



**BOARD OF TRUSTEES
Regular Session
Monday November 16th, 2020
5:00 p.m.
Hudson Public Library,
100 S. Beech Street, Hudson, CO 80642**

This is a VIRTUAL MEETING hosted by OpenVoice Audio Conferencing- You may join by:

Phone: 1-888-585-9008 Enter Conference Room Number: 494-954-582

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Please note that you will need to call into the meeting if you wish to address the Board. If you are using a mobile device, it is highly recommended you download the OpenVoice Audio Conferencing app.

If you are unable to connect or attend via OpenVoice please submit your comments and questions to the Board prior to the Board meeting via Formstack:

https://hpld.formstack.com/forms/board_questions

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. October 19, 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 COVID Service Dial (Action) - Dr. Matthew Hортt, HPLD Executive Director
- 2.2 Policy Manual Amendments (Information) -Tony Brewer, Patron Experience Specialist
 - A. Social media
 - B. Privacy of User Records
 - C. Board statements
- 2.3 Award Kersey Design Build Contract (Action) - Dr. Matthew Hортt, HPLD Executive Director



- 2.4 Approval of Holiday Closures for 2021 (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.5 2021 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.6 Intergovernmental Agreement Approval with Member Libraries (Action) Dr. Matthew Hortt, HPLD Executive Director
 - A. Ft. Lupton/RE8
 - B. Ault/NPPL
- 2.7 Possible Downtown Library Names (Action) – James Melena, Community Relations & Marketing Manager

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agendas– Dr. Matthew Hortt, HPLD Executive Director
 - A. December 7th
- 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:

December 7th, 5:00 p.m HPLD Board of Directors Meeting- Executive Session, HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631

December 7th, 6:00 p.m HPLD Board of Directors Meeting- Regular Session, HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631



BOARD OF TRUSTEES
Work Session
Monday October 19th, 2020
5:00 p.m.
HPLD Administration Bldg.,
2650 W. 29th. St., Greeley, CO 80631

1.0 OPENING OF MEETING at 5:00p.m.

- 1.1** Roll Call and Pledge of Allegiance
Guests: Counselor William Garcia

Board Members:

Chairman/ Region 3: Ken Poncelow
Vice-Chair/ Region 5: Mary Heberlee
Secretary/ Treasurer/ Region 4: Mary Roberts
Region 1: Trustee John Damsma (absent)
Region 2: Trustee Geri Holton (arrived at 6:23pm)
Region 6: Trustee Joyce Smock
At Large: Trustee Jana Caldwell

Staff: Dr. Matthew Hорт, Elena Rosenfeld, Eric Ewing, James Melena, Marjorie Elwood, Kim Parker

- 1.2** Approval of Agenda
MOTION: Trustee Jana Caldwell
SECOND: Trustee Joyce Smock
VOTE: Unanimously approved, 5:0

- 1.3** Public Comment
No public comment

2.0 ITEMS FOR DISCUSSION/ ACTION

- 2.1** Policy Manual Amendments (Information) -Tony Brewer, Patron Experience Specialist
Tony Brewer presented possible amendments to the HPLD Policies in three areas: Privacy of User Records, Social Media, and Public Statements.

A. Privacy of User Records

Tony talked about interpretation of state law; the overriding issue of what level of privacy a library user has, and the issues involved; the two definitions, interpretation, and application of Records; Access and its two categories – parents or peers, interpretation, and application; Minors; and Exceptions.

Discussion:

After discussion about Privacy of User Records and the age we consider Minors to be, along with children's rights vs parents' responsibility, the Board recommended that we move the age of a minor from 'Under 16' to 'Under 18'. It was also decided that the policy should read as Matt recommended. Tony will rewrite the Policy, making that change, and present it to the Board at the November 16th Board meeting.

B. Social Media

Tony presented the importance of free speech (being a First Amendment issue) and the challenges of what to do about the social media platform, staff, and patrons. He also addressed the purposes for using it and how the District's Community Relations and Marketing team manage and regulate the challenges, and the principle and law of District social media accounts and personal accounts.



Discussion:

After Tony's presentation and the Board's questions about the Social Media policy, no changes were recommended by the Board other than a request to make it grammatically correct.

C. Public Statements

In the Public Statements presentation, Tony asked for guidance in deciding which one of four options the Board wants him to use: (1) Board has ethics statement and no other policy; (2) Board has ethics statement that directs the Board to follow it; (3) HPLD policies are statements of where the board stands, otherwise statements are only made when they affect the HPLD organization, staff and patrons; and (4) social issues are avoided unless the issue is about the organization itself.

Discussion:

After discussion, the Board decided that they will only make public statements on matters that are tied to libraries and/or library services. Otherwise, they will not make statements on social issues.

Chairman Poncelow thanked Tony for all the work he put into this.

- 2.2** Build a Better Organization (Information)- Dr. Matthew Hорт, HPLD Executive Director
The District is pursuing the Baldrige Performance Excellence award and are calling it *Build a Better Organization*. It aligns with HPLD's strategic goals and plan and is a process that will take time. The objective is more about building a better organization than about winning an award. The Board watched a video by Adam Coen that explained (1) that their role is Governance, Ethics, and Making decisions that help achieve their strategy by using info and data and then converting it into knowledge; and (2) Management by fact along with making decisions about what to stop doing or minimize, again on a strategic level. Dr. Hорт will post a link for the video.

On the presentation's handout, Dr. Hорт pointed out that in the *Population by Trustee Region*, all Region 5 Patrons have a Member Board in between them and the HPLD Board.

In the *Constituent Data*, some of the numbers are figured nationally and so staff will have to provide local information.

In *'What does the library offer?'*, Materials Sharing was at 70% of the pre-COVID mark two months ago, so it should be even higher now.

In *IF/THEN*, he pointed out that the means for the Trustees to share feedback with and/or ask questions of District staff is through an email to 'help@highplains.us'.

Through this means, communication will be directed to the appropriate person who can help. Trustee Caldwell replied that it serves the Mission: Connecting Communities.

The *Systemwide Perspective and Processes* will help quantify both where the District is and is not improving.

Discussion:

Chairman Poncelow commented that these are good numbers to get for the Member Libraries and asked what does 'Excellence' mean for the Board? Counselor Garcia said it is possible to get precinct breakdowns and that there are 119 precincts in Weld County. Dr. Hорт replied that 'Excellence' means looking at the data and giving rationale for decisions, as apposed to always saying 'yes'. The building projects that are being planned and taking place are good examples.

Trustee Caldwell suggested that James and Community Relations and Marketing publicize "Things you can get from HPLD", such as State Park Passes.

3.0 DIRECTORS REPORT

- 3.1** Review Draft Agendas– Dr. Matthew Hорт, HPLD Executive Director
November 16th agenda.
This will be the last time we get to see the Director of the Hudson Library.



Discussion:

Trustee Roberts asked about the status of IGAs. Counselor Garcia was told that Fort Lupton's was in the school district attorney's office, and Trustee Holton reported that it is on the school board's agenda for their next meeting. Chairman Poncelow said that Trustee Holton and he can talk to the Superintendent if it doesn't come through.

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

Dr. Hорт reported that the open Board positions for 2021 will be filled by Teresa Curtis for Region 1 and Mary Heberlee for Region 5. He added that they were chosen from a strong group of interviewees. Trustee Caldwell added that there were 23 applicants from Region 1 and that Trustee Smock did a great job of leading the project. Chairman Poncelow expressed his appreciation.

Things are moving forward with the Kersey site. Contractors have been narrowed down to three, and they will interview for the job.

Dr. Hорт went to Grover, and the town officials are interested in donating the three lots but are hesitant on a mobile structure, although they might consider it. After discussion about it, Chairman Poncelow said to go ahead with a phase 1 environmental assessment on the three lots. The opera house is also still for sale and open to discussion.

Dr. Hорт also talked to the company who has three acres for sale at Mead, and they want \$450,000.

He got call from Swift Communications, who owned the Greeley Tribune, and both Swift and the sub-leasing organization want to have the leases separated and extend their leases until April. The Contractors are fine with it, so we will agree and receive revenue from the leases.

Furthermore, he met with the Weld Community Foundation to talk about funding the artist Wes Bruce, who will do the installation for the Lincoln Park Library. The Community Foundation expressed interest in funding it and we will start working on a contract through the HPLD Foundation.

4.0 BOARD REPORTS/ COMMENTS

A. Chairman's Report

Board, thank you for the work you put in tonight. We had good discussions, and these are the things that will move us forward.

B. Vice-Chair

Happy with progress we're making.

C. Secretary/ Treasurer

Done is better than Perfect – words for us to live by.

D. Other Board Members

Trustee Caldwell: We have a lot ahead of us.

Trustee Smock: When I look at the tax dollars that are being generated from Region 6, I'm pleased with the progress we are making. Gone through oil & gas, COVID, and we're still good

Trustee Holton: Lots of plates in the air and good work being done. Especially pleased that when things feel restricted, there's a lot of growth and building going on and expanding of services in the nether regions.

5.0 ADJOURNMENT 7:58p.m.



highplains
Library District

MOTION: Trustee Heberlee
SECOND: Trustee Roberts
VOTE: Unanimously approved

Upcoming meetings:

November 16th, 5:00p.m. HPLD Board of Directors Meeting- Regular Session, Hudson Public Library,
100 S. Beech Street, Hudson, CO 80642

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 16, 2020
Type of item: Action
Subject: COVID Dial Dashboard
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff is recommending the Board approve the Dial Dashboard and direct staff to move within the levels as dictated by the Health Department

Background

Throughout the COVID 19 pandemic the High Plains Library District has modified operations and services updated them to follow Public Health Orders and varying government direction trying to do this has led to stress on staff. The Staff have formalized a dial dashboard that defines the services the District Provides under each level of the State COVID 19 Guidelines. The dial dashboard identifies the levels of services we will provide under level and should eliminate some of the confusion that has occurred. The dial dashboard is found in the next document.

Recommendation

Staff is recommending the Board approve the Dial Dashboard and direct staff to move within the levels as dictated by the Health Department

Dial Dashboard

Some history about the early outbreak data

Through the first part of the pandemic – there was less testing which means that the number of actual cases was less known than it is today (recognizing that many potential positive cases are not known as people don't go in for testing due to being asymptomatic or just not thinking that they have COVID-19)

2 Week Incidence Per 100,000 = (total cases/population)*100,000

Weld County Population: 324,492 (according to County...I used this number for calculations) DOLA lists Weld County's population as 314,250. However, looking at the 2-week positivity comparison the numbers are not too different so I focused on the County's data.

Week of...	2-week Positivity	2-week incidence per 100,000	Hospitalizations (stable or decreasing)
May 6th (start of curbside)	10.93% --statewide (↓22%) No Weld data?	249.31 (using County data)	13.4% beds occupied - Weld confirmed cases Part of a downward trend
June 29th (reopened facilities)	3.89% --statewide (↑12%) No Weld data?	44.69 (using County data)	3.8% beds occupied – Weld confirmed cases Part of a plateau before a small upward trend
October 26th (start assessing)	7.9%	258.56 (using County data)	10 days of declining or stable hospitalizations
Why Weld was at Level 2 for October: While the number of incidences would have had us at Level 3, our positivity rate (at Level 2) and our hospitalizations (at Level 1) gave the determination of Level 2 status.			

State Data from: <https://covid19.colorado.gov/data> and

DOLA Mapping: <https://dola-online.maps.arcgis.com/apps/MapSeries/index.html?appid=56f85bf2c38e4483ad7345fc651a6458>

Weld Data from: https://www.weldgov.com/departments/health_and_environment/2019_novel_coronavirus/covid19_data

Level	Level Green (Protect our Neighbors)	Safer at Home			Level Red (Stay at Home) 03/26/20 – 04/26/20
		Level Blue (Safer Level 1)	Level Yellow (Safer Level 2)	Level Orange (Safer Level 3)	
Metrics (data is updated around 4 p.m. daily: https://covid19.colorado.gov/data/covid-19-dial/covid-19-dial-dashboard)					
New Cases - 2-week incidence	0-25/100,000	25-75/100,000	75-175/100,000	175-350/100,000	350+/100,000
Percent Positivity	5%	No greater than 5%	No greater than 10%	No greater than 15%	No limit
Hospitalizations	Stable or declining	Stable or declining	Stable or declining	Increasing	Increasing
Where is Weld?					
10/18/20 Safer Level 2			140.2/100,000 4.4% 9 days of declining or stable admissions		
10/30/20 Safer Level 2			320/100,000 8.4% 10 days of declining or stable admissions		
10/31/20 Safer Level 2			364.2/100,000 8.9% 10 days of declining or stable admissions		
11/1/20 Safer Level 2			412.6/100,000 9.7% 10 days of declining or stable admissions		
11/2/20 Safer Level 2			439.5/100,000 10.6% 10 days of declining or stable admissions		
11/3/20 Safer Level 2			456.8/100,000 10.8% 5 days of declining or stable admissions		

11/4/20 Safer Level 2			489.2/100,000 11.4% 5 days of declining or stable admissions		
11/5/20 Safer Level 2			519.2/100,000 11.8% 6 days of declining or stable admissions		
11/6/20 Safer Level 2			559.4/100,000 12.5% 7 days of declining or stable admissions		
11/7/20 Safer Level 2			604.5/100,000 13.3% 8 days of declining or stable admissions		
11/8/20 Safer Level 2			631.3/100,000 13.9% 8 days of declining or stable admissions		
11/9/20 Safer Level 2			639/100,000 14.3% 8 days of declining or stable admissions		

Access

Hours Open to the Public	Reduced hours at CP and Farr (closing at 8 p.m. Mon-Thurs; 5 p.m. Fri)	Reduced hours at CP and Farr (closing at 8 p.m. Mon-Thurs; 5 p.m. Fri)	<div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">Reopened 06/29/20</div> Reduced hours at CP and Farr (closing at 8 p.m. Mon-Thurs; 5 p.m. Fri)	Reduced hours at CP and Farr (closing at 8 p.m. Mon-Thurs; 5 p.m. Fri)	Libraries closed to public
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# of patrons in building	50% with 500 cap Counties that enter Protect our Neighbors are eligible to increase the percentage cap by 5% every month they continually maintain those metrics #s to be determined	CVRL – TBD CP – 50 Erie – 45 Farr – 70 Kersey – 15 LP – 15 Riverside – 64	CVRL – 30 patrons CP – 30 patrons Erie – 25 patrons Farr – 50 patrons Kersey – 6 patrons LP – 15 patrons Riverside – 33 patrons	10 patrons per library except Kersey Kersey – 3 patrons	Libraries closed to public
Hours for vulnerable population	9 a.m. -10 a.m. on Tuesdays & Thursdays	9 a.m. -10 a.m. on Tuesdays & Thursdays	9 a.m. -10 a.m. on Tuesdays & Thursdays	9 a.m. -10 a.m. on Tuesdays & Thursdays	Libraries closed to public
MOVE Services	Holds delivery, walk-up services, outdoor browsing collections when weather permits, indoor browsing collection with social distancing. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	Holds delivery, walk-up services, outdoor browsing collections when weather permits, indoor browsing collection with social distancing. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	Holds delivery, walk-up services, outdoor browsing collections when weather permits, indoor browsing collection with social distancing. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	Holds delivery to facilities with 72 hour quarantine periods. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	Libraries closed to public. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.
PPE					
Masks & Social distancing	Staff must wear masks Social distancing required	Staff must wear masks Social distancing required	Masks mandated 7/16/20 Next expiration: 12/10/20 Social distancing required	Staff must wear masks Social distancing required	Staff must wear masks Social distancing required
Services – Materials					
Holds	Curbside as needed	Curbside as needed	Curbside as needed <div style="border: 1px solid black; padding: 2px; display: inline-block;">5/6/20–7/24/20</div>	Curbside pickup of holds Monday-Thursday 9-6:30 Friday/Saturday 10-4:30 Sunday 1-4:30 Kersey Monday-Thursday, plus Saturday 1:30-4:30	N/A
Browsing	Browsing available	Browsing available	Browsing available	Browsing not available	Libraries closed to public

Newspapers & magazines	The current issue of magazines will be available to check out. Newspapers available to read.	The current issue of magazines will be available to check out. Newspapers available to read	The current issue of magazines will be available to check out. Resumed newspaper service 10/03/20	Newspapers and magazines not available	Libraries closed to public
Specialty Checkout	Specialty Checkout available	Specialty Checkout available	Because Specialty Checkout is a high-touch, complex service, we didn't start it immediately upon reopening. We would need a period of time after reopening before resuming it again. Resumed 09/08/20 Members begin 11/2/20	TBD	Libraries closed to public
Materials *Quarantine may vary, depending on recent study results	Bookdrops open Quarantine – 72 hours	Bookdrops open Quarantine – 72 hours	Bookdrops open Quarantine – 72 hours	Bookdrops open Quarantine – 72 hours	Bookdrops open (maintenance staff checking them) Checkout periods extended Quarantine – 72 hours
Services - Digital					
Computer Use	Potentially 2 hours, but increase as needed.	1 hour recommended; exceptions made Patrons may bring in their own laptops for use.	1 hour recommended; exceptions made Patrons may bring in their own laptops for use.	30 minutes Exceptions may be made by staff Patrons may not bring in their own laptops for use	Libraries closed to public
Wifi	Wifi use inside buildings/Wifi use outside where available	Wifi use inside buildings/Wifi use outside where available	Wifi use inside buildings/Wifi use outside where available	Wifi outside of buildings, where available	Wifi outside of buildings, where available

Digital Services	All digital services outside of facilities remain available	All digital services outside of facilities remain available	All digital services outside of facilities remain available	All digital services outside of facilities remain available	All digital services outside of facilities remain available Increased checkouts for eResources
Book A Librarian (BAL)	Scheduled and impromptu BALS	Scheduled and impromptu BALS	Limited scheduled (pending 11/18 meeting), plus impromptu BALS (TIC is working on protocols)	No BALS	Libraries closed to public
Earbuds	Provided free of charge	Provided free of charge	Provided free of charge	Provided free of charge	Libraries closed to public
Services - Programming					
Programming	In-person in-building programming (protocols have been drafted) Virtual programs	Outdoor programs; limit 25 participants Virtual programs	Outdoor programs; limit 10 participants No children or all ages – Libraries Virtual programs	Virtual programs	Virtual programs
MOVE - Programming (offsite)	Follow educational or community/other facility guidelines set by the state and facility.	Follow educational or community/other facility guidelines set by the state and facility.	Follow educational or community/other facility guidelines set by the state and facility.	As mutually decided by both parties.	Virtual programs
MOVE - Outdoor Events (offsite)	500 person cap (with calculator); Drive thru, walk up, social distancing	250 person cap (with calculator); Drive thru, walk up, social distancing	175 person cap (with calculator); Drive thru, walk up, social distancing	75 person cap (with calculator); Drive thru, walk up, social distancing	No outdoor events
MOVE - Indoor Events (offsite)	500 person cap (with calculator); social distancing	175 person cap (with calculator); social distancing	100 person cap (with calculator); social distancing	25 person cap (with calculator); social distancing	No outdoor events
Services – In-library use					
Meeting & Study Rooms	#s to be determined	Closed to public	Closed to public	Closed to public	Libraries closed to public
Food & drink	Snacks/bottled water ok	Snacks/bottled water ok	Snacks/bottled water ok	Snacks/bottled water ok	Libraries closed to public
Furniture & toys	Ensure social distancing with tables/chairs No toys available	Many tables/chairs in storage No toys available	No soft furniture Most tables/chairs in storage No toys available	No tables/chairs except at computers	Libraries closed to public
Staffing					

Staffing Levels	We will adhere to the State guideline of doing as much telecommuting as possible. What that will mean will vary from library to library, depending on the number of staff who are needed to provide the limited services we have available	We will adhere to the State guideline of doing as much telecommuting as possible. What that will mean will vary from library to library, depending on the number of staff who are needed to provide the limited services we have available	We will adhere to the State guideline of doing as much telecommuting as possible. What that will mean will vary from library to library, depending on the number of staff who are needed to provide the limited services we have available	Staffing at 50% at locations Staff working 100% of their scheduled hours	Requires a Board decision.
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Capacity Limits charts at: <https://covid19.colorado.gov/data/covid-19-dial>

Dial Framework: <https://drive.google.com/file/d/1kGtoAlK9qtU1fwQGUss2yYTWKtc3ocMX/view>

Metrics that define the levels

1. New cases: How much the virus is circulating in a county.
2. Percent positivity: Whether there is sufficient COVID-19 testing to capture the level of virus transmission.
3. Impact on hospitalizations: Whether hospitalizations are increasing, stable, or declining.

In order to move to a less restrictive level (e.g., Level 2 to Level 1), counties must meet and sustain all three metrics for two weeks. Counties must engage in a consultation process with CDPHE, which may entail moving to a more restrictive level, when they are out of compliance with any of the metrics for more than two weeks.

Dial Dashboard

Some history about the early outbreak data

Through the first part of the pandemic – there was less testing which means that the number of actual cases was less known than it is today (recognizing that many potential positive cases are not known as people don't go in for testing due to being asymptomatic or just not thinking that they have COVID-19

2 Week Incidence Per 100,000 = (total cases/population)*100,000

Weld County Population: 324,492 (according to County...I used this number for calculations) DOLA lists Weld County's population as 314,250. However, looking at the 2-week positivity comparison the numbers are not too different so I focused on the County's data.

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October 26th (start assessing)	7.9%	258.56 (using County data)	10 days of declining or stable hospitalizations
Why Weld was at Level 2 for October: While the number of incidences would have had us at Level 3, our positivity rate (at Level 2) and our hospitalizations (at Level 1) gave the determination of Level 2 status.			

State Data from: <https://covid19.colorado.gov/data> and

DOLA Mapping: <https://dola-online.maps.arcgis.com/apps/MapSeries/index.html?appid=56f85bf2c38e4483ad7345fc651a6458>

Weld Data from:

https://www.weldgov.com/departments/health_and_environment/2019_novel_coronavirus/covid19_data

Level	Level Orange (Safer Level 3)	Level Orange (Safer Level 3)	Level Red (according to Weld County's metrics)
	Library Manager/PSS plan	Curbside + 10 patrons	Curbside alone
New Cases - 2-week incidence	175-350/100,000	175-350/100,000	350+/100,000
Percent Positivity	No greater than 15%	No greater than 15%	No limit
Hospitalizations	Increasing	Increasing	Increasing
11/12/20 Per State: Safer Level 2			810.5/100,000 15.5% 6 days of declining or stable admissions
Access			
Hours Open to the Public	Reduced hours at CP and Farr (closing at 8 p.m. Mon-Thurs; 5 p.m. Fri)	Reduced hours at CP and Farr (closing at 8 p.m. Mon-Thurs; 5 p.m. Fri)	Libraries closed to public
# of patrons in building	CVRL – 20 CP – 30 patrons	10 patrons per library except Kersey	Libraries closed to public

	Erie – 25 patrons Farr – 35 patrons Kersey – 6 patrons LP – 15 patrons Riverside – 30 patrons	Kersey – 3 patrons	
Hours for vulnerable population	9 a.m. -10 a.m. on Tuesdays & Thursdays	9 a.m. -10 a.m. on Tuesdays & Thursdays	Libraries closed to public
MOVE Services	Holds delivery to facilities with 72 hour quarantine periods. Bookmobile capacity – 2 patrons. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	Holds delivery to facilities with 72 hour quarantine periods. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	Holds delivery to facilities with 72 hour quarantine periods. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.
PPE			
Masks & Social distancing	Staff must wear masks Social distancing required	Staff must wear masks Social distancing required	Staff must wear masks Social distancing required
Services - Materials			
Holds	Curbside as needed	Curbside pickup of holds	Curbside pickup of holds Monday-Thursday 9-6:30 Friday/Saturday 10-4:30 Sunday 1-4:30 Kersey Monday-Thursday, plus Saturday 1:30-4:30
Browsing	Browsing available	Browsing not available	Libraries closed to public
Newspapers & magazines	The current issue of magazines will be available to check out. Newspapers available to read	Newspapers and magazines not available	Libraries closed to public
Specialty Checkout	Specialty Checkout available	Specialty Checkout available	Libraries closed to public
Materials *Quarantine may vary, depending on recent study results	Bookdrops open Quarantine – 72 hours	Bookdrops open Quarantine – 72 hours	Bookdrops open Checkout periods extended Quarantine – 72 hours
Services - Digital			
Computer Use	1 hour recommended; exceptions made Patrons may bring in their own laptops for use.	30 minutes Exceptions may be made by staff Patrons may not bring in their own laptops for use	Libraries closed to public
Wifi	Wifi use inside buildings/Wifi use outside where available	Wifi use inside buildings/Wifi use outside where available	Wifi outside of buildings, where available
Digital Services	All digital services outside of facilities remain available	All digital services outside of facilities remain available	All digital services outside of facilities remain available Increased checkouts for eResources
Book A Librarian (BAL)	Impromptu BALS	No BALS	Libraries closed to public

Earbuds	Provided free of charge	Provided free of charge	Libraries closed to public
Services - Programming			
Programming	Outdoor programs; limit 10 participants No children or all ages – Libraries Virtual programs	Virtual programs	Virtual programs
MOVE - Programming (offsite)	As mutually decided by both parties.	As mutually decided by both parties.	Virtual programs
MOVE - Outdoor Events (offsite)	75 person cap (with calculator); Drive thru, walk up, social distancing	75 person cap (with calculator); Drive thru, walk up, social distancing	No outdoor events
MOVE - Indoor Events (offsite)	25 person cap (with calculator); social distancing	25 person cap (with calculator); social distancing	No outdoor events
Services – In-library use			
Meeting & Study Rooms	Closed to public	Closed to public	Libraries closed to public
Food & drink	Snacks/bottled water ok	Snacks/bottled water ok	Libraries closed to public
Furniture & toys	No soft furniture Most tables/chairs in storage No toys available	No tables/chairs except at computers	Libraries closed to public
Staffing			
Staffing Levels	We will adhere to the State guideline of doing as much telecommuting as possible. What that will mean will vary from library to library, depending on the number of staff who are needed to provide the limited services we have available	We will adhere to the State guideline of doing as much telecommuting as possible. What that will mean will vary from library to library, depending on the number of staff who are needed to provide the limited services we have available	Staffing at 50% at locations Staff working 100% of their scheduled hours

Capacity Limits charts at: <https://covid19.colorado.gov/data/covid-19-dial>

Dial Framework: <https://drive.google.com/file/d/1kGtoAlK9qtU1fwQGUss2yYTWKtc3ocMX/view>

Metrics that define the levels

1. New cases: How much the virus is circulating in a county.
2. Percent positivity: Whether there is sufficient COVID-19 testing to capture the level of virus transmission.
3. Impact on hospitalizations: Whether hospitalizations are increasing, stable, or declining.

In order to move to a less restrictive level (e.g., Level 2 to Level 1), counties must meet and sustain all three metrics for two weeks. Counties must engage in a consultation process with CDPHE, which may entail moving to a more restrictive level, when they are out of compliance with any of the metrics for more than two weeks.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 16, 2020
Type of item: Action
Subject: Policy manual amendments: (1) Privacy of User Records, (2) Social Media, (3) Public Statements
Presented by: Patron Experience Specialist Tony Brewer
Recommendation: Adoption of the Privacy of User Records and Social Media policies

Background

The policies on Privacy of User Records and Social Media came before the Board initially on August 17 and for a second time on September 21. The Board needed more time to consider these policies, and so action was delayed for discussion at the October 19 work session. The Board requested that these two policies be brought back for adoption at the November 16 regular session.

Privacy of User Records

At the October 19 work session, the Board discussed the main issues of this policy: user records, access, exceptions and minors. The policy presented to the Board defined minor as under the age of 16. The Board directed staff to amend the policy to age 18. This was the only change made by the Board.

Social Media

At the October 19 work session, the discussed the challenges of social media policy in terms of the responsibility of the staff, public, and social media providers. The Board did not make any changes to this policy.

Public Statements

This policy is intended to articulate to the public when the Board will and won't make formal statements on matters of public concern. At the October 19 work session, staff presented four options for how to approach such a policy: (1) no policy other than the Board's ethics statement; (2) a written policy that the Board will use the ethics statement as their guide when making public statements; (3) a written policy that articulates those areas in which the Board will make public statements. The four areas identified are policies, ballot issues, health and safety issues, and social issues; (4) the same as option 3 but including how *staff* will handle issues of public concern from the standpoint of the organization, collection, meeting room use, programs and displays.

The Board requested staff to pursue the third option. Accordingly, staff will work with the Board Policy Subcommittee to refine what such a policy would look like and bring it back to the Board.

Staff recommendation

The recommendation of staff is for the Board to approve the policies on Privacy of User Records and Social Media.

Privacy of User Records Policy

Library borrowers are entitled to privacy in their use of the library and the collection. Library staff are responsible to ensure that information about library users, their library activities and use of the collection remains confidential.

Colorado Privacy of User Records Statute

The District is governed in this policy by Colorado Revised Statute 24-90-119, Library Law – Privacy of User Records:

- (1) Except as set forth in subsection (2) of this section, a publicly supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.
- (2) Records may be disclosed in the following instances:
 - (a) When necessary for the reasonable operation of the library;
 - (b) Upon written consent of the user;
 - (c) Pursuant to subpoena, upon court order, or where otherwise required by law;
 - (d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.
- (3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

History:

Source: L. 83: Entire section added, p. 1023, § 1, effective March 22.

L. 2003: (1) and (3) amended and (2)(d) added, p. 2463, § § 17, 18, effective August 15.

Scope of the statute

District interpretation of the statute is:

- the scope of privacy extends not only to user records, but also to (1) use of the collection (2) library activity and (3) information about the borrower.
- the use of the word *shall* in paragraph 1 is an indication that this privacy is mandatory, with the exceptions in paragraph 2.
- the word *records* in paragraph 2 applies only to user records, defined as information that is on a borrower's library account.
- the word *may* in paragraph 2 is an indication that the District has some latitude in what is disclosed, dependent on reasonable operation of the library, consent of user, legal requirements, and access to the borrower's library card.
- the word *minor*, for the purposes of this policy, is defined by the District as anyone under the age of ~~16-18~~.
- the statute extends to anyone using the library who is not a registered borrower.

Assignment of permission

District interpretation of the statute is that a patron may grant permission to others to access the user's account. This permission (1) may be written by the patron at the time of registration for a library card, or (2) verbal consent given by the patron to staff at the time of registration or subsequently.

Parental presence

The parent or legal guardian of a minor must be physically present except when working with an institution, such as a school (1) at the time of registration or (2) when a minor wishes to obtain a

replacement library card. For purposes of the library, the District defines a minor as anyone who is under the age of ~~16~~ 18.

Access

According to the statute, a parent or legal guardian of a minor has access if they have the barcode number (or the library card). District interpretation is that this access is equal to that of the minor.

When the patron has granted access permission to others in the manner described above, District interpretation is that (1) it is not a requirement to have the library card or barcode number and that (2) granting of access extends only to information in the *user record*, and not to use of the collection, library activity, or information about the borrower. That information remains private, even to the parent or legal guardian of a minor, with the exceptions noted below.

District interpretation is that the amount of access to the user record can vary according to whether one is (1) a parent or legal guardian, or (2) a peer, such as a spouse, sibling, or friend.

Parent or Legal Guardian access

Access granted to the user record for a designated parent or legal guardian of a minor includes the following:

- checking out new items on the patron's account
- renewing items on the account
- picking up a hold
- cancelling a hold
- adding a hold
- finding out what the patron currently has on hold
- finding out the patron's place in a holds queue
- getting a list of items checked out and due dates
- paying fines, including titles
- obtaining the minor cardholder's barcode number
- obtaining a replacement card
- changing information on the patron account
- resetting the PIN number
- deleting the patron record
- claiming an item has been returned
- claiming an item has been lost

Peer access (Spouse, sibling, friend)

Access granted to the user record for a peer includes the following:

- checking out new items on the patron's account
- renewing items on the account
- picking up a hold
- cancelling a hold
- adding a hold
- finding out what the patron currently has on hold
- finding out the patron's place in a holds queue
- getting a list of items checked out and due dates
- paying fines, including titles

- claiming an item has been returned
- claiming an item has been lost

Access to the user record for a peer does *not* include the following. These must be done by the cardholder:

- obtaining the patron's barcode number
- obtaining a replacement card
- changing information on the patron account
- resetting the PIN number
- deleting the patron record

Minimum age

There is no minimum age required to receive a library card.

Exceptions

The District policy on privacy does not apply in the following instances:

- In the instances noted above, specifically (1) when a parent or legal guardian has access to a minor's library card or barcode number or (2) when the patron has granted permission to others to access their account within the limits described above.
- The statute permits disclosure when necessary for the reasonable operation of the library. District interpretation is that this is a case-by-case judgment of the Person in Charge.
- The library is not a place of refuge from law enforcement after being accused of committing an illegal act. See Patron Rights and Responsibilities Statement.
- When the library is presented with a subpoena or court order.
- When the policy conflicts with other laws, such as the first amendment right to photograph or videotape in a public space.
- Extreme instances where public safety or life and death issues are at stake.

District Public Information

During library promotional activities, efforts will be made to warn patrons of the activities and to gain permission of patrons before publishing names or pictures.

Related Documents

Websites:

[Colorado State Library Quick Guide for C.R.S. 24-90-119](#)

[Colorado Department of Education C.R.S. 24-90-602 \(Filtering Law\)](#)

[USA PATRIOT Act](#)

Other policies:

Patron rights and responsibilities statement

Photography and Video Recording policy

Security Camera policy

Public Information policy

Procedures:

Privacy of User Records procedure

Photography and Video Recording procedure

Photo/Video Release procedure and Publicity Release form

Public Information procedure

Security Camera procedure

Document Review Dates: Privacy of User Records Policy

Effective date: February 2007

Revision date: November 16, 2020

Reviewed by: Executive Director

DRAFT

Social Media Policy

The High Plains Library District uses and encourages the use of multiple social media platforms.

Social media and public information

Social media is a subset of public information function and policy. Social media presents several challenges to public information:

- (1) Public information distribution is typically in the hands of a *few* individuals. Social media involves a *great number of employees* with different styles and perspectives. The challenge is maintaining a style and perspective that is consistent with the brand, views and objectives of the organization.
- (2) Comments a District *employee* makes on social media on personal time and on personal accounts have legal protection in Colorado law under certain circumstances.
- (3) Comments by the *public* have some level of First Amendment protection.
- (4) Social media *platforms* are private enterprises that control what is and isn't permitted, thus a potential conflict with freedom of speech.

This policy outlines the ways and means whereby the District uses social media while dealing with these challenges.

Purpose of social media

Social media serves several important purposes. Social media:

- Is used to promote library initiatives, programs, and services and to communicate and engage with individuals and businesses online.
- Is increasingly preferred over traditional public information sources to communicate immediately and directly with a target audience.
- Extends the mission and vision of the District
- Is an extension of the District brand
- Can create a sense of community among library users
- Provides a forum for conversation about the District and its services

Responsibility for social media

The District's Community Relations and Marketing (CRM) Department has responsibility for information posted on social media accounts.

The District's CRM Department grants access and authority to employees to post, comment, and share under the profile of the District. Under the guidance of CRM, employees can also start up new social media platforms that meet the organization's purposes. Employees who have been granted access to social media accounts have the following responsibilities:

- Following standards and best practices as determined by the CRM Department
- Accuracy in information content
- Representing the District positively and in a professional manner
- Maintaining a constant and steady presence on social media

Means of regulation

The District's CRM Department has several means to ensure that use of social media by employees represents the District appropriately. The CRM Department relies upon the following to provide a reasonable level of regulation:

- Social media platforms provide regulation of comments through their terms of agreement.
- The CRM Department provides standards, education, and coaching to employees for use of District social media accounts
- The CRM Department monitors employee use of District social media accounts
- The CRM Department investigates claims of inappropriate postings

- The CRM Department works with supervisors in coaching, correcting or disciplining employees who have intentionally or unintentionally violated organizational standards
- The CRM Department corrects or retracts employee posts on District social media accounts that violate legal or organizational standards
- The CRM Department intervenes in situations in which comments by the public require guidance.

District social media accounts.

Public information concerning the District, its employees and affiliates must not violate any laws or organizational directives, especially as they relate to discrimination, unlawful harassment, and illegal activities.

Some specific examples of prohibited social media conduct include posting material that violates copyright, or posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or can create a hostile work environment.

Employees may not disclose any sensitive, proprietary, confidential, or financial information about the District social media accounts. This would include District inventions, services strategy or products that have not been made public or without approval of CRM department.

Personal social media accounts

Under Colorado law (CRS Sec. 24-34-402.5) it is discriminatory to terminate an employee who is engaging in any lawful activity off the premises during nonworking hours unless the restriction relates to a bonafide occupational requirement or is reasonably related to the employment activities and responsibilities of a particular employee or group of employees.

The CRM Department does not intentionally monitor employee personal social media accounts. The CRM Department takes no action regarding employee comments on personal social media accounts that come to their attention unless there has been a violation in the areas described above.

Just as with District social media accounts, District employees using personal social media accounts may not disclose any sensitive, proprietary, confidential, or financial information about the District. This would include District inventions, services strategy or products that have not been made public or without approval of CRM department. Individuals may be recognized as a District employee and the comments could reflect on the organization.

District employee complaints regarding alleged discrimination, unlawful harassment or safety issues of the District shall be made using the complaint procedures in the Employee Handbook.

District employees can be held personally liable for posts on personal social media accounts by organizations and institutions other than the District, and posts made on personal accounts are not protected by the District. For this reason, employees should use caution with regards to exaggeration, obscenity, guesswork, copyrighted materials, legal conclusions, libel and derogatory remarks and characterizations.

District employees engaging in personal use of social media are expected to make clear that comments as an individual are not representative of the District.

Use of the District logo, trademarks, or branding on personal social media accounts is prohibited.

Related Documents

Websites:

[C.R.S. 24-34-402.5 Discriminatory or Employment Practices](#)

Other policies:

Employee Handbook
Public Information policy
Privacy of User Records policy
Patron Rights and Responsibilities Statement
Copyright policy

Procedures:

Privacy of User Records procedure
Public Information procedure
Copyright Procedure

Document Review Dates: Social Media Policy

Effective date: November 16, 2020

Revision date:

Reviewed by: Executive Director, Community Relations and Marketing Manager

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 16, 2020
Type of item: Action
Subject: Award Kersey Design Build Contract
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Following the interviews, the selection committee recommend the bids be awarded to GH Phipps and The Clark Enersen Partners.

Background

On September 21st, 2020 the Board approved the release of the Kersey Library RFP. The RFP was a variation of a Design Build Contract in which a contractor is selected, and they provide input on the selection of an architect. Both the contractor and architect RFPs were released following the approved schedule. 5 Construction firms and 3 Architecture firms submitted. The selection committee interviewed: Elder Construction, GH Phipps Construction & Krische Construction for the contractors. The selection committee interviewed: The Clark Enersen Partners, VEGA Architecture & BRS Architecture for the architects.

Recommendation

Following the interviews, the selection committee recommend the bids be awarded to GH Phipps and The Clark Enersen Partners.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 16, 2020
Type of item: Action
Subject: 2021 HPLD Holidays
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: The staff recommend the Board of Trustees review and approve the holiday/closure schedule.

Background

Each year the Board of Trustees approves the holidays for the forthcoming year which results in the Branch Libraries and the DSS & Administration offices being closed.

In lieu of closing, the Branch Libraries and DSS & Administration offices remain open in honor of Martin Luther King Day Jr. The Branch Libraries and DSS & Administration offices also remain open on Colorado Day. Staff are provided a “floating holiday” for these two holidays since the facilities remain open.

Recommendation

The staff recommend the Board of Trustees review and approve the holiday/closure schedule.



2021 Holiday Schedule

Paid Holidays

The libraries will be closed on the following dates. Full-time employees and part-time employees who work at least 20 hours per week will receive holiday pay or another day off if not scheduled to work that day. Holidays should be used in the same pay period they are earned.

- ❖ **Friday, January 1 – New Year’s Day**
- ❖ **Monday, February 15 – President’s Day**
- ❖ **Monday, May 31 – Memorial Day**
- ❖ **Sunday, July 4 – Independence Day**
- ❖ **Monday, September 6 – Labor Day**
- ❖ **Thursday, November 11 – Veteran’s Day**
- ❖ **Thursday, November 25 – Thanksgiving**
- ❖ **Friday, December 24 – Christmas Eve Day**
- ❖ **Saturday, December 25 – Christmas Day**

Unpaid Holidays

The libraries will also be closed or closing early, but employees will not receive holiday pay:

- ❖ **Sunday, April 4 (Easter)**
- ❖ **Wednesday, November 24, at 5:00 pm (Thanksgiving Eve)**
- ❖ **Friday, December 31, at 5:00 pm (New Year’s Eve)**

Floating Holidays

Employees will receive **two** (2) floating holidays in lieu of Martin Luther King Jr. Day and Colorado Day, to be taken during the time indicated:

- ❖ **Spring floating holiday**
to be taken any time between January 1 and June 30, with Supervisor’s approval.
- ❖ **Fall floating holiday**
to be taken any time between July 1 and December 31, with Supervisor’s approval.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 16, 2020
Type of item: Action
Subject: 2021 Board Meeting Calendar
Presented by: Dr. Matthew Hорт
Recommendation: Consider and approve the 2021 Board Calendar as presented and direct staff to notice accordingly

Background

The High Plains Library Board is a Special District and as such is required to adopt a Board Calendar by January 15th and no more than 60 days prior in accordance with Colorado Revised Statute § 32-1-809 (1)(d).

Considerations

Colorado Revised Statute §24-6-402 (1)(d) states;

- 1) Each District must Notice and include
(d) The times and places designated for regularly scheduled meetings of the board during the year and the place where notice of board meetings is posted pursuant to Colorado Revised Statute § 24-6-402(2)(c), C.R.S

Staff Recommendation

Consider and approve the 2021 Board Calendar as presented and direct staff to notice accordingly



DRAFT HPLD Board Schedule for 2021

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Address</u>
Monday, January 18		To be determined	
Monday, February 8 (Moved from 3rd Monday for Presidents Day)	5:00 p.m.	HPLD Admin Building	2650 W. 29th St., Greeley, CO 80631
Monday, March 15		To be determined	
Monday, April 19	5:00 p.m.	HPLD Admin Building	2650 W. 29th St., Greeley, CO 80631
Monday May 17		To be determined	
Monday, June 21	5:00 p.m.	HPLD Admin Building	2650 W. 29th St., Greeley, CO 80631
Monday, July 19		To be determined	
Monday, August 16	5:00 p.m.	HPLD Admin Building	2650 W. 29th St., Greeley, CO 80631
Monday, September 20		To be determined	
Monday, October 4	5:00 p.m.	HPLD Admin Building	2650 W. 29th St., Greeley, CO 80631
Monday, November 15		To be determined	
Monday, December 6	5:00 p.m.	HPLD Admin Building	2650 W. 29th St., Greeley, CO 80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: September 21, 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 with the Town of Ault & the Northern Plains Public Library Board as well as with the City of Ft. Lupton & Weld RE8 School District

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 Town of Eaton approved the IGA on July 16th 2020
- The Town of Johnstown approved the IGA on August 17th 2020
- The Town of Platteville approved the IGA on July 21st 2020
- The Town of Hudson approved the IGA on August 5th 2020
- The Town of Ault and the Northern Plains Public Library Board approved the IGA
- The City of Ft. Lupton & Weld RE8 School District approved the IGA on November 3rd 2020

Recommendation

Staff is recommending the Board approve the IGAs with the Town of Ault & the Northern Plains Public Library Board as well as with the City of Ft. Lupton & Weld RE8 School District.

**INTERGOVERNMENTAL AGREEMENT CONCERNING LIBRARY SERVICES BETWEEN
THE HIGH PLAINS LIBRARY DISTRICT AND THE CITY OF FORT LUPTON AND THE
WELD RE-8 SCHOOL DISTRICT**

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 City of Fort Lupton, a Colorado statutory city (the “City”) and Weld Re-8 School District (“the School District”), (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 Re-8 School District 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 City of Fort Lupton and Weld Re-8 School District Public and School Library, 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, the City and School District 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 City and School District 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 City and School District do 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 City and School District 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 City and School District's Selected Library Services. For purposes of the 2020 calendar year, the City and School District have 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 City of Fort Lupton and Weld Re-8 School District Public and School Library..

4. Term. The initial term of this Agreement shall be from November 3, 2020 through December 31, 2021, and it shall automatically renew annually unless otherwise terminated as set forth herein. Furthermore, this Agreement may be updated, modified, revised, or renegotiated at any time by mutual consent and in writing signed by duly authorized representatives of the Library District, the City and the School District. This Agreement may be terminated at any time, for any reason, and by either Party, upon thirty (30) days prior written notice.

5. 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.

6. Entire Agreement. This Agreement, shall contain the entire understanding of the Parties pertaining to library services to be provided by the Library District to the City and the School District. This Agreement may not be changed without an agreement in writing signed by the Library District, the City and the School District. This Agreement is binding upon and inures to the benefit of the Parties, their successors, assigns, and representatives. This local board of the Fort Lupton and Weld Re-8 School District Public and School Library is aware of this Agreement.

7. Mediation. Prior to commencement of litigation, any disagreement between the Library District and the City and the School District 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 Arbitrator Group in Denver, Colorado. The cost of the mediation shall be split equally between the Parties.

8. 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.

9. 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.

10. 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.

HIGH PLAINS LIBRARY DISTRICT BOARD

ATTEST:

By: _____
Secretary

By: _____
President

CITY OF FORT LUPTON

ATTEST:

By: _____
Town Clerk

By: _____
Mayor

WELD RE-8 SCHOOL DISTRICT

ATTEST:

By: _____
Secretary

By: _____
School Board President

Addendum A

Library Services
General Form for Illustrative Purposes

Services	Provided by District	Provided by Member Library	Not Applicable
Collections			
Access to all materials at all libraries participating in High Plains Library District			
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 1 st Quarter 2020)			
Materials purchasing/centralized order management			
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.			
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.			
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.			
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).			
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services			
6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards			
Courier service to transport library materials Monday through Saturday			
7. Courier schedule maintenance for North and South routes			
Licensing, maintenance, and access to online databases and search software			
8. Negotiate prices for database and electronic resource access (included eBooks and databases)			
9. Staff database training upon request			
10. Patrons and staff receive technical troubleshooting and support			
Interlibrary Loan (ILL) and Prospector services			
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.			

12. ILL staff responds to member patron requests and work with staff to resolve any problems.			
Access to collection development tools and resources to build collections			
13. Advice from the collection development department when questions arise.			
14. Access to online ordering tools			
15. Support for collection analysis			
Cataloging services			
16. Original cataloging provided for any item purchased by a Member Library that is 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			
Tax collection, distribution, and payments in the same proportion as collected by HPLD.			
55. Ongoing updates on property taxation for budgeting purposes			
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.			
59. Post all notices and hold all meetings in accordance with sunshine laws			
60. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.			
61. Assistance with grant reviews, applications, and writing for grants of any size.			
62. 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)			
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 orientation and District Tour)			
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 Fort Lupton Public School Library

Services	Provided by District	Provided by Member Library	Not Applicable
Collections	X		
Access to all materials at all libraries participating in High Plains Library District	X		
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 1 st Quarter 2020)	X		
Materials purchasing/centralized order management	X		
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.	X		
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.	X		
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.	X		
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).	X		
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services	X		
6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards	X		
Courier service to transport library materials Monday through Saturday	X		
7. Courier schedule maintenance for North and South routes	X		
Licensing, maintenance, and access to online databases and search software	X		
8. Negotiate prices for database and electronic resource access (included eBooks and databases)	X		
9. Staff database training upon request	X		
10. Patrons and staff receive technical troubleshooting and support	X		
Interlibrary Loan (ILL) and Prospector services	X		
11. ILL department will use OCLC or other supporting tools to	X		

locate and borrow an item not in our catalog for patrons/residence of HPLD.	X		
12. ILL staff responds to member patron requests and work with staff to resolve any problems.	X		
Access to collection development tools and resources to build collections	X		
13. Advice from the collection development department when questions arise.	X		
14. Access to online ordering tools	X		
15. Support for collection analysis	X		
Cataloging services	X		
16. Original cataloging provided for any item purchased by a Member Library that is not found within the OCLC catalog.	X		
17. Copy cataloging provided for any item already in the HPLD catalog or available from the current bibliographic utility.	X		
ILS data maintenance	X		
18. Bibliographic Services staff will update ILS databases including deleting bibliographic records with no holdings.	X		
19. Maintain the integrity of the ILS database through regular authority control, subject heading updates and patron purges.	X		
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	X		
21. Advice and support from trained MLS catalogers	X		
Information Technology- Core IT service solutions	X		
22. ILS: Funding, procurement, installation, administration and all required support for the Integrated Library System and add on services	X		
23. OPAC: Funding, procurement, installation, administration and all required support for the public catalog	X		
24. Email services: Funding, procurement, installation, administration and all required support	X		
25. MyLibrary: Funding, design, code development, installation, administration and all required support	X		
26. Online Payment Services: Funding, procurement, installation, administration and all required support	X		
27. Telecirc: Funding, procurement, installation, administration and all required support	X		
28. Intranet: Funding, procurement, installation, administration and all required support	X		
29. Storage, backup and recovery services: Funding, procurement, installation, administration and all required support	X		

30. Mobile catalog: Funding, procurement, installation, administration and all required support	X		
31. Reporting and data support for all IT services	X		
32. Training on technologies support by HPLD	X		
33. Online training videos for staff and patrons	X		
Staff connectivity services	X		
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.	X		
35. Information Technology calls for service and support of all equipment	X		
36. Security camera hardware, software installation and support in accordance with Library District standards. (Cameras at: Entry/Exits, outside bathrooms and at service desks).	X		
37. Circuit funding, purchase, installation, configuration and support	X		
38. HPLD access services funding, purchase, installation, configuration and support (remote access)	X		
39. Infrastructure cabling funding, purchase, installation, and support	X		
Internet connectivity for public (including Wi-Fi)	X		
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.)	X		
41. Circuit funding, purchase, installation, configuration and support	X		
42. Access services funding, purchase, installation, configuration and support	X		
Staff and public client equipment	X		
43. Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon	X		
44. Configuration, testing, installation and support for all staff and public client (ILS) equipment as mutually agreed upon	X		
Staff and public client software (is required due to licensing requirements)	X		
45. Operating system: Funding, purchase, testing, configuration, installation and support	X		
46. Productivity solutions: Funding, purchase, testing,	X		

configuration, installation and support (Office suite)			
47. Antivirus and other security tools: Funding, purchase, testing, configuration, installation and support	X		
48. Public use management: Funding, purchase, testing, configuration, installation and support	X		
49. Public print service management: Funding, purchase, testing, configuration, installation and support	X		
50. Web filtering: Funding, purchase, testing, configuration, installation and support	X		
51. Public freeze software: Funding, purchase, testing, configuration, installation and support	X		
52. Web lock down software (for pacs): Funding, purchase, testing, configuration, installation and support	X		
53. Automated deployment services: Funding, purchase, testing, configuration, installation and support	X		
54. Removal or recycling of computer and IT equipment	X		
Finance and Administration	X		
Tax collection, distribution, and payments in the same proportion as collected by HPLD.	X		
55. Ongoing updates on property taxation for budgeting purposes	X		
Finance and Administration Requests	X		
57. Provide approved library budget as part of larger municipal budget upon approval and adoption		X	
58. Provide audited financial statements when approved and adopted by Library and Municipal Boards.		X	
59. Post all notices and hold all meetings in accordance with sunshine laws		X	
60. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.	X		
61. Assistance with grant reviews, applications, and writing for grants of any size.	X		
62. 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)	X		
Management of Debt Collect Services:	X		
63. Debt collect service management including trainings and consulting with Debt Collect Service Vendor.	X		
Human Resources Support	X		
64. Access to advertising posting position vacancies on the HPLD website	X		

65. District orientation for new Member Directors and staff (Including Technology orientation and District Tour)	X		
66. Human Resources Consulting as requested	X		
67. Provides access to HPLD Sub Pool	X		
68. Access and including in all HPLD Training	X		
69. Access to In-house training and HPLD-sponsored workshops, seminars, orientations, Staff Day and roundtables	X		
70. Inclusion in and invitation to HPLD All Staff Day	X		
Project management services	X		
71. Provide consultation with contractors	X		
Member/District services coordination	X		
72. Participation on HPLD committees, task forces and projects (Duties Include: participate in planning, execution of program or service and evaluation)	X		
Continuing education	X		
73. High Plains Library District will provide funding, contingent upon annual Board approval for continuing staff education and professional development	X		
Compilation of Annual Public Library statistical report	X		
74. Compile and report library statistics for Public Library Annual Report, all other statistics provided as requested	X		
75. Advise Member libraries of pending changes in data needs	X		
Legal inquiry	X		
76. Serve as the point of contact for subpoenas or legal inquiries for ILS data	X		
HPLD name badge	X		
77. First name badge for new staff	X		
Research Tools	X		
78. District survey and research services that will include Member service areas; Including demographics available via staff intranet	X		
Outreach Services	X		
Multicultural services	X		
79. Outreach department partners with Member libraries to provide Multicultural services to patrons.	X		
80. Provide computer class support including curriculum, training, and referrals	X		
Mobile services to schools or other gathering places in member service area	X		
81. Outreach works with Member Libraries to provide services to locations in the Member service area.	X		
Public Computer Centers (PCC)			X
82. PCCs located in member service areas: Johnstown (Milliken), Ault (Nunn & Pierce)			X
83. PCC installation, maintenance and management in mutually			X

agreed upon locations, executed through IGA or MOU and in accordance with agreement			
Public Information/Programming	x		
Spaces web calendar and room reserve	x		
84. Provide support for Member Library's events calendar available through the District's website.	x		
85. Provide support for each Member Library to utilize patron-initiated room reservations available through the District's website as requested	x		
Templates for promotional materials	x		
86. Include member libraries on any collaborative promotional materials when appropriate and available.	x		
Coordination of district-wide events and programming	x		
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.	x		
Library cards	x		
88. Design, produce and disseminate library cards for all libraries within HPLD.	x		
Advertising & Marketing	x		
89. Funds and places advertisements in phone books, newspapers and various northern Colorado publications.	x		
90. Access to Community Relations and Marketing Department Services (including large format printer)	x		
Virtual Services	x		
91. Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number	x		
92. Staffing /management/support and funding of online communication services such as chat and email	x		
Facilities	x		
93. Access to District Owner's Representative Services as requested	xx		
94. Facilities consulting, and advice as requested			
Training Bureau	x		
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)	x		

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)

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

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 & Galetton)

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

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

	Collection, Large Meeting Room and Flex Space, Board Room, 24 Hour Option	Small Meeting Rooms, 24 Hour Option	Rooms, 24 Hour Option		
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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

**INTERGOVERNMENTAL AGREEMENT CONCERNING LIBRARY SERVICES BETWEEN
THE HIGH PLAINS LIBRARY DISTRICT AND THE TOWN OF AULT**

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 Ault, 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 Northern Plains 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.

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 Northern Plains Public Library.

4. Term. The initial term of this Agreement shall be from November 16th, 2020 through December 31, 2020, and it shall automatically renew annually unless otherwise terminated as set forth herein. Furthermore, this Agreement may be updated, modified, revised, or renegotiated at any time by mutual consent and in writing signed by duly authorized representatives of the Library District and the Town. This Agreement may be terminated at any time, for any reason, and by either Party, upon thirty (30) days prior written notice.

5. 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.

6. Entire Agreement; Prior Agreement. This Agreement, in addition to the Agreement Between the Weld Library District and the Town of Ault Regarding Library Services dated October 24, 1985 ("1985 Agreement"), attached hereto and incorporated herein by reference as Addendum D, shall contain the entire understanding of the Parties. The Parties represent, acknowledge, and agree that this Agreement and the 1985 Agreement are independent of one another, and in the case of conflicting provisions between those two agreements the 1985 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.

7. 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 Arbitrator Group in Denver, Colorado. The cost of the mediation shall be split equally between the Parties.

8. 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.

9. 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.

10. 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.

HIGH PLAINS LIBRARY DISTRICT BOARD

ATTEST:

By: _____
Secretary

By: _____
President

TOWN OF AULT

ATTEST:

By: _____
Mayor

By: _____
Town Clerk

Addendum A
 Library Services
 General Form for Illustrative Purposes

Services	Provided by District	Provided by Member Library	Not Applicable
Collections			
Access to all materials at all libraries participating in High Plains Library District			
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 1 st Quarter 2020)			
Materials purchasing/centralized order management			
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.			
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.			
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.			
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).			
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services			
6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards			
Courier service to transport library materials Monday through Saturday			
7. Courier schedule maintenance for North and South routes			
Licensing, maintenance, and access to online databases and search software			
8. Negotiate prices for database and electronic resource access (included eBooks and databases)			
9. Staff database training upon request			
10. Patrons and staff receive technical troubleshooting and support			
Interlibrary Loan (ILL) and Prospector services			
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.			

12. ILL staff responds to member patron requests and work with staff to resolve any problems.			
Access to collection development tools and resources to build collections			
13. Advice from the collection development department when questions arise.			
14. Access to online ordering tools			
15. Support for collection analysis			
Cataloging services			
16. Original cataloging provided for any item purchased by a Member Library that is 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			
Tax collection, distribution, and payments in the same proportion as collected by HPLD.			
55. Ongoing updates on property taxation for budgeting purposes			
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.			
59. Post all notices and hold all meetings in accordance with sunshine laws			
60. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.			
61. Assistance with grant reviews, applications, and writing for grants of any size.			
62. 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)			
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 orientation and District Tour)			
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 Northern Plains Public Library
During the 2020 Calendar Year

Services	Provided by District	Provided by Member Library	Not Applicable
Collections			
Access to all materials at all libraries participating in High Plains Library District			
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 1 st Quarter 2020)			
Materials purchasing/centralized order management			
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.			
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.			
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.			
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).			
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services			
6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards			
Courier service to transport library materials Monday through Saturday			
7. Courier schedule maintenance for North and South routes			
Licensing, maintenance, and access to online databases and search software			
8. Negotiate prices for database and electronic resource access (included eBooks and databases)			
9. Staff database training upon request			
10. Patrons and staff receive technical troubleshooting and support			
Interlibrary Loan (ILL) and Prospector services			
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.			
12. ILL staff responds to member patron requests and work with staff to resolve any problems.			
Access to collection development tools and resources to build collections			
13. Advice from the collection development department when questions arise.			
14. Access to online ordering tools			
15. Support for collection analysis			
Cataloging services			
16. Original cataloging provided for any item purchased by a Member Library that is 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			
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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.			
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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.)			
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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			
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53. Automated deployment services: Funding, purchase, testing, configuration, installation and support			
54. Removal or recycling of computer and IT equipment			
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55. Ongoing updates on property taxation for budgeting purposes			
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.			
59. Post all notices and hold all meetings in accordance with sunshine laws			
60. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.			
61. Assistance with grant reviews, applications, and writing for grants of any size.			
62. 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)			
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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 orientation and District Tour)			
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 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)

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

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 & Galetton)

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

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

	Collection, Large Meeting Room and Flex Space, Board Room, 24 Hour Option	Small Meeting Rooms, 24 Hour Option	Rooms, 24 Hour Option		
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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 Between the Weld Library District and the Town of Ault Regarding Library Services dated
October 24, 1985

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 16, 2020
Type of item: Action
Subject: Possible Downtown Library Names
Presented by: James Melena, Community Relations & Marketing Manager
Recommendation: Staff is recommending the Board approve one of the staff recommended names

Background

Since the purchase of the Tribune Building, the new library project has been referred to by a variety of different names. As planning and design for the project continues staff recommend that an official name be selected. We have gathered input from staff and the community as well as our marketing consultants. We have included the suggestions below and have selected staff recommendations for review.

Staff Recommendations

Typeset
Lincoln Park Library
Delphus Carpenter Library
HPLD Library and Innovation Center
Central Library and Innovation Center
HPLD Central Library and Innovation Center
Confluence
Spark Library and Innovation Center
Lipatri Library and Innovation Center
Mtal -More than a library
LINC -Library INnovation Center

Community Suggestions

Tribune Cultural and Education Center
Tribune Library
Tribune Museum and Education Center
Delphus Carpenter

Staff Suggestions

Lincoln Park Library or Greeley Downtown Library	Greeley Public
Lincoln Park Library	Library and Innovation Center
Resource Corner	High Plains Central Library
The Horace Greeley Library	High Plains Downtown Library
Weld County Center for Innovative Literacy	Lincoln Park Library and Innovation Center
Oasis on the Plains	Downtown Library and Innovation Center
Greeley Downtown Library	Central Library and Innovation Center
Greeley Central Library	Community Innovation Center

HPLD Central Library and Innovation Center	HPLD Downtown Library and Innovation Center
Lipalinnoc (Lincoln Park Library and Innovation Center), LiPaLIC, LiPaLic	Weld Counties Lincoln Park Library and Innovation Center
Downtown Greeley Library	Confluence
HPLD Library and Innovation Center	High Plains Flagship Library and Innovation Center
Creative District Library and Innovation Center	Alexandria Library and Innovation Center
Lipali – Lincoln Park Library	Spark Library and Innovation Center
Confluence Library and Innovation Center	AELOP – (An Excellent Library of Potential)
Lit Library and Innovation Center (Literature, lit like spark, LIT – Library+Information+Technology)	Limi Library and Innovation Center - Library, Museum, Innovation
Lipatri Library and Innovation Center	Libertas Flagship Library (Libertas – freedom)
Libertas Library and Innovation Center	Noco Library
Mtal – More than a library	

Marketing Consultant comments

Some mention of the historic Tribune building might be good.

There is already way too many buildings and stores that use the name Lincoln Park, that also associates the center with downtown Greeley.

- The word image has to include the older generation as well as the Millennials and the new Z younger generations.
- Use the word Library in conjunction with other words, to make it more inclusive on what we are designing.
- Not Confluence – too Denver centered
- One word, something simple, one or two syllables
- A couple of words I come up with, are:

Marketing Consultant Recommendations

LINK library and innovation center this word links us to the past and future of activities and innovation
MERIDIAN a center of pathways, greatness, splendor, vigor
NORTHSTAR a direction as we are northern Colorado

Recommendation

Staff is recommending the Board approve one of the staff recommended names



BOARD OF TRUSTEES

Executive Session

Monday, December 7, 2019

High Plains Library, District Support Services

2650 W. 29th St., Greeley, CO 80631

5:00 p.m.

1.0 OPENING OF MEETING

1.1 Roll Call and Pledge of Allegiance

1.2 Approval of Agenda

1.3 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Executive Session for the purpose of;

A. §24-6-402(4)(f), C.R.S., Discussions concerning a particular employee,
Executive Director Performance Appraisal

3.0 ADJOURNMENT

Upcoming meetings:

**December 7th, 6 p.m., HPLD Board of Directors Meeting, HPLD Administration Bldg., 2650 W
29th St., Greeley, CO 80631**



BOARD OF TRUSTEES
DRAFT: Regular Session
Monday, December 7, 2020
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
6: 00 p.m.

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. November 16, 2020 Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager
 - A. *Resolution 19-8*, Adopt Budget
 - B. *Resolution 19-9*, Appropriate Sums of Money
 - C. *Resolution 19-10*, Set Mill Levy, Weld County
 - D. *Resolution 19-11*, Set Mill Levy, Boulder County
- 2.2 Recognition of Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Introduction of Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - A. January 18th, 2021
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chairman's Report – Ken Poncelow, Chairman of the Board
 - A. Executive Director Performance Appraisal Update

4.0 BOARD COMMENTS

- A. Chairman's Report
- B. Vice-Chair
- C. Secretary/ Treasurer
- D. Committees
- E. Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

January 18th, 2021 5:00 p.m HPLD Board of Directors Meeting- Regular Session, HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631

Operations

● Quarter 3 Report (July-September 2020)

Service	Current Quarter	Compared to Previous Quarter	Compared to Prior Year	Trend	Data Confidence
Materials Sharing - Physical Materials	245,065	+239%	-34%	under development	High
Materials Sharing - eMaterials	67,429	-29%	-23%	under development	Medium
Public Technology - Computer Total Hours Used	11,393	+10352%	-75%	under development	High
Public Technology - Printing	52,203	+98%	-48%	under development	High
Programming - Number of Attendees*	2,504	+2%	-90%	under development	Low
Specialty Checkouts (service unavailable during this time)	N/A	N/A	N/A	under development	N/A
Community Spaces - Gate Count*	54,292	+1097%	-78%	under development	Low
Personalized Services - Book a Librarian*	149	+246%	-53%	under development	High
*Borrower Activity - September (only) 2019/2020	34685	N/A	-35%	under development	High

*data does not include member activity as services may differ or data is not centrally recorded

Notes

- Libraries closed from March 17, 2020 - May 6, 2020 due to Covid
- Variations observed as compared to prior year expected due to reduced operating capacities
- Curbside service from May 6 - June 30, 2020
- Libraries open with limited services, reduced capacity starting July 1, 2020
- Specialty Checkout - will report when service fully resumes
- Borrower activity loss is visible indicator of impact of Covid in terms of constituents using library services

October 2020 Programs Report	Start Date	Location	Primary Age Group	Attendance
On the Road to Reading - Early Literacy Fair 2020	10/5/2020	Carbon Valley Regional Library - Firestone	Children	
On the Road to Reading - Early Literacy Fair 2020	10/12/2020	Carbon Valley Regional Library - Firestone	Children	
On the Road to Reading - Early Literacy Fair 2020	10/19/2020	Carbon Valley Regional Library - Firestone	Children	
On the Road to Reading - Early Literacy Fair 2020	10/26/2020	Carbon Valley Regional Library - Firestone	Children	
Teen Take & Make: Glowing Jack O'Lantern Jar		Carbon Valley Regional Library - Firestone	Teen	
On the Road to Reading - Early Literacy Fair 2020	10/5/2020	Centennial Park Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/12/2020	Centennial Park Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/19/2020	Centennial Park Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/26/2020	Centennial Park Library - Greeley	Children	
Teen Outdoor Movie Night	10/13/2020	Erie Community Library - Erie	Teen	
Virtual Event - The Sculptor in Buckskin	10/15/2020	Erie Community Library - Erie	Adult	
Boo at the Ballpark	10/24/2020	Erie Community Library - Erie	All ages	220
Teen Outdoor Movie Night	10/27/2020	Erie Community Library - Erie	Teen	
On the Road to Reading - Early Literacy Fair 2020	10/5/2020	Farr Regional Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/12/2020	Farr Regional Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/19/2020	Farr Regional Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/26/2020	Farr Regional Library - Greeley	Children	
Kids Crafterschool Take-and-Make		Farr Regional Library - Greeley	Children	
Teen Art Attack		Farr Regional Library - Greeley	Teen	
Food For Fines 2020		High Plains Library District	All ages	
One Book Colorado		High Plains Library District	Children	
On the Road to Reading - Early Literacy Fair 2020	10/5/2020	Lincoln Park Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/12/2020	Lincoln Park Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/19/2020	Lincoln Park Library - Greeley	Children	
On the Road to Reading - Early Literacy Fair 2020	10/26/2020	Lincoln Park Library - Greeley	Children	
23rd Avenue CEEN Extended Day Class 1	10/2/2020	MOVE (Outreach Services)	Children	
23rd Avenue CEEN Extended Day Class 2	10/2/2020	MOVE (Outreach Services)	Children	
Madison CEEN Extended Day Class 1	10/2/2020	MOVE (Outreach Services)	Children	
Madison CEEN Extended Day Class 2	10/2/2020	MOVE (Outreach Services)	Children	
Colorado Language Program Grand Opening	10/3/2020	MOVE (Outreach Services)	Adult	14
All Abilities Zumba / Yoga in the Park	10/4/2020	MOVE (Outreach Services)	All ages	9
Bookmobile: Carr	10/5/2020	MOVE (Outreach Services)	All ages	
Advanced Citizenship Class	10/5/2020	MOVE (Outreach Services)	Adult	5
Beginning Citizenship Class	10/5/2020	MOVE (Outreach Services)	Adult	8
Billie Martinez CEEN Extended Day Class B4	10/6/2020	MOVE (Outreach Services)	Children	15
Billie Martinez CEEN Extended Day Class B3	10/6/2020	MOVE (Outreach Services)	Children	17
Billie Martinez CEEN Extended Day Class A1	10/6/2020	MOVE (Outreach Services)	Children	16
Billie Martinez CEEN Extended Day Class A2	10/6/2020	MOVE (Outreach Services)	Children	16
Connections Meeting for Reentry and Homeless Populations	10/6/2020	MOVE (Outreach Services)	Adult	13
National Night Out	10/6/2020	MOVE (Outreach Services)	All ages	43
Soccer Without Borders Practice Programming	10/6/2020	MOVE (Outreach Services)	Teen	
Bookmobile: Stoneham	10/7/2020	MOVE (Outreach Services)	All ages	
Bookmobile: New Raymer	10/7/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Briggsdale	10/7/2020	MOVE (Outreach Services)	All ages	
Advanced Citizenship Class	10/7/2020	MOVE (Outreach Services)	Adult	3
Virtual Citizenship Class	10/7/2020	MOVE (Outreach Services)	Adult	4
Keith McNeill CEEN Class 2 Extended Day Class	10/7/2020	MOVE (Outreach Services)	Children	7
Keith McNeill CEEN Class 1 AM	10/7/2020	MOVE (Outreach Services)	Children	7

STEAM at Rodarte	10/7/2020	MOVE (Outreach Services)	Children	
Centennial CEEN Extended Day Class 2 Bldg B	10/8/2020	MOVE (Outreach Services)	Children	15
Centennial CEEN Extended Day Class 3 Bldg A	10/8/2020	MOVE (Outreach Services)	Children	9
Centennial CEEN Extended Day Class 3 Bldg A PM	10/8/2020	MOVE (Outreach Services)	Children	7
Centennial CEEN Extended Day Class 1 Bldg B	10/8/2020	MOVE (Outreach Services)	Children	15
Adult Services Interest Group	10/8/2020	MOVE (Outreach Services)	Adult	
Soccer Without Borders Practice Programming	10/8/2020	MOVE (Outreach Services)	Teen	18
All Abilities Zumba / Yoga in the Park	10/11/2020	MOVE (Outreach Services)	All ages	8
Bookmobile: Cave Creek	10/12/2020	MOVE (Outreach Services)	All ages	
Advanced Citizenship Class	10/12/2020	MOVE (Outreach Services)	Adult	8
Beginning Citizenship Class	10/12/2020	MOVE (Outreach Services)	Adult	8
Bookmobile: Porter House	10/13/2020	MOVE (Outreach Services)	All ages	7
Bookmobile: Mead	10/13/2020	MOVE (Outreach Services)	All ages	6
Pints and Pages	10/13/2020	MOVE (Outreach Services)	Adult	6
Soccer Without Borders Practice Programming	10/13/2020	MOVE (Outreach Services)	Teen	
Bookmobile: Pines Apartments	10/14/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Milliken	10/14/2020	MOVE (Outreach Services)	All ages	0
Billie Martinez Neighborhood Taskforce	10/14/2020	MOVE (Outreach Services)		10
Dos Rios CEEN Class 1 AM	10/14/2020	MOVE (Outreach Services)	Children	10
Dos Rios CEEN Class 1 PM	10/14/2020	MOVE (Outreach Services)	Children	10
Advanced Citizenship Class	10/14/2020	MOVE (Outreach Services)	Adult	3
Virtual Citizenship Class	10/14/2020	MOVE (Outreach Services)	Adult	3
STEAM at Rodarte	10/14/2020	MOVE (Outreach Services)	Children	
Triangle Cross Ranch Program	10/14/2020	MOVE (Outreach Services)	Adult	8
Bookmobile: Roggen	10/15/2020	MOVE (Outreach Services)	All ages	
Jefferson Early Head Start Class Toddler 2	10/15/2020	MOVE (Outreach Services)	Children	7
Jefferson Early Head Start Class Toddler 1	10/15/2020	MOVE (Outreach Services)	Children	4
John Evans Early Head Start Class Toddler 2	10/15/2020	MOVE (Outreach Services)	Children	6
John Evans Early Head Start Class Toddler 1	10/15/2020	MOVE (Outreach Services)	Children	5
Soccer Without Borders Practice Programming	10/15/2020	MOVE (Outreach Services)	Teen	18
LaSalle CEEN Head Start	10/16/2020	MOVE (Outreach Services)	Children	
Bookmobile: Carr	10/19/2020	MOVE (Outreach Services)	All ages	
Advanced Citizenship Class	10/19/2020	MOVE (Outreach Services)	Adult	5
Beginning Citizenship Class	10/19/2020	MOVE (Outreach Services)	Adult	6
Bookmobile: Ault	10/19/2020	MOVE (Outreach Services)	All ages	
Plaza del Milagro CEEN Class 3 AM	10/20/2020	MOVE (Outreach Services)	Children	7
Plaza del Milagro CEEN Class 2 AM	10/20/2020	MOVE (Outreach Services)	Children	8
Plaza del Milagro CEEN Class 1 AM	10/20/2020	MOVE (Outreach Services)	Children	7
Plaza del Milagro CEEN Class 3 PM	10/20/2020	MOVE (Outreach Services)	Children	7
Plaza del Milagro CEEN Class 2 PM	10/20/2020	MOVE (Outreach Services)	Children	7
Plaza del Milagro CEEN Class 1 PM	10/20/2020	MOVE (Outreach Services)	Children	7
Outreach Lending Library	10/20/2020	MOVE (Outreach Services)	All ages	1
Soccer Without Borders Practice Programming	10/20/2020	MOVE (Outreach Services)	Teen	

Bookmobile: Stoneham	10/21/2020	MOVE (Outreach Services)	All ages	
Bookmobile: New Raymer	10/21/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Briggsdale	10/21/2020	MOVE (Outreach Services)	All ages	
John Evans CEEN Extended Day Class 3	10/21/2020	MOVE (Outreach Services)	Children	15
John Evans CEEN Extended Day Class 4	10/21/2020	MOVE (Outreach Services)	Children	16
John Evans CEEN Extended Day Class 2	10/21/2020	MOVE (Outreach Services)	Children	16
Advanced Citizenship Class	10/21/2020	MOVE (Outreach Services)	Adult	3
Virtual Citizenship Class	10/21/2020	MOVE (Outreach Services)	Adult	5
Boardgame Take&Make Series	10/21/2020	MOVE (Outreach Services)	Adult	
STEAM at Rodarte	10/21/2020	MOVE (Outreach Services)	Children	
Milliken CEEN Class 1 AM	10/22/2020	MOVE (Outreach Services)	Children	6
Milliken CEEN Class 1 PM	10/22/2020	MOVE (Outreach Services)	Children	6
Milliken CEEN Extended Day Class 1	10/22/2020	MOVE (Outreach Services)	Children	11
Outreach Lending Library	10/22/2020	MOVE (Outreach Services)	All ages	3
IRC Mobile Food Drive	10/23/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Cave Creek	10/26/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Mead	10/27/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Porter House	10/27/2020	MOVE (Outreach Services)	All ages	
Outreach Lending Library	10/27/2020	MOVE (Outreach Services)	All ages	0
Soccer Without Borders Practice Programming	10/27/2020	MOVE (Outreach Services)	Teen	
Bookmobile: Pines Apartments	10/28/2020	MOVE (Outreach Services)	All ages	
Bookmobile: Milliken	10/28/2020	MOVE (Outreach Services)	All ages	
Advanced Citizenship Class	10/28/2020	MOVE (Outreach Services)	Adult	2
Virtual Citizenship Class	10/28/2020	MOVE (Outreach Services)	Adult	
STEAM at Rodarte	10/28/2020	MOVE (Outreach Services)	Children	
Outreach Lending Library	10/29/2020	MOVE (Outreach Services)	All ages	
Soccer Without Borders Practice Programming	10/29/2020	MOVE (Outreach Services)	Teen	
2020 Trick or Treat Down the Trail	10/31/2020	MOVE (Outreach Services)	All ages	
Centennial Park Online Dungeons and Dragons	10/1/2020	Online Event	Teen	4
Picture Books Are For Teens, Too!	10/1/2020	Online Event	Teen	
Random Fandom Trivia	10/2/2020	Online Event	Adult	
Baking Circle	10/3/2020	Online Event	Adult	
Introduction to Mindfulness Meditation 4-Week Course	10/5/2020	Online Event	Adult	18
Mobility 4 All: Accessing RTD Using Smartphone Apps	10/5/2020	Online Event	Adult	
Short Stories - Online Discussion Club	10/6/2020	Online Event	Adult	
Strumming on the Web	10/7/2020	Online Event	Teen	
Strumming on the Web	10/7/2020	Online Event	Teen	
Centennial Park Online Dungeons and Dragons	10/8/2020	Online Event	Teen	

Random Fandom Trivia	10/9/2020	Online Event	Adult	
Facebook Beyond Basics	10/12/2020	Online Event	Adult	0
Free VIRTUAL Legal Self-Help Clinic	10/12/2020	Online Event	Adult	
Introduction to Mindfulness Meditation 4-Week Course	10/12/2020	Online Event	Adult	18
Free VIRTUAL Legal Self-Help Clinic	10/12/2020	Online Event	Adult	
Self Publishing with Yourself	10/13/2020	Online Event	Adult	5
Crafternoons	10/13/2020	Online Event	Adult	10
Mini Canvas Painting	10/14/2020	Online Event	Teen	
Strumming on the Web	10/14/2020	Online Event	Teen	
Strumming on the Web	10/14/2020	Online Event	Teen	
Nutrition Claims and Trends: Fact vs. Fiction	10/14/2020	Online Event	Adult	5
Loteria! Online	10/14/2020	Online Event	Adult	
Centennial Park Online Dungeons and Dragons	10/15/2020	Online Event	Teen	3
Picture Books Are For Teens, Too!	10/15/2020	Online Event	Teen	
Random Fandom Trivia	10/16/2020	Online Event	Adult	
Building Your Career Toolbox	10/17/2020	Online Event	Adult	0
Advanced Topics in Microsoft Word	10/19/2020	Online Event	Adult	1
Introduction to Mindfulness Meditation 4-Week Course	10/19/2020	Online Event	Adult	11
Learn to Code with SCRATCH	10/20/2020	Online Event	Teen	0
True Crime Storytime Book Club	10/20/2020	Online Event	Adult	0
Resume Workshop	10/21/2020	Online Event	Adult	0
Strumming on the Web	10/21/2020	Online Event	Teen	
Strumming on the Web	10/21/2020	Online Event	Teen	
Purple: Virtual Film Screening	10/21/2020	Online Event	Adult	
Centennial Park Online Dungeons and Dragons	10/22/2020	Online Event	Teen	6
Random Fandom Trivia	10/23/2020	Online Event	Adult	
Riverside Readers	10/26/2020	Online Event	Adult	7
Introduction to Mindfulness Meditation 4-Week Course	10/26/2020	Online Event	Adult	12
Crafternoons	10/27/2020	Online Event	Adult	
Strumming on the Web	10/28/2020	Online Event	Teen	
Strumming on the Web	10/28/2020	Online Event	Teen	
Loteria! Online	10/28/2020	Online Event	Adult	
Centennial Park Online Dungeons and Dragons	10/29/2020	Online Event	Teen	
Gimlets with Gutenberg: A Literary Happy Hour	10/29/2020	Online Event	Adult	
Random Fandom Trivia	10/30/2020	Online Event	Adult	
Teen Take & Make: Mini Canvas Painting		Online Event	Teen	
Introduction to Mindfulness Meditation	10/5/2020	Online Meetings	Adult	
Introduction to Mindfulness Meditation	10/12/2020	Online Meetings	Adult	
Introduction to Mindfulness Meditation	10/19/2020	Online Meetings	Adult	
Introduction to Mindfulness Meditation	10/26/2020	Online Meetings	Adult	

GOAL

Goal	Board only updates
<p>Deliver Excellence - Operational Support Work: 12</p>	<p>NEW</p> <p>Highlights from last 30 days/completed work.:</p> <ul style="list-style-type: none"> • Worked with establishing bodies to determine candidates for open board seats. • Evaluating a one stop shop service to connect businesses, educational entities, job seekers and students for workforce development (Think Tank). • Filled the Executive Assistant position <p>What are upcoming targets in the next 30 days.:</p> <ul style="list-style-type: none"> • Identify board candidates for ratification. • Recruiting Foundation Director.
<p>→ Manage ITI Department Operational Work</p>	<p>NEW</p> <p>Highlights from last 30 days/completed work.:</p> <ul style="list-style-type: none"> • Phone system – Virtual Library is now live on test system, testing second system in process • Erie remodel – continued support for remodel • Grant – turned over 2 mobile wifi hotpots to MOVE group • Data – MOVE and Finance on the case system • Eaton – security cameras, people counter installed. • Hudson - Keenesberg site visit for location planning • Baldrige – level 1 application submitted • Support for member Specialty Checkout go live <p>What are upcoming targets in the next 30 days.:</p> <ul style="list-style-type: none"> • Erie final work on door access, event center training, smart badges • Expanded testing on phone system • Actions pending budget reduction review • Baldrige - Attending examiner training and serving on examiner team. • Sierra system upgrade Nov 11 • New solution testing - flexible partner technology solution

→ Manage Finance department operational work

NEW

Highlights from last 30 days/completed work.:

- Submitted proposed budget to the Board
- Received official preliminary evaluation from the Assessor
- Participated in Colorado Special Districts Property & Liability Pool annual meeting
- Submitted first reimbursement request for the CVRF grant funds that the district was awarded
- Attended Colorado Society of CPA's Governmental Conference (virtually)
- Participated in Special District Association annual meeting
- Participated in a virtual meeting with other Colorado library finance officers
- Participated in ColoTrust virtual seminar

What are upcoming targets in the next 30 days.:

- Present 2021 budget and mill levy resolutions to board at December board meeting
- Submit mill levy certifications to county commissioners
- File adopted budget with the state
- Submit adopted budget for GFOA Distinguished Budget Presentation Award
- Submit second reimbursement request for CVRF grant funds

→ Manage Branch operational work

NEW

Highlights from last 30 days/completed work.:
Erie Construction

- Final touches being added inside the building
- New children's and teen area open to patrons
- Staff are unpacking and moving into the new staff area
- East patio finished adjacent to children's area
- Irrigation going in in preparation for landscaping to take place

What are upcoming targets in the next 30 days.: *No value*

→ Farr Branch Operations

NEW

- Highlights from last 30 days/completed work.:**
- The class, "Cutting the Cable Cord", was presented virtually with 7 participants.
 - On the Road to Literacy has gone virtual this year with a different take-home activity each week which focus on the early literacy skills of Reading, Talking, Playing, and Singing

What are upcoming targets in the next 30 days.: · One Book 4 Colorado-a state-wide program whose goal is to give every 4-year-old a gift book is October 13-25th. The title of this year's book will be released state-wide on October 13.

→ Riverside Branch Operations

NEW

Highlights from last 30 days/completed work.: · Staff working on Compass Collaboration Assessment Reports

· 2021 Budget preparation

· Seeing an increase of patrons coming in to use computers, print/copy/fax, holds pickup and browsing.

What are upcoming targets in the next 30 days.: · ADP preparation for Performance appraisals

→ Centennial Park Operations

NEW

Highlights from last 30 days/completed work.: Liz Weaver created a display to promote National Coloring Day on September 14, complete with an invitation to participate in Centennial Park's October Art Wall display of coloring pages featuring 25 Centennial Park staff pets for patrons of all ages to take home and enjoy.

· Ian Ruge worked with other members of the Think Tank to get COVID resources for small businesses added to the library's website.

· New online program via go-to meeting for Loteria! (Bingo!) Online: Wednesday on the 2nd and 4th week of every month.

· Jeremy Moyer is providing video creation advice and editing for Centennial Park staff as he is one of the three staff who have approved access to Camtasia, a video editing program.

· Jeremy also runs an online Dungeons and Dragons program, about which patrons had to say:

"I'm absolutely loving the current campaign"

"Also! I was able to get past that spot I was stuck on for the campaign I'm making. Thanks again for those tips a couple sessions ago! They really helped me out"

"we were playing and she was really impressed with your story telling skills."

"I was not going to come, but I am glad I did. This was awesome!"

· Patron comments: "I've had patrons tell me they are glad we are open, several times. Some also expressing gratitude for enforcing the mask rule."

What are upcoming targets in the next 30 days.: · Creating a pictogram survey to share with the community for input on scientific topics to be shared virtually under the Yes!Fest mantle, as well as reaching out to the Immigrant & Refugee Center (IRC) of Evans to ask for their help in translating the survey into languages commonly spoken in Greeley. With their kind assistance, Yes!Fest will be able to request input in English, Spanish, Somali, French, Malay & Burmese once those surveys are shared with the public.

· Scripting "The Three Billy Goats Gruff," now "The Three Trick or Treaters Gruff," is complete. Filming will begin to share with Centennial Park's YouTube audience in time for Halloween.

· Ian Ruge is almost finished with his album of children's music, his goal for 2020. He is expecting to have it finished by the end of October.

· Coordinating Halloween Trick-or-Treat bags (craft, candy, stickers, Halloween scavenger hunts in English & Spanish)

→ Erie Branch Operations

NEW

- Highlights from last 30 days/completed work.:**
- Started a series of virtual trivia night that has been very popular in person with the 20- to 30-year-old age group.
 - Started teen Halloween outside movie nights
 - Hosting Erie kids juried art show: partnering with Erie Chamber of Commerce and local artist/business owner Kristi Arzola. Kids aged between 3 and 18 years of age submitted two pieces of art to be judged. Awards go to 1st through 3rd place, honorable mention and lastly people's choice award. The show is up until Saturday November 7th. To vote for your favorite piece of art go here [Vote Here](#)

What are upcoming targets in the next 30 days.: *No value*

→ Carbon Valley Branch Operations

NEW

- Highlights from last 30 days/completed work.:** *Carbon Valley*
- Firestone Art and Music festival virtual event – art displayed in Library with QR codes attached to learn more about the artists and how to contact them.
 - Early Literacy Fair, “Letter of the week” Take and Makes, and accompanying YouTube videos – over 600+ kits distributed to date.
 - Teen “Mini-canvas painting” Take and Make kits and videos – 20 distributed.

- What are upcoming targets in the next 30 days.:**
- Supervisors completing PAs.
 - Following REALM project updates on Collections best practices during COVID.
 - Adding outdoor activities on the Nature Trail for families to enjoy during COVID.
 - One Book Colorado – Preparing books and visiting schools for book drop-offs.
 - Rebooting the Adult Winter Reading Program with the district's Adult Services Committee.

→ Lincoln Park Branch Operations

NEW

- Highlights from last 30 days/completed work.:**
- Staff assisted HPLD's Writer-in-Residence Joshua Collier to create a series of STEM videos that will be appearing on the district's Facebook page through the last quarter of 2020.
 - Lincoln Park Staff are enthusiastically providing design input to Barker Rinker Seacat Architecture for the new library and innovations center

- What are upcoming targets in the next 30 days.:**
- Library Manager Melissa Beavers was one of 30 library professionals selected by the Colorado State Library and the Kedge Futures School through a blind application process to participate in a train-the-trainer event called ***Transformation for Libraries: Learning-Unlearning-Relearning Through Strategic Foresight***
 - The training will be October 20 through the 22.
 - Lincoln Park will be posting the Patrons Services Supervisor position on November 2.

NEW

Highlights from last 30 days/completed work.:

- Total Employees- 247
- Open Positions- 5
- Job Applications Received- 70
- New Hires- 1
- Resignation- 2
- Training Requests- 135

What are upcoming targets in the next 30 days.:

- Interviewing/hiring HR Generalist
- Post Platteville Public Library Director job
- Facilitate access to HPLD substitute employees for Fort Lupton School & Public Library
- Performance Appraisals being completed by staff and supervisors in ADP
- Review renewal proposals for employee benefits
- Draft telecommuting agreement

→ Manage CRM operational work

NEW

Highlights from last 30 days/completed work.:

- Drone testing and training for CRM staff.
- Worked with League of Women Voters and distributed information pamphlets to the libraries.
- Part of the group that toured Children's Museum.
- Distributed fall newsletter and UNC contacted us to use our Voting article to help students with voting questions.
- Ordered promo items for next year.
- HPLD Podcast platform has begun – find us on google podcasts and spotify podcasts – our webcasts are uploaded and more to come.
- Now marketing all virtual programming via all our libraries, so for example a Riverside virtual program that would normally just be marketing to RV patrons is now being marketing to all branch library patrons.
- We've begun talking with CDOT about helping with planned mobility hub for Northern Colorado. The first of its kind. More to be built all the way down to the southern end of CO along I-25.
- New website in final stages of development. Developers are working on moving current site content to new site build. New site will be much more online oriented and more customizable for current changing conditions.
- Ontario, CA government – recreation department – contacted us about IT's use of QR codes for vehicle checklists. They want to do the same thing.
- Working with Weld Community Foundation on fundraising project for flagship library.

What are upcoming targets in the next 30 days.:

- Performance Evaluations
- Working with Weld Co. , Poudre Learning Center and Clearview Library on a Weld Co. fossil project.
 - Goes throughout 2020
- Confirming updates for final draft of website redesign.

→ Manage Collections operational work

NEW

Highlights from last 30 days/completed work.: Autumn is a major time for ordering and processing new items for High Plains Library District.

Quarterly database maintenance, deleting items no longer in collection, adding new items.

As more and more libraries are opening for lending and borrowing Interlibrary Loan and Prospector volume is increasing.

What are upcoming targets in the next 30 days.: *No value*

→ **Manage Foundation Operational Work**

Highlights from last 30 days/completed work.:

- Planning 10th Annual Literacy for Links Golf Tournament
- Coordinated Corona virus relief funding
- Received \$100,000 from DOLA (general relief funding; PPE equipment)
- Foundation Board - 3rd quarterly meeting; will be approving roll out and structure for a Friends Group
- Governor Polis mentioned HPLD in a press conference about education - <https://www.facebook.com/jaredpolis/videos/641342649819600/> (view at about the 5 minute mark)

What are upcoming targets in the next 30 days.:

- Golf Tournament - September 11th
- 4th Quarter Foundation Meeting:
 - Budget
 - Approval Friends structure
 - Fund distributions
 - Re-brand and potential name change
- Grants in process
 - IMLS application decision
- Foundation policies and procedures
 - Grant
 - Book donation

→ **Service - Public Technology**

NEW

Highlights from last 30 days/completed work.:

- Testing mobile printing (PSS group)
- EC's introduced to Service Cloud tool

What are upcoming targets in the next 30 days.:

- Starting to review computer counts

→ **Service - Community Spaces**

NEW

Highlights from last 30 days/completed work.:

- Begin discussion on measures for this service area

What are upcoming targets in the next 30 days.:

- List of measures

→ Service - Specialty Checkouts

NEW

Highlights from last 30 days/completed work.:

- Members have been trained on Specialty Checkout procedures
- Clear bags have been changed out for the State Park Passes
- Sharing COVID procedures
- Six more State Park Pass backpacks from the State - and will be distributed

What are upcoming targets in the next 30 days.:

- Members GO LIVE on Specialty Checkout
- Submit request to CRM & ITI for website additions for members
- Outreach will be coming on to Specialty Checkout

→ Service - Educational Programming

NEW

Highlights from last 30 days/completed work.:

- Building a Better Organization (BBO) Meeting 3 - Data
 - Measures
- Building a Better Organization (BBO) Meeting 4 - Review
- Updated documentation - Virtual Programming Process

What are upcoming targets in the next 30 days.:

- Service Cloud Training
- Meeting to review Programming Tools
- Assessing Programming services related to the Covid levels
- Establishing protocols for In Person Programming

→ Function - Community Engagement & Strategies

NEW

Highlights from last 30 days/completed work.:

- Begin draft of Partner Service Matrix
- Co-presented at CALCON on Community Dialogues
 - Along with Melissa Beavers, LP Manager and two people from StarNet
- Chaired the United Way/Weld Co. Early Childhood Council meeting
- Actively participated in all 4 United Way Collective Impact efforts, the Emergency Food and Shelter Program, and HUD Fund distribution conversation

What are upcoming targets in the next 30 days.:

- Partnership with Outreach and LRS
 - Moving forward with focus groups with new immigrants about services and programs that they want and need
- Connection - Collective Impact Efforts for Youth (Thrive by 25) and Thriving Weld Healthy Mind and Spirit committee
- Adding data to partner database

→ Service - Meeting Rooms

NEW

Highlights from last 30 days/completed work.:

- Evaluating opening up meeting rooms monthly at Manager meetings
- Looking at podiums for Erie
- Currently holding on additional meeting room software as needs and opportunities are being reviewed.

What are upcoming targets in the next 30 days.:

- Training Erie staff on their new meeting room equipment
- Monitoring the re-opening of the Meeting Rooms
- Determining measures

→ Service - Materials Sharing

NEW

Highlights from last 30 days/completed work.:

- Set up regular meeting schedule

What are upcoming targets in the next 30 days.:

- Building a Better Organization (BBO) Meeting 3 - Data
 - Measures
- Service Cloud Training

→ Service - Personalized Service

NEW

Highlights from last 30 days/completed work.:

- Assign Coordinator and Co-Coordinator to service

What are upcoming targets in the next 30 days.:

- Meetings pending on hiring of CVL PSS - the Co-Coordinator for this service

→ Function - Patron Experience Specialist

NEW

Highlights from last 30 days/completed work.:

- Working with Library Managers and PSS group on Privacy of User Records policy
- Applying for Equity, Diversity, Inclusion Task Force
- Preparing appraisal documents (Goal reports, Self appraisal)
- Research and drafting of policies on Gifts and Donations, Art, Displays and Exhibits, Sponsorships, Member Projects
- Adoption of Privacy of User Records, Social Media policies by Board

What are upcoming targets in the next 30 days.:

- Working with Library Managers and PSS group on Privacy of User Records policy
- Preparing appraisal documents (Goal reports, Self appraisal)
- Research and drafting of policies on Gifts and Donations, Art, Displays and Exhibits, Sponsorships, Member Projects, Internet
- Working with Board Subcommittee on Public Statements policy
- Posting MHP announcements on Privacy of User Records, Social Media, Meeting Room procedure
- Participation in Equity, Diversity, Inclusion Task Force

Highlights from last 30 days/completed work.:

- Installation of concrete garage ramp for moving materials to garage area at Centennial Park and removal of elevated walkway in garage.
- Working with Weld County Human Services and Weld 4 Youth program to provide job trainings to volunteer youths impacted by COVID.
- Rekeying of Kersey town hall building.
- Removed damaged sidewalk at Farr and removed and replaced broken concrete curbs.
- Replaced damaged aluminum window blinds at Farr in public areas.
- Completed parking lot maintenance at Lincoln Park library.

What are upcoming targets in the next 30 days.:

- Working on installing staff doors at Centennial Park & Carbon Valley to keep public from entering work room areas.
- Working on installing drive up window at Riverside library with microphone, slide out drawer and overhang.
- Working on replacing broken concrete sidewalk drain covers at Farr library.
- Working on repairing exterior stucco walls at Admin building including sign on upper corner of building.
- Nearing completion of Erie library expansion project and beginning Greeley Flagship library and innovations building project.
- Scheduling installation of shade sails for amphitheater at Carbon Valley library.
- Scheduling story time room area renovations work at Carbon Valley library.
- Working with city of Greeley on changes to Centennial Park library driveway and the addition of turn lane now that new fire station is completed.
- Begin building equipment winterizations including irrigation systems.

Highlights from last 30 days/completed work.: Mobile Services

- Started bi-monthly online book club at Goal High School
- Moved Women's Suffrage Exhibit from Farr to Hudson
- Resumed Lobby Stop Service at GCC and Joe P. Martinez Senior Housing

Outreach Services

- Librarian Carolyn Valencia and MOVE Manager Brittany Raines presented at CALCON: *A New Approach to Measuring Early Literacy*
- MOVE Manager Brittany Raines, provided in-person Specialty Checkout Training to all Member Library locations
- Started bi-weekly in-person voting classes at the IRC

Virtual Services

- Created 500 pre-loaded cards to distribute at D6 schools
- Prepared MOU for Briggsdale PCC and secured signature

Event and Experience Services

- Set Outcome Measurements for 2021 Summer Reading Program
- Distributed 110 Take and Make kits at IRC food distribution stop and gathered patron feedback from 19 patron for the Think Tank
- Started bi-weekly homework help with Soccer without Borders (SWOB)

What are upcoming targets in the next 30 days.: *No value*