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

1.0 OPENING OF MEETING
1.1 Roll Call and Pledge of Allegiance
1.2 Approval of Agenda
1.3 Approval of Consent Agenda
   A. June 15, 2020 Regular Session Minutes
   B. June 18, 2020 Special Session Minutes
1.4 Public Comment

- Please note that Public Comment is to address items not currently on the Agenda. If you wish to address the Board in regard ITEMS FOR DISCUSSION/ACTION, please wait until the item is presented.

2.0 ITEMS FOR DISCUSSION/ACTION
2.1 Introduction of New Managers (Information) - Dr. Matthew Hortt, HPLD Executive Director
   A. Becki Loughlin
   B. Melissa Beavers
2.2 Downtown Library Update (Action) - Dr. Matthew Hortt, HPLD Executive Director
2.3 Intergovernmental Agreement Approval with Member Libraries (Action) Dr. Matthew Hortt, HPLD Executive Director
2.4 RFP Review (Information) - Dr. Matthew Hortt, HPLD Executive Director
2.5 Future Revenue Projections & Cost Savings Planning Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director & Natalie Wertz, Finance Manager
2.6 Build a Better Organization Overview (Information) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT
3.1 Review Draft Agendas – Dr. Matthew Hortt, HPLD Executive Director
   A. August 17th
3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD REPORTS/ COMMENTS
A. Chairman’s Report
B. Vice-Chair
C. Secretary/ Treasurer
D. Committees
E. Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

August 17th, 5:00 p.m. HPLD Board of Directors Meeting- Regular Session, Glenn A. Jones, M.D.
Memorial Library, 400 S. Parish Avenue, Johnstown, CO 80534
1.0  OPENING OF MEETING  5:02 p.m.
1.1  Roll Call and Pledge of Allegiance

Guests: Brittany Raines, public comment on agenda item 2.2
   William Garcia, Legal Counsel, Coan Payton & Payne, LLC
   Julie Foland, High Plains Library Foundation Board
   Miranda Arens-Bennett, High Plains Library Foundation Board
   21 other persons online

Following Board Members present:
Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ Region 4: Mary Roberts
Region 1: Trustee John Damsma
Region 2: Trustee Gerri Holton
Region 6: Trustee Joyce Smock
At Large: Trustee Jana Caldwell

Staff: Tony Brewer, James Melena, Natalie Wertz, Abby Yeagle, Elena Rosenfeld, Matthew Hortt

Chairman Poncelow read the following statement into the record:
High Plains Library District (HPLD) is dependent on the trust of its community to successfully
achieve its mission. Therefore, it is crucial that all Trustees conduct business on behalf of the
High Plains Library District with the highest level of integrity, truth and honor, avoiding any
impropriety or the appearance of impropriety.

1.2  Approval of Agenda
MOTION: Secretary/Treasurer Roberts
SECOND: Trustee Smock
DISCUSSION: None
VOTE: Unanimously Approved; 7:0

1.3  Approval of Consent Agenda
   A. March 30, 2020 Special Session Minutes
   B. May 18, 2019 Regular Session Minutes
MOTION: Vice-Chair Heberlee
SECOND: Trustee Caldwell
DISCUSSION: It was confirmed that the correction to the May 18th Minutes had been addressed
prior to the meeting.
VOTE: Unanimously Approved: 7:0

1.4  Public Comment
   No public comments for items not on the agenda
2.0 ITEMS FOR DISCUSSION/ ACTION

2.1 Introduction of New Foundation Board Members

Foundation Director, Abby Yeagle, introduced new Foundation Board members Julie Foland and Miranda Arens-Bennett to the Library District Board of Trustees.

Miranda Arens-Bennett is a senior marketing manager who was born and raised in LaSalle. Miranda shared her enthusiasm for joining the Foundation and working with everyone on current and future library initiatives. She and her husband are library users and she appreciates the chance to be involved.

Julie Forland is an independent educational consultant who lives in Erie. Julie is a Colorado native and has 3 adult children. This is her first Board position, but she has been a library fan forever. The Library can support and grow a community and she looks forward to being part of that effort.

The Board welcomed the new members to the Foundation and expressed their enthusiasm for what the Foundation is doing and will be doing in the future.

2.2 Public Board Statement Regarding Racism

Chair Poncelow opened the topic by highlighting the decision to make a statement is a new direction for the District’s Board of Trustees and might be a new direction for the Library District. He noted that this is a time of great civil unrest and there are strong opinions about what has been happening, what needs to be done, and where our nation is heading.

He outlined the formal process for hearing from the public to allow time for the Board to discuss the issue. He reminded the Board that:

- This is a public meeting, Board Members are accountable for all that is said;
- There are individuals who will take any comments made and fit them into their political view;
- This is a highly charged situation, political in nature, and people have strong opinions about what is happening;
- The decision whether to act is not an ethical issue. There are different perspectives on the impact of taking action;
- It is important to remember that the Board Members are all professional, friends, and have the best interests of the District at heart;
- If not handled properly, the decision may lead to risking retribution against the District, the well-being of patrons and staff, and damage to the buildings.

After the discussion phase, three votes will be called:

1. Should the Board of Trustees make a statement about the current unrest gripping our nation?
   a. If yes, direct the Executive Director to draft a statement, have it reviewed by the District’s attorney, have it approved by the entire Board of Trustees, and publish it.
   b. If no, then move to agenda item 2.3 without voting on the remaining two questions.

2. Should the Board of Trustees have the Executive Director prepare and publish a fact sheet outlining the facts surrounding the current state of affairs in the areas of criminal
justice, race relations, police misconduct, number of officers injured or killed, and damaged across the United States?

3. Should the Board of Trustees have the Executive Director prepare a statement in support of law enforcement locally and nationwide?
   a. If yes, we will direct our Executive Director to draft a statement, have it reviewed by our attorney, have it approved by the entire Board of Trustees and have it published.

The Chairman then opened the floor for public comment.

Executive Director Hortt shared that 20 comments were received through email. These comments have already been shared with the Board. Of the received comments, twelve were from library staff, seven were from the public, and, it seems that at least two of the public comments were from persons outside of the District. One comment had neither name nor contact information. Legal Counsel approved summarizing the comments with the names removed for this meeting. The complete comments are available for public review. Of the comments received, there were themes throughout:

- That silence equals violence;
- A request that a statement about racism, violence, and systematic inequity is released;
- Making the library a welcome place for all in their community;
- A call for solidarity with our black community;
- Many of the comments explicitly and implicitly stated that Black Lives Matter is not a political statement;
- There is reference to the Board’s resolution regarding Proposition 112 in 2018;
- A question about what is holding the Library back from making a statement;
- A cry for all public entities to stand against racism;
- A statement that, to build community, we need to support the entire community;
- There were multiple comments that cited statements made by other libraries districts such as Pikes Peak, Denver Public, Estes Park, and Jefferson County Public Library;
- There were also statements pointing at the Board’s signed ethics statement.

Executive Director Hortt then introduced Brittany Raines who attended the Board Meeting in person to make a statement.

Raines introduced herself as a resident of Evans CO, a native Weld County resident, a library supporter, and library user. She has had the privilege of using the library to gain insight into social injustices throughout our time and across geographical areas. She shared titles of materials read which included, *The New Jim Crow*, *Nickle and Dimed*, *Rachel and her Children*, and other titles. Through these readings and others, she has learned that social injustice is alive and well in this society. She has realized that she is privileged as a white American and with that privilege comes responsibility. Part of that responsibility is to speak-up when injustices are exposed and denounce them as wrong. This needs to be done on a personal and a community level. For this reason, she believes the High Plains Library District should make a statement against the social injustices that have happened in the last few weeks.

She requested that the library be a catalyst for fighting social injustices.

Outside of work hours, she developed a petition which she shared with some members of the High Plains Library District staff and was clear that any action should be on non-work time and
non-workplace equipment. Due to the restrictions of this process, the petition was not shared with all HPLD employees. A total of 52 signatures were gathered with 43 of them being staff.

Raines shared the petition’s wording:
“Dear High Plains Library District Board of Trustees, please release a public statement on behalf of the High Plains Library District denouncing social injustices. Public libraries are institutions that should believe social injustices are wrong and should take steps in acknowledging these injustices when they occur in our society, in a public way. The public library is the epic center for access to information which permits the public to engage in their civic responsibilities to challenge these social injustices. The public library has a responsibility to denounce injustices as they occur and encourage civic engagement through access to information in order for citizens to be informed before exercising their additional civic responsibilities to invoke social change.

A public statement will demonstrate to our community that we stand against social injustices in all their different forms, and through civic engagement and access to information citizens can be informed which can result in positive social change. By not denouncing social injustices, we are accepting the continuation of social injustices to occur. Standing up for injustices is a community responsibility and this starts with community institutions making public statements in support of social justice, including the public library.

Please remember the words of Albert Einstein when considering making this public statement, “The world will not be destroyed by those who do evil, but by those who watch them without doing anything”.

Raines concluded her statement by asking the Board to find value in those who voiced support as both staff and as members of the community, by expressing the hope the Board would join other community organizations in making a statement, and thanking the Board for their time and service to the community.

Executive Director Hortt confirmed that there were no requests from online attendees to make a comment.

**MOTION:** To direct Executive Director Hortt to prepare a statement about the current unrest and the Board’s support for the requests in the petition made by Trustee Holton.

- **Amendment to the motion:** Vice-Chair Heberlee noted that the discussion started with a focus on social injustice and has changed to civil unrest which is a different issue. She recommended that statement should be against “social injustice.” Trustee Holton considered the unrest as the same issue and was comfortable with the revision.

**REVISED MOTION:** To direct Executive Director Hortt to prepare a statement about social injustice and the Board’s support for the requests in the petition made by Trustee Holton

**SECOND:** Secretary/Treasurer Roberts

**DISCUSSION:**
Chair Poncelow – against

- Taking a stance on social issues that are not related to the workings of the library is not the function of the Library Board of Trustees. By taking a stance on this political social issue, the Board will be expected to take stances on other social issues.
- If the Board is taking a stance to appease the 20% of the Library District staff who signed the petition, is this setting precedent that action will be taken if staff bring petitions in the future?
- A statement is guaranteed to alienate a portion of our patrons and our constituents.
• The Board has already documented a stance on discrimination when signing the Board ethics policy and as outlined in Library District policies.
• The Library District does not have an organizational discrimination issue in the HPLD and do not have law enforcement tied to this organization.
• Board Members and Staff Members can, as individuals write letters, join protests, and take action as long as they are not representing the High Plains Library District.
• The only value in making a statement is for virtue signaling. When asked to explain “virtue signaling, it was explained that it’s a statement made to show virtue but there is no real meaning to it.

Vice-Chair Heberlee – for
• Concern was expressed that every response seems to require appeasement. There is a need for a statement against social injustice. There is enough social injustice to go around. While it is not necessarily rancorous at this time, a statement against it is a good thing.

Trustee Caldwell – for
• Trustee Caldwell shared that, since learning about the issue, she’s been identifying her stance. Her efforts were completed before receiving the comments from the public and library staff.
• She has re-examined the Library policies, the Trustees ethics statement
• She is aware that she has an obligation to separate her personal beliefs from her role as a Trustee. In her role as the At-Large member, she needs to represent the interests of the whole District, not just those of Greeley.
• She has done some research on how other local, regional, and state organizations have interpreted the situation. Some libraries and institutions have remained silent on the topic, others have spoken directly, and others indirectly. School District 6 made a pretty strong statement of support made by the Superintendent and School Board.
• While it was stated that we are not in the business of social change, the American Library Association is supportive of social change.
• While there are times it is better to listen and learn; this is an issue that is so important that we need to speak out. In this instance, it is appropriate at the very least to affirm our stance against discrimination. The specific language can be debated. We need to remind ourselves, our patrons, and community about library policies and pledges. This is also an opportunity to challenge ourselves to be alert of personal and institutional biases – which we are often unconscious of and need to call out.

Trustee Smock – against
• We all come from different backgrounds and experiences, with that in mind, it seems like we already have a lot of things in place for the library. We do not need to make a statement because others have made statements.
• While there are some social injustices, she is not sure that we, as an organization, want to be in the middle of the mix.

Secretary/ Treasurer Roberts – for
• It is telling, reading the number of emails, that the perspectives are similar to the statement proposed by Trustee Holton. There might be some groups and employees who would have a different perspective.
• There are supremacists of every nationality. There are also those who view their way of living life is the only way and imposing that is their objective.
• However, the statement seems consistent with the work the District has been working on for the past year and a half. While there might be controversy, it seems to be an appropriate risk. A statement to the issue would be well received and consistent with our values, our mission, and our strategic plan.
Trustee Damsma – against

- The United States of America has always tried to correct wrongs when they exist, and it takes a long time to do it. Other than apartheid in South Africa, the United States is the only country that went to war among itself over social injustice – the Civil War where about 800,000 Americans died over the issue of slavery.
- In times following that war, there have been injustices that have been addressed by the 13th and 14th amendments, other amendments, and general social change.
- Biases that each of us have are real. Those biases are based on our experiences, education, work histories, it varies and to think that any decision made is without bias is ludicrous.
- In response to a public comment stating that a Board Member, according to the Ethics Policy, should disregard biases and come to the Board for the good of the Organization: It was clarified that before the vote, the Board Members need to bring forward the various understandings and ideas of what the District should be for the purpose of melding them together and then make a decision. Once that decision is made and after the vote, then the Board comes together as one.
- The comments and petition are appreciated as that is what America is all about.
- In response to the comment about the Board’s decision to make a statement about proposition 112 should make it reasonable to for a Board statement now when the reason is more crucial for justice: In the case of proposition 112, issue was very focused and the potential impact on the community was clear. While not all staff may have agreed with that decision, it was a directed statement.
- While we are against what is hurtful to the community, it is difficult to clearly define social injustice. It exists, but it is not systemic. To date, nothing has been brought to the Board in terms of discrimination. As a general statement, “social injustice” is open to broad interpretation which leads to back-and-forth discussions about what it really means. As such, a general statement can be hurtful to the community and, to be specific, to the High Plains Library District.
- The High Plains Library District has in the signed ethics policy, the handbooks, and policy manuals and there is nothing that allows for racism, discrimination.
- As Chair Poncelow noted, we do not want to go the route of virtue signaling. We want to be active, to know what we are saying, and then to do something about it.
- The High Plains Library District has been proactive. It is better that we continue taking action and continue to improve rather than make a statement about doing better.
- The basis for this is supposed to be some privilege that someone has because they were born into it. Anyone who works for something can get it. There is self-responsibility and a statement isn’t going to do it.
- We need to develop programs so we can work together. The District already has statements which are in our documents and nobody has questioned them. I don’t know if we have any claims of discrimination or racism. And, if we get claims, we would do something because we are good people.
- Chair Poncelow said that if the Board votes “yes” on this, then there is more for the Board to vote upon. The additional statements are needed to better explain a statement that is open to misinterpretation. To decide to not make a statement should not mean that an organization is racist or discriminatory. It means that we have the documentation and guidelines. We don’t have to say something because we do something.

Trustee Holton – for

- Expressed thanks to those who emailed and shared thoughtful and heartfelt statements. The point of all of this is that people want to be heard and know that we are
seeing what happened, that we feel for you and we are here to help. And, that is our
• A single statement against violence against people, the police, and property can work. We don’t need a separate statement. It is hard to see anyone having an issue about a statement that is against violence.
• This is not a political issue although some people make everything a political issue. Masks have become a political issue while, from a public health employee perspective, it’s a health issue. That risk is always there and I’m willing to take the risk. There is nothing you can do about people who want to put everything in a very black or white context. A role for the Library is to combat the “us or them’ mentality and be the safe place to share the complexity of issues.
• This is not a staff issue. Comments have been made from other organizations before the staff's petition. This is a conversation that should be held. The Library is the safe place where opinion and experience matters.
• As a Hispanic female, I have seen that bias and racism does exist through growing up in this community and in the work place. People experience this and they bring their experiences to this issue.
• If the Library is going to be relevant, this is a conversation that is happening internationally. For us to not be in the conversation makes it look like the Library doesn't know what is happening. Currently, there is nothing directing people to where to find information.
• The Library is a perfect resource for people who want to know how to think about this situation. It is an on-time response to a current issue. There was discussion of holding a forum to discuss issues that are relevant to the community. We can have influence for creating understanding.
• Branding-wise, the library is a social justice institution. Everyone has access to information which informs free-speech that enables people to participate in society. That's who we are.
• It is part of our strategic plan to build community. This issue is tearing communities apart and so this could be our part to bring people together.
• By not making a statement, we make the assumption that people understand our brand and our documents. While it might be there, people need to see it in action – by those on the Board and the staff.
• The mission and vision statements are at the bottom of the Library website’s page. It would be better if those statements are front and center to clarify who we are as an organization.
• After reviewing some of the resources that Micaela shared in an email, there is interest in the Board participating in a workshop to discuss this further.
• Trustee Holton referenced the amount of diversity in her family, that it is not just in race and ethnicity but also in thoughts, ideas and beliefs. The library has to be a safe place to talk about it just as our homes should be safe for these discussions.
• Where is the controversy in saying we are against violence towards the people, to direct people to resources, and talk about what we are, as an organization doing for people in our community about this issue?

Chair Poncelow invited the Board to share further comments.

Trustee Damsma – “Social Justice” is not a statement in in the District’s documentation. He also questioned whether there is accurate data in current and past discussions about social justice. While “social justice” sounds great; it is saying “We don’t want violence” which, of course, we don't want. We shouldn’t make a statement that is ‘one big ball.’ As far as he knows, there is no
library location where people feel unsafe due to library staff discriminating against them. There is no need to create a statement, but this conversation should be a reminder to the Board to be vigilant. Board welcomes any suggestions on how to improve situations and if there are any injustices going on, the Board should be informed about them. That’s who we are. We don’t need a statement that can get convoluted.

Trustee Caldwell – Thanked everyone for their comments. Her purpose of creating the statement was to affirm or reaffirm what is in the policies and documents. While the Board know it’s there, the public at large may be unaware or uncertain.

Trustee Caldwell then noted her willingness to change the focus from a statement on injustice to a statement that is based on current policies. Vice-Chair Heberlee suggested a statement that synthesizes mission, vision, and ethics policy and elevating it on the website rather than leaving them as a footnote.

Trustee Smock noted that the action could be to adjust the wording in the mission statement. She noted that, as there were only 43 staff signatures, there is not clarity about what all staff think about this issue. There have been no complaints about discrimination. Nor, has anything been heard from the public beyond the five people who signed the petition. There should be care in using words as words can hurt.

Secretary/Treasurer Roberts clarified the motion is about making a statement independent of the extensive words within other statements. It seems reasonable to have something to reiterate the Library’s stance.

Trustee Statement Damsma suggested that the issue could be solved by taking the ethics paragraph.

Secretary/Treasurer Roberts responded that she would prefer to not reopen the mission and vision as the District has already worked hard on them. Reiterating is not inconsistent, it just restates and reinforces what we say we are going to do. It doesn’t require us doing something differently.

Chair Poncelow reiterated his position that the library is not about social change. The library is about helping a community not changing a community. Libraries are about facilitating and giving information. The library can have a role in facilitating conversations as long as it is done carefully. The library is not supposed to take a stance on an issue. Taking a stance means making someone angry. If the Board believes libraries are about making social change, then he will need to rethink his place on the Board.

He is a strong believer a written statement does nothing. That the officer who murdered George Floyd intentionally killed that gentleman. It was clearly homicide and had nothing to do with law enforcement; it was clearly about an individual killing another individual. But writing a statement does nothing for the issue.

If the Board is going to make a statement, then the Board needs to recognize the over thousand officers who have been injured in the last couple weeks. There are officers who have suffered brain injuries who have families and loved ones. Over seventeen officers have been killed. There have been billions of dollars in destruction.

Chair Poncelow concluded by calling for the vote.

VOTE BY ROLL CALL
MOTION PASSES; 4:2

MOTION: To have the Executive Director publish a fact sheet outlining the facts surrounding the current state of affairs in the areas of criminal justice, race relations, police misconduct, number of officers injured or killed, and damaged across the United States in the past several weeks moved by Trustee Damsma

REVISED MOTION: To have the Executive Director create a fact sheet outlining the facts surrounding the current state of affairs in the areas of criminal justice, race relations, police misconduct, number of officers injured or killed, and damaged across the United States in the past several weeks. The fact sheet is to be reviewed by legal counsel and brought to the Board for review before publishing.

SECOND: Vice-Chair Heberlee

DISCUSSION:
Vice-Chair Heberlee suggested adding additional topics in the document. She recommended that the Board discuss the document themselves. Secretary/ Treasurer Roberts asked whether the discussion would happen tonight or at a future special session. Vice-Chair Heberlee responded that it would not take place at this meeting.

Trustee Caldwell noted that the facts should include all sides of the issue.

Trustee Smock expressed concern that this would be a lot of extra work for the Executive Director. Chair Poncelow noted that it will be assigned to staff. Trustee Smock also noted the challenge of gathering accurate information.

Secretary/ Treasurer Roberts agreed with Trustee Caldwell that the data needs to be inclusive but suggested that it is about perspectives rather than sides. The dilemma is that this is like the story of the six blind men trying to describe an elephant. There needs to be something that includes annotations and the Board discusses the findings.

Trustee Damsma expressed concern about the difficulty in finding accurate data which supports his concern that what is being expressed is not based on sound data. Executive Director Hortt shared that the National Crime Information Center (NCIC) has the data.

Trustee Holton reiterated that this is the Library's role. There are so many news sources screaming opinions, so Library is in the unique position to provide reliable local and national information. It is the job of the library is to share the multiple perspectives. There are not different ways to interpret what happened to George Floyd. She requested Dr. Hortt to create something that is comprehensive and provide direction to where people can find more information for themselves from a reliable source.

Chair Poncelow shared that the FBI has the data and the information is not going to be found from the media. The library should be the place to see the information to determine whether
the United States has a serious problem. He reiterated that by making a statement there is a risk of protestors.

Secretary/Treasurer Roberts asked about what was being written in the GoToMeeting CHAT box. Executive Director Hortt responded that Jo McNeal, Library Manager in Erie was entering a comment.

Trustee Damsma clarified with Chair Poncelow that he would be comfortable incorporating statements about violence, civil injustice, law enforcement, and share data, in a single statement. Chair Poncelow said that was correct.

Chair Poncelow called for the vote.

**VOTE BY ROLL CALL**
Chairman/ Region 3: Ken Poncelow – no vote unless there is a tie
Vice-Chair/ Region 5: Mary Heberlee - Yes
Secretary/ Treasurer/ Region 4: Mary Roberts - Yes
Region 1: Trustee John Damsma - Yes
Region 2: Trustee Gerri Holton - Yes
Region 6: Trustee Joyce Smock - Yes
At Large: Trustee Jana Caldwell – Yes

**MOTION PASSES; 6:0**

Chairman Poncelow asked for a motion that the Board shall have the Executive Director prepare a statement supporting Law Enforcement locally and nationwide

**NO MOTION WAS MADE.**

Trustee Holton asked if the vote on this item could be deferred. Chair Poncelow requested that a decision be made tonight as it is important to recognize what has been happening to police officers.

Trustee Holton questioned whether the statement for law enforcement can be combined with the general statement against violence as a statement against violence does not condone any violence.

Trustee Roberts concurred, recommending that a single statement should be in opposition to violence in any form. The statement should be presented as soon as possible although not immediately as it will lack impact if the Board waits too long. It's horrid what has happened to our law enforcement community; it's horrid that we have people feeling that our protectors are not protecting us. The statement should include the concept that Chair Poncelow has stated. We do not support the violence, the destruction, the terrible stuff that has happened to human beings. There are multiple players and we deplore the action that is hurtful. She would like to have a brief statement for review from Executive Director Hortt by Thursday, June 18, 2020.

Dr. Hortt asked for clarification of whether there should be separate statements.

Chair Poncelow spoke in support of Secretary/Treasurer Robert's statement that the Board “deplores” what is happening. The statement should include:

1: That we do not support discrimination;
2: That we do support law enforcement locally and nationally;
3: What the High Plains Library District is currently doing at this point (and maybe into the future) to help make things better.
4: That the District supports first amendment rights and will be publishing a white sheet with more information.

Trustee Damsma asked to hear what Executive Director Hortt has put together; but is willing to wait to hear the formal statement.

Executive Director Hortt will write a statement to send to the Board. The Board can call a special session if needed. Chair Poncelow gave permission for anyone to request a special session. He will send something on Tuesday. Both Legal Counsel Garcia and CRM Manager Melena to be involved.

Trustee Holton requested that the District host a workshop or community forum to discuss the issues to help us find peace and work together.

Chair Poncelow noted that in previous decades, the library was a place for political, impactful, and social discussions as a civil discourse and wondered if the Library could provide that role again. He concluded by thanking the Board for the discussion.

Following the discussion, the Board directed staff direction to include their support for Law Enforcement in the statement and to have it ready for review and approval by Thursday, 6/18/2020.

Secretary/Treasurer Roberts asked for a brief recess at 6:51 PM.

MEETING RESUMED AT 7:04 PM.

2.3 Reopening Plan and Variance
Executive Director Dr. Hortt reported that while the District started to provide curbside pick-up on May 6, there were plans to roll out more services in early June. On June 3rd there was a Public Health Order 2028 was released and on page 18, it limits public libraries to curbside, walk-up, and window services. When asked about options, staff at the State Library said only option is seeking a variance through the County Health Department.

Dr. Hortt contacted the Weld County Department of Public Health and Environment about the possibility of getting a variance. Receiving no response, he reached to the County Commissioners who said variance was not needed, just have a procedure in place. The County’s legal counsel stated that the Public Health order has no legal backing for various reasons. For this reason, the County Commissioners are not considering variances.

If the State does have an issue with the Library opening, it would be most likely start with a “cease & desist” letter which would start a conversation.

When asked about restrictions from the Center of Disease Control (CDC), Dr. Hortt noted that the guidelines do not say much beyond how long viruses stay on materials, use personal protection equipment (PPE), staff should wear masks and sanitize, quarantine areas if a person is found to be COVID-19 positive, and be prepared to do tracing if COVID-19 is identified.

The Library will reopen June 29th following the guidelines outlined by the CDC and State of Colorado.
When asked about what libraries have opened, Dr. Hortt noted that El Paso County applied for a variance and is planning to reopen on July 1st. Overall, library services have not broadly opened throughout Colorado.

The current reopening plan includes:

- While staff will be wearing masks, the public will be encouraged to wear a mask. The Board discussed whether to require masks. Concern about enforcing the requirement led to support for not making it a requirement for entry to the library. However, a mask will be required for interactions away from the desk where a Plexiglas shield is in place.
- The District staff are discussing having special hours for vulnerable people. The Board is supportive of this option.
- Temperatures will not be taken.

**MOTION:** To direct staff to reopen the libraries as soon as possible

**SECOND:** Trustee Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved; 7:0

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2.3 IGA with Member Library Approval (Action)

Executive Director Hortt reviewed the work accomplished by legal counsel, Member Libraries, and their governing entities. The meeting on February 24th included all parties except the legal counsel for Northern Plains Public Library. The majority of counsels have agreed with a version. The Town of Ault has a differing IGA.

Executive Director Dr. Matthew Hortt outlined the requested changes from the majority of the counsels and the changes requested from the Town of Ault’s legal counsel.

**Items to be resolved:**

- Concern was expressed about the Town of Ault’s requested changes as they seemed to undo what they thought was resolved through shared visioning. Vice-Chair Heberlee, Chair Poncelow, and Legal Counsel Garcia will meet with the Northern Plains Public Library Board and Director to talk through the issues and concerns.
- Trustee Holton expressed concern about the Library Boards in the Member areas not signing the agreement. By changing from “governing authority” to “town” libraries are losing input and accountability. It’s okay for the District to request a service plan to account for the public’s monies. Legal Counsel Garcia noted that the process started under the direction of Chair Poncelow and started with the Library Directors and Boards and the Member Directors are copied in the conversations.
- Chair Poncelow highlighted that a goal of this effort is to insure that the public can go to any location and get same high-quality service.
- Chair Poncelow asked if we need an IGA for everyone? Legal Counsel Garcia clarified that this IGA is for services. There is an IGA for being in the District. Anyone can drop the IGA agreement. When asked if the District could sign the IGA with Northern Plains Public Library and the end it if it is determined to be problematic, Legal Counsel Garcia responded that a complete severing of the IGA would mean that the that the Northern Plains Public Library would return to being a municipal library. However, such a change impacts the original formation of the District so it would be a complex situation.
- The Drafted IGA’s – Legal Counsel Garcia is not aware of where attorneys have shared IGAs. The attorneys have said that the Library Boards are not the governing entities.
  - Dr. Hortt will be meeting with the Library Directors on Tuesday June 16th and will ask about the IGAs.
The Board agreed that the District should have a conversation with the Northern Plains Public Library and proceed with the other libraries.

The Board directed Legal Counsel to prepare the five IGAs for Board review.

2.5 Policy Manual Amendments (Action)
Patron Experience Specialist Tony Brewer presented a set of revised policy statements for Board approval. He also asked if Discussion right way to handle questions about racism – there are 2 aspiration strategies that address the Board’s conversations
A. Lost and Found
   a. The statement about shredding items left in the library will be clarified that it is about photocopies. Staff will try to contact the individual who has left personal identifiable documents such as a social security card or driver’s license.
B. Mission, Vision
   a. The Board confirmed that there are no planned changes to the District’s mission and vision statements although the possibility was discussed in item 2.2.
C. Foundation
   a. The revision suggested is to address issues that Board had brought forward about the previous Foundation Policy statement.
   b. The Board was asked to approve amending the solicitation policy to allow for Board to approve donation programs (ie. Food for Fines to support Weld Food Bank)
   c. The Foundation is now a 509(a)(1) organization which is a subset of the 501(c)(3) classification. This change makes the Foundation a “supporting organization” rather than a “nonprofit” which allows participation in the Colorado Gives Day.
   d. Volunteers will be moved to the Friends Organization
   e. It was clarified that the “authorized position” is not to be replaced by a volunteer. The Board recommended replacing the statement with a less directive one.
   f. The Mission Statement phrasing should be adjusted to be a true mission statement. The new statement will not include an adoption date.
   g. The word “all” can be removed when referencing fundraising (1st word in 3rd paragraph under fundraising) and “use of funds” in next line.

MOTION: To approve the policy manual amendments as presented by Vice-Chair Heberlee
SECOND: Trustee Caldwell
DISCUSSION: None
VOTE: Unanimously Approved; 7:0

2.6 Future Revenue Projections & Cost Savings Planning Update
Executive Director Hortt and Finance Manager Wertz outlined the cost saving recommendations made by the Finance Committee for Board consideration and feedback. The following recommendations were made:
• Projects to suspend: Mead Library and Public Computer Centers
  o Library in Mead conversation: Chair Poncelow and Executive Director Hortt met with Mead’s Mayor, Town Manager, and City Administrator and share the District’s current financial situation. The Mayor would like to start a working committee to develop an agreement so that the project will be shovel-ready when funds are available. The Mayor promised a library as part of her campaign, so she is highly motivated to get the project completed.
The Town showed their plans for a combined City Center/Library and their anticipation that the cost of the library portion would be $5 million. The Town wants the District to pay for both the library portion and be responsible for the costs of building the shared lobby space. Concern was expressed by the Board about the District building the facility without being able to control the details.

- Projects that should continue: Grover, Kersey, and Lincoln Park libraries
  - Lincoln Park Library work should be completed in phases with the first phase being focused on library services. The Greeley Tribune is interested in leasing space in the building for the next three years.
    - Once the Lincoln Park Library is moved to its new location, the District will need to decide on the future of the Goodwill building.
  - Work on the Kersey Library will be phased with the first priority being on expanding services and transition without renovation costs. This should save about $1.3 million. The building purchase is $400,000 and the cost for remodel and refurbishment is estimated at about $900,000.
- Reduce Library Collection Costs
  - Remove low use database content – this will save the District close to $90,000.
  - Remove low use periodicals using a data-driven decision process.
- Reduce costs through contract renegotiation
  - Health insurance and other contracts will be renegotiated with the expectation that decisions will be made based on the numbers. Employee health & wellness program availability would be based on the results of negotiation.

District staff are continuing to propose cost-saving options and are identifying actions that can be done immediately as well as in the future.

Secretary/ Treasurer Roberts shared that she found Finance Committee Meeting was helpful and would like another one before the next Board of Trustees Meeting. Finance Manager Wertz responded that she would send an invite for a July 1, 2020 meeting. The Committee will start meeting monthly.

The Board appreciated the staff’s participation in identifying cost saving measures.

3.0 DIRECTORS REPORT

3.1 Review Draft Agendas

Executive Director Hortt outlined the proposed July 20th Regular Session agenda. He anticipates being able to introduce the new Centennial Park, Collection Development, and Lincoln Park managers. The meeting will also include a review of the current Requests for Proposal (RFPs), a request for final approval of the Intergovernmental Agreement (IGA) with the Member libraries, an updated outline of future revenue projections/cost savings; an overview of the Build a Better Org (Baldrige award) effort, and data for library group.

Board Discussion:
- The Board suggested that there should be a celebration for the new managers.
- There was a question about the salaries for the positions. Executive Director Hortt will need to gather the information.
- The Board would like to restart moving meetings to the different library locations and suggested starting at a location where there is a new Library Manager.

3.2 District Updates

Executive Director Hortt shared the following updates:
- The Construction Manager at Risk applicants have been weeded down to three companies which will be interviewed.
- The Library District will be hosting a Think Tank with partner organizations and governmental entities to find ways to help those who have lost their jobs.
- Curbside service started on May 11th and the Virtual Library is now working regular hours.
• The Community Relations and Marketing Department is working with Erie Community Library staff to launch a new web page to highlight the expansion project’s progress.
• The District has submitted the intent to apply for the Baldrige Award.

4.0 BOARD REPORTS/ COMMENTS
A. Chairman Poncelow appreciated how staff are participating in the budget conversation and recognizing that the anticipated funding shortfall impacts everyone. He also noted his appreciation for Associate Director Marjorie Elwood and Library Manager Melissa Beavers for their work in the Construction Manager at Risk RFP process.
B. Vice-Chair Heberlee hoped that all of the Board Members shared her pride in the work accomplished during the meeting.
C. Secretary/ Treasurer Roberts appreciated that there is a concise process for reporting financial information to the Board. She invited the Board Members to contact her or Trustee Holton if they have any concerns or questions.
D. Committees – there were no committee reports
E. Other Board Members
  • Trustee Caldwell appreciated everyone’s work while addressing tough issues. She highlighted that democracy and governments are about working through disagreements.
  • Trustee Smock noted that while the virtual meeting option is positive, it was a pleasure to meet as a group.
  • Trustee Damsma welcomed the two new Foundation Board Members. He is looking forward to their positive attitudes as active members of the Foundation and to how the Foundation and Board will continue to work together.
  • Trustee Holton thanked the staff for bringing up the hard conversation and thanked the board for approaching the conversation with a plan to act. She noted that it is all important and that she is proud to be a part of the organization.

5.0 ADJOURNMENT
There being no further business before the Board,

MOTION: Trustee Holton
SECOND: Trustee Damsa
VOTE: Unanimously approved; 7:0

MEETING ADJOURNED: 8:54 PM.
1.0 OPENING OF MEETING 4:04 p.m.

1.1 Roll Call

Guests: William Garcia and Donovan Gibbons, attorneys for the High Plains Library District

Following Board Members were present:

Chairman/ Region 3: Ken Poncelow

Vice-Chair/ Region 5: Mary Heberlee (arrived at 4:25 p.m.)

Secretary/ Treasurer/ Region 4: Mary Roberts

Region 1: Trustee John Damsma

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large: Trustee Jana Caldwell

Staff: James Melena, Natalie Wertz, Elena Rosenfeld, Dr. Matthew Hortt

Chairman Poncelow read the following statement into record:

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

1.2 Approval of the Agenda

Motion: Secretary Treasurer Roberts moved to approve the agenda as presented

Second: Trustee Caldwell

Vote: Unanimously approved; 6:0

1.3 Public Comment

There was no public comment

2.0 ITEMS FOR DISCUSSION/ACTION

2.1 Executive Session for the purpose of §24-6-402(4)(b), C.R.S., Conferences with an attorney for the purpose of advice on specific legal questions.

Motion: Secretary Treasurer Roberts moved to go into Executive Session at 4:06 p.m.

Second: Trustee Caldwell

Vote: Unanimously approved; 6:0

+++ Motion: Secretary/Treasurer Roberts moved to adjourn from Executive Session at 4:56 p.m.

Second: Vice-Chair Heberlee

Discussion: None

Vote: Unanimously approved; 7:0

The Board reconvened from Executive Session at 4:46 p.m. No action was proposed or taken. There was a brief recess and the Special Session resumed at 5:02 p.m.

2.2 Approval of Public Board Statement Regarding Racism

Executive Director Matthew Hortt reported on the work on developing a statement on behalf of the High Plains Library District. He read the proposed statement into the meeting record:
The High Plains Library District has always and will continue to stand against racism and violence in all shapes and forms. Our Black community is suffering; we support them and look for ways to ease their grief and loss. Racism, whether it be individual or systemic, degrades the very foundation of all our institutions, including our libraries. We also support our local and national law enforcement agencies while denouncing the deplorable acts of some in their ranks. Tasked with a difficult job, they too suffer grief and loss because of the egregious actions of a few.

Our mission is Helping build Community, and that is more vital now than ever before. Libraries are a place to create community and foster acceptance and inclusivity. Maya Angelou wrote, “I did then what I knew how to do. Now that I know better, I do better.” We as a District will continue to provide programming, services, and resources that contribute positively to what our patrons know and do.

The following action items in our 2019-2024 Strategic Plan reflect our stance against violence and racism. We will further our mission by:

1. Focusing Outreach on building relationships with our underserved communities
2. Creating a welcoming and inviting environment for our diverse district population
3. Curating collections and offering programs that are representative of cultures and nationalities of the populations in each service area
4. Selecting and focusing on targeted segments of the population to design programs
5. Holding staff led conversations about innovating services and programs to better support community needs
6. Supporting all sections of the community to achieve their literacy goals, in their native language or a secondary language
7. Offering and moderating programming that encourages crucial conversations and civil discourse

Each of these action items is intended to further build and strengthen our community. We invite you to stand with us as a participating patron of this Library District.

Board Discussion:
Trustee Damsma questioned the language of the statement and whether the statement should focus on the Black community or whether it should address all communities.

Proposed revision:
Trustee Damsma recommended revising the second sentence in the first paragraph to focus on the fact that all communities are hurting rather than focusing on the Black community. One Board member noted that all communities in the United States are disintegrating.

Considerations supporting the proposed revision: Trustee Damsma explained that this movement was initiated when a white policeman killed a black citizen. However, the movement is about systemic and individual racism in all of its states and forms. By focusing on the Black community, the statement is too limited. If an issue comes forward that involves a member of the Hispanic community, does the District need to create a new statement? All of our community – Black, White, Hispanic, Somali, Asian – any you can think of – is affected by this supposed systemic racism.

Responses to the proposed revision:
- Trustee Caldwell stated that to remove the focus from the Black community, it would then be inconsistent to focus on law enforcement in the next paragraph. To remove one statement should lead to removing the other one which leads to a generalized statement that the District is against racism and violence.

Response to removing the reference to Law Enforcement
- Chairman Poncelow mentioned that if the statement about law enforcement is removed, then the Board will need to vote to redact their vote about making such a statement at the June 15, 2020 Regular Meeting.
- Chairman Poncelow explained the violence inflicted on law enforcement officers has similarities to how military personnel returning to the United States from Vietnam were mistreated. It is important to recognize that most of those working in law enforcement are working for the good of the community.
Trustee Holton stated we wouldn’t be having this conversation if we haven’t had a situation that helps us to see what we might not have seen before. This happening was in the Black community and we need to address it. If the statement does not address the specific issue, then there should be no statement at all.

**Revised proposal:** There was discussion about the possibility of adding a more inclusive statement to recognize other communities after focusing on the Black community.

- After reviewing CHAT comments from the public, Executive Director Hortt shared that an often-made suggestion was using “Black, Indigenous, and people of color.”

**Response to the proposed revision:** Treasurer/Secretary Roberts noted that through identifying a list of specific groups, there are also groups that are ignored such as people of different religions, women, and members of the LGBTQ+ community. It is better to stay specific to the specific situation.

**Recommendation:** No changes

- Trustee Holton and Caldwell supported the statement as proposed. Both statements are specific to what is specific to what is happening and are the reason the statement was created.

Members of the Board noticed that guests attending online were using chat comments and wanted to know what was being said.

**MOTION:** Trustee Damsma moved to insert a public comment in the agenda for after the Board concludes their discussion but prior to the vote.

**SECOND:** Trustee Holton

**DISCUSSION:** None

**VOTE:** Unanimously approved

Guests who wished to comment were asked to share their name and address. They were informed that there will be a two-minute time limit unless the Chair chooses to extend the time. The Board will not respond to the comments. As appropriate, action will be directed to staff. Those who start name calling or using profanity would not be allowed to complete their statement.

The following public comments were made. Each person who commented was asked to share their address.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shark</td>
<td>Not shared</td>
<td>If the statement is to address a certain community, then name the community. If you are focusing on the events; then it's about the Black Community. If you aren't going to say that, don't say anything at all.</td>
</tr>
<tr>
<td>Jillian</td>
<td>I live off 16th St</td>
<td>I have two comments. I want to emphasize the importance of being specific. Blanket statements about all types of discrimination detract from the issue at hand, which is the “black lives matter” movement. Second, someone said “standard sexual orientation.” I want you to address what you mean by that and reflect on why that is not appropriate language.</td>
</tr>
<tr>
<td>Paula</td>
<td>Not shared</td>
<td>I am very disappointed the in the lack of representation in this meeting. I am very disappointed by the statements in this meeting. For an entity that serves this diverse community You need to do better Keep reading These blanket statements are an act of violence to the Black community Your lack of effort is violent to the Black community</td>
</tr>
</tbody>
</table>
Note: At 5:41 p.m., as Jillian was attempting to make a public comment by voice, there were technical difficulties with the online meeting software and the audio recording failed. The audio recording of the meeting concludes at this time.

Note: Due to the technical difficulties noted above, comments from Jillian and Paula were typed into CHAT and then read to the Board by Executive Director Hortt. The comments added to the minutes were pulled directly from the CHAT boxes.

MOTION: Trustee Caldwell moved to release the approved statement
SECOND: Vice-Chair Heberlee
VOTE (by rollcall): Passed; 5:1
   Vice-Chair Mary Heberlee - Yes
   Secretary/ Treasurer Mary Roberts - Yes
   Trustee John Damsma - Yes
   Trustee Gerri Holton - Yes
   Trustee Joyce Smock - No
   Trustee Jana Caldwell - Yes

2.3. Award Downtown Library Construction Manager at Risk RFP
   Executive Director Hortt shared the committee recommendation to enter a contract with G.H. Phipps
   Motion: Secretary/Treasurer Roberts moved to award the RFP to G.H. Phipps
   Second: Vice Chair Heberlee
   Discussion: None
   Vote: Unanimously approved; 7:0

3.0   ADJOURNMENT at 5:52 p.m.
   There being no further business before the Board,
   Motion: Secretary/Treasurer Roberts
   Second: Trustee Caldwell
   Vote: Unanimously approved, 7:0

HPLD Board Secretary/ Treasurer    Recording Secretary
Mary Roberts                        Elena Rosenfeld
Meeting date: July 20, 2020
Type of item: Information
Subject: Downtown Library Update
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend that the Board:
• Approve the elimination of the phase 1 Public Computer Center and direct that the project proceed to phase 2.
• Approve staff to negotiate an extension of the lease through April of 2021.

**Background**
Planning on the Downtown Library/Innovation Center has begun. During our initial planning meetings, the Design Advisory Group have identified two issues that need the Boards Direction:
Phase I: Public Computing Center & Extension of Lease.

**Considerations**
Phase I: Public Computing Center (PCC):
• Board direction had been to offer services at the new location as soon as possible, preferably by the end of the year.
• The Design Advisory Group had initially planned on converting a section of the building to a Public Computing Center as the first phase of the project.
• Once the first phase is completed, we planned to keep the PCC open during subsequent phased of construction.
• Per the recommendation of the construction firm, we also evaluated using the modular as a PCC in the current parking lot.
• Upon review of both options, the Design Advisory Group determined that logistically and financially it does not make sense to pursue the PCC, rather to just begin construction.

Extension of Lease:
• The new owners of the Greeley Tribune, Pioneer Mountain Media has asked if it would be possible to extend the lease on a portion of the Building. They are specifically looking to lease some office space, as well as the circulation and distribution areas.
• The current lease ends in November 2020.
• Construction on the project is planned to begin in late April or early May 2021.

**Recommendation**
Staff recommend that the Board:
• Approve the elimination of the phase 1 Public Computer Center and direct that the project proceed to phase 2.
• Approve staff to negotiate an extension of the lease through April of 2021.
Meeting date: July 20, 2020
Type of item: Action
Subject: IGA with Member Library Approval
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff is recommending the Board approve the IGAs as recommended

Background
Staff and legal counsel have been working on an updated IGA with the Member Libraries, their municipalities and our IGA Committee. On February 24th and IGA Meeting was held with representatives from all organizations and the legal counsels have been working together one IGA document.

Considerations
- The IGA with Eaton will be considered by the Town on July 16th
- The IGA with Johnstown is currently being reviewed by the Town
- The IGA with Platteville will be considered by the Town on July 21st
- The IGA with Hudson will be considered by the Town on August 5th
- Counsel from Northern Plains Public Library is working on revisions
- Ft. Lupton Counsel is waiting to review the Northern Plains Public Library version

Recommendation
Staff is recommending the Board approve Staff is recommending the Board approve the IGAs as recommended.
INTERGOVERNMENTAL AGREEMENT CONCERNING LIBRARY SERVICES BETWEEN
THE HIGH PLAINS LIBRARY DISTRICT AND THE TOWN OF EATON

This Intergovernmental Agreement Concerning Library Services (“Agreement”) is made on this ___ day of July, 2020 (“Effective Date”), by and between the High Plains Library District (“Library District”), a Colorado library district, and the Town of Eaton, a Colorado municipal corporation (the “Town”), (each a “Party” and collectively the “Parties”).

RECITALS

WHEREAS, the Library District was created by the legislative acts of the Town of Ault, the Town of Eaton, the Town of Hudson, the City of Fort Lupton, the City of Greeley, the Weld County School District Re-8 and the County of Weld, known collectively as the “establishing entities;”

WHEREAS, the Town of Johnstown and the Town of Platteville did not establish the Library District, but agreed to participate, and are known collectively as “participating entities;”

WHEREAS, for purposes of this Agreement, the establishing entities and participating entities shall be known collectively as the “Governing Authorities” or singularly as a “Governing Authority;”

WHEREAS, the Governing Authorities, by the legislative acts of their governing bodies, opted to retain title to and ownership of their local libraries and the assets of such libraries and to maintain local control by and through a local library board of trustees;

WHEREAS, in exchange for library services provided by the Library District to the local libraries of the Governing Authorities, the Library District retains a portion of the property tax revenue derived from the service area of each Governing Authority; and

WHEREAS, to clarify the library services that the Library District will provide to the local library of each Governing Authority, and, more specifically for purposes of this Agreement, the library services that the Library District will provide to the Eaton Public Library, operating by and through the Town, during each calendar year, and the process by which such services will be provided, the Parties desire to enter into this Agreement;

WHEREAS, on August 13, 2012, the Town and the Library District entered into an Agreement Concerning Participation in the High Plains Library District (“2012 Agreement”);

WHEREAS, the Town and the Library District have determined that it is mutually beneficial to amend the 2012 Agreement; and

WHEREAS, to effectuate the foregoing, the Parties desire to enter into this Agreement.

AGREEMENT

NOW, THEREFORE, for and in consideration of the promises and mutual agreements contained herein, the Library District and the Town hereby agree as follows:

1. Recitals. The Recitals are incorporated into this Agreement as if fully set forth herein.
4.2. **Library Services.** On or before October 1 of each calendar year, the Library District shall provide the Town with a list of the library services that will be available for the following calendar year to the local library of each Governing Authority. A form of the Eaton Public Library (“Library Services”). The list of services shall be in substantially the same form as may be modified from time to time, set forth on Addendum A, attached hereto and incorporated herein by reference as Addendum A (“List of Services”). The List of Services may be amended from time to time, but the Library District may not diminish or reduce the Library Services available to the Eaton Public Library absent the Town’s written consent. On or before November 1 of each calendar year, the Town shall return the list of Services to the Library District with the selection of Library Services for the following calendar year. On and after January 1 of the following calendar year, the Library District shall provide the selected Library Services to the local library of each Governing Authority-Eaton Public Library. If the Town does not return the list of Services to the Library District, the Library District shall continue to provide the then-current Library Services to the local library of the Governing Authority. For purposes of this Agreement, the services selected annually by the Town shall be known as the “Library Services.” Eaton Public Library.

2.3. **Modified Library Services During a Calendar Year.** During any calendar year, upon the written request of the Town to the Library District to modify the services, the Library District may modify the Library Services that are provided to the Eaton Public Library during such calendar year. The Town’s Selected.

3.4. **Library Services for the 2020 Calendar Year.** For purposes of the 2020 calendar year, within ten (10) days of the execution of this Agreement, the Town has selected the Library Services set forth on Addendum B, attached hereto and incorporated herein by reference, shall provide a completed List of Services to the Library District and the Library District shall thereafter provide the Library Services to the Eaton Public Library.

4.5. **Tax Revenue Sharing.** The Library District shall provide two-thirds (2/3) of the property tax proceeds collected by the Library District from the mill levy applied on behalf of the Library District to the Town’s service area, defined as the Weld County School District RE-2, to the Town. The remaining one-third (1/3) of the property tax proceeds shall be retained by the Library District to be used for its purposes, which shall include, but not be limited to, providing, among other uses, provide the Library Services to the Eaton Public Library. On or before October 15th of each calendar year, the Library District shall provide written notification, if by electronic mail with a read receipt, to the Town of the anticipated amount of property tax revenue to be paid for the subsequent calendar year. Within twenty (20) days of receipt of property tax revenue from the Weld County Treasurer, the Library District shall remit payment to the Town. All funds received shall be accounted for by the Town in a specifically designated library fund.

5.6. **Term.** The initial term of this Agreement shall be from the Effective Date through December 31, 2020, and it shall automatically renew for one-year terms on January 1st of each calendar year. This Agreement may be updated, modified, revised, renegotiated or terminated at any time by mutual consent and in writing by the Library District and the Town or be terminated by the Town as provided in the Prior Agreement, defined below.

6.7. **Library Plan.** The Library District has developed a comprehensive plan, setting forth its broad policy objectives and understandings (“Library Plan”). A copy of the Library Plan is attached hereto and incorporated herein by reference as Addendum CB. Within three months of the execution of this
8. **Entire Agreement; Prior Agreement.** This Agreement, in addition to the Agreement Concerning Participation in the High Plains Notices, Notices required herein, including delivery of the List of Services, shall be sufficient if personally delivered, sent by certified mail or sent by electronic mail delivery upon acknowledgment of receipt of the electronic mail by the intended recipient, addressed as follows, which addresses may be amended from time to time by written notice:
To the Library District between the: ____________________________ High Plain Library District and
                                                      Attn: Executive Director
                                                      2650 W. 29th Street
                                                      Greeley, CO 80631
                                                      Email: MHortt@highplains.us

To the Town dated August 13, 2012 (“Prior: ____________________________ Town of Eaton
                                                      Attn: Town Administrator
                                                      223 1st Street
                                                      Eaton, CO 80615
                                                      Email: Jeff@eatonco.org
                                                      ____________________________
                                                      Eaton Public Library
                                                      Attn: Library Director
                                                      132 Maple Avenue
                                                      Eaton, CO 80615
                                                      Email: BCarns@highplains.us

7-9. Entire Agreement ("), attached hereto and incorporated herein by reference as Addendum

D. This Agreement shall contain the entire understanding of the Parties. In the case of conflicting
provisions, this Agreement shall control. This Agreement may not be changed without an agreement in
writing signed by the Library District and the Town. This Agreement is binding upon and inures to the
benefit of the Parties, their successors, assigns, and representatives.

8-10. Mediation. Prior to commencement of litigation, any disagreement between the Library
District and the Town with respect to this Agreement shall be referred to a third-party mediator. If the
Parties are not able to agree upon a mediator, the mediation shall be conducted at the Judicial Arbiter Group
in Denver, Colorado. The cost of the mediation shall be split equally between the Parties.

9-11. Severability. If any portion of this Agreement is determined by a court of competent
jurisdiction to be invalid, illegal, or unconstitutional, such determination shall not affect the validity of the
remainder of the Agreement. If the validity, legality, constitutionality or performance of any portion of this
Agreement is impeded or otherwise affected by any change in pertinent law or order of court, it is the desire
and intent of the Parties to perform and comply with this Agreement as nearly as possible according to its
spirit and expressed intent until the Parties agree in writing to changes consistent with and in accordance
with the change in law or court order, as applicable.

40-12. Choice of Law; Venue. This Agreement is made under and is to be construed and enforced
in accordance with the laws of the State of Colorado. The Parties agree that all judicial actions or
proceedings arising in connection with this Agreement shall be heard in the District Courts of Weld County.

44-13. Headings. The headings in this Agreement are inserted only for the purpose of convenient
reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.
HIGH PLAINS LIBRARY DISTRICT BOARD

ATTEST:

By: __________________________
    Secretary

By: __________________________, President

TOWN OF EATON

ATTEST:

By: __________________________
    Scott Moser, Mayor

By: __________________________
    Margaret Jane Winter, Town Clerk
<table>
<thead>
<tr>
<th>Services</th>
<th>Provided by District</th>
<th>Provided by Member Library</th>
</tr>
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<tbody>
<tr>
<td><strong>Collections</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access to all materials at all libraries participating in High Plains Library District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The District has over 2,728,788 items, accessible to anyone who has an active HPLD library card in good standing including items in the Specialty Checkout Collection (Delivered by end of 1st Quarter 2020)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Materials purchasing/centralized order management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.</td>
<td></td>
<td></td>
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<tr>
<td>3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.</td>
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**ILS data maintenance**

18. Bibliographic Services staff will update ILS databases including deleting bibliographic records with no holdings.

19. Maintain the integrity of the ILS database through regular authority control, subject heading updates and patron purges.

20. 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.

21. Advice and support from trained MLS catalogers

**Information Technology - Core IT service solutions**

22. ILS: Funding, procurement, installation, administration and all required support for the Integrated Library System and add on services.

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28. Intranet: Funding, procurement, installation, administration and all required support.

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30. Mobile catalog: Funding, procurement, installation, administration and all required support.

31. Reporting and data support for all IT services.

32. Training on technologies support by HPLD.

33. Online training videos for staff and patrons.

**Staff connectivity services**

34. 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.

35. Information Technology calls for service and support of all equipment.

36. Security camera hardware, software installation and support in accordance with Library District standards. (Cameras at: Entry/Exits, outside bathrooms and at service desks).

37. Circuit funding, purchase, installation, configuration and support.

38. HPLD access services funding, purchase, installation, configuration and support (remote access).

39. Infrastructure cabling funding, purchase, installation, and support.

**Internet connectivity for public (including Wi-Fi)**
| 40. | Network funding, equipment purchase, configuration, installation and support.  
Hardwired fiber staff networks minimum speed (40M)*  
Public network minimum speed (20M)*  
Provide Libraries with 6-month usage and speed reports  
(*These speed guaranteed as provided by local internet service providers and contingent upon the continued service of these providers.) |
| 41. | Circuit funding, purchase, installation, configuration and support |
| 42. | Access services funding, purchase, installation, configuration and support |
| **Staff and public client equipment** |  |
| 43. | Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon |
| 44. | Configuration, testing, installation and support for all staff and public client (ILS) equipment as mutually agreed upon |
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| 45. | Operating system: Funding, purchase, testing, configuration, installation and support |
| 46. | Productivity solutions: Funding, purchase, testing, configuration, installation and support (Office suite) |
| 47. | Antivirus and other security tools: Funding, purchase, testing, configuration, installation and support |
| 48. | Public use management: Funding, purchase, testing, configuration, installation and support |
| 49. | Public print service management: Funding, purchase, testing, configuration, installation and support |
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| **Finance and Administration** |  |
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| 55. | Ongoing updates on property taxation for budgeting purposes |
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| **Finance and Administration Requests** |  |
| 57. | Provide approved library budget as part of larger municipal budget upon approval and adoption |
| 58. | Provide audited financial statements when approved and adopted by Library and Municipal Boards. |
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62. Acceptance of large or unusual donations on behalf of a member library pending the
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Management of Debt Collect Services:
63. Debt collect service management including trainings and consulting with Debt
Collect Service Vendor.

Human Resources Support
64. Access to advertising posting position vacancies on the HPLD website
65. District orientation for new Member Directors and staff (Including Technology
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66. Human Resources Consulting as requested
67. Provides access to HPLD Sub Pool
68. Access and including in all HPLD Training
69. Access to In-house training and HPLD-sponsored workshops, seminars,
orientations, Staff Day and roundtables
70. Inclusion in and invitation to HPLD All Staff Day

Project management services
71. Provide consultation with contractors

Member/District services coordination
72. Participation on HPLD committees, task forces and projects (Duties Include:
participate in planning, execution of program or service and evaluation)

Continuing education
73. 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
74. Compile and report library statistics for Public Library Annual Report, all other
statistics provided as requested
75. Advise Member libraries of pending changes in data needs

Legal inquiry
76. Serve as the point of contact for subpoenas or legal inquiries for ILS data

HPLD name badge
77. First name badge for new staff

Research Tools
78. District survey and research services that will include Member service areas;
Including demographics available via staff intranet

Outreach Services
Multicultural services
79. Outreach department partners with Member libraries to provide Multicultural
services to patrons.

80. Provide computer class support including curriculum, training, and referrals

Mobile services to schools or other gathering places in member service area
81. Outreach works with Member Libraries to provide services to locations in the
Member service area.

Public Computer Centers (PCC)
82. PCCs located in member service areas: Johnstown (Milliken), Ault (Nunn & Pierce)
83. 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**

84. Provide support for Member Library's events calendar available through the District’s website.

85. Provide support for each Member Library to utilize patron-initiated room reservations available through the District's website as requested

**Templates for promotional materials**

86. Include member libraries on any collaborative promotional materials when appropriate and available.

**Coordination of district-wide events and programming**

87. 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**

88. Design, produce and disseminate library cards for all libraries within HPLD.

**Advertising & Marketing**

89. Funds and places advertisements in phone books, newspapers and various northern Colorado publications.

90. Access to Community Relations and Marketing Department Services (including large format printer)

**Virtual Services**

91. Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number

92. Staffing /management/support and funding of online communication services such as chat and email

**Facilities**

93. Access to District Owner’s Representative Services as requested

94. Facilities consulting, and advice as requested

**Training Bureau**

95. Support and use of the Training Bureau (Once formed the Training Bureau will provide staff and public trainings on technology and specific skills TBD)
### Addendum B

Library Services to be provided by the Library District to the Eaton Public Library During the 2020 Calendar Year

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<thead>
<tr>
<th>Services</th>
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<td>Access to all materials at all libraries participating in High Plains Library District</td>
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<td>1. The District has over 2,728,788 items, accessible to anyone who has an active HPLD library card in good standing including items in the Specialty Checkout Collection (Delivered by end of 1st Quarter 2020)</td>
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<tr>
<td><strong>Member/District services coordination</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72.</td>
<td>Participation on HPLD committees, task forces and projects <em>(Duties Include: participate in planning, execution of program or service and evaluation)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Continuing education</strong></td>
<td></td>
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<tr>
<td>73.</td>
<td>High Plains Library District will provide funding, contingent upon annual Board approval for continuing staff education and professional development</td>
<td></td>
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<tr>
<td><strong>Compilation of Annual Public Library statistical report</strong></td>
<td></td>
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<tr>
<td>74.</td>
<td>Compile and report library statistics for Public Library Annual Report, all other statistics provided as requested</td>
<td></td>
</tr>
<tr>
<td>75.</td>
<td>Advise Member libraries of pending changes in data needs</td>
<td></td>
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<tr>
<td><strong>Legal inquiry</strong></td>
<td></td>
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<tr>
<td>76.</td>
<td>Serve as the point of contact for subpoenas or legal inquiries for ILS data</td>
<td></td>
</tr>
<tr>
<td><strong>HPLD name badge</strong></td>
<td></td>
<td></td>
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<tr>
<td>77.</td>
<td>First name badge for new staff</td>
<td></td>
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<tr>
<td><strong>Research Tools</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78.</td>
<td>District survey and research services that will include Member service areas; Including demographics available via staff intranet</td>
<td></td>
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<tr>
<td><strong>Outreach Services</strong></td>
<td></td>
<td></td>
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<tr>
<td>79.</td>
<td>Outreach department partners with Member libraries to provide Multicultural services to patrons.</td>
<td></td>
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<tr>
<td>80.</td>
<td>Provide computer class support including curriculum, training, and referrals</td>
<td></td>
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<tr>
<td>81.</td>
<td>Outreach works with Member Libraries to provide services to locations in the Member service area.</td>
<td></td>
</tr>
<tr>
<td><strong>Public Computer Centers (PCC)</strong></td>
<td></td>
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<td>---------------------------------</td>
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<tr>
<td>82. PCCs located in member service areas: Johnstown (Milliken), Ault (Nunn &amp; Pierce)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>83. PCC installation, maintenance and management in mutually agreed upon locations; executed through IGA or MOU and in accordance with agreement</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Public Information/Programming</strong></th>
<th></th>
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<tbody>
<tr>
<td>84. Provide support for Member Library's events calendar available through the District's website.</td>
<td></td>
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<tr>
<td>85. Provide support for each Member Library to utilize patron-initiated room reservations available through the District's website as requested</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Templates for promotional materials</strong></th>
<th></th>
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<tbody>
<tr>
<td>86. Include member libraries on any collaborative promotional materials when appropriate and available.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Coordination of district-wide events and programming</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>87. 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.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Library cards</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>88. Design, produce and disseminate library cards for all libraries within HPLD.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Advertising &amp; Marketing</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>89. Funds and places advertisements in phone books, newspapers and various northern Colorado publications.</td>
<td></td>
</tr>
<tr>
<td>90. Access to Community Relations and Marketing Department Services (including large format printer)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Virtual Services</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>91. Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number</td>
<td></td>
</tr>
<tr>
<td>92. Staffing/management/support and funding of online communication services such as chat and email</td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Facilities</strong></th>
<th></th>
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<tbody>
<tr>
<td>93. Access to District Owner’s Representative Services as requested</td>
<td></td>
</tr>
<tr>
<td>94. Facilities consulting, and advice as requested</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th><strong>Training Bureau</strong></th>
<th></th>
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<tbody>
<tr>
<td>95. Support and use of the Training Bureau (Once formed the Training Bureau will provide staff and public trainings on technology and specific skills TBD)</td>
<td></td>
</tr>
</tbody>
</table>
EXCELLENCE

Strategy
Strive to become the first library in the nation to win the Baldrige Award for Excellence.

Governmental transparency creates trust in the community. In our pursuit of excellence, the High Plains Library District will be transparent and follow all Sunshine Law requirements and guidelines, including, but not limited to:

- Post Board Meeting Agenda and Packets and materials 72 hours before the meeting. In identified posting locations.
- Keeping, recording and Posting Board Meeting Minutes in accordance with Sunshine Laws.
- Making documents available online via www.mylibrary.us
- Following our Open Record Request Policy.
- Submitting a completed Colorado Public Library Annual Report by the annual deadline.
- Providing a District Annual report to the Board from Director and Library Managers.

ACCESS

Strategy
Every individual and community who contributes to the revenues of the District will have access to library services (website, catalog, and the products and services the District offers.)

District Library Locations
District libraries are established according to the Establishment of District Facilities Guideline as well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The High Plains Library District adheres to an annual budget approved by the High Plains Library District Board of Trustees.

District libraries offer a full array of materials, services, and programs for people of all ages. Staff is employed by the District, participates in benefits and is governed by the policies of the District.

Member Libraries
Member Libraries were established according to the Colorado Library Law provisions in 1985 and have joined with other governmental units within Weld County for the purpose of creating the High Plains Library District. The Member Library receives a designated portion of the tax levy for local library service. The governing authority of the Member Library receives funds according to a formula established at the time of the agreement to create the District. The governing authority budgets and accounts for these funds.

A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.

Member Libraries have:
- A local governing authority responsible for the library’s operations.
• Facilities that are owned and maintained by the local authority.
• Services and programs that are determined by the local board. The library participates in centralized services made available by the District and mutually agreed upon through IGA.
• Staff that is hired by the local governing authority. Payroll, insurance, and benefits are the responsibility of the local governing authority.
• A service area that was established in the Intergovernmental Agreement that formed the District.
• Hours of operation that are defined by the local authority.

Outreach Services
Outreach Services are a connection point and foothold for High Plains Library District in areas that are not in close proximity to a physical library. Outreach Staff will become a part of the community through collaboration with community organizations and to extend library services into communities, neighborhoods and to individuals. Outreach Services use a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources. Collaborative efforts are prioritized to match the District’s Strategic Plan with community efforts.

When focusing on services, Outreach staff works with a variety of organizations ranging from day care centers, preschools, and K-12 schools to recreational centers, senior centers and other organizations that serve as community meeting places, in order to provide library materials, programs and resources to areas where economic, geographic, linguistic, physical or other barriers hinder access.

Efforts include, but are not limited to, providing rotating deposit collections, bookmobile and Lobby Stops, supporting Public Computer Centers, partnering with local service organizations, and serving with organizations pursuing venues for getting information and materials to the community.

The District will continually monitor the changing needs of the High Plains Library District residents and modify services to best reach the most people in a cost-effective manner. Over the next 1-3 years, Outreach Services will shift from transaction interactions with individuals in the communities they serve to a more imbedded, relationship model. A model where we are not just sitting at a table at an event but being an active part of the community and participating in the event and community.

Outreach Service Area Definitions
Outreach Services extends library services and staff into communities, neighborhoods, and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources or those who might not otherwise consider using library services. Efforts include, but are not limited to, participating on board and committees, providing rotating deposit collections, making bookmobile stops, partnering with local service organizations, serving with organizations pursuing venues for getting information and materials to the community, and providing answers and resources online or over the phone.

Bookmobile/Lobby Stops
• Mobile Units may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops will be at community gathering locations. While schools, historically have been an ideal location since they serve as a population centers, this has been limited to only supporting students during school hours. New options are being considered.

• Services are provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books are carried in the Outreach collection. Staff fill special requests promptly using Interlibrary Loan (ILL) and Prospector when appropriate.
• Bookmobile/Lobby stop visits are scheduled at intervals no less than 3 weeks and of sufficient length to offer professional advisory service.

Deposit Sites
• The facility is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.
• Deposits may be in lieu of bookmobile service or to supplement a bookmobile stop service point.
• A collection of materials is provided by the District as a long-term loan. The size of this collection is determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff, taking into consideration those requests of the local staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

Public Computing Center Sites
In 2011, HPLD had established 11 Public Computing Centers (PCC) that were housed in partner organizations. This model allowed the HPLD to maximize our resources by opening multiple sites in a service area that spans more than 4,000 square miles using 2.5 FTE. Of these original centers, 5 are still active locations. While the technology in all locations are managed by the District ITI Staff, 2 are in Member service areas where the Directors decided to continue to support the patron experience aspect of the service.

The 5 locations include: a town hall, a recreation center, a homeless shelter, a support center for the differently-abled, and a former coffee shop.

Criteria for partner organizations include:
• Space for our computer stations, as well as a place for our utility computer and a secure locked box to house it
• Availability of at least 20 hours a week to patrons of all ages
• Established foot traffic pattern

PCC sites were set up to mirror our branch computers, so our patrons get the same software, database access, time limits, and user experience that a patron in a branch would. Book-a-Librarian, a formalized one-on-one appointment, services are also provided.

Materials delivery has been provided at one of our sites through a holds locker (it looks like a USPS box and allows patrons to pick up holds 24/7), and some simply have holds delivered to the staff on the site.

All staff instructors have prior experience in technology instruction.

Virtual Library
Virtual Library staff resolves circulation and service concerns, provides basic reader’s advisory and reference services, and directs requests as appropriate. Staff manage communications through technology-based tools which includes, but is not limited to, CHAT, email, and phones.

Virtual Library staff participate in the development and management of online support tools such as video-based training.
Pop-Up Library
The Pop-Up Library’s purpose is to engage both users and non-users in a two-way conversation about their wants and needs. At strategically selected events the catalyst for these conversations will be the unique and dynamic experiences we provide. Participants will walk away having had a positive interaction with the library in a new way. The Pop-Up Library will serve as a marketing tool that allows us to be producers instead of takers. It will help move us towards our goal of changing people’s perceptions of libraries, by actively showing our relevancy and importance through listening to their needs and delivering based on those conversations.

Current Facilities (Per Demographer)

<table>
<thead>
<tr>
<th>Library</th>
<th>Service Areas</th>
<th>Population by Municipalities Service area per County Demographer</th>
<th>Square Footage</th>
<th>Sq. Ft./Pop</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPLD Greeley Area</td>
<td>Greeley, Evans, Garden City, La Salle (District 6)</td>
<td>128, 492</td>
<td>92,300 sq. ft.</td>
<td>0.72 sq. ft/person</td>
</tr>
<tr>
<td>Northern Plains Public Library</td>
<td>Ault, Pierce, Nunn (Re-9)</td>
<td>6,387</td>
<td>6,000 sq. ft.</td>
<td>0.93 sq. ft/person</td>
</tr>
<tr>
<td>Platteville Public Library</td>
<td>Platteville, Gilcrest (Re-1)</td>
<td>7,457</td>
<td>11,500 sq. ft.</td>
<td>1.5 sq. ft/person</td>
</tr>
<tr>
<td>Glenn A Jones Memorial M.D. Library</td>
<td>Johnstown, Milliken (Re-5J)</td>
<td>25,807</td>
<td>13,000 sq. ft.</td>
<td>0.50 sq. ft/person</td>
</tr>
<tr>
<td>Hudson Public Library</td>
<td>Hudson, Keenesburg, Lochbuie (Re-3)</td>
<td>15,293</td>
<td>12,000 sq. ft.</td>
<td>0.78 sq. ft/person</td>
</tr>
<tr>
<td>Eaton Public Library</td>
<td>Eaton, Galeton (Re-2)</td>
<td>9,593</td>
<td>12,500 sq. ft.</td>
<td>1.3 sq. ft/person</td>
</tr>
<tr>
<td>Fort Lupton</td>
<td>Fort Lupton (Re-8)</td>
<td>14,463</td>
<td>16,500 sq. ft.</td>
<td>1.1 sq. ft/person</td>
</tr>
</tbody>
</table>

Cities, Towns, and Municipalities in the District Service Area
As defined by the Weld & Boulder County Assessors Offices:

Evans (Served by the Riverside Library and Cultural Center)
Erie (Served by the Erie Community Library)
Firestone (Served by the Carbon Valley Regional Library)
Frederick (Served by the Carbon Valley Regional Library)
Garden City (Served by the Lincoln Park & Riverside Library and Cultural Center)
Greeley (Served by the Farr Regional Library, Centennial Park Library, Lincoln Park & Riverside Library and Cultural Center)
Kersey (Served by the Kersey Library)

PCC Location:
Briggsdale Community Library
Evans Community Complex
Milliken
Nunn Town Hall
Served by Outreach Services:
Grover (22 miles from a PCC, 44.5 miles from a physical library)
LaSalle (2.4 miles from a physical library)
Mead (10 miles from a physical library)
New Raymer (27 miles from a PCC, 50 miles from a physical library)
Stoneham (38 miles from a PCC, 61 miles from a physical library)

Possible expansion of services:
Keota (37 miles from a PCC, 59 miles from a physical library)

Member Service Areas
As defined by the Weld County Assessors Offices:

Northern Plains Public Library: RE-9 School Boundaries (Ault, Carr, Nunn & Pierce)
Eaton Public Library: RE-2 School Boundaries (Eaton & Galeton)
Fort Lupton School and Public Library: RE-8 School Boundaries (Fort Lupton, Aristocrat Acres, Wattenberg)
Hudson Public Library: RE-3J School Boundaries (Hudson, Lochbuie & Keenesburg)
Glen A. Jones Memorial Library: RE-5J (Johnstown & Milliken)
Platteville Public Library: South Half of RE-1 School District (Platteville & Gilcrest)

STEWARDSHIP

Strategy
Care for the facilities we have in a way that they will be the place where everyone wants to be.

Establishment of District Facilities Guideline
The High Plains Library District is committed to providing quality service to all district residents. To ensure that service is provided in an effective and efficient manner, the Board of Trustees will establish and observe service delivery guidelines. The following considerations identify the guidelines for the District (Branch) Facilities and provide are provided for informational purposes for the Member Libraries.

General Considerations
- The use of a library is significantly impacted by its location.
- The Board of Trustees is committed to constructing locations where community residents frequently and willingly go.
- The District will operate locations of four types: Regional Library, Large Library, Small Library, and Mini Library.
- Population, service hours per week, size in square footage, holdings available, number of computers available for public use, and the number of hours of programming per week will vary based on the population and demographics of the service area.
• The Board reserves the right to offer service at an expanded or contracted level than that shown in the Preliminary Assessment Tool whenever local conditions or available funding make variations desirable or necessary.

• In urban and suburban areas, libraries should be located so that most residents of the service area can drive to the library in 15 – 20 minutes. In rural areas, libraries should be located so that most residents of the area can drive to the location in 30 minutes.

• The ideal of the District is to provide library service to residents at all hours, and to pursue opportunities to leverage hours of availability beyond those provided by the traditional library. As technological advancements permit the provision of services without a physical facility, the District will continue to work toward that ideal. As identified in the strategic plan, the District will leverage technology to make a 24/7 self-service location a reality.

• The services offered at libraries will vary depending on the type of facility and the community served. Regional and large libraries will offer a greater variety of services and larger collections than those available at the small and mini libraries.

• Libraries may include specialized spaces such as but not limited to computer labs, digital media labs, story rooms, study rooms, conference rooms, flex spaces and makers spaces.

• Libraries constructed by the District will be a minimum of 6,000 square feet and serve a population of at least 5,000 people.

• It is the preference of The District to own property and facilities, however library services may be provided in leased or donated space.

• The High Plains Library District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service. Co-location occurs when library service is provided from a space in a facility in which other entities also have their own designated space.

• The District prefers to own the property and the facility that will be used for the co-located library, rather than being a tenant in a facility owned by another party.

• Co-location opportunities will be considered with retail outlets, community services, and organizations such as: community center, recreation center, senior center, health clinic, retail center, supermarket, or other locations where all segments of the community will frequently and willingly go.

• The District may provide library service via Outreach Services.

• Facilities and remodeling projects will meet, at a minimum, LEED Silver certification standards.

• As much as possible, the District will integrate future proofing and plan for the expected community growth

**Site Selection Criteria**
The following criteria, listed in alphabetical order, will be used by the Board of

Trustees to determine sites for locations:
• Accessibility: The site will be easily accessible by car, bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.

• Acquisition cost: The cost to purchase or lease the site will be within the District’s budget, and the price to be paid for the site should not exceed the fair market value of the site.
• Availability: The time required to acquire the site will not negatively impact the proposed project timeline.

• Community assessment: The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed location. Prior to the selection of a site for a library, the Board of Trustees will provide an opportunity for public comment about the proposed site.

• Construction/Site development cost: The site will enable the District to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the location.

• Environmental issues: The site will enable the District to construct a library without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation. The site will not be located in a flood plain or on protected lands.

• Legal Matters: The site will enable the District to acquire the property and construct the library without incurring significant additional legal costs.

• Parking: The site will allow for adequate onsite parking for library users and library staff.

• Projected or current population: The site will consider how many people can be served within a reasonable distance from the proposed site.

• Size and shape of the property: The site will allow for the construction of an efficiently designed library. The site will allow for landscaping and required setbacks. The site will allow for expansion of the building and expansion of the parking lot.

• Traffic: The site will be close to the geographic and/or traffic center of the areas to be served. The site will consider both the positives and negatives of traffic. It should be near primary streets with the library located at the intersection if possible, and an area of high pedestrian traffic. But the nature of traffic should not be such as to discourage use of the library.

• Visibility: The site and the library will be visible from major streets or within the shared facility.

**Current Facilities Guideline Chart**

<table>
<thead>
<tr>
<th></th>
<th>Extra-Large</th>
<th>Large Branch</th>
<th>Medium Branch</th>
<th>Small Branch</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population Served</td>
<td>35,000+</td>
<td>15,000-35,000</td>
<td>8,000-15,000</td>
<td>5,000-8,000</td>
<td>Smaller Populations Served via Outreach</td>
</tr>
<tr>
<td>Service Hours Per Week</td>
<td>62+</td>
<td>62+</td>
<td>62+</td>
<td>20+</td>
<td></td>
</tr>
<tr>
<td>Square Footage</td>
<td>34,315+</td>
<td>11,538-34,314</td>
<td>4,373-11,537</td>
<td>1,000-4,372</td>
<td></td>
</tr>
<tr>
<td>Holdings</td>
<td>125,000+</td>
<td>80,000-125,000</td>
<td>25,000-80,000</td>
<td>3,000-12,000</td>
<td></td>
</tr>
<tr>
<td>Public Computers</td>
<td>50+</td>
<td>30-49</td>
<td>10-29</td>
<td>4-10</td>
<td>Determined by space and need</td>
</tr>
<tr>
<td>Possible Unique Features</td>
<td>Courier, IT and Outreach Hub, Special</td>
<td>Special Collection, Large and</td>
<td>Special Collection, Small Meeting</td>
<td>Small Meeting Room, 24 Hour Option</td>
<td></td>
</tr>
</tbody>
</table>
ASPIRATION

Strategy
Create programs and services that result in changed lives and a better community.

In accordance with the strategic plan, the District will shift from current program delivery methods to more skills based, multicultural and intergenerational programming. The District will partner with and bring in subject matter experts to aid with the shift and instruction. Doing so will help to build the community and make connections within and between groups as the diverse population continues to expand throughout the High Plains Library District Service area. This shift was in direct response to community input and feedback.

LITERACY

Strategy
Intensify our efforts in increasing the levels of literacy throughout the District.

As the District strives to build stronger community. We will focus on all types of literacy, conventional, cultural and digital. Being a place for civil discourse and crucial conversations.

UNITY

Strategy
Focus on building trust in District leadership, building leaders and increasing job satisfaction.

The District will continue to provide, collection, Information Technology PCC and Outreach support as requested and agreed upon through Intergovernmental Agreements with the Member Libraries. While working through this process, we encourage our Member Libraries and their Boards Governing Authorities to build and use similar service plan.

FINANCIAL STRENGTH

Strategy
An emphasis on economic and population forecasting and taking actions now to prepare for the future.

To maintain our financial strength, the District will work with the County Demographer and Assessors Office as well as financial advisors and consultants to project and prepare for the future. To make the proper projections we must document and understand our current and former financial position and make it possible. We will prepare and make available and encourage our Member Libraries to do the same:

- CAFR or Audited Financials
• Quarterly Unaudited Financial Reports
• List of Library Trustees
Addendum D

- Agreement Concerning Participation in the High Plains Library District between the Library District and the Town dated August 13, 2012
INTERGOVERNMENTAL AGREEMENT CONCERNING LIBRARY SERVICES BETWEEN
THE HIGH PLAINS LIBRARY DISTRICT AND THE TOWN OF PLATTEVILLE

This Intergovernmental Agreement Concerning Library Services ("Agreement") is made by and
between the High Plains Library District ("Library District"), a Colorado library district, and the Town of
Platteville, a Colorado municipal corporation (the "Town"), (each a "Party" and collectively the "Parties").

WHEREAS, the Library District was created by the legislative acts of the Town of Ault, the Town of
Eaton, the Town of Hudson, the City of Fort Lupton, the City of Greeley, the Weld County School
District Re-8 and the County of Weld, known collectively as the "establishing entities;"

WHEREAS, the Town of Johnstown and the Town of Platteville did not establish the Library
District, but agreed to participate, and are known collectively as "participating entities;"

WHEREAS, for purposes of this Agreement, the establishing entities and participating entities
shall be known collectively as the "Governing Authorities" or singularly as a "Governing Authority;"

WHEREAS, the Governing Authorities, by the legislative acts of their governing bodies, opted to
retain title to and ownership of their local libraries and the assets of such libraries and to maintain local
control by and through a local library board of trustees;

WHEREAS, in exchange for library services provided by the Library District to the local libraries
of the Governing Authorities, the Library District retains a portion of the property tax revenue derived from
the service area of each Governing Authority; and

WHEREAS, to clarify the library services that the Library District will provide to the local library
of each Governing Authority, and, more specifically for purposes of this Agreement, the library services
that the Library District will provide to the Platteville Public Library/Gilcrest Extension, operating by and
through the Town, during each calendar year, and the process by which such services will be provided, the
Parties desire to enter into this Agreement.

NOW, THEREFORE, for and in consideration of the promises and mutual agreements contained
herein, the Library District and the Town hereby agree as follows:

1. Library Services. On or before October 1 of each calendar year, the Library District shall
provide a list of the services that will be available for the following calendar year to the local library of each
Governing Authority. A form of the list of services, as may be modified from time to time, is attached
hereto and incorporated herein by reference as Addendum A. On or before November 1 of each calendar
year, the Town shall return the list to the Library District with the selection of services for the following
calendar year. On and after January 1 of the following calendar year, the Library District shall provide the
selected services to the local library of each Governing Authority. If the Town does not return the list to
the Library District, the Library District shall continue to provide the then-current library services to the
local library of the Governing Authority. For purposes of this Agreement, the services selected annually by
the Town shall be known as the "Library Services."

2. Modified Library Services During a Calendar Year. During any calendar year, upon the
written request of the Town to the Library District to modify the services, the Library District may modify
the Library Services that are provided to the local library during such calendar year.
3. **The Town's Selected Library Services.** For purposes of the 2020 calendar year, the Town has selected the Library Services set forth on **Addendum B**, attached hereto and incorporated herein by reference, and the Library District shall provide such Library Services to the Platteville Public Library/Gilcrest Extension.

4. **Tax Revenue Sharing.** The Library District shall provide two-thirds (2/3) of the property tax proceeds collected by the Library District from the mill levy applied on behalf of the Library District to the Town's service area (defined as the South Half of Weld County School District RE-1) to the Town. On or before October 15th of each calendar year, the Library District shall provide written notification, if by electronic mail with a read receipt, to the Town of the anticipated amount of property tax revenue to be paid for the subsequent calendar year. Within twenty (20) days of receipt of property tax revenue from the Weld County Treasurer, the Library District shall remit payment to the Town. All funds received shall be accounted for by the Town in a specifically designated library fund.

5. **Term.** The initial term of this Agreement shall be from ____________ , 2020 through December 31, 2020, and it shall automatically renew annually. This Agreement may be updated, modified, revised, renegotiated or terminated at any time by mutual consent and in writing by the Library District and the Town.

6. **Library Plan.** The Library District has developed a comprehensive plan, setting forth its broad policy objectives and understandings ("Library Plan"). A copy of the Library Plan is attached hereto and incorporated herein by reference as **Addendum C**. Within three months of the execution of this Agreement, the Platteville Public Library/Gilcrest Extension shall prepare a similar plan for its library and provide such plan to the Library District.

7. **Entire Agreement; Prior Agreement.** This Agreement, in addition to the Agreement Concerning Participation in the Weld County Library District WLD 2007.06 dated January 1, 2008, attached hereto and incorporated herein by reference as **Addendum D**, shall contain the entire understanding of the Parties. In the case of conflicting provisions, this Agreement shall control. This Agreement may not be changed without an agreement in writing signed by the Library District and the Town. This Agreement is binding upon and inures to the benefit of the Parties, their successors, assigns, and representatives.

8. **Mediation.** Prior to commencement of litigation, any disagreement between the Library District and the Town with respect to this Agreement shall be referred to a third-party mediator. If the Parties are not able to agree upon a mediator, the mediation shall be conducted at the Judicial Arbiter Group in Denver, Colorado. The cost of the mediation shall be split equally between the Parties.

9. **Severability.** If any portion of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unconstitutional, such determination shall not affect the validity of the remainder of the Agreement. If the validity, legality, constitutionality or performance of any portion of this Agreement is impeded or otherwise affected by any change in pertinent law or order of court, it is the desire and intent of the Parties to perform and comply with this Agreement as nearly as possible according to its spirit and expressed intent until the Parties agree in writing to changes consistent with and in accordance with the change in law or court order, as applicable.

10. **Choice of Law; Venue.** This Agreement is made under and is to be construed and enforced in accordance with the laws of the State of Colorado. The Parties agree that all judicial actions or proceedings arising in connection with this Agreement shall be heard in the District Courts of Weld County.
11. **Headings:** The headings in this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

This Agreement was entered into on the _____ day of _____________, 2020.

ATTEST:

By: ________________________________
   Secretary

HIGH PLAINS LIBRARY DISTRICT BOARD

By: ________________________________
   President

TOWN OF PLATTEVILLE

ATTEST:

By: ________________________________
   Mayor

By: ________________________________
   Town Clerk
Addendum B
Library Services to be provided by the
Library District to the Platteville Public Library/Gilcrest Extension
During the 2020 Calendar Year

<table>
<thead>
<tr>
<th>Services</th>
<th>Provided by District</th>
<th>Provided by Local Library</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collections</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access to all materials at all libraries participating in High Plains Library District</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The District has over 2,728,788 items, accessible to anyone who has an active HPLD library card in good standing including items in the Specialty Checkout Collection (Delivered by end of 1st Quarter 2020)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Materials purchasing/centralized order management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).</td>
<td></td>
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<tr>
<td><strong>Materials processing/standardized processing for items purchased/cataloged through Bibliographic Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Courier service to transport library materials Monday through Saturday</strong></td>
<td></td>
<td></td>
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<tr>
<td>7. Courier schedule maintenance for North and South routes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Licensing, maintenance, and access to online databases and search software</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Negotiate prices for database and electronic resource access (included eBooks and databases)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Staff database training upon request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Patrons and staff receive technical troubleshooting and support</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interlibrary Loan (ILL) and Prospector services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. ILL department will use OCLC or other supporting tools to locate and borrow an item not in our catalog for patrons/residence of HPLD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. ILL staff responds to member patron requests and work with staff to resolve any problems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Access to collection development tools and resources to build collections</strong></td>
<td></td>
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</tr>
<tr>
<td>13. Advice from the collection development department when questions arise.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Access to online ordering tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Support for collection analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cataloging services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Original cataloging provided for any item purchased by a Member Library that is</td>
<td></td>
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</tr>
</tbody>
</table>
not found within the OCLC catalog.

17. Copy cataloging provided for any item already in the HPLD catalog or available from the current bibliographic utility.

**ILS data maintenance**

18. Bibliographic Services staff will update ILS databases including deleting bibliographic records with no holdings.

19. Maintain the integrity of the ILS database through regular authority control, subject heading updates and patron purges.

20. 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.

21. Advice and support from trained MLS catalogers

**Information Technology- Core IT service solutions**

22. ILS: Funding, procurement, installation, administration and all required support for the Integrated Library System and add on services.

23. OPAC: Funding, procurement, installation, administration and all required support for the public catalog.

24. Email services: Funding, procurement, installation, administration and all required support.

25. MyLibrary: Funding, design, code development, installation, administration and all required support.

26. Online Payment Services: Funding, procurement, installation, administration and all required support.

27. Telecirc: Funding, procurement, installation, administration and all required support.

28. Intranet: Funding, procurement, installation, administration and all required support.

29. Storage, backup and recovery services: Funding, procurement, installation, administration and all required support.

30. Mobile catalog: Funding, procurement, installation, administration and all required support.

31. Reporting and data support for all IT services.

32. Training on technologies support by HPLD.

33. Online training videos for staff and patrons

**Staff connectivity services**

34. 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.

35. Information Technology calls for service and support of all equipment.

36. Security camera hardware, software installation and support in accordance with Library District standards. (Cameras at: Entry/Exits, outside bathrooms and at service desks).

37. Circuit funding, purchase, installation, configuration and support.

38. HPLD access services funding, purchase, installation, configuration and support (remote access).
39. Infrastructure cabling funding, purchase, installation, and support

**Internet connectivity for public (including Wi-Fi)**

40. Network funding, equipment purchase, configuration, installation and support.

   Hardwired fiber staff networks minimum speed (40M)*
   Public network minimum speed (20M)*
   Provide Libraries with 6-month usage and speed reports

   (*These speed guaranteed as provided by local internet service providers and contingent upon the continued service of these providers.)

41. Circuit funding, purchase, installation, configuration and support

42. Access services funding, purchase, installation, configuration and support

**Staff and public client equipment**

43. Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon

44. 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)**

45. Operating system: Funding, purchase, testing, configuration, installation and support

46. Productivity solutions: Funding, purchase, testing, configuration, installation and support (Office suite)

47. Antivirus and other security tools: Funding, purchase, testing, configuration, installation and support

48. Public use management: Funding, purchase, testing, configuration, installation and support

49. Public print service management: Funding, purchase, testing, configuration, installation and support

50. Web filtering: Funding, purchase, testing, configuration, installation and support

51. Public freeze software: Funding, purchase, testing, configuration, installation and support

52. Web lock down software (for pacs): Funding, purchase, testing, configuration, installation and support

53. Automated deployment services: Funding, purchase, testing, configuration, installation and support

54. Removal or recycling of computer and IT equipment

**Finance and Administration**

55. Ongoing updates on property taxation for budgeting purposes

**Finance and Administration Requests**

56. Provide approved library budget as part of larger municipal budget upon approval and adoption

57. Provide audited financial statements when approved and adopted by Library and Municipal Boards.

58. Post all notices and hold all meetings in accordance with sunshine laws

59. Access to Foundation consulting and training sessions on fundraising activities

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4/13/2020

C:\USERS\MEMBER\DOWNLOADS\HPLD KGA - PLATTEVILLE-0061920.DOCX
including sponsorship, capital campaigns, planned giving, etc.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>60.</td>
<td>Assistance with grant reviews, applications, and writing for grants of any size.</td>
</tr>
<tr>
<td>61.</td>
<td>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)</td>
</tr>
<tr>
<td>Management of Debt Collect Services:</td>
<td></td>
</tr>
<tr>
<td>62.</td>
<td>Debt collect service management including trainings and consulting with Debt Collect Service Vendor.</td>
</tr>
<tr>
<td>Human Resources Support</td>
<td></td>
</tr>
<tr>
<td>63.</td>
<td>Access to advertising posting position vacancies on the HPLD website</td>
</tr>
<tr>
<td>64.</td>
<td>District orientation for new Member Directors and staff (Including Technology orientation and District Tour)</td>
</tr>
<tr>
<td>65.</td>
<td>Human Resources Consulting as requested</td>
</tr>
<tr>
<td>66.</td>
<td>Provides access to HPLD Sub Pool</td>
</tr>
<tr>
<td>67.</td>
<td>Access and including in all HPLD Training</td>
</tr>
<tr>
<td>68.</td>
<td>Access to In-house training and HPLD-sponsored workshops, seminars, orientations, Staff Day and roundtables</td>
</tr>
<tr>
<td>69.</td>
<td>Inclusion in and invitation to HPLD All Staff Day</td>
</tr>
<tr>
<td>Project management services</td>
<td></td>
</tr>
<tr>
<td>70.</td>
<td>Provide consultation with contractors</td>
</tr>
<tr>
<td>Member/District services coordination</td>
<td></td>
</tr>
<tr>
<td>71.</td>
<td>Participation on HPLD committees, task forces and projects (Duties Include: participate in planning, execution of program or service and evaluation)</td>
</tr>
<tr>
<td>Continuing education</td>
<td></td>
</tr>
<tr>
<td>72.</td>
<td>High Plains Library District will provide funding, contingent upon annual Board approval for continuing staff education and professional development</td>
</tr>
<tr>
<td>Compilation of Annual Public Library statistical report</td>
<td></td>
</tr>
<tr>
<td>73.</td>
<td>Compile and report library statistics for Public Library Annual Report, all other statistics provided as requested</td>
</tr>
<tr>
<td>74.</td>
<td>Advise Member libraries of pending changes in data needs</td>
</tr>
<tr>
<td>Legal inquiry</td>
<td></td>
</tr>
<tr>
<td>75.</td>
<td>Serve as the point of contact for subpoenas or legal inquiries for ILS data</td>
</tr>
<tr>
<td>HPLD name badge</td>
<td></td>
</tr>
<tr>
<td>76.</td>
<td>First name badge for new staff</td>
</tr>
<tr>
<td>Research Tools</td>
<td></td>
</tr>
<tr>
<td>77.</td>
<td>District survey and research services that will include Member service areas; including demographics available via staff intranet</td>
</tr>
<tr>
<td>Outreach Services</td>
<td></td>
</tr>
<tr>
<td>Multicultural services</td>
<td></td>
</tr>
<tr>
<td>78.</td>
<td>Outreach department partners with Member libraries to provide Multicultural services to patrons.</td>
</tr>
<tr>
<td>79.</td>
<td>Provide computer class support including curriculum, training, and referrals</td>
</tr>
<tr>
<td>Mobile services to schools or other gathering places in member service area</td>
<td></td>
</tr>
<tr>
<td>80.</td>
<td>Outreach works with Member Libraries to provide services to locations in the</td>
</tr>
<tr>
<td>Member service area.</td>
<td></td>
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<tr>
<td>----------------------</td>
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</tr>
</tbody>
</table>

**Public Computer Centers (PCC)**

81. PCCs located in member service areas: Johnstown (Milliken), Ault (Nunn & Pierce)

82. 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

83. Provide support for Member Library’s events calendar available through the District’s website.

84. Provide support for each Member Library to utilize patron-initiated room reservations available through the District’s website as requested

**Templates for promotional materials**

85. Include member libraries on any collaborative promotional materials when appropriate and available.

**Coordination of district-wide events and programming**

86. 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**

87. Design, produce and disseminate library cards for all libraries within HPLD.

**Advertising & Marketing**

88. Funds and places advertisements in phone books, newspapers and various northern Colorado publications.

89. Access to Community Relations and Marketing Department Services (including large format printer)

**Virtual Services**

90. Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number

91. Staffing /management/support and funding of online communication services such as chat and email

**Facilities**

92. Access to District Owner’s Representative Services as requested

93. Facilities consulting, and advice as requested

**Training Bureau**

94. Support and use of the Training Bureau (Once formed the Training Bureau will provide staff and public trainings on technology and specific skills TBD)
Addendum C

High Plains Library District
Library Plan

EXCELLENCE

Strategy
Strive to become the first library in the nation to win the Baldrige Award for Excellence.

Governmental transparency creates trust in the community. In our pursuit of excellence, the High Plains Library District will be transparent and follow all Sunshine Law requirements and guidelines, including, but not limited to:

- Post Board Meeting Agenda and Packets and materials 72 hours before the meeting. In identified posting locations.
- Keeping, recording and Posting Board Meeting Minutes in accordance with Sunshine Laws.
- Making documents available online via www.mylibrary.us
- Following our Open Record Request Policy.
- Submitting a completed Colorado Public Library Annual Report by the annual deadline.
- Providing a District Annual report to the Board from Director and Library Managers.

ACCESS

Strategy
Every individual and community who contributes to the revenues of the District will have access to library services (website, catalog, and the products and services the District offers.)

District Library Locations
District libraries are established according to the Establishment of District Facilities Guideline as well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The High Plains Library District adheres to an annual budget approved by the High Plains Library District Board of Trustees.

District libraries offer a full array of materials, services, and programs for people of all ages. Staff is employed by the District, participates in benefits and is governed by the policies of the District.

Member Libraries
Member Libraries were established according to the Colorado Library Law provisions in 1985 and have joined with other governmental units within Weld County for the purpose of creating the High Plains Library District. The Member Library receives a designated portion of the tax levy for local library service. The governing authority of the Member Library receives funds according to a formula established at the time of the agreement to create the District. The governing authority budgets and accounts for these funds.

A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.

Member Libraries have:
• A local governing authority responsible for the library’s operations.
• Facilities that are owned and maintained by the local authority.
• Services and programs that are determined by the local board. The library participates in centralized services made available by the District and mutually agreed upon through IGA.
• Staff that is hired by the local board-governing authority. Payroll, insurance, and benefits are the responsibility of the local governing authority.
• A service area that was established in the Intergovernmental Agreement that formed the District.
• Hours of operation that are defined by the local authority.

Outreach Services
Outreach Services are a connection point and foothold for High Plains Library District in areas that are not in close proximity to a physical library. Outreach Staff will become a part of the community through collaboration with community organizations and to extend library services into communities, neighborhoods and to individuals. Outreach Services use a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources. Collaborative efforts are prioritized to match the District’s Strategic Plan with community efforts.

When focusing on services, Outreach staff works with a variety of organizations ranging from day care centers, preschools, and K-12 schools to recreational centers, senior centers and other organizations that serve as community meeting places, in order to provide library materials, programs and resources to areas where economic, geographic, linguistic, physical or other barriers hinder access.

Efforts include, but are not limited to, providing rotating deposit collections, bookmobile and Lobby Stops, supporting Public Computer Centers, partnering with local service organizations, and serving with organizations pursuing venues for getting information and materials to the community.

The District will continually monitor the changing needs of the High Plains Library District residents and modify services to best reach the most people in a cost-effective manner. Over the next 1-3 years, Outreach Services will shift from transaction interactions with individuals in the communities they serve to a more imbedded, relationship model. A model where we are not just sitting at a table at an event but being an active part of the community and participating in the event and community.

Outreach Service Area Definitions
Outreach Services extends library services and staff into communities, neighborhoods, and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources or those who might not otherwise consider using library services. Efforts include, but are not limited to, participating on board and committees, providing rotating deposit collections, making bookmobile stops, partnering with local service organizations, serving with organizations pursuing venues for getting information and materials to the community, and providing answers and resources online or over the phone.

Bookmobile/Lobby Stops
• Mobile Units may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops will be at community gathering locations. While schools, historically have been an ideal location since they serve as a population centers, this has been limited to only supporting students during school hours. New options are being considered.
• Services are provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books are carried in the Outreach collection. Staff fill special requests promptly using Interlibrary Loan (ILL) and Prospector when appropriate.

• Bookmobile/Lobby stop visits are scheduled at intervals no less than 3 weeks and of sufficient length to offer professional advisory service.

Deposit Sites
• The facility is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.

• Deposits may be in lieu of bookmobile service or to supplement a bookmobile stop service point.

• A collection of materials is provided by the District as a long-term loan. The size of this collection is determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff, taking into consideration those requests of the local staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

Public Computing Center Sites

In 2011, HPLD had established 11 Public Computing Centers (PCC) that were housed in partner organizations. This model allowed the HPLD to maximize our resources by opening multiple sites in a service area that spans more than 4,000 square miles using 2.5 FTE. Of these original centers, 5 are still active locations. While the technology in all locations are managed by the District ITI Staff, 2 are in Member service areas where the Directors decided to continue to support the patron experience aspect of the service.

The 5 locations include: a town hall, a recreation center, a homeless shelter, a support center for the differently-abled, and a former coffee shop.

Criteria for partner organizations include:
• Space for our computer stations, as well as a place for our utility computer and a secure locked box to house it

• Availability of at least 20 hours a week to patrons of all ages

• Established foot traffic pattern

PCC sites were set up to mirror our branch computers, so our patrons get the same software, database access, time limits, and user experience that a patron in a branch would. Book-a-Librarian, a formalized one-on-one appointment, services are also provided.

Materials delivery has been provided at one of our sites through a holds locker (it looks like a USPS box and allows patrons to pick up holds 24/7), and some simply have holds delivered to the staff on the site.

All staff instructors have prior experience in technology instruction.

Virtual Library
Virtual Library staff resolves circulation and service concerns, provides basic reader’s advisory and reference services, and directs requests as appropriate. Staff manage communications through technology-based tools which includes, but is not limited to, CHAT, email, and phones.
Virtual Library staff participate in the development and management of online support tools such as video-based training.

**Pop-Up Library**
The Pop-Up Library’s purpose is to engage both users and non-users in a two-way conversation about their wants and needs. At strategically selected events the catalyst for these conversations will be the unique and dynamic experiences we provide. Participants will walk away having had a positive interaction with the library in a new way. The Pop-Up Library will serve as a marketing tool that allows us to be producers instead of takers. It will help move us towards our goal of changing people’s perceptions of libraries, by actively showing our relevancy and importance through listening to their needs and delivering based on those conversations.

**Current Facilities (Per Demographer)**

<table>
<thead>
<tr>
<th>Library</th>
<th>Service Areas</th>
<th>Population by Municipalities Service area per County Demographer</th>
<th>Square Footage</th>
<th>Sq. Ft./Pop</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPLD Greeley Area</td>
<td>Greeley, Evans, Garden City, La Salle (District 6)</td>
<td>128,492</td>
<td>92,300 sq. ft.</td>
<td>0.72 sq. ft/person</td>
</tr>
<tr>
<td>Northern Plains Public Library</td>
<td>Ault, Pierce, Nunn (Re-9)</td>
<td>6,387</td>
<td>6,000 sq. ft.</td>
<td>0.93 sq. ft/person</td>
</tr>
<tr>
<td>Platteville Public Library</td>
<td>Platteville, Gilcrest (Re-1)</td>
<td>7,457</td>
<td>11,500 sq. ft.</td>
<td>1.5 sq. ft/person</td>
</tr>
<tr>
<td>Glenn A Jones Memorial M.D. Library</td>
<td>Johnstown, Milliken (Re-5J)</td>
<td>25,807</td>
<td>13,000 sq. ft.</td>
<td>0.50 sq. ft/person</td>
</tr>
<tr>
<td>Hudson Public Library</td>
<td>Hudson, Keenesburg, Lochbuie (Re-3)</td>
<td>15,293</td>
<td>12,000 sq. ft.</td>
<td>0.78 sq. ft/person</td>
</tr>
<tr>
<td>Eaton Public Library</td>
<td>Eaton, Galeton (Re-2)</td>
<td>9,593</td>
<td>12,500 sq. ft.</td>
<td>1.3 sq. ft/person</td>
</tr>
<tr>
<td>Fort Lupton</td>
<td>Fort Lupton (Re-8)</td>
<td>14,463</td>
<td>16,500 sq. ft.</td>
<td>1.1 sq. ft/person</td>
</tr>
</tbody>
</table>

**Cities, Towns, and Municipalities in the District Service Area**
As defined by the Weld & Boulder County Assessors Offices:

Evans (Served by the Riverside Library and Cultural Center)
Erie (Served by the Erie Community Library)
Firestone (Served by the Carbon Valley Regional Library)
Frederick (Served by the Carbon Valley Regional Library)
Garden City (Served by the Lincoln Park & Riverside Library and Cultural Center)
Greeley (Served by the Farr Regional Library, Centennial Park Library, Lincoln Park & Riverside Library and Cultural Center)
Kersey (Served by the Kersey Library)
PCC Location:
Briggsdale Community Library
Evans Community Complex
Milliken
Nunn Town Hall

Served by Outreach Services:
Grover (22 miles from a PCC, 44.5 miles from a physical library)
LaSalle (2.4 miles from a physical library)
Mead (10 miles from a physical library)
New Raymer (27 miles from a PCC, 50 miles from a physical library)
Stoneham (38 miles from a PCC, 61 miles from a physical library)

Possible expansion of services:
Keota (37 miles from a PCC, 59 miles from a physical library)

Member Service Areas
As defined by the Weld County Assessors Offices:

Northern Plains Public Library: RE-9 School Boundaries (Ault, Carr, Nunn & Pierce)

Eaton Public Library: RE-2 School Boundaries (Eaton & Galeton)

Fort Lupton School and Public Library: RE-8 School Boundaries (Fort Lupton, Aristocrat Acres, Wattenberg)

Hudson Public Library: RE-3J School Boundaries (Hudson, Lochbuie & Keenesburg)

Glen A. Jones Memorial Library: RE-5J (Johnstown & Milliken)

Platteville Public Library: South Half of RE-1 School District (Platteville & Gilcrest)

STEWARDSHIP

Strategy
Care for the facilities we have in a way that they will be the place where everyone wants to be.

Establishment of District Facilities Guideline
The High Plains Library District is committed to providing quality service to all district residents. To ensure that service is provided in an effective and efficient manner, the Board of Trustees will establish and observe service delivery guidelines. The following considerations identify the guidelines for the District (Branch) Facilities and provide are provided for informational purposes for the Member Libraries.

General Considerations
• The use of a library is significantly impacted by its location.
• The Board of Trustees is committed to constructing locations where community residents frequently and willingly go.
• The District will operate locations of four types: Regional Library, Large Library, Small Library, and Mini Library.
• Population, service hours per week, size in square footage, holdings available, number of computers available for public use, and the number of hours of programming per week will vary based on the population and demographics of the service area.
• The Board reserves the right to offer service at an expanded or contracted level than that shown in the Preliminary Assessment Tool whenever local conditions or available funding make variations desirable or necessary.
• In urban and suburban areas, libraries should be located so that most residents of the service area can drive to the library in 15 – 20 minutes. In rural areas, libraries should be located so that most residents of the area can drive to the location in 30 minutes.
• The ideal of the District is to provide library service to residents at all hours, and to pursue opportunities to leverage hours of availability beyond those provided by the traditional library. As technological advancements permit the provision of services without a physical facility, the District will continue to work toward that ideal. As identified in the strategic plan, the District will leverage technology to make a 24/7 self-service location a reality.
• The services offered at libraries will vary depending on the type of facility and the community served. Regional and large libraries will offer a greater variety of services and larger collections than those available at the small and mini libraries.

• Libraries may include specialized spaces such as but not limited to computer labs, digital media labs, story rooms, study rooms, conference rooms, flex spaces and makers spaces.

• Libraries constructed by the District will be a minimum of 6,000 square feet and serve a population of at least 5,000 people.

• It is the preference of The District to own property and facilities, however library services may be provided in leased or donated space.

• The High Plains Library District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service. Co-location occurs when library service is provided from a space in a facility in which other entities also have their own designated space.

• The District prefers to own the property and the facility that will be used for the co-located library, rather than being a tenant in a facility owned by another party.

• Co-location opportunities will be considered with retail outlets, community services, and organizations such as: community center, recreation center, senior center, health clinic, retail center, supermarket, or other locations where all segments of the community will frequently and willingly go.

• The District may provide library service via Outreach Services.

• Facilities and remodeling projects will meet, at a minimum, LEED Silver certification standards.

• As much as possible, the District will integrate future proofing and plan for the expected community growth

**Site Selection Criteria**
The following criteria, listed in alphabetical order, will be used by the Board of

Trustees to determine sites for locations:
• Accessibility: The site will be easily accessible by car, bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.

• Acquisition cost: The cost to purchase or lease the site will be within the District’s budget, and the price to be paid for the site should not exceed the fair market value of the site.

• Availability: The time required to acquire the site will not negatively impact the proposed project timeline.

• Community assessment: The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed location. Prior to the selection of a site for a library, the Board of Trustees will provide an opportunity for public comment about the proposed site.

• Construction/Site development cost: The site will enable the District to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the location.

• Environmental issues: The site will enable the District to construct a library without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation. The site will not be located in a flood plain or on protected lands.

• Legal Matters: The site will enable the District to acquire the property and construct the library without incurring significant additional legal costs.

• Parking: The site will allow for adequate onsite parking for library users and library staff.

• Projected or current population: The site will consider how many people can be served within a reasonable distance from the proposed site.

• Size and shape of the property: The site will allow for the construction of an efficiently designed library. The site will allow for landscaping and required setbacks. The site will allow for expansion of the building and expansion of the parking lot.

• Traffic: The site will be close to the geographic and/or traffic center of the areas to be served. The site will consider both the positives and negatives of traffic. It should be near primary streets with the library located at the intersection if possible, and an area of high pedestrian traffic. But the nature of traffic should not be such as to discourage use of the library.

• Visibility: The site and the library will be visible from major streets or within the shared facility.

**Current Facilities Guideline Chart**

<table>
<thead>
<tr>
<th></th>
<th>Extra-Large</th>
<th>Large Branch</th>
<th>Medium Branch</th>
<th>Small Branch</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population Served</td>
<td>35,000+</td>
<td>15,000-35,000</td>
<td>8,000-15,000</td>
<td>5,000-8,000</td>
<td>Smaller Populations Served</td>
</tr>
<tr>
<td>Service Hours Per Week</td>
<td>62+</td>
<td>62+</td>
<td>62+</td>
<td>20+</td>
<td>Outreach</td>
</tr>
<tr>
<td>Square Footage</td>
<td>34,315+</td>
<td>11,538-34,314</td>
<td>4,373-11,537</td>
<td>1,000-4,372</td>
<td></td>
</tr>
<tr>
<td>Holdings</td>
<td>125,000+</td>
<td>80,000-125,000</td>
<td>25,000-80,000</td>
<td>3,000-12,000</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Public Computers</td>
<td>50+</td>
<td>30-49</td>
<td>10-29</td>
<td>4-10</td>
<td>Determined by space and need</td>
</tr>
<tr>
<td>Possible Unique Features</td>
<td>Courier, IT and Outreach Hub, Special Collection, Large Meeting Room and Flex Space, Board Room, 24 Hour Option</td>
<td>Special Collection, Large and Small Meeting Rooms, 24 Hour Option</td>
<td>Special Collection, Small Meeting Rooms, 24 Hour Option</td>
<td>Small Meeting Room, 24 Hour Option</td>
<td></td>
</tr>
</tbody>
</table>

**ASPIRATION**

**Strategy**
Create programs and services that result in changed lives and a better community.

In accordance with the strategic plan, the District will shift from current program delivery methods to more skills based, multicultural and intergenerational programming. The District will partner with and bring in subject matter experts to aid with the shift and instruction. Doing so will help to build the community and make connections within and between groups as the diverse population continues to expand throughout the High Plains Library District Service area. This shift was in direct response to community input and feedback.

**LITERACY**

**Strategy**
Intensify our efforts in increasing the levels of literacy throughout the District.

As the District strives to build stronger community. We will focus on all types of literacy, conventional, cultural and digital. Being a place for civil discourse and crucial conversations.

**UNITY**

**Strategy**
Focus on building trust in District leadership, building leaders and increasing job satisfaction.

The District will continue to provide, collection, Information Technology PCC and Outreach support as requested and agreed upon through Intergovernmental Agreements with the Member Libraries. While working through this process, we encourage our Member Libraries and their Boards of Governing Authorities to build and use similar service plan.

**FINANCIAL STRENGTH**

**Strategy**
An emphasis on economic and population forecasting and taking actions now to prepare for the future.

To maintain our financial strength, the District will work with the County Demographer and Assessors Office as well as financial advisors and consultants to project and prepare for the future. To make the
proper projections we must document and understand our current and former financial position and make it possible. We will prepare and make available and encourage our Member Libraries to do the same:

- CAFR or Audited Financials
- Quarterly Unaudited Financial Reports
- List of Library Trustees
Addendum D

Agreement Concerning Participation in the Weld Library District
between the Weld Library District and the Town of Platteville, dated January 1, 2008
Background
The RFP review is conducted annually, to inform the board of the upcoming expirations of contracts with vendors.

Considerations
The District currently has 43 regularly used vendors. Their usage and agreements fall into three categories. On call, continuous use with a defined termination clause and contracts with an end date.

Contracts with end dates in 2020:

<table>
<thead>
<tr>
<th>Service</th>
<th>Vendor</th>
<th>Contract Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Advisor</td>
<td>Public Trust Advisors</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Courier</td>
<td>American Courier</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Courier</td>
<td>Debbie Roybal</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>On call Owners Rep</td>
<td>Wember Inc</td>
<td>12/31/2020</td>
</tr>
</tbody>
</table>

Recommendation
Information only, no action to be taken.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>8/1/2017</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>Human Resources</td>
<td>4/17/2013</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Human Resources</td>
<td>1/1/2013</td>
<td>30-day termination clause</td>
</tr>
<tr>
<td>Human Resources</td>
<td>4/27/2020</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Facilities</td>
<td>4/17/2013</td>
<td>30-day termination clause</td>
</tr>
<tr>
<td>Facilities</td>
<td>4/27/2020</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>Facilities</td>
<td>3/1/2013</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>Facilities</td>
<td>10/15/2018</td>
<td>12/31/2020 * May be extended by mutual agreement</td>
</tr>
<tr>
<td>Facilities</td>
<td>3/19/2019</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>Facilities</td>
<td>1/1/2020</td>
<td>7/1/2021</td>
</tr>
<tr>
<td>Facilities</td>
<td>6/1/2021</td>
<td>6/1/2021</td>
</tr>
</tbody>
</table>
Meeting date: July 20, 2020
Type of item: Information
Subject: Revenue projections and cost savings planning
Presented by: Dr. Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager
Recommendation: Information only, no action to be taken

Background
This is an update on the revenue projections and cost savings planning project. We are presenting this for information to the board and for discussion.

The finance committee met on July 1, 2020

Considerations
The finance committee discussed the 2021 budget planning calendar. Natalie Wertz reminded the committee that official preliminary valuations are not due until October 13 this year because of the change in the property tax calendar in response to COVID-19. She told the committee that she had received an e-mail from the Weld County Assessor that they will be releasing unofficial preliminary valuations by the usual August 25 deadline. So, we will at least have that to work with in proposed budget planning. Per the discussion, Natalie has also sent an e-mail to Don Warden, Weld County Finance Director, to get his thoughts on what the Weld County economic conditions will be for the next few years.

The finance committee discussed the need to control the operating budget and be cautious with the capital project budget for 2021. Staff have continued to submit suggestions for areas for expenditure reductions.

Dr. Hortt and Natalie updated the finance committee on the plan and decisions made in the review of the database and magazine subscriptions. Items with very low use and duplications were identified for elimination. This is anticipated to reduce expenditures by almost $90,000.

Dr. Hortt and Natalie had met with Eric Ewing, Associate Director of Human Resources, to discuss the 2021 salary and benefit budget. Dr. Hortt and Natalie updated the finance committee on that meeting. The Human Resources department had provided Dr. Hortt and Natalie with information about the percentages of health insurance premiums paid by other employers in this area. The decision had been made in previous years to pay a larger portion of the premium than other employers. With the anticipated revenue decreases in the upcoming fiscal years, the portion of the health insurance premium that is paid by High Plains Library District will be reconsidered. With the anticipated increase in health insurance cost, Dr. Hortt, the Human Resources Department, and Natalie will also be considering additional ways to manage that cost including potentially changing carriers and types of coverages offered.

Dr. Hortt and the Associate Directors continue to work on a staffing plan to allocate resources to provide adequate coverage for the libraries and Outreach department. We are planning to take
advantage of savings from natural employee attrition. We are planning to be very cautious and strategic about adding any new positions in 2021 and 2022.

**Recommendation**

Information only, no action to be taken
Meeting date: July 20, 2020
Type of item: Information
Subject: Build a Better Organization Overview
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Information only, no action to be taken

Background
As part of The High Plains Library District’s current strategic plan, the District is pursuing Excellence. As part of this goal, The District is participating in the Baldridge Performance Excellence Program. This is more than just applying for and receiving an award. It is a program that we are calling Building a Better Organization and is a management strategy and process.

Overview
During the presentation, we will be introducing and reviewing:
- An overview document that explains the Baldridge criteria
- Questions the process helps answer
- A deep dive into Baldridge specific topics for trustees.

Recommendation
Information only, no action to be taken.
The Baldrige Criteria for Performance Excellence define the critical factors that drive organizational success. For the members of a board of directors, the Criteria can be a valuable tool in governing and guiding your organization. While they may be tailored to meet your needs—and those unique to your organization—the seven Categories of the Criteria cover all aspects of the organization. Here are a few important questions based on the Criteria that directors might consider.

**How does your organization address risks and anticipate public concerns with its products, services, and operations?**
Category 1, Leadership

**How does your organization promote and ensure ethical behavior in everything it does?**

**How does your organization ensure that its strategic planning addresses long-term sustainability, major shifts in markets or the regulatory environment, and its unique strengths, weaknesses, opportunities, and threats?**
Category 2, Strategic Planning

**What does your organization do to gain new customers and to build relationships with existing ones? Specifically, what does your organization do to increase its customers’ loyalty and encourage them to return?**
Category 3, Customer and Market Focus

**Is there an effective process in place to review organizational performance and, based on the findings, to prioritize improvements and designate areas for innovations?**
Category 4, Measurement, Analysis, & Knowledge Management

**Does your organization have a process for career progression for members of your workforce, as well as a succession plan for leadership and management positions? Are they effective?**
Category 5, Workforce Focus

**Does your organization have a systematic approach for designing its processes to meet key requirements (e.g., new technology, cycle time, productivity, and cost control)? Are there measures (including in-process measures) and a systematic approach for managing and improving these processes?**

**Does your organization have a process in place to ensure that operations continue if there is an emergency (e.g., a weather-related, local, or national emergency)?**
Category 6, Process Management

**What are your organization’s results for measures of product and service performance that are important to your customers, and how do they compare with the results of competitors or similar organizations?**

**What are your organization’s results for measures of financial and marketplace performance and how do they compare with the results of competitors or similar organizations?**
Category 7, Results

Can you and/or your organization’s senior leaders answer these questions?
If not, your organization may have gaps that could require leadership’s attention.
How do questions from the Criteria help directors?

The Baldrige Criteria for Performance Excellence provide a basis for conducting organizational self-assessments and for awarding the Malcolm Baldrige National Quality Award. The Criteria also provide a framework for directors to use in overseeing and monitoring an organization’s performance. As part of their duty of care, directors are expected to be familiar with the organization and its markets; to act diligently; to ask appropriate questions of management and each other; to challenge assumptions; and to seek expert advice when needed. The Baldrige Criteria support your duty of care by providing performance-related questions that can be used in soliciting information from management and outside experts and in questioning assumptions.

The Criteria also can help directors monitor an organization’s key results in areas such as product and service outcomes, customer and employee focus, financial and operational performance, and social responsibility.

How can directors start using the Criteria?

The questions listed on the front are a great starting point. There are several additional opportunities.

Use the Organizational Profile. The Organizational Profile is the preface to the Criteria. Answers to the questions in this brief section provide a snapshot of the organization, including its governance system, regulatory environment, strategic challenges, and system for performance improvement. Many organizations start their self-assessments with the Organizational Profile. It also is useful for orientation and training of directors, as well as regular inclusion in board books. Find the Organizational Profile in the Criteria for Performance Excellence on the Baldrige Web site (www.baldrige.nist.gov/criteria.htm).

Use the full Criteria for Performance Excellence. For a more comprehensive assessment of the organization, directors—and the organization—can use the full Criteria for Performance Excellence. You can select the Criteria document that best applies to your organization: Business/Nonprofit, Education, or Health Care. While the basic requirements are consistent among these documents, each one contains adaptations specific to the sector.

RESOURCES

For more information on the Baldrige Criteria for Performance Excellence and the Malcolm Baldrige National Quality Award, please visit our Web site at www.baldrige.nist.gov. You also can call our customer service line at 301-975-2036 for information or a free copy of the Criteria for Performance Excellence and other publications.
## Starter Guide For Governance Excellence

### IMPACT: The Board is clear on the targeted results & outcomes of this decision.

- We have defined and will monitor performance measures related to this decision (both initially and ongoing).
- We clearly understand the customers related to this decision and the targeted impact. We can clearly answer 'why are we doing this.'
- We assessed the strategic need of this decision along with the alignment with existing standards and master plans.

### DATA: The Board has used data to make this decision.

- We researched and reviewed best practices.
- We researched and reviewed data from sources such as competitors, industry leaders and organizations,
- We have assessed the options and understand the strategic, legal, ethical, resource, cost & governing impacts.
- We have confirmed and will monitor the resources needed to support this decision.
- We have taken a holistic, system wide view of the options and needs.

### PROCESS: The Board has evaluated various options and consulted with stakeholders

- We identified and assessed multiple options to determine the best path forward that meets the need.
- We are providing clear direction for the implementation and expectations and the path forward reflects system wide thinking.
- We confirmed risk, communication and work plans were created for this change.
PRACTICE THE EMERGENCY PLAN

- Have you practiced your plan recently?
- Do you practice and coordinate with other businesses in your building or industrial complex?
- Have you reviewed your plans in the last 12 months?

REVIEW INSURANCE COVERAGE

- Have you reviewed your insurance coverage recently to see if you’re covered in a disaster?

SECURE YOUR FACILITY AND EQUIPMENT

- Have you secured all the ways people, products and supplies get into your building?
- Have you conducted a room-by-room walk through to determine what can be strapped down?

IMPROVE CYBER SECURITY

- Do you regularly install patches to your software?
- Have you installed a firewall on your computer?
- Do you regularly update your antivirus software?

If you didn’t check all the boxes, visit ready.gov and learn how to better prepare your business.
BOARD OF TRUSTEES
Regular Session
Monday August 17, 2020
5:00 p.m.
Glenn A. Jones M.D. Memorial Library,
400 S. Parish Ave., Johnstown, CO 80534

This is also be streamed virtually by GoToMeeting.

The meeting can be viewed from your computer, tablet or smartphone.
https://www.gotostage.com/channel/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 can submit questions at the time of signing up for the meeting. All participants will be muted.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/399313765

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

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

1.0 OPENING OF MEETING
1.1 Roll Call and Pledge of Allegiance
1.2 Approval of Agenda
1.3 Approval of Consent Agenda
   A. July 20, 2020 Regular Session Minutes
1.4 Public Comment

- Please note that Public Comment is to address items not currently on the Agenda. If you wish to address the Board in regard ITEMS FOR DISCUSSION/ ACTION, please wait until the item is presented.

2.0 ITEMS FOR DISCUSSION/ ACTION
2.1 Introduction of New Managers (Information) - Dr. Matthew Hortt, HPLD Executive Director
2.2 Board Selection Process (Information) - Dr. Matthew Hortt, HPLD Executive Director
2.3 Downtown Library Update (Information) - Dr. Matthew Hortt, HPLD Executive Director
2.4 Intergovernmental Agreement Approval with Member Libraries (Action) Dr. Matthew Hortt, HPLD Executive Director
2.5 Future Revenue Projections & Cost Savings Planning Updates (Action) - Dr. Matthew Hortt, HPLD Executive Director & Natalie Wertz, Finance Manager
2.6 Prototype Library Design Rollout (Action) - Dr. Matthew Hortt, HPLD Executive Director
3.0 DIRECTORS REPORT
   3.1 Review Draft Agendas– Dr. Matthew Hortt, HPLD Executive Director
       A. September 21st
   3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD REPORTS/ COMMENTS
   A. Chairman’s Report
   B. Vice-Chair
   C. Secretary/ Treasurer
   D. Committees
   E. Other Board Members

5.0 ADJOURNMENT

   Upcoming meetings:

   September 21st, 5:00 p.m. HPLD Board of Directors Meeting- Regular Session, Platteville Public Library,
   504 Marion Avenue, Platteville, CO 80651
### Administrative Office
**Executive Director:** Dr. Matthew Hortt

- Reopened the libraries to our public
- Continued curbside pickup of holds service
- Held the Greeley Downtown Library kick-off meeting

### Carbon Valley
**Summer Reading Adventure (SRA) Virtual Programming**
- July 20 – Upcycling University

**Ongoing Virtual Programming**
- Harry Potter Discussions for Kids & Teens Online (Tuesdays)
- Free Virtual Legal Self-Help Clinic (Aug. 10)
- Storytelling videos for HPLD YouTube channel
- Children’s Grab and Go Craft kits (weekly)

**Conferences and partnerships**
- Library Manager Becki Loughlin is presenting a Colorado State Library In Session on August 27th: *Receptive to Race: Normalizing the Discussion of Race with Children in Libraries.*
- Carbon Valley Library is participating in the Carbon Valley Network Disaster Recovery Committee.

### Centennial Park
**SRA Virtual Programming**
- June 29 - Digital Scavenger Hunt
- July 13 - Do You Know Your Memes?
- July 13 - Virtual SRA Dragon Challenge
- August 4 - Unique Unicorns

**Ongoing Virtual Programming**
- Dungeons and Dragons on Thursdays at 3pm
- Online Short Story Club to debut in July

### Erie
**Ongoing Virtual Programming**
- July 7th, 14th, and 21st Harry Potter Discussion for kids and teens
- July 28th - *Marketing Your Brand*, partnering with East Colorado Small Business Development Center
- *Cryptozoology* with presenter Lija Fisher - video throughout SRA
- Weekly LEGO challenges starting with build a robot
- August 3rd Campfire Songs for Kiddos
- Free Virtual Legal Self-Help Clinic (July 13 and Aug. 10)

### Construction
Moved forward final phasing of construction: due to limited service to patrons, limited number of patrons, no programs, and telecommuting, we have been able to start construction on the staff work area one
month earlier. Construction has started on new office area, new break room, new teen area, new Page area, and receiving area.

**Farr**

*Social Media*

Staff continue to contribute social media posts including crafternoons for school age children. A recent post include was about homemade ice cream. Other posts have included bedtime storytimes, sounding out words, a storytime for toddlers, and book recommendations for teens.

**SRA**

- Farr has over 300 participants in the program.
- Virtual programming started last week. Two programs are posted every Monday (one in the morning; one in the afternoon.) Virtual programming will continue through the week of August 10th.

**Reopening**

Along with other branches, Farr reopened on June 29 to the joy of our patrons. Visits have been increasing each day with most people browsing or picking up holds. On average 89% of patrons wear masks while in the library.

**Lincoln Park**

*SRA Virtual Programming*

- July 20 - Ann Lincoln
- July 27 - Once Upon a Canvas

**Conferences and partnerships**

- Library Manager Melissa Manager is presenting “STEAM for Everyone: A Stepping Stone Approach to Overcoming Barriers to Access” at Power and Privilege at Play: Equity, Diversity, and Inclusivity in Libraries, a virtual conference on July 17, with Elena Rosenfeld, Tim Ruth, and Brooks Mitchell from Starnet.
- United Way Voucher program has resumed.
- Staff are attending meetings for Greeley Downtown Alliance and Weld County Genealogical Association.

**Facebook Features**

- Very Library News – Regular updates on library happenings
- Spanish Word of the Week
- Weekly Virtual Storytimes and Early Literacy Tips
- Interview and Job Search Video Series

**Riverside**

- Held first virtual Riverside Readers book group
**Associate Director, Public Services: Rosa Granado (MOVE – formerly Outreach)**

<table>
<thead>
<tr>
<th>Mobile Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumed service to 16 senior stops and 1 additional private stop with lobby stop van</td>
</tr>
<tr>
<td>Resumed service to all public bookmobile stops</td>
</tr>
<tr>
<td>Created and delivered 2 book deposits to Boys and Girls Clubs, Milliken and Monfort units</td>
</tr>
<tr>
<td>Distributed 509 SRA make and take kits to children through mobile services stops</td>
</tr>
<tr>
<td>6/20/20: Started distributing grab and go meals during our International Neighborhood Program, in partnership with the Weld County food bank</td>
</tr>
<tr>
<td>7/17/20: The bookmobile is getting equipment to allow for public computer use and act as a mobile hot spot for patrons</td>
</tr>
<tr>
<td>Facilitating the translation of our library card applications into French and Swahili</td>
</tr>
</tbody>
</table>

**Outreach Services**

| Present Facebook Live Storytimes and other early literacy content M-S @ 10:30am |
| Weekly virtual Citizenship assistance for 2 classes |
| Provide open BAL times for citizenship preparation: 10:00 am-1:00pm M-Th |
| Working on Buell, Little Youth, Project Voice and Red Eye Rotary Grants |
| Submitted Letters of Support and demographic information for Print Express Grant |
| Submitted article for HPLD’s July newsletter about starting our International Neighborhood Program on World Refugee Day |
| 6/9/20: Virtually hosted, Pints and Pages Book Club |
| 6/13/20: Outreach librarian, Amy Ortiz was awarded the PFLAG Ally Award via a Zoom Celebration |
| 6/26/20: Met with UNC to start planning library card sign up events and combined library response for quarantined students |
| 7/2/20: Facilitated annual Naturalization Ceremony with 19 new citizens in attendance in partnership with USCIS, IRC, with guest
| Speakers | Rep. Mary Young, Greeley Council member Tommy Butler and video messages from Greeley Board of Education Director Ray Talley, Governor Jared Polis, and President Donald Trump at Centennial Village Museum |
| Distributed 100 SRA make and take kits to children at the Rodarte Center Food site in partnership with the City of Greeley and the Weld County Food Bank |
| 7/17/20: Outreach librarian, Tim Ruth presenting at the Colorado Association of Libraries Equity and Diversity Conference: Power and Privilege at Play on his work at the Rodarte Center teaching STEAM programming in collaboration with HPLD staff and SSI |
| 7/30/20: Staff training for adding Outreach Services to our new workorder system |

**Virtual Services**
- Scheduling curbside appointments for patrons District-wide
- Processes staff programming and public requests for GoToMeeting
- Updating HPLD’s community partner’s master list

**Experience Services**
- 6/26/20: distributed 200 SRA make and take kits to children during Weld County Food Bank mobile food truck stop at the IRC
- 6/30/20: We have 1500 SRA registrations
- Secured contract with author for our district’s Signature Author Series

| Associate Director, Public Services: Rosa Granado Kersey |
| Kersey |
| Virtual Author Spotlight Series |
| Virtual non-book library recommendations |
| 6/10/20 and 7/8/20: Virtually hosted Kersey Book Club |
| 6/16/20: Started distributing food in partnership with Weld County Food Bank, on Tuesdays and Thursdays, at Centennial Park in Kersey |
| Open the library on 6/29/20 to the public and continue to provide curbside service |
| Created opening and closing virtual training videos for other HPLD staff |

| CRM Manager: James Melena |
| Reopening marketing in phases based on in-library traffic |
| Interrupt racism postcards and bookmarks |

| Collection Resources Manager: Open Leading the department: Collection Resources |
| Wrapping up State Grant expenditures. |
| Reviewing periodicals to make choices as to which are most used titles and not renewing titles that are seldom or never used in anticipation of budget cuts. |
| Cutting databases that are seldom or never used also in anticipation of budget cuts. |
### ILL Supervisor, Pat Libera
- Collection Development has been working on informing staff and patrons as to the diversity of our collection for use: resources used for reviews, how titles are chosen, making sure we have a well-balanced collection for all interests and needs.
- Collection Development has posted reading lists for staff and patron to help in selection of materials.
- High Plains Library District courier will resume Saturday courier service this weekend on July 11th to all libraries.
- State courier has resumed service and is running smoothly. Items requested are arriving and items we borrowed are being returned to the libraries that are open.
- Prospector has not yet resumed. They are waiting until a critical mass of libraries have reopened and have state library courier service.
- Interlibrary Loan has resumed borrowing for our patrons and lending to all libraries that are currently open.

### Facilities Manager, Bob Arellano
- Ordering PPE’s and prepared for reopening of all buildings.
- Hired/scheduled security guard services.
- Worked with police following window breaking at Lincoln Park library.
- Worked with ITI to install cloud-based door locks.
- Resolved toilet/sewer line issues at DSS following expansion project.
- Completed roof repairs.
- Installed a rooftop HVAC unit at Riverside library for children’s area and at $4,000 under budget.
- Installed non potable water for irrigation at Farr and city waived $16,000 water line fee.
- Attended hiring panel for Architects, construction for Greeley downtown/Flagship building project.
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### Finance Manager: Natalie Wertz
- 2021 budget planning
- Worked with Foundation to request CARES Act funds through DOLA
- Participating in GFOA’s WPFN mentorship program

### Foundation Director: Abby Yeagle
- Coordinated a visit of HPLD with Governor Polis. We were a recipient of the state’s Help Colorado Now COVID-19 Relief Fund.
- Received $5,000 from Colorado Creative industries to support the Writer in Residence program.
- Applied for Coronavirus Relief Funding for Special Districts from the Colorado Department of Local Affairs.
- Applied for CARES Act Funding from Colorado Humanities.
- Continuing solicitation of sponsors for the Links for Literacy golf tournament in September. The sponsor deadline is July 24th.
- Attended the virtual International Public Library Fundraising Conference and a virtual forum on how to approach Friends groups and volunteerism during a pandemic.

| Associate Director Human Resources: Eric Ewing | Unity – Building Leaders – GROWS – The 360-appraisal instrument successfully completed the second round of collecting feedback and is currently providing weekly coaching via email to leaders. Because we can compare first round scores with second round scores, the following measurable results were produced:
- 10% - The average score changes for items that leaders received coaching on.
- 35% - The number of employees who rated their leader higher on the coached items.
This indicates a significant number of employees noticed improvement in their leader’s behavior. The top 3 categories that leaders received coaching on are:
- Team cohesion
- Change
- Accountability |
| IT & Innovation Manager: Susan Staples | • Expedited remodel support for Erie
• Staff Xerox setup - Ft Lupton
• Lab equipment reconfigured for public use
• Continued move support at all locations to support social distancing
• Testing of potential replacement phone system underway
• Reversed out system changes made for Covid closures (ILS, notices, ...)
• Continued expansion of CRM use
• New reporting on public computers available
• Received and configured test mobile Wi-Fi service
• Testing initiated for mobile printing service |