the contingency request in all agreements and, when meeting with Dr. Hortt and HPLD's Legal Counsel, shared that the plan for the Rec Center is to expand, and if the ballot measure is not successful it will be pursued again. Knowing that if this does not pass, the Town will put it back on the ballot in order to get funding, Dr. Hortt asked if the Board is interested in removing the contingency plan. That way, they won't be having the same discussion again in a year if the vote fails. He also asked if staff may sign administrative agreements, such as site plans, etc.

There was discussion by the Board, which included the suggestion that extending goodwill is a good thing because we will work with the town a lot. Dr. Hortt was then asked what he would recommend, and he proposed removing the contingency and further negotiate either giving them the land or continuing with the process.

PROPOSED MOTION to remove the contingency request and authorize the Executive Director to be administrator and sign future documents related to the project: Vice-Chair Deana Lemos-Garcia

SECOND: Trustee Gerri Holton

DISCUSSION: Secretary/Treasurer Lisa Taylor suggested adding to the Motion that "The first option is giving Erie the land and giving Dr. Hortt the authorization to make other arrangements, should that not go through".

Chair Wailes asked Vice-Chair Lemos-Garcia and Trustee Holton if they approve of amending the Motion. They both agreed to the change.

FINAL MOTION to remove the contingency request, with the first option being to give Erie the land, and authorizing the Executive Director to make other arrangements, should

that not go through; and also to be administrator and sign future documents related to the project.

VOTE: 6:0

2.2 Policy Update (Action) - Dr. Matthew Hорт, HPLD Executive Director

a. Owner's Rep Guidelines

This month, the update is to a Guideline, rather than a Policy. In 2019, after talking about construction, the HPLD Board recommended supporting Member Libraries by encouraging them to use an Owner's Representative for their construction projects through a \$100,000 reimbursement. Guidelines were then created. At that time, the guidelines stated that the use of HPLD's contracted On-Call Owner's Rep must be used for reimbursement. In 2024, the Board reaffirmed that the contracted Owner's Rep must be used. Since that time, there have been issues with the requirement, such as their purchasing policy not allowing them to use the On-Call Rep and therefore not giving them access to those funds.

Dr. Hорт asked the Board if the intent is to encourage using an Owner's Rep or support a construction project? If it is to encourage using an Owner's Rep, do we want the consistency that comes from using the same one or to give them the freedom to choose their own? Also, if the intent is to support the construction project, is it possible to allow the funds to be used for other parts of the project, such as an architect?

There was resulting discussion by the Board, and in the end, Dr. Hорт was asked for his recommendation. His recommendation was to redline the statement that the District will only fund the use of the current On-Call Owner's Rep, which would result in allowing Members to use the Rep they want. He added that the motion could be to accept the recommended changes to the guidelines.

b. Owner's Rep On-Call Contract

Dr. Hорт introduced this topic, and after discussion, it was determined that the topic would be moved to Executive Session in next month's meeting.

MOTION to approve the recommended changes to the guidelines: Vice-Chair Deana Lemos-Garcia

SECOND: Secretary/Treasurer Lisa Taylor

DISCUSSION: None

VOTE: 6:0

2.3 2nd Quarter Statistics Overview (Information) - Dr. Matthew Hорт, HPLD Executive Director

Dr. Hорт shared updated data for the *Building a Better Organization* plan, and he looked at trends from the last ten years. Overall, the District is seeing positive trends: the numbers are all heading in a positive direction and are up from recent years.

After going through the numbers and engaging in discussion, Secretary/Treasurer Taylor stated that engagement in any form is the metric that is important, and Dr. Hорт agreed and said it was a great point.

For Information Only. No Action Needed.

2.4 Strategic Plan Updates (Information) - Dr. Matthew Hорт, HPLD Executive Director

a. Construction Updates

The HPLD Library & Archive is open, and 156 patrons visited in July.

Mead Library has received their temporary occupancy and is about finished, and staff will be moving in within a few weeks. The Grand Opening will take place on October 3rd at

10:00am.

b. Workforce Development

Staff are still working on the MOU with Weld County and making test stops in conjunction with the County Weld Food Bank. Staff are also working closely with the vendor that is doing the vehicle, and it is still expected to roll out in October. Also, a person was already referred to get funding through WHELA to start getting some training and get back into the workforce. Wins are being seen even in the testing that is taking place.

c. Literacy

As mentioned before, the Danny Trejo event was a huge success.

Summer Reading had 5,040 registrants; and of those, 2,286 completed programming, earning prizes of books. Door count and other numbers spiked in Summer Reading. It was another great event this year.

For Information Only. No Action Needed.

3.0 DIRECTOR'S REPORT

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

a. September 21, 2026 RS

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

Dr. Horts reported on the success of HPLD Foundation's fun fundraiser, "Carnival in the Stacks", at LINC.

He announced that the Career Online Highschoolers graduation celebration will be held at LINC on Sept. 26th from 10:30am to 12:30pm. The graduates went through the program that HPLD offered, and the district is thrilled to be able to celebrate their hard work and accomplishments with them.

Staff received approval on the IGA amendment from Weld RE-8 School District. It's a joint agreement between Fort Lupton and the school district, and so they both had to sign it. That completes the approvals.

Dr. Horts and Secretary/Treasurer Lisa Taylor were invited to speak for the Visiting International Delegates, an international delegate visit that the state is putting together. There will be 20 international delegates who are coming out to look at how counties work together in relation to workforce development

4.0 BOARD COMMENTS

- 4.1 Chair Wailes thanked the Milliken Library leadership for hosting the meeting and coming in on their day off. Also, there's been a lot of hard work and a lot going on! He's proud of the work the Foundation team did for the Carnivals in the Stacks. It was a great event, and he knew it was a good event when his wife said "I really had fun tonight. I'm glad you took me." He also thanked the Board Trustees for attending all the events, because it's important for the Board to be visible at events, especially to the staff.
- 4.2 Vice-Chair Lemos-Garcia thanked Kristi Plumb, Director of the Glenn A. Jones, M.D. Memorial Library and Milliken Library, for hosting the meeting at Milliken. She attended the Danny Trejo event and thoroughly enjoyed it and the meet and greet. He brought a different culture here, which was a good thing. She loved the dashboard information, and it was great to hear that the Carnival in the Stacks was a success.
- 4.3 Secretary/Treasurer Taylor is glad Niamh and Matt are still upright after the super busy weekend with all the amazing activities. She attended the Carnival in the Stacks on Friday and Danny Trejo on Sunday. On both days, the diversity of people was noteworthy, and it was diversity in multiple ways, such as economic diversity. She also gave a shoutout to the great commitment and enthusiasm that staff bring to their work. So much hinges on having the right people and having shared goals and outcomes, as in workforce development. Finally, she is hoping that Bright Futures can be at the COH graduation to help graduates get grants.
- 4.4 Other Board Members
- Trustee Evans thanked Kristi for hosting us in this beautiful library. She's excited for the Carnival in the Stacks in Erie and is thrilled to hear about all the work that is going into workforce development. Also, she is amazed at all the high-caliber events going on now. Great job!

Trustee Gerri Holton is excited to be in this space again, because she was here when it housed the Boys and Girls Club. She attended the fun Foundation event, which was amazing and had great camaraderie. She also attended Danny Trejo, who was amazing and has a great redemption story, and she was impressed by the reach it had and how many people were impacted. She hopes we can keep the same momentum going and continue to bring in people who might not otherwise be exposed to us.

Trustee Dr. Carmody Lee echoed what others have said. She will be going to Erie on Friday and is looking forward to that, and is thrilled to be at Milliken. It is a beautiful space!

Trustee Bodwell thanked Kristi for hosting us when they aren't open. She likes this library because it has the Baker Space. She went to Carnival in the Stacks, and it was a lot of fun and it was great to see that it was sold out. She went to Danny Trejo on Sunday and really enjoyed it. The people who sat beside her were from Longmont, and it was good to see how far-reaching it was. And she checked out Danny Trejo's book. She also said she loves the passport and the fun stamps. She thinks it will get people to a lot more activities. Finally, she's looking forward to the workforce development mobile unit, and asked when it is supposed to be in. Dr. Hortt said it is supposed to be here in October, and then we will launch things as quickly as we can.

5.0 EXECUTIVE SESSION

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

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) (b), Receiving legal advice on specific legal questions from an attorney – Trustee Interviews: Vice-Chair Deana Lemos-Garcia

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

An executive session meeting of the Board of Trustees of the High Plains Library District was convened at 7:12pm on August 17, 2026, for the sole purpose of receiving legal advice on Trustee Interviews. Attending were Chair Michael Wailes; Vice-Chair Deana Lemos-Garcia; Secretary/Treasurer Lisa Taylor; Trustees Jenna Evans, Gerri Holton, Dr. Carmody Lee, Patty Bodwell; Dr. Matthew Hорт; and Legal Counsel Bill Garcia, who attended virtually.

RECONVENING OF REGULAR SESSION AT 7:37PM:

5.1 Roll Call

All Trustees were Present unless noted:

Chair Michael Wailes

Vice-Chair Deana Lemos-Garcia

Secretary/Treasurer Lisa Taylor

Trustee Jenna Evans

Trustee Gerri Holton

Trustee Dr. Carmody Lee

Trustee Patty Bodwell

Quorum was established.

5.2 Board Trustee Recruitment (Action) - Dr. Matthew Hорт, HPLD Executive Director

Coming out of Executive Session, the Board gave the direction to release the recommended recruitment materials.

MOTION to approve the release of the appropriate recruitment materials: Trustee Gerri Holton

SECOND: Vice-Chair Deana Lemos-Garcia

DISCUSSION: None

VOTE: 6:0

6.0 ADJOURNMENT AT 7:40PM:

There being no further business,

MOTION to adjourn the meeting: Secretary/Treasurer Lisa Taylor

SECOND: Trustee Jenna Evans

DISCUSSION: None

VOTE: 6:0

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 21 st , 2026
Type of item: Action
Subject: Intergovernmental Agreement List of Services with Member Libraries
Presented by: Dr. Matthew Hott, Executive Director
Recommendation: Staff recommend the Board approve the list of services

Background

The Inter-Governmental Agreements between the District and each of the Member Libraries were agreed upon and signed on various dates in 2020. The agreements clarify that they will be reviewed annually and that all changes to the document be mutually agreed upon. If no changes are made to the agreements, they automatically renew annually. The Addendum outlines the list of services provided by the district; this list can be updated by mutual agreement without impacting the full IGA.

Considerations

- Staff have reviewed the List of Services and are not recommending any edits to the list
- Staff did delete the “No Third-Party Beneficiary” Clause, since it was added to the body of the IGA
- Any recommended changes that may come from the standards discussion will be captured in a separate document and added to the list next year

Recommendation

Staff recommend the Board approve the list of services

Addendum B
Library Services
Library
Effective January 1, 2027 through December 31, 2027
To be reviewed annually

Services	Provided by District	Provided by Member Library
Collections		
Access to all materials at all libraries participating in High Plains Library District		
1. The District has over 2,700,000 items, accessible to anyone who has an active HPLD library card in good standing including items in the Specialty Checkout Collection		
Materials purchasing/centralized order management		
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing		
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals		
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf		
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals)		
6. Collections department provides funding, purchasing and maintenance of Specialty Checkout Equipment and provide assistance with booking software		
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services		
7. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards		
Courier service to transport library materials Monday through Saturday		
8. Courier schedule maintenance for North and South routes		
Licensing, maintenance, and access to online databases and search software		
9. Negotiate prices for database and electronic resource access (included eBooks and databases)		
10. Staff database training upon request		
11. Patrons and staff receive technical troubleshooting and support		
Interlibrary Loan (ILL) and Prospector services		
12. ILL department will use OCLC or other supporting tools to locate and borrow an item not in our catalog for patrons/residence of HPLD		
13. ILL staff responds to member patron requests and work with staff to resolve any problems		
Access to collection development tools and resources to build collections		
14. Advice from the collection development department when questions arise		
15. Access to online ordering tools		
16. Support for collection analysis		
Cataloging services		

17. Original cataloging provided for any item purchased by a Member Library that is not found within the OCLC catalog		
18. Copy cataloging provided for any item already in the HPLD catalog or available from the current bibliographic utility		
ILS data maintenance		
19. Bibliographic Services staff will update ILS databases including deleting bibliographic records with no holdings		
20. Maintain the integrity of the ILS database through regular authority control, subject heading updates and patron purges		
21. Collection Resources Manager negotiates discounts for all processing supplies including RFID tags and barcodes. Additional custom labels can be purchased through the Bibliographic Services department at cost and billed to the Member Library		
22. Advice and support from trained MLS catalogers		
Information Technology		
Following purchase and installation of technology/hardware, said equipment is the property of the Member Libraries. The software that the District provides and holds the licenses on, is the property of the District and if there is a termination of the agreement, the Member Libraries will retain the equipment and the District will remove the software and licenses		
23. Regularly onsite IT visits focused on follow up, open tickets and on the ground issues with IT Manager and or Engineer (Semi-annually)		
Core IT service solutions		
24. ILS: Funding, procurement, installation, administration and all required support for the Integrated Library System and add on services		
25. MyLibrary: Funding, design, code development, installation, administration and all required support		
26. Reporting and data support for all IT services		
27. Identified and dedicate Information Technology Staff for Member Libraries (1 staff member assigned to the North libraries, 1 staff member assigned to the south libraries)		
Public Technology		
28. OPAC: Funding, procurement, installation, administration, and all required support for the public catalog		
29. Online Payment Services: Funding, procurement, installation, administration, and all required support		
30. Telecirc: Funding, procurement, installation, administration, and all required support		
31. Intranet: Funding, procurement, installation, administration, and all required support		
32. Storage, backup and recovery services: Funding, procurement, installation, administration and all required support		
33. Mobile Application: Funding, procurement, installation, administration, and all required support		
34. Self-Checks: Funding, procurement, installation, administration, and all required support		
35. Automated Materials Handler: Funding, procurement, installation, administration, and all required support in accordance with Library District standards		

36. Training in person and online training videos covering technologies support by HPLD for staff and patrons		
37. Information Technology calls for service and support of all equipment		
38. Security camera hardware, software installation and support in accordance with Library District standards. (Standards Attached)		
39. Safety Improvement Funding, HPLD will provide funding for safety improvements that will be made and managed by the Member Libraries (Funding Amount may vary depending on funding availability and Board Guidelines)		
39. Circuit funding, purchase, installation, configuration, and support		
40. HPLD access services funding, purchase, installation, configuration, and support (remote access)		
41. Infrastructure cabling funding, purchase, installation, and support		
Internet connectivity for public (including Wi-Fi)		
42. Network funding, equipment purchase, configuration, installation, and support. Speeds vary based on internet service availability, will pursue the highest speed available		
43. Access services funding, purchase, installation, configuration, and support		
Public client equipment		
44. Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon		
45. Configuration, testing, installation and support for all staff and public client (ILS) equipment as mutually agreed upon		
Staff and public client software (is required due to licensing requirements)		
46. Operating system: Funding, purchase, testing, configuration, installation, and support		
47. Productivity solutions: Funding, purchase, testing, configuration, installation, and support (Office suite)		
48. Antivirus and other security tools: Funding, purchase, testing, configuration, installation, and support		
49. Public use management: Funding, purchase, testing, configuration, installation, and support		
50. Public print service management: Funding, purchase, testing, configuration, installation, and support		
51. Web filtering: Funding, purchase, testing, configuration, installation, and support		
52. Public freeze software: Funding, purchase, testing, configuration, installation, and support		
53. Web lock down software (for pacs): Funding, purchase, testing, configuration, installation, and support		
54. Automated deployment services: Funding, purchase, testing, configuration, installation, and support		
55. Removal or recycling of computer and IT equipment		
Staff Technology		
Staff connectivity services		
56. Network equipment funding, purchase, configuration, installation and support in accordance with Library District standards. All hardware, software, equipment		

including cabling, servers will be provided. All new equipment will come with a hands-on demo and training		
57. Establishment of a separate network (Physical & Wireless) and network equipment that is managed and oversee by local staff or an outside firm that would set up and support locally purchased equipment Benefits of the second network: • Ability to handle local storage • Limit vulnerability to cloud-based storage • Supports locally purchased tech Eliminate need for IT reset on locally purchased tech		
58. Email services: Funding, procurement, installation, administration, and all required support		
59. Intranet: Funding, procurement, installation, administration, and all required support		
60. Storage, backup and recovery services: Funding, procurement, installation, administration and all required support		
61. RFID Pads: Funding, procurement, installation, administration, and all required support		
62. Smartbadges: Funding, procurement, administration, and all required support for device and included apps in accordance with Library District standards		
63. Badging System: Funding, procurement, installation, administration, and all required support		
64. Information Technology calls for service and support of all equipment		
65. Circuit funding, purchase, installation, configuration, and support		
66. HPLD access services funding, purchase, installation, configuration, and support (remote access)		
67. Infrastructure cabling funding, purchase, installation, and support		
68. Phone Services in hardware, software installation and support in accordance with Library District standards		
Staff client equipment		
69. Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon		
70. Configuration, testing, installation and support for all staff and public client (ILS) equipment as mutually agreed upon		
Staff and public client software (is required due to licensing requirements)		
71. Operating system: Funding, purchase, testing, configuration, installation, and support		
72. Productivity solutions: Funding, purchase, testing, configuration, installation, and support (Office suite)		
73. Antivirus and other security tools: Funding, purchase, testing, configuration, installation, and support		
74. Public use management: Funding, purchase, testing, configuration, installation, and support		
75. Public print service management: Funding, purchase, testing, configuration, installation, and support		
76. Web filtering: Funding, purchase, testing, configuration, installation, and support		

77. Public freeze software: Funding, purchase, testing, configuration, installation, and support		
78. Web lock down software (for pacs): Funding, purchase, testing, configuration, installation, and support		
79. Automated deployment services: Funding, purchase, testing, configuration, installation, and support		
Finance and Administration		
Tax collection, distribution, and payments in the same proportion as collected by HPLD.		
80. Ongoing updates on property taxation for budgeting purposes		
81. Property tax allocation payment made to Members at same percentage rate as the HPLD receives from the Weld County Treasurer		
Friends and Foundation		
82. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.		
83. Assistance with grant reviews, applications, and writing for grants of any size		
84. Acceptance of large or unusual donations on behalf of a member library pending the donation is in line with the Foundation's mission and gift acceptance policy and pending the acceptance of a gift agreement. (Add Copy of Gift Acceptance Policy)		
Incident Tracking		
85. Patron Incident Tracking System (PITS) to all Libraries		
Management of Debt Collect Services		
86. Debt collect service management including trainings and consulting with Debt Collect Service Vendor		
Human Resources Support		
87. Access to advertising posting position vacancies on the HPLD website		
88. Expanded district orientation for new Member Directors and staff (Including Technology, Department and Service Orientation as well as a District Tour. This will also include a New Hire Checklist and welcome email. It may be managed through a Learning Management System, LMS)		
89. Human Resources Consulting as requested		
90. Provides access to HPLD Sub Pool		
91. Access and including in all HPLD Training		
92. Access to In-house training and HPLD-sponsored workshops, seminars, orientations, Staff Day and roundtables		
93. Inclusion in and invitation to HPLD All Staff Day		
Project management services		
94. Provide consultation with contractors		
Member/District services coordination		
95. Participation on HPLD committees, task forces and projects (Duties Include: participate in planning, execution of program or service and evaluation)		
Continuing education		
96. High Plains Library District will provide funding, contingent upon annual Board approval for continuing staff education and professional development		
Compilation of Annual Public Library statistical report		

97. Compile and report library statistics for Public Library Annual Report, all other statistics provided as requested		
98. Compile and report library monthly statistics, master stats file and more		
99. Advise Member libraries of pending changes in data needs		
Legal inquiry		
100. Serve as the point of contact for subpoenas or legal inquiries for ILS data		
HPLD name badge		
101. Name badge for new staff – Includes name and title		
Research Tools		
102. District survey and research services that will include Member service areas; Including demographics available via staff intranet		
Outreach Services		
Multicultural services		
103. Outreach department partners with Member libraries to provide Multicultural services to patrons		
104. Provide computer class support including curriculum, training, and referrals		
Mobile services to schools or other gathering places in member service area		
105. Outreach works with Member Libraries to provide services to locations in the Member service area		
Public Computer Centers (PCC)		
106. PCC installation, maintenance and management in mutually agreed upon locations, executed through IGA or MOU and in accordance with agreement		
Public Information/Programming		
Spaces web calendar and room reserve		
107. Provide support for Member Library's events calendar available through the District's website		
108. Provide support for each Member Library to utilize patron-initiated room reservations available through the District's website as requested		
Templates for promotional materials		
109. Include member libraries on any collaborative promotional materials when appropriate and available		
Coordination of district-wide events and programming		
110. Coordinate special events and programs in which branch and Member Libraries choose to participate in. Including the District vehicle participation, scheduled through the Library Districts' Outreach Department		
Library cards		
111. Design, produce and disseminate library cards for all libraries within HPLD		
Advertising & Marketing		
112. Funds and places advertisements in phone books, newspapers and various northern Colorado publications		
113. Access to Community Relations and Marketing Department Services (including large format printer)		
Virtual Services		
114. Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number		

115. Staffing /management/support and funding of online communication services such as chat and email		
Facilities		
116. Access to District Owner’s Representative Services as requested		
117. Facilities consulting, and advice as requested		
Talent Pipeline (Formerly Life Accelerator)		
118. Support and use of the Talent Pipeline staff and services		
119. Talent Pipeline Services: Funding, purchase, installation, configuration, and support for Introductory, Basic & Advanced Talent Pipeline technology and equipment as defined by the District Standard (Standards Attached)		
119A. HPLD is willing to reimburse Libraries and support the standard equipment that has already been purchased by the libraries. If this is desired, the licenses will need to be transferred to HPLD.		
120. Revisit IGA in 2026		

HPLD Requests		
1. Provide approved library budget as part of larger municipal budget upon approval and adoption		
2. Provide audited financial statements when approved and adopted by Library and Municipal Boards		
3. The District can only support and guarantee technology that is purchased and managed by the District IT Staff. The District cannot guarantee the functionality or continued operation of nonstandard equipment that is purchased by the Libraries		
4. IT Services will require managing access to IT equipment (i.e. room controls)		

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 21 st , 2026
Type of item: Action
Subject: Owner's Rep Requests from Glenn A. Jones, M.D. Memorial Library and Hudson Public Library
Presented by: Dr. Matthew Hорт, Executive Director
Staff Recommendation: Staff recommend that the Board accept and approve the Owner's Rep funding for the projects

Background

On June 17th, 2019, following a discussion on construction costs, the Board gave staff direction to recommend guidelines for Member Libraries use of contracted Owner's Representative services. On September 16th, 2019 the Board approved the Owner's Rep Guidelines. During the August 2026 Board Meeting, the Board approved updating the guidelines, allowing Member Libraries to utilize an Owner's Rep of their choosing.

Considerations

Updated Owner's Rep Guidelines

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

Glenn A. Jones M.D. Memorial Library Project

Owner's Rep Fees: \$220,000

Hudson Public Library Project

Owner's Rep Fees: \$284,000

- **In 2023, the Board approved funding Owner's Rep Fees for a Hudson Public Library Project in either Keenesburg or Lochbuie. The funds have been carried in the budget since 2024. Staff recommend that this project funding be cancelled if this new project is approved.**

Options

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

Staff Recommendation

Staff recommend that the Board accept and approve the Owner's Rep funding for the projects

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Task Order - 03

Original Contract:
Project Name:
Level5 Project Number:
Issue Date:
Purpose:

On-Call Owner's Representative
Glenn A Jones MD. Memorial Library Addition
26-0005
August 1, 2026
On-Call Task Order

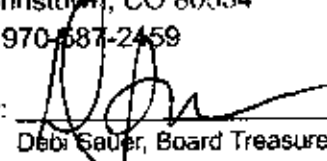
Kristi Plumb, Director
Glenn A. Jones M.D. Memorial Library
400 South Parish Avenue
Johnstown, CO 80534
970-587-2459
kplumb@highplains.us

The Contract is Changed as follows:	Amount
Original Contract Sum	\$ 0.00
Net change by previously authorized changes	\$ 0.00
Contract sum prior to this change	\$ 0.00
Contract sum will be INCREASED by this Task Order	\$ 220,000.00
Term	20 months
Total Updated Contract Amount	\$ 220,000.00

Scope / Task Order Description

Task Order-03: Owner's Representation for an addition to the Glenn A Jones MD Memorial Library branch in Johnstown. Provide services detailed below in Exhibit A, for a lump sum of \$11,000 per month for 20 months, as outlined in Exhibit B. Glenn A Jones MD Memorial Library purchased the adjacent property at 22745 County Rd 17, Johnstown, which will provide room for the expansion.

OWNER:
Glenn A Jones MD Memorial Library
400 South Parish Avenue
Johnstown, CO 80534
p. 970-587-2459

By: 
Debi Sauer, Board Treasurer

8/5/26
Date

CONSULTANT:
level5 collaborative
1613 Pelican Lakes Pt, Ste 200
Windsor, CO 80550
p. 970-978-0077

By: 
Dan Spykstra, Sr. Vice President

8/10/26
Date

level5 collaborative

level5 collaborative

Task Order - 03

Original Contract:

Project Name:

Level5 Project Number:

Issue Date:

Purpose:

On-Call Owner's Representative

Glenn A Jones MD. Memorial Library Addition

26-0005

August 1, 2026

On-Call Task Order

Kristi Plumb, Director

Glenn A. Jones M.D. Memorial Library

400 South Parish Avenue

Johnstown, CO 80534

970-587-2459

kplumb@highplains.us

The Contract is Changed as follows:	Amount
Original Contract Sum	\$ 0.00
Net change by previously authorized changes	\$ 0.00
Contract sum prior to this change	\$ 0.00
Contract sum will be INCREASED by this Task Order	\$ 220,000.00
Term	20 months
Total Updated Contract Amount	\$ 220,000.00

Scope / Task Order Description
Task Order-03: Owner's Representation for an addition to the Glenn A Jones MD Memorial Library branch in Johnstown. Provide services detailed below in Exhibit A, for a lump sum of \$11,000 per month for 20 months, as outlined in Exhibit B. Glenn A Jones MD Memorial Library purchased the adjacent property at 22745 County Rd 17, Johnstown, which will provide room for the expansion.

OWNER:

Glenn A Jones MD Memorial Library

400 South Parish Avenue

Johnstown, CO 80534

p. 970-587-2459

CONSULTANT:

level5 collaborative

1613 Pelican Lakes Pt, Ste 200

Windsor, CO 80550

p. 970-978-0077

By: _____

Debi Sauer, Board Treasurer

Date

By: _____

Dan Spykstra, Sr. Vice President

Date

EXHIBIT A

Scope of Services

General

1. Set up and manage Project Management Online Software, including shared documents, contacts, and secure access requirements.
2. Establish Owner's Representative as the central point of contact for coordinating all project activities, including the process for approvals, maintenance of project records, responses to inquiries from consultants, suppliers, and contractors, transfer of information to decision-makers, coordination of project information flow, and progress reports to the Owner.
3. Be available to give monthly presentations to staff and the board of directors.
4. Provide oversight and coordination of the Project from the Owner's perspective to balance costs, time, and quality effectively.
5. Work with the team to refine the scope of work to be within the Owner's budget. Upon the Owner's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. The Consultant will review the design with respect to compliance with the agreed-upon project objectives.
6. Represent the Owner at regular project meetings and provide advice that will help facilitate economic, efficient, and desirable development and construction procedures. Track project-related issues, assign responsibility, and track follow-through.
7. Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design, construction, and operations of the Project.
8. Develop a communication plan and decision-making structure
9. Develop and track a master project budget, including soft costs and construction costs. Manage updates to a master budget to be tracked from start to completion of the Project. Assist the Owner with monitoring, identifying cost savings, and designing options/products.
10. Generate, monitor, and update master schedule milestones for all design phases, design review, bidding activities, purchase of major equipment, lead times for fixtures and equipment, coordination of activities outside construction, and coordination of key points with Owner staff.
11. Establish a process by which all changes can be priced, submitted, reviewed, and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to Owner approval. Coordinate with the Owner's finance and accounting departments on related budget and financial matters.
12. Meet with fire departments, cable, power, and phone companies to progress design and construction.
13. Submit to the Owner suggestions or changes that could improve the design or reduce costs.
14. Develop a communication organization chart for communication flow and decision-making.
15. Maintain electronic files for the Owner.
16. Review the options for project delivery methods based on program needs and recommend an approach.

Procurement

1. Manage architectural and general contractor selection process, including generating RFPs, checking references, analyzing fees, managing the interview process, and attending interviews.

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2. Review contracts for the architect and general contractor in conjunction with the Owner's legal representation.
3. Manage the procurement of the surveyor for a meets and bounds survey, if needed.
4. Manage the procurement of the geotechnical engineering firm.
5. Manage the procurement of the material testing firm.
6. Monitor the procurement process, led by the design team, of procurement of the FF&E required for the Project.
7. Assist the Owner with developing/implementing, and coordinating AV/Security/technology needs of the Owner. Assist with the selection of consultants and vendors led by the ownership IT department or architect consultant.
8. Manage the receipt of W-9 and insurance documents from procured team members.

Design and Planning

1. Serve as the main Owner contact for the design team.
2. Provide interpretation of plans and specifications.
3. Review existing documentation and data, manage existing data, and new project data.
4. Discuss Project with the Owner to review the critical information gathered related to the Project and analyze strategies for the Project's success.
5. Meet with the design team related to project progress and design decisions required.
6. Work with the team to establish proper project quality controls during the construction phase.
7. Work with the team to refine the scope to be within the Owner's budget.
8. Analyze existing site for issues related to construction implementation and logistics
9. Review the drawings and plans on behalf of the Owner. Provide comments from the ownership team to the design team and track to completion.
10. Work with the design and construction team to assist in obtaining building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design and construction of the Project.
11. Work with utility providers (gas, electric, internet) and design team to ensure services are delivered to the site.
12. Work with design team or General Contractor to track estimates and cost-saving options to align with the project budget.

Bidding and Permitting

1. Confirm that the permit process is completed prior to the start of construction.
2. Coordinate and review any modifications to pricing with the Owner.
3. Review insurance and bonding requirements.
4. Review subcontractor bids and process and confirm that a competitive process has been followed in obtaining bids from subcontractors, assist in the review of bids and subcontractor selection, and take necessary action such that subcontractors are properly insured.
5. Issue final approval of Guaranteed Maximum Price or hard bid award.

Construction Administration

1. Serve as the primary Owner contact for the general contractor.
2. Review the contractor's safety plan for the construction site.
3. Work with the General Contractor on schedule and logistics plan.

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4. Advise the Owner on issues, including construction costs, schedule, coordination, and owner-occupancy.
5. Assist with planning for the placement of construction trailers, fences, signage, staging areas, and construction traffic zones.
6. Monitor construction costs.
7. Review and monitor preliminary and final construction schedules.
8. Attend weekly construction meetings.
9. Observe construction activities. Once a week anticipated. Document weekly site observations. Monitor design team reports and follow up and close out quality-related issues identified.
10. Monitor inspections and testing reports take place as required. Review reports taking necessary action such that deficiencies are addressed by the contractor.
11. Monitor the construction phase activities of the design and engineering firm(s), including the following:
 - i. Technical review of materials submittals and samples
 - ii. Resolution of technical questions that may arise during construction
 - iii. Review and opinion on change orders subject to Owner approval
 - iv. Monitor the progress of construction work. Track corrective measures by the general contractor to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor.
12. Resolve questions asked of the Owner that may arise during construction.
13. Maintain Owner's record copies and permanent project files of necessary design and construction-related communications.
14. Report to and advise Owner on issues of construction cost, schedule, and Owner-related items.
15. Review progress payment requests of the contractor and provide payment recommendations to the Owner.
16. Monitor the design team's construction-phase performance with respect to timeliness of documentation, type, and frequency of contractually agreed-to project reporting and other documentation relied upon by the Owner and Owner's Representative.

Close-Out and Post-Construction

1. Monitor the moving of new/old/stored furnishings and equipment into the completed facility.
2. Monitor the creation of the design team punch list monitor progress and completion of corrective work identified on the punch list.
3. Recommend to the Owner the approval of the issuance of the Certificate of Substantial Completion.
4. Provide recommendation to the Owner regarding the final acceptance of the Project and release of final payment to the contractor(s).
5. Monitor the turnover of stock supplies of materials as specified by the contract documents.
6. Monitor the preparation of operations, maintenance manuals, and as-built plans and specifications on behalf of the Owner.
7. Facilitate contractor's training of appropriate; Owner selected facilities staff members on subjects of operations and maintenance. Facilitate post-occupancy evaluation following approximately 11 months.

Warranty Period

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1. Assist the Owner with determining the warranty period. If an extended warranty is considered, assist the Owner with understanding the cost and value associated with extended warranties to evaluate the value and additional cost.
2. Schedule the 11-month warranty walkthrough with the design team if the warranty is a minimum of 1 year.
3. Assist the Owner with building issues/complaints and determine the necessary steps to take to address these items. Address warranty items to confirm the requirements of the warranty are met.
4. Provide status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.

EXHIBIT B

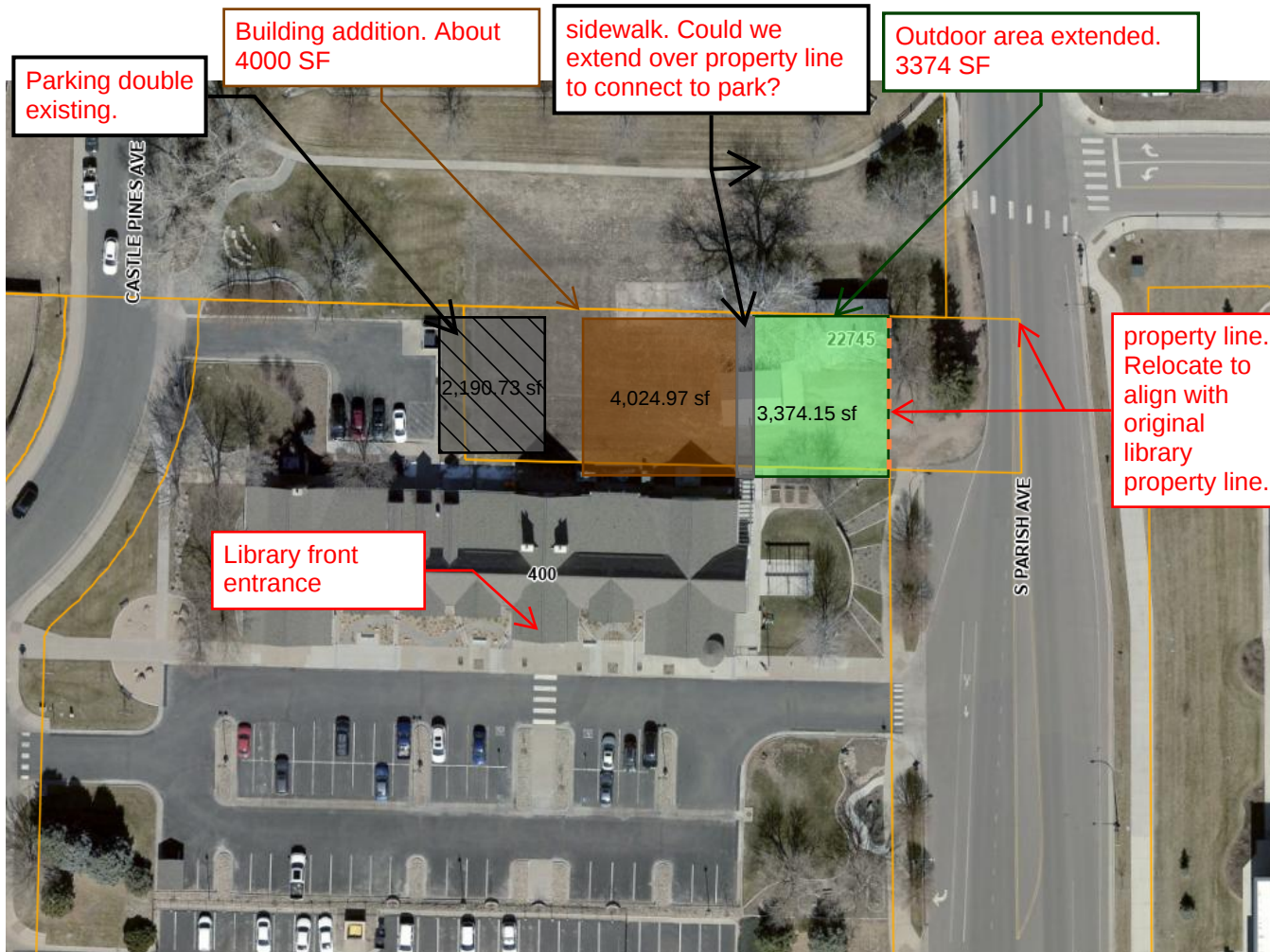
Fee

Lump Sum, Hourly or Blended Fee Model

Level5 Collaborative proposes a lump sum fee of \$220,000 for a 20-month project duration. This fee covers all Owner's Representative services described in Exhibit A, including project management, coordination, documentation, reporting, design and construction oversight, stakeholder engagement and attendance at required meetings.

Any Reimbursable Expenses or Rate Schedules

Reimbursables are included in the lump sum fee listed above.



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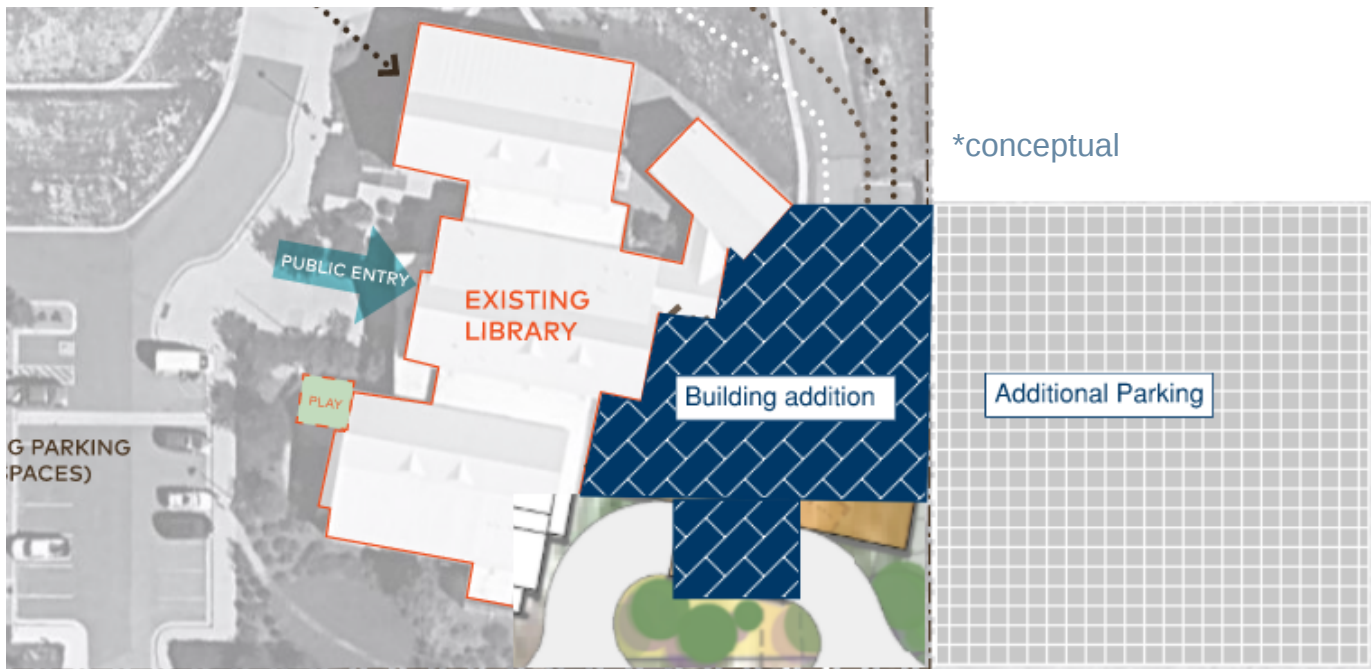


**HUDSON
PUBLIC LIBRARY**

Hudson Public Library Addition/Renovation

Current Concept Design:

- 12,000 SF Addition to include:
 - Flexible community room about double the size of their current room
 - Family Restroom
 - Larger Staff Breakroom
 - Arts & Crafts rooms
- Renovate current bookmobile garage into makerspace
- Garage for 2 Library vehicles
- Possibly drive-up book drop
- Additional Parking



Additional Services Offered by Level 5:

- Pre-Development & Advisory Services
- Development & Program Strategy
- Preconstruction/Construction Strategy
- Operations, Activation & Management
- Community & Stakeholder Engagement
- Innovation, Controls & Technology

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Task Order - 02

Original Contract:
Project Name:
Level5 Project Number:
Issue Date:
Purpose:

On-Call Owner's Representative
HLE-Hudson Library Expansion
25-0019
February 26, 2026
On-Call Task Order

Tami Crossen, Director
High Plains Library District
Hudson Public Library
100 S Beech St
Hudson, CO 80642
303-536-4550
tcrossen@highplains.us

The Contract is Changed as follows:	Amount
Contract sum will be INCREASED by this Task Order	\$ 284,000.00

Scope / Task Order Description
Task Oder-01: Owner's Representation for a Hudson Library Expansion project, scope of services as detailed below.

OWNER:
Town of Hudson
P.O. Box 351
50 Beech Street
Hudson, CO 80642

CONSULTANT:
level5 collaborative
1613 Pelican Lakes Pt, Ste 200
Windsor, CO 80550
p. 970-978-0077

By: Tami Crossen 3/27/26 By: [Signature] 02/26/26
Tami Crossen, Director Date Dan Spykstra, Sr. Vice President Date

Hudson Library Expansion **Scope of Services**

General

1. Set up and manage Project Management Online Software, including shared documents, contacts, and secure access requirements.
2. Establish Owner's Representative as the central point of contact for coordinating all project activities, including the process for approvals, maintenance of project records, responses to inquiries from consultants, suppliers, and contractors, transfer of information to decision-makers, coordination of project information flow, and progress reports to the Owner.
3. Be available to give monthly presentations to staff and the board of directors.
4. Provide oversight and coordination of the Project from the Owner's perspective to balance costs, time, and quality effectively.
5. Work with the team to refine the scope of work to be within the Owner's budget. Upon the Owner's approval of the design schematics and budget, the design team will prepare the necessary architectural and other design development documents. The Consultant will review the design with respect to compliance with agreed-upon project objectives.
6. Represent the Owner at regular project meetings and provide advice that will help facilitate economic, efficient, and desirable development and construction procedures. Track project-related issues, assign responsibility and track follow-through.
7. Act as liaison between the project team members and assist in the obtaining of building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design, construction, and operations of the Project.
8. Develop a communication plan and decision making structure.
9. Develop and track a master project budget, including soft costs and construction costs. Manage updates to a master budget to be tracked from start to completion of the Project. Assist the Owner with monitoring, identify cost savings, and design options/products.
10. Generate, monitor, and update master schedule milestones for all design phases, design review, bidding activities, purchase of major equipment, lead times for fixtures and equipment, coordination of activities outside construction, and coordination of key points with Owner staff.
11. Establish a process by which all changes can be priced, submitted, reviewed, and added or subtracted from the project cost. Review and submit, with recommendations, all requests for payment under vendor agreements, provided that all such payments shall be subject to Owner approval. Coordinate with the Owner's finance and accounting departments on related budget and financial matters.
12. Meet with fire departments, cable, power, and phone companies to progress design and construction.
13. Submit to the Owner suggestions or changes that could improve the design or reduce costs.
14. Develop a communication organization chart for communication flow and decision-making.
15. Maintain electronic files for the Owner.
16. Review the options for project delivery methods based on program needs and recommend an approach.

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Procurement

1. Manage architectural and general contractor selection process, including generating RFPs, checking references, analyzing fees, managing the interview process, and attending interviews.
2. Review contracts for the architect and general contractor in conjunction with the Owner's legal representation.
3. Manage the procurement of the surveyor for a meets and bounds survey.
4. Manage the procurement of the geotechnical engineering firm.
5. Manage the procurement of the material testing firm.
6. Monitor the procurement process, led by the design team, of procurement of the FF&E required for the Project.
7. Assist the Owner with developing/implementing, and coordinating AV/Security/technology needs of the Owner. Assist with the selection of consultants and vendors led by the ownership IT department or architect consultant.
8. Manage the receipt of W-9 and insurance documents from procured team members.

Design and Planning

1. Serve as the main Owner contact for the design team.
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7. Work with the team to refine the scope to be within the Owner's budget.
8. Analyze existing site for issues related to construction implementation and logistics
9. Review the drawings and plans on behalf of the Owner. Provide comments from the ownership team to the design team and track to completion.
10. Work with the design team to assist in obtaining building permits, other governmental approvals, authorizations, and sign-offs as necessary for the design and construction of the Project.
11. Work with utility providers (gas, electric, internet) and design team to ensure services are delivered to the site.
12. Work with design team estimator or General Contractor to track estimates and cost-saving options to align with the project budget.

Bidding and Permitting

1. Confirm that the permit process is completed prior to the start of construction.
2. Coordinate and review any modifications to pricing with the Owner.
3. Review insurance and bonding requirements.
4. Review subcontractor bids and process and confirm that a competitive process has been followed in obtaining bids from subcontractors, assist in the review of bids and subcontractor selection, and take necessary action such that subcontractors are properly insured.
5. Issue final approval of Guaranteed Maximum Price award.

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Construction Administration

1. Serve as the primary Owner contact for the general contractor.
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3. Work with the General Contractor on schedule and logistics plan.
4. Advise the Owner on issues, including construction costs, schedule, coordination, and owner-occupancy.
5. Assist with planning for the placement of construction trailers, fences, signage, staging areas, and construction traffic zones.
6. Monitor construction costs.
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9. Observe construction activities. Once a week anticipated. Document weekly site observations. Monitor design team reports and follow up and close out quality-related issues identified.
10. Monitor inspections and testing reports take place as required. Review reports taking necessary action such that deficiencies are addressed.
11. Monitor the construction phase activities of the design and engineering firm(s), including the following:
 - i. Technical review and approval of materials submittals and samples
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 - iii. Review and opinion on change orders subject to Owner approval
 - iv. Monitor the progress of construction work. Track corrective measures by the general contractor to mitigate and correct non-conforming workmanship per the Contract Documents as identified by the Architect or Contractor.
12. Resolve questions asked of the Owner that may arise during construction.
13. Maintain Owner's record copies and permanent project files of necessary design and construction-related communications.
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15. Review progress payment requests of the contractor and provide payment recommendations to the Owner.
16. Monitor the design team's construction-phase performance with respect to timeliness of documentation, type, and frequency of contractually agreed-to project reporting and other documentation relied upon by the Owner and Owner's Representative.

Close-Out and Post-Construction

1. Monitor the moving of new/old/stored furnishings and equipment into the completed facility.
2. Monitor the creation of the design team punch list monitor progress and completion of corrective work identified on the punch list.
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4. Provide recommendation to the Owner regarding the final acceptance of the Project and release of final payment to the contractor(s).
5. Monitor the turnover of stock supplies of materials as specified by the contract documents.
6. Monitor the preparation of operations, maintenance manuals, and as-built plans and specifications on behalf of the Owner.

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7. Facilitate contractor's training of appropriate; Owner selected facilities staff members on subjects of operations and maintenance. Facilitate post-occupancy evaluation following approximately 11 months.

Warranty Period

1. Assist the Owner with determining the warranty period. If an extended warranty is considered, assist the Owner with understanding the cost and value associated with extended warranties to evaluate the value and additional cost.
2. Schedule the 11-month warranty walkthrough with the design team if the warranty is a minimum of 1 year.
3. Assist the Owner with building issues/complaints and determine the necessary steps to take to address these items. Address warranty items to confirm the requirements of the warranty are met.
4. Provide status reports to the Owner summarizing progress, schedule and cost status, major decisions, changes and other key project information affected through the warranty period.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 21 st , 2026
Type of item: Information
Subject: Strategic Plan Updates
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Information only, no action to be taken

Background

The High Plains Library District is focused on three strategic initiatives. Staff will be providing regular updates to the Board of Trustees on each of the initiatives.

Construction Updates

- Mead Library
 - Staff event is scheduled for September 18th
 - Road to the library is open
 - Town of Mead meeting to approve the Site Master Plan is scheduled for September 28th
 - Opening set for Saturday, October 3rd at 10am

Workforce Development

- Mobile Workforce Development Unit
 - Test Stops continue in conjunction with the Weld County Food Bank and County
 - Staff will be going to visit TechOPs and do a physical inspection of the vehicle on October 21st – 22nd. Following the Inspection the official delivery date will be set
- Northern Colorado Workforce Symposium
 - The symposium was held on September 9th.
 - HPLD Staff attended and participated in the symposium
 - HPLD was formally recognized as a sponsor prior to the keynote address

Literacy

- YES!Fest was held on Saturday, September 19th
 - Staff will report on attendance and the event at the Board Meeting
- The Colorado State Library brought staff from the Colorado Department of Education to tour LINC and they were amazed by the work and programming the district offers
 - They hope to work with the district and our local school district on future literacy initiatives

Recommendation

Information only, no action to be taken



BOARD OF TRUSTEES

Regular Session Agenda

Monday, October 12, 2026

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. September 21, 2026 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Executive Director Annual Performance Appraisal (Information) – Eric Ewing, HPLD Human Resources Associate Director
- 2.2 Proposed 2027 Budget (Action) - Dr. Matthew Hорт, HPLD Executive Director, and Natalie Wertz, HPLD Finance Manager
- 2.3 Strategic Plan Updates (Information) - Dr. Matthew Hорт, HPLD Executive Director
 - a. Construction Updates
 - b. Workforce Development
 - c. Literacy

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. November 16, 2026 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD COMMENTS

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

5.0 ADJOURNMENT

Upcoming meetings:

November 16, 2026 at 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
Mead Library, 13815 Chaparral Rd, Mead, CO 80542

HIGHPLAINS PLAN

GATHER

Goal	Standard Updates
COMMUNITY SPACES: New Mead Library	Activity Updates: - The last few punch list items are being completed; final certificate of occupancy is expected soon 8 new employees for Mead are starting in late August/early September (the PSS, 6 LAs, and Innovation Tech) - Staff is moving into the building on September 2nd - The Mead Library Grand Opening for the public will be on Saturday, October 3rd from 10am-12pm. Activity Updates: - ITI in process to finish up core setup by end of August in prep for library staff to be onsite starting in Sept - Core network is operational (staff and public) - Service desk and end user computers installed - Printers and other units are installed - In process: - Large meeting room to be finished week of Sept 8 - Reached out to Steve about questions related to modular space and installation of display - Smartchute and self check are on schedule with vendor for setup next week - Doors - pending resolution by vendor of reported issues with mechanisms/other (i.e. door mechanics) - Pharos and public print setup Activity Updates: - Grand opening materials being being - Direct Mailer underway for September rollout - Mead Artwork for promo and shirts finalized Activity Updates: - Landscaping is wrapping up – the final part is to sow the native seed. - Furniture is in mid-installation - Installing makerspace equipment - Collection arriving and being shelved mid- to late-August - Staff moving into the building early September. September will be devoted to onboarding, training, team-building, and learning the building.
→ 2026 - Targeted Mailings to homes near new libraries (Mead & Grover)	Activity Updates: Mead Mailer set for September, to include LCI and Opening messaging Activity Updates: CRM is working on the Mead mailing with a focus of identifying which mail delivery routes best match residents within the 3-mile radius of the library.

Goal	Standard Updates
COMPLETE: COMMUNITY SPACES: Support New Milliken Library	
COMMUNITY SPACES: DSS Build & Remodel	
2027 - COMMUNITY SPACES: Riverside Refresh	
2027 - COMMUNITY SPACES: Support Eaton expansion	
2027 - COMMUNITY SPACES: Support Hudson expansion	
2027 - COMMUNITY SPACES: Support Johnstown expansion	
2027 -COMMUNITY SPACES: Erie new build	
2027 - COMMUNITY SPACES: Support Ft Lupton expansion	

GET

Goal	Standard Updates
Memory Lab\Digitization Hub	
2027 Support - Fort Lupton Bookmobile	Activity Updates: HPLD now has a Starlink fleet account

GROW

Goal	Standard Updates
LITERACY SUPPORT	
↳ Burlington English Certificate Skills	Activity Updates: January - July 2026 Report Christina Hernandez, Outreach Librarian reported that a total of 3 weekly Burlington English classes were held at the Centennial Park Library. A total of 70 sessions were held for 59 students representing a variety of countries. While most were from Spanish-speaking countries, other languages represented were Haitian-Creole, Arabic, Somali, and Chuukese. She also noted that she had three semi-professional Argentinean soccer players attending classes over the summer. Students shared that they felt safe and welcomed in class. They also appreciated that classes have active participation and conversation. One student mentioned that improving his English has allowed him to take on additional responsibilities at work thanks to his ability to understand instructions and communicate with coworkers. As of the end of July, 16 current students, several students who had to stop attending due to summer seasonal work, and 17 new students have all expressed interest in attending ESL classes this fall. If all currently committed and interested students enroll, the program will welcome at least 33 students this fall..

Goal	Standard Updates
WORKFORCE DEVELOPMENT	Activity Updates: Raised a gross total of over \$36,000 for programming, community spaces and materials sharing through Carnival in the Stacks. Funds from this event will support projects like the Work Mobile. Activity Updates: • Network, laptops, docks, camera, people counter and more shipped 8.18.26 • Starlink shiping directly • AV shipped previously direct • From meeting last week - prior removals were added back in: ◦ external display was added back ◦ pa system added back Activity Updates: • Vehicle wrap design to start mid-late August • Continued materials design
→ Online High School	Activity Updates: Invitations to the graduation event for our Colorado Online Highschool Graduates are being distributed and a keynote speaker has been selected. We look forward to honoring graduates the morning of Saturday, September 26th at LINC. Mallory Pillard reached out to Mi Casa Resource Center after learning that the organization has launched a new Adult High School Diploma program for adults ages 21 and older. Awareness of this program and their requirements will allow us to provide an option to non-residents and others who might not qualify for the program that we are offering.
→ Workforce Vehicle	
→ Public Learning Systems (partnerships SnapOn...)	