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

**1.0    OPENING OF MEETING AT 6:33PM**

1.1    Roll Call and Pledge of Allegiance
All were Present unless noted:

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

Quorum was established.

HPLD Staff: Dr. Matthew Hortt and Kim Parker

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

Chair Mary Heberlee read the following statement into record:
*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 Nick Nakamura
      **DISCUSSION:** None
      **VOTE:** 6:0

1.3 Public Comment
No public comment

## 2.0 ITEMS FOR INFORMATION/ACTION

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

2.2 SB24-233 (5.5% revenue cap) (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt reported that the legislation will reduce property assessment rates and highlighted some of the details.  He also introduced Initiative 50 and Initiative 108.  Any of the three will impact all libraries in the District financially.  Some of the details are included in the attached packet.
      **For Information Only – No action is needed**

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

| Services Provided by HPLD as Listed in IGAs | Services Provided per HPLD Operations |
|---|---|
| Collections | Collections |
| IT Public/Staff Technology | Materials Sharing |
| Finance and Administration | Specialty Checkout |
| Life Accelerator | IT Public/Staff Technology |
| | Meeting Rooms |
| | Community Spaces |
| | Life Accelerator |
| | Personalized Services |

Lia Inge, Fort Lupton Public & School Library Trustee, expressed gratitude for all that the District provides and said they realize that they would not be able to do it without the District.
      **For Information Only – No action is needed**

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

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

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

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

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

Lia Inge said these meetings are not happening often enough.

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

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

Dr. Hortt added that joint planning, squaring our policies up, and creating a District strategic plan will help.
**For Information Only – No action is needed**

2.6     Working Committees (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt suggested the idea of having working committees, but there was no discussion on the topic.
**For Information Only – No action is needed**

2.7     Action Item Review (Information) - Dr. Matthew Hortt, HPLD Executive Director
There were no action items to discuss.
**For Information Only – No action is needed**

2.8     Wrap Up (Information) - Dr. Matthew Hortt, HPLD Executive Director
Dr. Hortt thanked everyone for being there.
**For Information Only – No action is needed**

**3.0     ADJOURNMENT AT 7:47PM**
There being no further business, the meeting is adjourned.

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


*Nick Nakamura*
_____
HPLD Board Secretary/Treasurer
Nick Nakamura

*Kim Parker*
_____
Recording Secretary
Kim Parker

# Joint Board Work Session

7/8/2024

# 2.1 Welcome / Introductions

## 2.2 SB24-233 (5.5% revenue cap)

- Reduces over all property assessment rates for collection year 2025

- Sets a revenue limit for local governmental entity's at 5.5% for each year since the base year (2023)

- Limit excludes new construction and gas and oil revenue

- Starts with 2025 tax, 2026 Collections

- In our calculations, after excluding new construction and gas & oil revenue, HPLD has exceeded the 5.5% limit in in 7 of the last 11 years

- A local government may seek voter approval to waive the limit

- SB24-233 will be nullified if either Initiative 50 or 108 is approved by voters in November

# 2.2 SB24-233 (5.5% revenue cap)

- Initiative 50

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

- 4% Total statewide property tax revenue

- Property Tax and Bonding will be included in the 4%

- Unclear how this will be accomplished

# 2.2 SB24-233 (5.5% revenue cap)

- Initiative 108

- Still Collecting Signatures

- Will reduce residential and nonresidential assessment rates, and reduce property tax revenue to local governments by an estimated $3 billion in property tax year 2025, for which taxes are paid in 2026, and by larger amounts in later years

- Will require state to reimburse lost revenue up to $2.25 billion

- The measure does not specify how reimbursement amounts will be calculated; however, the reimbursement requirement is expected to increase local expenditures for administration.

# 2.3 Services Overview

## As Listed in IGAs

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

## Per HPLD operations

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

# 2.4 Tech History Overview

# 2.5 Standards/Service Level Agreements

**Public Services**

A⫶ Immersive reader

## SERVICE: Specialty Checkout

RM **Rick Medrano**
**MOVE Manager**

### Here you will find information about:

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

**Specialty Checkout Required Training**

Have questions? Need assistance?

*Email help@highplains.us*

〈 **About Specialty Checkout**

2.6 Working Committees

2.7 Action Item Review

2.8 Wrap Up

# Technology at High Plains

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

Indicates network performance upgrade

Indicates change in charging

Public computers

**1985**

0

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

0

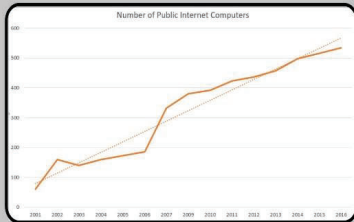First ILS (Dynix) implemented. Locations connected via modems at

**1988**

Card catalogs eliminated (1997)

Weld County terminates support of library services (2001)

61

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

**2000**

Number of Public Internet Computers

Members no longer charged for IT Support costs

173

Members no longer charged for ILS costs

RFID, self check and automation of materials handling begins.

Wifi service added throughout the District at all locations

**2006**

Members no longer charged for circuit costs

380

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

**2009**

436

Members no longer charged for software licensing or network equipment costs

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

Ft Lupton provided branch technologies

**2012**

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

498

# 2014

## ILS Replaced

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

## NOW

### Total Computers
785

### Devices Using Wifi
60,000

### Applications
LAUNCHED in 2004.

### Connections, Network & Other Equipment
LAUNCHED in 2011.

### Staff
250

### Service Poulation
268,307

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