



BOARD OF TRUSTEES
Regular Session
Monday, January 18, 2021
Erie Community Library
400 Powers St., Erie, CO 80516
5:00 p.m.

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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. December 7, 2020 Executive Session & Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Election of Board Officers (Action) – Dr. Matthew Hortt, HPLD Executive Director
 - A. Chair
 - B. Vice-Chair
 - C. Secretary/ Treasurer
- 2.2 Selection of Board Committees (Action) – Dr. Matthew Hortt, HPLD Executive Director
 - A. Foundation
 - B. Finance
 - C. Board Selection Committee Member for 2022- 2025 Term
- 2.3 Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist
 - A. Board statements
 - B. Donations
 - C. Member Project policy

- D. Sponsorships policy
- E. Process policy
- 2.4 Keenesburg Owner's Rep Task Order Proposal (Action) - Dr. Matthew Hортt, HPLD Executive Director (Action) - Dr. Matthew Hортt, HPLD Executive Director
- 2.5 Public Computer Centers (PCC) (Information) - Dr. Matthew Hортt, HPLD Executive Director
- 2.6 LINC Branding (Information) - James Melena, HPLD Community Relations and Marketing Manager

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director
 - A. February 8th, 2021
- 3.2 District Updates – Dr. Matthew Hортt, HPLD Executive Director
- 3.3 Chairman's Report

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:

February 8th, 2021 5:00 p.m HPLD Board of Directors Meeting- Regular Session, HPLD Administration Bldg., 2650 W. 29th. St., Greeley, CO 80631



BOARD OF TRUSTEES
Executive Session and Regular Meeting Minutes
Monday, December 7, 2020
HPLD Administration Building
2650 W. 29th St., Greeley, CO 80631
Executive Session 5:00 p.m.
Regular Meeting 6:00 p.m.

1.0 OPENING OF MEETING at 5:15pm

1.1 Roll Call and Pledge of Allegiance

Board Members:

Chairman/ Region 3: Ken Poncelow (absent)

Vice-Chair/ Region 5: Mary Heberlee

Secretary/ Treasurer/ Region 4: Trustee Mary Roberts

Region 1: Trustee John Damsma

Region 2: Trustee Gerri Holton

Region 6: Trustee Joyce Smock

At Large Trustee: Jana Caldwell

Staff: Marjorie Elwood, Natalie Wertz, Tony Brewer, Dr. Matthew Hортt, Kim Parker

Guests: Legal Council William Garcia, Teresa Curtis

Vice-Chair Heberlee read the following statement into record:

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

Upon direction from legal counsel, the Board motioned to amend the Executive Session Agenda and enter the Regular Session upon adjourning the Executive Session.

MOTION was made at 5:17pm to move into Executive Session: Trustee Damsma

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 6:0

An executive session of the Board of Trustees of the High Plains Library District convened at 5:17pm on 12/7/2020 for the sole purpose of discussing Dr. Hортt's performance appraisal as authorized by § 24-6-402(4)(f). Attending were Vice Chair Mary Heberlee, Secretary/Treasurer Mary Roberts, Trustee John Damsma, Trustee Gerri Holton, Trustee Joyce Smock, Trustee Jana Caldwell, and Counselor William Garcia. During the executive session, the Board discussed or received advice regarding Dr. Hортt's performance appraisal and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 5:45pm and the Board reconvened in regular session.

There being no further business before the Board of Trustees, the motion was made to adjourn the executive session, and return to the regular session.

MOTION: Trustee Caldwell

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 6:0

Executive Session Adjourned: 5:45pm

At 6:00pm, the regular session resumed.

- 1.2** Executive Director Performance Appraisal review from the executive session – Mary Heberlee, Vice-Chair

Trustee Heberlee let Dr. Hortt know that they all have an extremely high opinion of him, a man of “high caliber”; that he is important to them; and she acknowledged his hard work during the year, and that they appreciate it greatly.

MOTION to approved/accept the performance appraisal: Secretary/Treasurer Roberts

SECOND: Trustee Holton

VOTE: Unanimously approved, 6:0

- 1.3** Approval of Regular Session Agenda

MOTION to approve the agenda: Trustee Holton

SECOND: Trustee Smock

VOTE: Unanimously approved, 6:0

- 1.4** Approval of Consent Agenda

A. November 16, 2020 Regular Session Meeting Minutes

MOTION to approve the Consent Agenda as amended: Trustee Damsma

SECOND: Trustee Caldwell

It was amended because of two minor typo changes.

VOTE: Unanimously approved, 6:0

- 1.5** Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1** Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager

It was recognized that this is a public hearing, noting that no public was present, and no questions were submitted prior to meeting. Vice Chair Heberlee asked for guidance on opening and closing the hearing, and Legal Council Garcia approved the use of one single motion to both open and close the public hearing.

Ms. Wertz provided a high-level overview of the Budget, which can be found in the Board packet starting on the fifth page. She pointed out that the District has \$45,217,370 in budgeted revenues and \$37,148,633 in budgeted expenditures. Revenues decreased by 4.57% from the 2020 budget. She proposed to maintain the mill levy at 3.177.

Ms. Wertz continued to explain that when the final evaluations came in from the County Assessor, the District had to adjust the property tax revenue and distributions to the Member Libraries. There were only a few other minor changes from the original Budget draft presented in October: the Grover project, and a couple of small capital projects that were rolled over from 2020.

Trustee Damsma asked about funding for a sign at the Carbon Valley Regional Library. Dr. Hortt replied that the funding will come out of the FURA agreement with Firestone and that if adjustments need to be made, they can be done within the Capital Budget without needing to make a full amendment to the budget.

MOTION to Open and Close the Public Hearing: Secretary/Treasurer Roberts

SECOND: Trustee Damsma

VOTE: Unanimously approved, 6:0

The public hearing is now closed.

Motion to approve the budget and adopt the resolutions

A. *Resolution 20-3, Adopt Budget*

MOTION: Secretary/Treasurer Roberts

SECOND: Trustee Damsma

VOTE: Unanimously approved, 6:0

B. *Resolution 20-4, Appropriate Sums of Money*

MOTION: Secretary/Treasurer Roberts

SECOND: Trustee Caldwell

VOTE: Unanimously approved, 6:0

C. *Resolution 20-5 Set Mill Levy, Weld County*

MOTION: Secretary/Treasurer Roberts

SECOND: Trustee Caldwell

VOTE: Unanimously approved, 6:0

Discussion: Trustee Damsma asked for clarification on why the Mill Levy has decreased from two years ago. Certificates of Participation were paid off in December 2019; and in response to the elimination of debt, the Board approved the decrease of the Mill Levy from 3.249 to 3.177.

D. *Resolution 20-6, Set Mill Levy, Boulder County*

MOTION: Trustee Damsma

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 6:0

Vice-Chair Heberlee and Trustee Damsma recognized Ms. Wertz for the work she put into the Finance report. Trustee Caldwell commended Ms. Wertz for her hard work on the budget and for taking the time to meet with her individually to help her understand the finances, even though she was not on the finance committee.

2.2 Recognition of Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt recognized Trustee Damsma by presenting him with a plaque and card and giving the following presentation:

“Tonight, we would like to honor our outgoing Region 5 Representative, John Damsma, and say ‘Thank You’! John has been a tremendous advocate for entire the High Plains Library District and specifically South County, representing the issues of Erie, Firestone and Fredrick. John joined the Board during a stormy time and helped to lead us to calmer waters. His service was not limited to the High Plains Board, but John also served on and Chaired the High Plains Library District Foundation Board. John has always provided wise council and direction, even in the face of difficult decisions. This skill will serve you well in your new

role as Baseball Commissioner. We will miss you, John. Thank you for everything you have done and best of luck!"

Trustee Damsma responded by thanking his fellow Trustees and letting them know that he will miss them. 'Trustee Caldwell, your attention to detail is amazing. Secretary/Treasurer Roberts, there's no wiser person. You helped direct us on the Finance committee. Vice-Chair Heberlee, every time I hear "Okay", I will think of you. Your attitude and passion for the area of Weld County that doesn't get noticed has made a difference. Trustee Holton, you have the lightest touch and are kind and an emotional stabilizer for the Trustees. Your husband is lucky to have you. Trustee Smock, you have the hardest job of anyone, because no one knows where you live. You keep us centered on our mission and we will never forget eastern Colorado. Dr. Hortt, you were part of the solution to previous problems, through your calming force and credentials. You had to go through a lot to get us here. Theresa, remember who you represent and keep South County to the forefront. Welcome aboard.'

2.3 Introduction of Trustees (Information) - Dr. Matthew Hortt, HPLD Executive Director

Dr. Hortt reported that the District received the required ratifications to approve Teresa Curtis, Region 1, and Mary Heberlee, Region 5. Ms. Curtis will take her place on the board on 1/1/2021.

Region 1: Teresa Curtis has been ratified and will be officially become the Region 1 HPLD Trustee representing Erie, Frederick and Firestone. As a Fredrick resident, Teresa has been a very active member of the community, volunteering for a variety of nonprofits including: Big Brothers/Big Sisters, the Weld County Food Truck, and the Carbon Valley Special Olympics. In addition to her community service, she is currently the Director of Operations for the Immigrant & Refugee Center of Northern Colorado. Teresa holds a B.A. in English Communications, Masters Degree in Human Resources, and is currently pursuing a Doctorate of Strategic Leadership. She is an avid user of the Carbon Valley Library and has been an instructor for ESL classes at Carbon Valley, Ft. Lupton and Hudson Libraries. Dr. Hortt ended the discussion by saying it's amazing how much she brings to the table and she will be a huge asset.

Teresa Curtis replied that she is looking forward to this and it's an honor.

Region 5: Vice-Chair Mary Heberlee has been ratified and reappointed as the Region 5 HPLD Trustee, representing Ault, Eaton, Nunn, Carr, and Pierce. Trustee Heberlee is a retired US Army and Army Reserve Veteran, former Teacher and Registered Dental Hygienist. She has served as Vice-Chair of the HPLD Board since 2017 and has served on the Northern Plains Public Library Board of Trustees since 2016. Mary is passionate about libraries and Veterans issues. She's volunteered for the Cheyenne VA, No Veteran Dies Alone Hospice Program, and a variety of municipal committees and Boards. Mary has been a huge part of making changes happen.

Trustee Damsma told Vice-Chair Heberlee that it speaks well of her that she's been put in this position for a second time. She replied that it's an honor and important work and she's pleased with everyone on the Board.

2.4 Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist A. Public statements by the Board.

The draft Public Statements Policy is included in the Board packet in an outline form for ease of reading and understanding, as well as the normal narrative form which will be used in the policy manual. The Board Subcommittee asked what

the level of commitment is to the idea that the Board will only make statements that will affect the District organization, and if it is the consensus of the Board to approve the policy's attempt to draw clear lines or if it prefers to allow more flexibility. Mr. Brewer pointed out that a section called Considerations, or guidelines, was added to the draft policy to help guide the Board on whether to make a public statement. The Subcommittee suggested that the Board may prefer to appoint an ad hoc subcommittee to apply the considerations and make a recommendation to the full Board, whenever the need arises.

There was discussion about the advantages and disadvantages of creating an ad hoc subcommittee for the times that issues come up, in order to keep the Board from having to meet for each issue. The consensus was to keep the current practice to allow the public to see the Board work through the issues. The Board expressed appreciation to Mr. Brewer for all the work that went into the policy.

MOTION to approve Board Statement Policy as written: Trustee Damsma
SECOND: Secretary/Treasurer Roberts
VOTE: Unanimously Approved, 6:0

B. Donations

Mr. Brewer explained that this is set up by different types of donations. Most of it is currently in HPLD's policies, but it has now been rearranged and grouped together.

Trustee Roberts suggested that under *Volunteering Time, Community Service* should be spelled out more specifically.

Trustee Damsma asked if *Property* includes *Intellectual Property*. Dr. Hортt replied that it would depend on what level the idea was at, and with LINC it is possible it could happen. Therefore, Mr. Brewer will add verbiage to address it.

Trustee Roberts asked if it should be clear that a preliminary approval can be expected in order to limit what may be accepted. Should we add something to the effect of 'preliminary approval will be made before things are accepted'? Mr. Brewer will add it.

MOTION to approve the Donations Policy as amended: Secretary/Treasurer Roberts
SECOND: Trustee Damsma
VOTE: Unanimously Approved, 6:0

C. Artwork

Mr. Brewer tried to put Artwork in the Donations policy but couldn't do it because of the various categories within the artwork topic, such as loans, donations, and sales of art. Consequently, he rearranged and massaged the policy.

MOTION to approve the Artwork Policy: Trustee Damsma
SECOND: Secretary/Treasurer Roberts
VOTE: Unanimously Approved, 6:0

2.5 2021 Board Meeting Calendar (Action) - Dr. Matthew Hортt, HPLD Executive Director

During the last meeting, the 2021 calendar was approved. Afterward, the Finance Department asked that the December 2021 meeting be moved from the 6th to the 13th to allow enough time to ensure that the real figures from the County are in the Budget report.

The January meeting on MLK day was discussed, and it was decided to follow the decision made last year so it will remain as proposed.

MOTION to approve the updated 2021 Board Meeting Calendar: Trustee Caldwell

SECOND: Trustee Holton

VOTE: Unanimously Approved, 6:0

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director A. January 18th, 2021

The next meeting will be at Erie Community Library on January 18th at 5:00pm. The donation policy will be added to the consent agenda. Most of the meeting will be devoted to identifying the officers and committee members, which are listed on the draft agenda in the Board packet. Also, there will be discussion about whether to continue to have an ad hoc committee for materials that are challenged.

Trustee Caldwell led a discussion about possibly creating an elections subcommittee that does the legwork ahead of time and then suggests a slate of officers at the Board meeting. Trustee Damsma asked if the Chair could gather information on who's interested, rather than creating another committee? Dr. Hортt responded by offering to work with the Chair on it and putting definitions and information about the committees into the Board communication.

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

Dr. Hортt shared that staff are doing amazing things in response to the results of COVID19. He highlighted the example of Ian Ruge, Librarian, and his wife, a former employee, who have put together five albums on Spotify for *Music and Movement*.

The Monthly Board Operational Updates that are in the packet are Baldrige reports which are tied to the strategic plan and will be generated each month.

Today, the District expanded curb-side service to include copying and printing, and added computer usage (6 computers per facility, except Kersey). Patrons will be required to wear a mask. Staff is also testing technology to virtually assist patrons remotely.

Dr. Hортt received results from Baldrige this afternoon and he has a meeting set up with them for January. Baldrige is a national award promoting continuous improvement. They look at every part of the organization, and it's a long, arduous process which just started this year.

On health benefits renewal, the decision had been made to change providers because of a significant cost reduction by doing so, but this afternoon the current provider notified staff that they won't raise rates. Therefore, follow-up will be done, and more information will be forthcoming.

Readdressing the sign for the Carbon Valley Regional Library, the city of Firestone assured Dr. Hортt that they are working through the process. The sign, an informational sign shared by the city and library, is a result of negotiations with the city of Firestone and will be located at Colorado Blvd and Sable.

Trustee Caldwell asked when the process to update IGAs will start again. Dr. Hортt replied that the current IGAs will automatically renew annually unless changes need to be made. Trustee Roberts recognized Counselor Garcia, who put a great amount of effort into them and made them exactly the way the Board wanted, listing all the services provided.

4.0 BOARD COMMENTS

Vice-Chair Heberlee said she is proud of the tremendous amount of progress that has been made.

Secretary/Treasurer Roberts said Trustee Damsma has been fabulous on the Board as a colleague and friend, and she will miss him.

In Trustee Caldwell's farewell to Trustee Damsma, she expressed appreciation for him reading through the materials and having a talent for thinking of just the right question. She will miss him.

Trustee Holton addressed Dr. Hортt and recognized that it's been an unusual year and he's risen to the challenges presented. She told Trustee Damsma that she appreciates his mentorship and friendship, and she will miss him.

Trustee Smock remarked that the District has made phenomenal strides this year and added that she can't say enough good things about Dr. Hортt's excellent leadership and the staff's admirable work. She told Trustee Damsma good luck and wished him the very best.

Trustee Damsma affirmed that he'll miss the Trustees. He added that there is no greater patriot than Chairman Poncelow, who gets it done but also can have fun.

5.0 ADJOURNMENT – TIME 7:48pm

There being no further business before the Board of Trustees...

MOTION: Trustee Damsma

SECOND: Secretary/Treasurer Roberts

VOTE: unanimously approved

Upcoming meetings:

January 18th, 2021 5:00pm HPLD Board of Directors Meeting- Regular Session, Erie Community Library., 400 Powers St. Erie, CO 80516

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 18, 2021
Type of item: Action
Subject: Election of Board Officers
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Staff recommend that the Board approve the Slate of Officers

Background

Annually the Board must appoint Board Officers: Chair, Vice-Chair & Secretary/Treasurer. Per Board Direction, staff contacted each trustee and determined their interest in the positions. Staff used this information to prepare the slate of officers.

Slate of Officers

Chair: Ken Poncelow

Vice-Chair: Mary Heberlee

Secretary/Treasurer: Mary Roberts

Recommendation

Staff recommend that the Board approve the Slate of Officers.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 18, 2021
Type of item: Action
Subject: Selection of Board Committees
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff recommend that the Board discuss and assign committees

Background

Annually the Board must assign Trustees to standing committees as well as ad hoc committees. It has been recommended that a Governance Committee also be formed.

Standing Committees and Board interest in each

Policy Committee: Jana Caldwell, Mary Heberlee

Finance Committee: Mary Roberts, Joyce Smock, Teresa Curtis

Foundation Committee: Gerri Holton, Teresa Curtis, Joyce Smock

Ad Hoc Committees and Board interest in each

Construction Project Committees: Ken Poncelow, Mary Roberts, Teresa Curtis, Joyce Smock

Materials Reconsideration Committee: Jana Caldwell

Recommended Committee and Board interest

Governance Committee: Jana Caldwell

Recommendation

Staff recommend that the Board discuss and assign committees.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 18, 2021
Type of item: Action
Subject : Policy Manual amendments: (1) Public statements (2) Donations (3) Member Project Funding (4) Sponsorships (5) Process
Presented by: Patron Experience Specialist Tony Brewer tbrewer@highplains.us
Recommendation: Adoption of the policies

Background

The policies on Public Statements and Donations were last reviewed by the Board on December 7, 2020. The policies on Member Projects, Sponsorships and Process are coming to the Board for the first time.

Public Statements

This policy was adopted by the Board on December 7, 2020. However, following the meeting there were some questions from one board member. Staff is therefore bringing it back to hear those additional comments and consent.

Donations

The Board informally accepted this policy on December 7, 2020, but asked that some clarifying language be added. Staff agreed to bring this policy back to the January 18 meeting for formal adoption by consent, if the language amendments are suitable. The changes are in red letters. The changes are as follows:

- Distinguishes between donations of intellectual property and real estate property
- Clarifies distinction between donations and sponsorships
- Clarifies the reference to Community Service volunteers
- Adds a paragraph on donations of intellectual property
- Clarifies that the District is not responsible for disposing of donated materials that are not accepted into the collection

Member Projects

This is an existing policy and guideline that is coming up for regular review. The changes recommended by staff are mostly cosmetic. There is some additional language, the Policy and Guideline are combined, and the paragraphs on criteria and elements required in a proposal are marked with subtitles.

Sponsorship

This is an existing policy, guideline and procedure. The revised policy does the following:

- Addresses the distinction between donations and sponsorships
- Combines the Policy and Guideline.
- The current policy only addresses sponsorships *by* the District. The proposed revised policy includes sponsorships of District events and projects *by others*.
- Adds considerations that are currently only found in the Procedure
- Includes information about sponsorship of materials added to the library collection

Process

This is a new policy. It was developed in response to a suggestion that it would be helpful if the Policy Manual included a section that identifies the differences between a policy and procedure, and outlined the steps that are involved in developing and approving policies and procedures.

Staff recommendation

The recommendation of staff is for the Board to (1) reaffirm acceptance of the policies on Public Statements and Donations and (2) approve the policies on Member Projects, Sponsorships and Process.

DRAFT

Public Statement policy

Freedom of expression is the cornerstone of American society. Individuals, organizations, and corporations are free to publicly state their thoughts or positions.

Public libraries are different. *Protecting* freedom of expression is the cornerstone of public libraries. Stated another way, the stand of libraries is for *freedom of expression*. This limits board and staff from expressing a stand for *one point of view*. The implication is that the Board of Trustees and District staff must consider carefully whether and when to make a statement on matters of public concern.

The Board's Ethics Policy

Each member of the Board of Trustees of the High Plains Library District signs an Ethics Policy. They are guided by and adhere to the ethics policy. The ethics policy addresses non-discrimination, prohibition from using their office to obtain privileges or advantages for themselves, not being swayed by partisan interests, or by public pressure or fear of criticism. It also states Trustees must distinguish clearly in their actions and statements between personal philosophy and those of the District. Within the parameters of the Ethics Policy, the Board considers whether to make a public statement in the following areas.

Policy decisions

The Board of Trustees sets the policies of the District. Every policy is a statement of the organization's position and direction concerning a matter of public concern. What sets these apart from other public issues is that they address how the organization will conduct the business of the District with an explanation of the reasoning.

Elections and ballot issues

The Board will not make a statement for or against the election of any candidate, as being a partisan interest. The Board will make a statement only on those ballot issues that have an impact on the welfare of the District, positively or negatively, and with particular regard to financial impacts. The Board will not make a statement on bond issues of other organizations.

Health and safety issues

The Board may make statements on matters that affect public health or safety, and in particular the health and safety of library patrons and staff.

Social issues

This area presents the greatest challenge to a Board because libraries are an integral part of the life of the *community and society*. Social issues are those most apt to have the strongest opposing viewpoints. As noted earlier, the role of the library is to protect freedom of expression *by all parties* without itself expressing a stand for *one point of view*.

These issues are those most apt to place the Board at risk in violating its Ethics Policy, such as being swayed by partisan interests, public pressure, fear of criticism, and personal philosophy.

In general, the Board will make statements on social issues only when they address the *organization* itself.

Considerations for policies or public statements

This section is a series of questions to assist the Board in determining whether to issue a public statement. The Board may choose to appoint an ad hoc committee to apply these considerations and present a recommendation to the Board.

- Does making a policy or public statement protect the freedom of expression for the whole community?
- Does making a policy or public statement appear to be taking a stand for one point of view?
- Could this policy or public statement be construed as violating the Board's Ethics Policy?
- Is this policy or statement necessary to convey to the public how the District will operate?
- Should this take the form of a policy or public statement, or something else?
- Is this a statement about the *organization*, or a statement about the *community*?
- Is this a statement about another organization?
- Is this an issue affecting public health or safety?
- Are statements by federal, state or local law or regulatory agencies sufficient expression, or is a policy or statement needed for how the District interprets and applies the law?
- What is the compelling need for this policy or public statement?

Related documents

Websites:

[Board of Trustees Ethics Policy](#)

[Board of Trustees Page](#)

Other policies:

Collection Development – Intellectual Freedom

Policy History	Public Statement Policy
2020 – Dec 7	New. The Board of Trustees makes most public statements through policies. This policy was developed at request of the Board to assist in determining when and if it's appropriate to make <i>other</i> public statements concerning issues such as elections and ballot, health and safety and social issues.
Reviewed by	Executive Director, Board of Trustees

Donations Policy

The District accepts donations of funding, time, **intellectual property, real estate** property and landscaping that meet conditions described in this policy. Donations of materials for the collection (books, audiovisual materials and periodicals) are limited.

The District accepts donations and loans of artwork. Policies concerning artwork are described under the Artwork Policy.

Donations are typically given for general purposes. A sponsorship is typically for a specific event or project. Policies concerning sponsorship are described under the Sponsorship Policy. Loans refer to something that is given temporarily.

All donations, including funding, are accepted based on whether the donation is consistent with or furthers the District's mission and direction, and/or is compatible with the facility. The Executive Director makes this determination. Donations and loans are used to support the collection, programs, services or facilities of the District.

Funding

All funding donations are given to the High Plains Library District Foundation. Foundation funds are used to support programs and services of the District. This is further described in the High Plains Library District Foundation policy.

Individuals using District meeting rooms may charge a fee or sell products. The District requests that 15% of the receipts be donated to the Foundation. This is further described in the Meeting Rooms Policy.

Local artists may be permitted to sell artwork in District facilities. Those selling their items are asked to donate 15% of the monies earned to the Foundation. This is further described in the Artwork Policy.

Individuals may make large donations in support of specific events or projects. This is further described in the Sponsorship Policy.

Large monetary donations may receive additional recognition when appropriate. Additional donor recognition will be agreed upon by the Executive Director, Foundation Director and donor. The donation acknowledgement will reference any special recognition that apply. The District cannot guarantee that the names will be posted in perpetuity. Additional recognition is further described in the District's Donations Procedure.

Volunteering time

Some District facilities accept donations of volunteer hours. The District does not accept Community Service volunteers **provided through the court system**. Volunteers will not be used to replace another employee or impair the employment opportunities of others by performing work which would be otherwise performed by a regular employee. The use of volunteers is also described in the High Plains Library District Foundation Policy.

Intellectual Property

The District accepts donations of intellectual property such as ideas, works, or inventions that are the result of creativity and for which one may apply for a patent, copyright or trademark. Donations must be consistent with and further the District's mission and direction. The Executive Director determines whether to accept the donation.

Real estate property and landscaping

The District accepts donations of property and landscaping. Acceptance is based on whether the property or landscaping is appropriate and consistent with the District's Facilities Master Plan. All such donations require the acceptance by the Executive Director and the District Board.

Books and audiovisual materials

The District accepts donations of books and audiovisual materials, but items are limited by number, condition, type (such as encyclopedias and textbooks) and publication date of materials. Very few donated materials are added to the collection. Some are recycled. Most are sold to a third party vendor and the proceeds go to the High Plains Library District Foundation. Foundation funds are used to support programs and services of the District.

The District does accept some materials relating to local families and local history. Donations of historical or genealogical significance will only be accepted if the District has a signed Content Agreement. This agreement gives the District permission to duplicate the content in order to make it available through the various tools for information sharing. **The District may be selective in accepting materials offered and is not obligated to accept or dispose of an entire collection.** This is also described in the District's Collection Development Policy.

Periodicals

Some District branches accept donations of periodical magazines. These are typically not added to the collection, but are shared with other patrons in a magazine exchange.

Tax implications

Donations may be tax deductible but this must be determined by the donor, not the District. The determination of the value of gift or donations is the responsibility of the donor.

Donations by the District

The District also *gives* donations to other organizations:

- The District may give withdrawn or donated materials. This is coordinated by the District's Collection Resources Department.
- The District gives out-of-warranty technology to organizations. This is coordinated by the High Plains Library District Foundation. Requestors must submit a Foundation Technology Donations Application form.
- For a designated period of time each year, the District accepts food donations from patrons to offset fees on the user record. These food donations are then given to local food banks.
- The District may make donations of items such as unclaimed lost and found items or items no longer needed by the District.
- The District may provide funding to Member Libraries. This is described in the Member Project Funding Policy.

Related documents

Website

- [Ways to Give to the District](#)
- [Fact sheet on District Policy on Used Books](#)
- [Technology Donations Application Form](#)
- [Colorado Gives Day District Page](#)

Other policies:

- Artwork policy
- High Plains Library District Foundation policy
- Meeting Rooms policy

Collection Development policy – Genealogy Collection
 Member Project Funding policy
 Sponsorship policy

Procedures:

Donation procedure
 Artwork procedure
 Art Accession form
 Sponsorship procedure
 Facilities Master Plan

Policy History	Donation Policy
1991 – July	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
2004 – Apr	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2007 – Feb 19	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2009 – Feb	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2012 – Feb 12	“Gifts and Donations Procedure” moved to Procedures Manual.
2015 – Apr 24	Addition. Donations of historical or genealogical significance require an agreement which gives District the right to duplicate the content.
2020 – Dec 7	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
Reviewed by	Executive Director, Collection Development Manager

Member Project Funding Policy

The District performs the function of passing through property tax revenues collected for each of the Member Libraries. The District also provides services identified in the Intergovernmental Agreements (IGAs). The Board of Trustees may also make additional funds available to Member Libraries to support special projects.

The Board of Trustees will consider requests individually based on (1) available funds, (2) the extent to which the project meets established criteria, (3) whether the project meets proposal requirements.

Criteria

Member Libraries meeting the following criteria are eligible to receive funding to support special projects:

- The Member Library has a signed IGA with the District
- The project has local financial support.
- The project aligns the Member Library's services and programs with those of the District.
- The Member Library works in partnership with the District in managing the project.
- The project should be proposed to the Board no later than September of the year prior to allow for inclusion in the budget process.

Proposal requirements

Project proposals need to include the following information as a minimum:

- Specific goals and objectives of the project.
- Information on how the project will improve services.
- Estimated schedule for the project.
- Measures being used to evaluate success.
- Next steps to be taken if the project does not succeed as anticipated.

Foundation

Member Libraries may also request funds from the High Plains Library District Foundation. This also can include assistance in grant writing. The Member Library should consult with the Foundation Director for process and requirements.

Related Documents

Websites:

[Colorado Public Library Standards](#)

Other policies:

Expenditure policy

Policy History	Member Project Funding Policy and Guideline
2009 – Feb	New.
2013– Feb 18	Reviewed but no change.
2012 – Jan 18	Policy and Guideline merged, added language, and minor reordering of the policy
Reviewed by	Executive Director, Finance Manager

Member Project Funding Policy

~~The High Plains Library District actively supports the provision of library services throughout the district boundaries. Monies may be made available by the Board of Trustees to support service projects initiated by district municipalities meeting set criteria.~~

Related Documents

Other policies:

Member Project Funding guideline
Expenditure policy

Document Review Dates: Member Project Funding Policy

Effective date: February 2009

Revision date:

Reviewed by: Finance Director; Executive Director

Member Project Funding Guideline

Member Libraries of the High Plains Library District meeting the following criteria are eligible to receive funding to support service project efforts:

- The Member Library has the current Intergovernmental Agreement (IGA) with the High Plains Library District
- The project has local financial support.
- The project aligns the Member Library's services and programs with those of the High Plains Library District.
- The Member Library works in partnership with the High Plains Library District in managing the project.

A scope statement and/or proposal along with a request for funding should also include information on:

- Specific goals and objectives of the project.
- Information on how the project will improve services.
- Estimated schedule for the project.
- Measures being used to evaluate success.
- Next steps to be taken if the project does not succeed as anticipated.

The Board of Trustees will consider all requests individually based on available funds, past performance and goals for the project.

Related Documents

Websites:

[Colorado Public Library Standards](#)

Other policies:

Member Project Funding policy
Expenditure policy

Document Review Dates: Member Project Funding Guideline

Effective date: March 2009

Revision date:

Reviewed by: Finance Director; Executive Director

Sponsorship policy

A sponsorship is a form of donation. As noted in the Donations Policy, donations are typically given for general purposes. A sponsorship is typically for a specific event or project.

District sponsorship of events or projects

The District is a tax-funded agency. Revenues that the District receives from taxpayers are intended to support library services. Accordingly, the District generally does not use funds in support of other agencies. The District does consider sponsorship opportunities in individual instances. Considerations for District sponsorship of events or projects are as follows:

- The event must be within the District service area.
- Ongoing events will be reviewed for continued sponsorship annually.
- Is the event free to the public?
- Does the event have a high profile?
- Does the event support literacy or promotion of community resources efforts?
- Is the event supporting a community of particular priority to the library at the time?
- Does the organizing entity have a mission that complements the District's mission?
- Does the District have a partnership relationship with the organizing entity?
- Is this a larger organization, such as a school district, or an individual school?
- What are the sponsorship costs?
- What direct benefit does the District see as a result of providing sponsorship?

The District may offer to support the event in other forms such as providing a “prize” packet, providing promotional support, or purchasing booth space to both support the effort and promote the library.

District acceptance of sponsorships

The District will accept, and sometimes seeks, sponsorships from individuals and organizations. These can be in support of programs, events, or the collection. Sponsorships are received through and managed by the High Plains Library District Foundation or the Community Relations and Marketing Department. Considerations for acceptance are established by those departments.

Collection sponsorships

The District will consider sponsorships from organizations wishing to provide funding for the collection. Considerations in accepting these sponsorships include:

- The sponsor is able to identify the topic area, but the District's Collection Resources Department will determine the specific titles to purchase.
- Whether the contribution is apt to result in a skewed or out of balance collection.
- These decisions will be in accordance with Collection Development procedures.

Approval

All sponsorship requests, to or from the District, must be forwarded to the Community Relations and Marketing Manager, the Foundation Director, the Associate Director of Public Services, the Collection Resources Manager, and the Executive Director for approval.

Recognition

Recognition of District sponsorship is negotiated with the organizing entity. Similarly, recognition of a sponsor for District programs and events varies, and will be agreed upon by the Executive Director, Foundation Director or Community Relations and Marketing Manager, and sponsor. Recognition of sponsors would be similar to those described in the District's Donations Procedure.

Related documents

Other policies:

Public Information policy
Programming policy

Procedures:

Sponsorship procedure

Policy History	Sponsorship
2010 – Feb 15	New. District may choose to sponsor events
2020 – Jan 18	Revised. The Policy and Guideline are combined. The policy is expanded to included sponsorships to and from the District. The policy adds criteria formerly listed only in the procedure. It also includes information about sponsorship of materials added to the library collection.
Reviewed by	Community Relations and Marketing Manager, Foundation Director, Executive Director

~~Sponsorship policy~~

~~The High Plains Library District considers sponsorship opportunities. Priority is given to opportunities that support District interests.~~

~~Related documents~~

~~*Other policies:*~~

~~Public Information policy
Programming policy~~

~~*Procedures:*~~

~~Sponsorship procedure~~

Process Policy

Policies and procedures of the District originate from several sources. The most common source is District staff, in response to an observed need for direction in a particular area. They may also be requested by the Board or the Executive Director.

Distinction between policy and procedure

The Board of Trustees sets the policies of the District. A policy is a statement of the organization's position or direction in some particular area of operations or services. All policies require approval by the Board of Trustees. The audience for a policy is the public.

Procedures provide the instructions and details of how a policy of the Board is to be applied. Procedures are written by staff and do not require Board approval. The audience for procedures is District staff.

Stages of Policy and Procedure Development

There are ten stages in developing policies and procedures. Not every policy or procedure requires all ten stages, depending on the subject matter. The Patron Experience Specialist is responsible for overseeing and managing the process. These stages are as follows:

- **Initial scan.** This stage consists of a scan of all information and documents pertaining to the topic that can be found on the District's website (MyLibrary.us) and the staff internal network (MyHighplains)
- **Organizing.** This stage consists of arranging all of the information discovered. This stage is intended to capture any aspects of the issue that need to be addressed.
- **Research.** This stage explores different approaches that have been used to address the issue in question. It may involve an examination of how other libraries have addressed an issue, for example. It often entails examining emails and communications among staff concerning the issue. This stage may also identify other aspects of the issue that need to be addressed.
- **Writing or updating.** In this stage, the initial draft of the policy and/or procedure is written. It may involve rewriting of an existing policy or procedure.
- **Review and approval.** After the initial draft is written, it is reviewed by various other groups and individuals, depending on the topic.

Library Managers and Patron Services Supervisor (PSS) groups. Since most policies and procedures involve direct public service, these two groups are the most frequently involved in review, discussion, and amendment of draft policies and procedures. This group includes the Associate Director of Public Services.

District Support Staff. This includes the Executive Director and staff that report to the Executive Director. This includes Managers of the following departments: Human Resources, Finance, Community Relations and Marketing, Community Engagement and Strategies, Information Technology, Collection Resources, Foundation and the Associate Director of MOVE. They are consulted if a policy or procedure will impact their department, or if there is some aspect that requires their expertise.

Attorney. The District’s attorney is consulted if the policy or procedure has some legal aspect or requires legal interpretation.

Board Subcommittee. All policies are reviewed by the Board of Trustees Policy Subcommittee before coming to the full Board. This group may or may not make changes to the policy; their usual role is to identify and discuss those aspects of the issue that should be highlighted in the presentation to the Board.

Board of Trustees. All policies must be approved by the full Board. The Board may request amendments to the draft policy that is presented by staff.

- **Formatting.** In this stage, the approved policy or procedure is formatted to be consistent with the structure of the Policy or Procedure manual. All website links are checked to be sure they are accurate and functional. The policy or procedure is then inserted into the respective manual.
- **Communicating the change.** When the policy or procedure has been adopted and inserted in the manual, District staff is notified of the new policy and/or procedure. This typically consists of an announcement that appears on MyHighplains.
- **Coordinating with website.** This is a second scan of the MyLibrary.us website. Information on the website is changed to be consistent with the policy or procedure amendments.
- **Coordinating with MyHighplains.** This is a second scan of the MyHighplains network. The purpose is to identify any drafts or outdated information concerning the policy or procedure and remove it or archive it to eliminate confusion as to what information is authoritative.
- **Closing out.** This stage consists of going through a checklist to make sure that all of the stages have been completed.

Policy History	Process
2020 – Jan 18	New. Outlines the stages of developing, approving and posting policies and procedures of the District.
Reviewed by	Community Relations and Marketing Manager, Foundation Director

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 18, 2021
Type of item: Action
Subject: Keenesburg Owner's Rep Task Order Proposal
Presented by: Dr. Matthew Hорт, Executive Director
Recommendation: Staff recommend the Board approve the Wember Task Order

Background

On June 17th, 2019, following a discussion on construction costs, the Board gave staff direction to recommend guidelines for Member Libraries use of contracted Owner's Representative services. On September 16th, 2019 the Board approved the Owner's Rep Guidelines. The Hudson Public Library has requested that the Board consider reimbursing the Owner's Rep Task Order for their upcoming Keenesburg project.

Considerations

- The project is approximate 1,375 SF space plan and furniture procurement of the current Keenesburg Town Hall building into the new Keenesburg Library
- Owner's Rep Fees for the project are: \$ 17,731.00

Recommendation

Staff recommend the Board approve the Wember Task Order.

High Plains Library District, On-Call Task Order

Project Name: HOC-KN-Keenesburg Library Space-Plan Project
Issue Date January 07, 2020
Purpose: Proposal and Work Order Contract

High Plains Library District
Dr. Matthew Hortt, Executive Director
2650 W 29th St.
Greeley, CO 80631

Hudson Public Library
Tami Crossen, Director
100 S. Beech St
Hudson, CO 80642

Dr. Hortt and Ms. Crossen:

Wember is issuing this proposal and project plan as a follow up to your request to have Wember provide Owner's Representation Services for an approximate 1,375 SF space plan and furniture procurement of the current Keenesburg Town Hall building into the new Keenesburg Library. This proposal outlines the items that the work order will include.

The proposed schedule includes a duration that depends on the lead time of the FFE: Space planning and design start January 15, 2021 and assuming a 12-week lead time for furnishings, install around April 2021.

Wember plans to utilize the help of furniture vendors for layout and space plan confirmation.

SCOPE OF SERVICES

- a. Programming:
 - 1) Programming discussion highlighting space needs and project goals.
 - 2) Collect and review project information/data including collection information, drawings and reports.
 - 3) Discuss the vision for each of the spaces and how the library will function to serve its customers.
 - 4) Deliver concise written program document for Owners approval.
- b. Space Planning
 - 1) Anticipate (2) meetings to develop the items below.
 - 2) Working session to develop a block plan and develop a preliminary space plan.
 - 3) Generate preliminary block diagrams/plan based on programming session.
 - 4) Develop approved block plans into preliminary space plans noting collection allocation, shelving and furniture placement and special areas of focus.
 - 5) Project schedule with milestones.
 - 6) Meeting minutes.
- c. Furniture Specifications and bidding
 - 1) Collaborate with Owner to prepare a detailed furniture and fabric presentation with furniture photos, finishes, fabric samples.
 - 2) Prepare furniture budget based on proposed selections and refined furniture plan.
 - 3) Complete Owner's specification document for their use.
 - 4) Discuss project with the Owner to review the critical information gathered related to the project and analyze strategies for the project's success.
 - 5) Meet with the Owner related to project progress and design decisions required.
 - 6) Analyze existing site for issues related to logistics
 - 7) Prepare to bid furniture as required
 1. Prepare furniture specifications and final furniture plans coded to specifications, for incorporation into bid package including new shelving components.
 2. Prepare furniture specifications and plans to meet Owner's bid requirements, if required.
 3. Bid packages will be assembled and issued by Wember
 - 8) Bid Furniture
 1. Wember will receive relevant calls to answer vendors' questions during Bid Phase.
 2. Collaborate with Owner to determine the award of Vendor contracts after reviewing

- bid analysis. Bid analysis will be prepared by Wember team.
- 9) Coordinate and review any modifications to pricing with the Owner.
 - 10) Review Insurance requirements.
 - 11) Review bids and manage award and contracts.
- d. Furniture Installation
- 1) Prepare for installation
 1. Coordinate status of furniture orders and shipping dates with vendors and prepare monthly updates for Owner review.
 2. Coordinate appropriate delivery and installation dates and times with Owner and vendors.
 - 2) Provide field observation at time of furniture installation to ensure that furniture is installed in accordance with drawings and specifications.
 - 3) Prepare a punch list of unacceptable items upon completion of furniture installation. Follow up with vendors to achieve performance.
 - 4) Review Vendor invoices and coordinate invoice payments with Owner.
- e. Moving/Close-Out and Post-Construction
- 1) Monitor the moving of new/old/stored furnishings and equipment into the completed facility.
 - 2) Monitor progress and completion of corrective work identified on punch list.
 - 3) Recommend to the Owner the approval of the issuance of the Certificate of Substantial Completion.
 - 4) Provide recommendation to Owner regarding final acceptance of project and release of final payment to contractor(s).
 - 5) Monitor the turnover of stock supplies of materials as specified by the contract documents.
 - 6) Monitor the preparation of operations, maintenance manuals and as-built plans and specifications on behalf of the Owner.

CLARIFICATIONS

1. CLIENT TO PROVIDE
 - a. Project Budget.
 - b. Collection size, allocation and circulation rates
 - c. Specifications of any new and existing equipment to be incorporated into the space plan.
2. This proposal does not include any planning or managing any construction activities. This project is assumed to be strictly furnishings, fixtures and equipment planning and management.

Fee

Professional Service Fees, Task Order Contract Amount:

1. Wember Owner's Representation \$ 17,731.00

Reimbursable Expenses: travel, mileage, document reproduction, etc. - Included in Fee

OWNER:
High Plains Library
District
2650 W 29th St
Greeley, CO 80631

CONSULTANT:
Wember, Inc., a Colorado Corporation
7525 South Jasmine Court
Centennial, Colorado 80112

By: _____
Dr Matt Hortt Date

By: _____
Paul D. Wember, President Date

OWNER:
Hudson Public Library
100 S. Beech St
Hudson, CO 80642

By: _____
Tami Crossen Date

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 18, 2021
Type of item: Information
Subject: Public Computing Centers
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: This item is for information only, no action to be taken.

Background

High Plains Library District established the Public Computing Centers (PCCs) in 2011. In 2010 as part of a the Federal BTOP Grant High Plains was awarded funding to open personal computing centers in the following designated areas: Milliken, Nunn, Pierce, LaSalle, Mead, Lochbuie, Kennesberg, Ault/NPPL, and GCC Catholic Charities, Connections

Since the initial creation:

- Pierce, LaSalle, Mead, Lochbuie, Kennesberg have been decommissioned
- Briggsdale has been added as a new PCC site

The equipment at many of the remaining PCCs is due to be replaced. As we strive toward being process and data driven. Staff in MOVE and our ITI Department. Conducted a 6 month evaluation of the PCCs. Following Board Directions, additional statistics statistic data was collected. In 2019, usage was down. Under pandemic conditions this model is not effective, and the District needs to pursue other models of service. We propose to spend the next year developing alternate methods of delivering this service.

Considerations

The 6 onth evaluation determined the following data and made the following recommendations:

July-Dec	Computers	Minutes Used	Usage in Hours	Possible Hours	Used	Idle	Sessions	Approx 6 month Operating Cost	Cost per hour used	Cost Per Use	Cost if at 40% use	Cost if use at 20%	Proposed Action
Briggsdale	2	6583.2	109.72	1134	10%	90%	144	\$ 1,750	\$ 15.95	\$ 12.15	\$ 3.86	\$ 7.72	Retain - newly established
Connections	2	2818.8	46.98	2016	2%	98%	71	\$ 1,750	\$ 37.25	\$ 24.65	\$ 2.17	\$ 4.34	Eliminate and revisit service needs and solutions
Evans	2	16659	277.65	3906	7%	93%	351	\$ 1,750	\$ 6.30	\$ 4.99	\$ 1.12	\$ 2.24	Eliminate and revisit service needs and solutions
GCC	12	124371.6	2072.86	11340	18%	82%	3215	\$ 4,250	\$ 2.05	\$ 1.32	\$ 0.94	\$ 1.87	Retain - update service offerings
Milliken	4	7378.2	122.97	3528	3%	97%	242	\$ 2,250	\$ 18.30	\$ 9.30	\$ 1.59	\$ 3.19	Eliminate and revisit service needs and solutions
Nunn	2	1598.4	26.64	1914	1%	99%	46	\$ 1,750	\$ 65.69	\$ 38.04	\$ 2.29	\$ 4.57	Eliminate and revisit service needs and solutions

2020 (Covid Usage)

PCC	Total Usage	Monthly Average
Briggsdale	127	10.6
Connections	12	1
Evans	233	19.4
GCC	959	80
Milliken	313	26
Nunn	54	4.5

Recommendation

This item is for information only, no action to be taken.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: January 18, 2021
Type of item: Information
Subject: LINC Branding
Presented by: James Melena, HPLD Community Relations and Marketing Manager
Recommendation: This item is for information only, no action to be taken

Background

In preparation for LINC to open, CRM has been working on the branding and logo for the facility. James and his staff have been working with our marketing consultants on branding and logo ideas and requesting Boards input.

Recommendation

This item is for information only, no action to be taken.

**LINC NAME
REVISITED**



BACKGROUND

- LINC Library Innovation Center
 - Library **IN**novation **C**enter
 - **Linc**oln Park (Library and Location)
 - **Linc** (Link) as a verb and noun

VARIATIONS

LINC Library Innovation Center

THE FINALISTS

LINC Pros

- Clear
- Traditional
- Good for Display purposes



LINC Cons

- Abbreviation-centric
- Repetitive
- Possibly Dated

THE FINALISTS

Linc Pros

- Modern
- Avoids abbreviation repetition
- Alludes more to Lincoln Park and link to the community

The Mobil logo, featuring the word "Mobil" in a bold, sans-serif font. The "o" is red, and the other letters are blue.

Linc Cons

- Looks more like a word (like we misspelled link)
- Not as clear Library Innovation Center is in name
- Not as traditional

THE FINALISTS

linc Pros

- Very modern
- Avoids abbreviation issue



amazon.com

linc Cons

- Too modern
- Looks weird next to other words:
linc Library Innovation Center
- Could get confusing in articles and press releases.
- L would still get capitalized in articles

FINAL THOUGHTS

- **LINC Library Innovation Center**
 - The safe choice, but also possibly short-sighted.
 - Emphasizes the name as an abbreviation.

- **Linc Library Innovation Center**
 - Used as a proper name.
 - Emphasizes historical location/library, and its link to the community.



BOARD OF TRUSTEES
Draft- Regular Session
Monday, February 8, 2021
HPLD Administration Bldg.,
2650 W. 29th. St., Greeley, CO 80631
5:00 p.m.

This is also be streamed virtually by GoToMeeting.

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

<https://www.gotostage.com/channel/hpldboardmeetings>

To view the Board meeting online use this link and select the date of the meeting you want to join. If you have public comments you can submit questions at the time of signing up for the meeting. All participants will be muted.

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

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

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

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. January 18, 2021 Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Oath of Office & Ethics Policy (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Discussion Regarding Devices/ Emails (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Grover Project (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Rocky Mountain Performance Excellence Feedback Review and Next Steps (Information) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - A. March 15th, 2021
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

3.3 Chairman's Report

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:

March 15th, 2021 5:00 p.m HPLD Board of Directors Meeting- Regular Session, Northern Plains Public Library, 216 2nd St., Ault, CO 80610

DRAFT

Level	Level Green (Protect our Neighbors)	Level Blue (Caution)	Level Yellow (Concern)	Level Orange (High Risk)	Level Red (Severe Risk)	Level Purple (Extreme Risk)
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	Must achieve all 8 Protect Our Neighbors metrics and complete the certification process	0-75/100,000	75-175/100,000	175-350/100,000	350+/100,000	Hospital capacity risks being breached
Percent Positivity		No greater than 5%	No greater than 10%	No greater than 15%	No limit	
Hospitalizations		Stable or declining	Stable or declining	Increasing	Increasing	
NOTE: The level Weld County is in is determined by the State, in consultation with Weld County.						
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)	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)	Reduced hours: Mon-Thurs. 9-7 Fri/Sat 10-5 Sun 1-5 Kersey: Mon-Thurs 1-5 Sat. 1-5	Libraries closed
# 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 – 50 patrons Erie – 25 patrons Farr – 50 patrons Kersey – 6 patrons LP – 15 patrons Riverside – 33 patrons	CVRL – 20 patrons CP – 25 patrons Erie – 25 patrons Farr – 35 patrons Kersey – 6 patrons LP – 15 patrons Riverside – 30 patrons	No more than 6 groups of 2 people or fewer, by appointment.	Libraries closed
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	N/A	Libraries closed
MOVE Services	Holds delivery, walk-up services, outdoor browsing collections when weather permits,	Holds delivery, walk-up services, outdoor browsing collections when weather permits,	Holds delivery, walk-up services, outdoor browsing collections when weather permits, indoor browsing collection with social	Holds delivery to facilities with 72 hour quarantine periods, walk-up services, outdoor browsing	Holds delivery to facilities with 72 hour quarantine, walk-up services, outdoor	Libraries closed to public. MOVE bookdrops open. MOVE staff

	indoor browsing collection with social distancing. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	indoor browsing collection with social distancing. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	distancing. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	collections when weather permits, indoor browsing collection with social distancing at willing facilities. Bookmobile capacity – 2 patrons or one family group. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	browsing collections when weather permits. MOVE bookdrops open. MOVE staff checking all MOVE bookdrops.	checking all MOVE bookdrops.
PPE						
Masks & Social distancing	Masks required per mandate Social distancing required	Masks required per mandate Social distancing required	Masks required per mandate Social distancing required	Masks required per mandate Social distancing required	Masks required per mandate Social distancing required	Masks required per mandate Social distancing required
Services – Materials						
Holds	Curbside as needed	Curbside as needed	Curbside as needed	Curbside as needed	Curbside pickup of holds and faxing/copying/printing	Libraries closed
Browsing	Browsing available	Browsing available	Browsing available	Browsing available	Not available	Libraries closed
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.	The current issue of magazines will be available to check out. Newspapers available to read.	Not available	Libraries closed
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.	Specialty Checkout available	Specialty Checkout available via curbside pickup	Libraries closed
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 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.	1 hour recommended; exceptions made Patrons may bring in their own laptops for use.	Computer use by appointment, up to 6 groups of 2 people at a time.	Libraries closed
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 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	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)	Impromptu BALS	Not available	Libraries closed
Earbuds	Provided free of charge	Provided free of charge	Provided free of charge	Provided free of charge	Provided free of charge	Libraries closed
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	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.	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	Drive thru, walk up, social distancing	Drive thru, walk up, social distancing
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 indoor events	No indoor events
Services – In-library use						
Meeting & Study Rooms	#s to be determined	Closed to public	Closed to public	Closed to public	Closed to public	Libraries closed
Food & drink	Snacks/bottled water ok	Snacks/bottled water ok	Snacks/bottled water ok	Snacks/bottled water ok	Masks required at all times; no food/drink	Libraries closed
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 soft furniture Most tables/chairs in storage No toys available	Chairs at computers; no other chairs/tables available	Libraries closed
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	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	Requires a Board decision.

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.

Branch Programming Statistics - December 2020

Start Date	Title	Attendance	Location
12/1/2020	Short Stories - Online Discussion Club	5	Online Event
12/2/2020	Virtual Advanced Citizenship Class	5	MOVE (Outreach Services)
12/2/2020	Virtual Citizenship Class	4	MOVE (Outreach Services)
12/2/2020	Teen Resume Tips and Tricks	1	Online Event
12/2/2020	Elevation Baking - Online	10	Online Event
12/2/2020	Strumming on the Web	3	Online Event
12/2/2020	Storytime with Ms. Katherine	18	Online Event
12/3/2020	Gimlets with Gutenberg: A Literary Happy Hour	2	Online Event
12/5/2020	Rodarte Fiesta Drive Thru	150	MOVE (Outreach Services)
12/7/2020	Virtual Advanced Citizenship Class	4	MOVE (Outreach Services)
12/7/2020	Virtual Beginning Citizenship Class	9	MOVE (Outreach Services)
12/7/2020	Libby Copeland Virtual Author Talk	21	Online Event
12/8/2020	Pints and Pages	9	MOVE (Outreach Services)
12/8/2020	Crafternoons	6	Online Event
12/9/2020	Virtual Advanced Citizenship Class	5	MOVE (Outreach Services)
12/9/2020	Virtual Citizenship Class	5	MOVE (Outreach Services)
12/9/2020	Loteria! Online	0	Online Event
12/9/2020	Elevation Baking - Online	9	Online Event
12/9/2020	Strumming on the Web	9	Online Event
12/9/2020	Storytime with Ms. Katherine	13	Online Event
12/10/2020	Virtual Music Program w/Envision	5	MOVE (Outreach Services)
12/10/2020	Afternoon With an Artist: Frida Kahlo	9	Online Event
12/11/2020	Kersey Book Club	3	Kersey Library
12/14/2020	Virtual Advanced Citizenship Class	6	MOVE (Outreach Services)
12/14/2020	Virtual Beginning Citizenship Class	8	MOVE (Outreach Services)
12/14/2020	Free VIRTUAL Legal Self-Help Clinic	6	Online Event
12/14/2020	Riverside Readers	7	Online Event
12/15/2020	Teen Advisory Board	6	Erie Community Library - Erie
12/15/2020	True Crime Storytime Book Club	1	Online Event
12/16/2020	Virtual Advanced Citizenship Class	4	MOVE (Outreach Services)
12/16/2020	Virtual Citizenship Class	4	MOVE (Outreach Services)
12/16/2020	Healthy Festive Eating!	4	Online Event

12/16/2020	Elevation Baking - Online	13	Online Event
12/16/2020	Strumming on the Web	10	Online Event
12/16/2020	Storytime with Ms. Katherine	13	Online Event
12/22/2020	Virtual Music Program w/ Envision	4	MOVE (Outreach Services)
12/23/2020	Loteria! Online	0	Online Event
12/23/2020	Strumming on the Web	15	Online Event
12/23/2020	Storytime with Ms. Katherine	13	Online Event
12/30/2020	Strumming on the Web	18	Online Event
12/30/2020	Storytime with Ms. Katherine	18	Online Event
12/31/2020	Riverside Library Polar Express	34	Online Event
12/31/2020	Santa Letters	33	Riverside Library and Cultural Center - Evans
12/31/2020	Santa Videos	18	Riverside Library and Cultural Center - Evans

Branch Take-and-Make Kit - December 2020			
Start Date	Title	Attendance	Location
12/7/2020	Journal Take-and-Make Kit	19	Kersey Library
12/16/2020	Boardgame Take&Make Series	30	MOVE (Outreach Services)
12/31/2020	Young Adult Holiday Gift Bags	24	Centennial Park Library - Greeley
	Snowglobe Take & Make	36	Erie Community Library - Erie
	Teen Art Attack	20	Farr Regional Library - Greeley
	Kids Crafterschool take-and-make project	25	Farr Regional Library - Greeley
	Children's Craft - Holiday take-and-make kit	50	Farr Regional Library - Greeley
	Tech To Go Light Up Card	30	Lincoln Park Library - Greeley
	Tech To Go Glowing Winter Jars	30	Lincoln Park Library - Greeley
	Holiday To Go Jingle Bells	30	Lincoln Park Library - Greeley
	Holiday To Go Helping Hands Tree	30	Lincoln Park Library - Greeley
	Holiday To Go 12 Days	30	Lincoln Park Library - Greeley
	Holidays To Go Clackers	30	Lincoln Park Library - Greeley
	hanukkah Dreidle TO GO Kits	20	Lincoln Park Library - Greeley
	Kwanzaa TO GO Kits	20	Lincoln Park Library - Greeley
	Winter Solstice Yule Logs TO GO Kits	30	Lincoln Park Library - Greeley
	Diwali Diya lamps TO GO Kits	30	Lincoln Park Library - Greeley
	Chinese New Year TO GO Kit	30	Lincoln Park Library - Greeley
	Polar Express Take-and-Makes Week 2	25	Riverside Library and Cultural Center - Evans
	Polar Express Take-and-Makes Week 3	50	Riverside Library and Cultural Center - Evans
	Polar Express Take-and-Make Week 4	35	Riverside Library and Cultural Center - Evans
	Riverside Take-and-Make	30	Riverside Library and Cultural Center - Evans
	Riverside Adult/Teen Take & Make	60	Riverside Library and Cultural Center - Evans
	Riverside Adult/Teen Take & Make	48	Riverside Library and Cultural Center - Evans

Member Programming - December 2020

Start Date	Title	Location	Attendance
12/1/20	Virtual Adult Book Club	Fort Lupton Public & School Library	
12/2/20	Storytime LIVE	Fort Lupton Public & School Library	
12/4/20	Cuentitos	Fort Lupton Public & School Library	
12/5/20	Virtual Visits with Santa	Fort Lupton Public & School Library	
12/8/20	Virtual Paint Party	Fort Lupton Public & School Library	
12/9/20	Storytime LIVE	Fort Lupton Public & School Library	
12/11/20	Cuentitos	Fort Lupton Public & School Library	
12/16/20	Storytime LIVE	Fort Lupton Public & School Library	
12/18/20	Cuentitos	Fort Lupton Public & School Library	
12/31/20	Kid's Take & Make- Pinecone Christmas Tree	Fort Lupton Public & School Library	
	Teen Take & Make- Polymer Clay Ring Dish	Fort Lupton Public & School Library	

Executive Director**Highlights from last 30 days/completed work.:**

- Renegotiating lease with Prairie Mountain Communications for the Tribune Building (LINC)
- Connected first phase environmental study for potential Grover property
- Begun design and construction meetings on Kersey

What are upcoming targets in the next 30 days.:

- Identify next steps for Grover
- Set a firm timeline for construction for Kersey
- Begin design development for LINC
- Orientation for new board member
- Meet with new member directors of Hudson and Platteville

Collections Operational Work**Highlights from last 30 days/completed work.**

- We now have a new free database Hein Online. This contains three free databases on the topics of: Civil Rights and Social
- Justice, Gun Regulation and Legislation in America, Slavery in America and the World: History, Culture & Law.
- SCO resuming with a new curbside procedure.

What are upcoming targets in the next 30 days.:**CRM Operational Work****Highlights from last 30 days/completed work.**

- Promotional items selected, created, and ordered for next 1-2 years.
- Met with CDOT with Matt to see about assisting with future mobility hub at 34 and Centerra
- New website is live - we've been making changes and updates where needed
- Promotion of Winter Reading Program

What are upcoming targets in the next 30 days.:

- Formal launch of new website
- Work with marketing consultant on LINC text look (LINC, Linc, linc etc)
- Possible change and promotion of new name for Reader's Advisory
- Kersey Library Survey

Facilities Operational Work**Highlights from last 30 days/completed work.:**

- Installing shade sails for amphitheater at Carbon Valley.
- Renovations to Story time area at Carbon Valley.
- Repairing/replacing exterior building sign at DSS.
- Ordering and installing a drive-up window at Riverside library.
- Installing cloud-based security access system throughout District.
- Working with City of Erie on raw irrigation water delivery options following raw water shortages.
- Working with City of Greeley on the installation of turn lane including landscaping changes at Centennial Park.
- Greeley LINC renovations project.

Finance Department Operational Work

Highlights from last 30 days/completed work.:

- Budget was approved at the December 7, 2020 Board of Trustees meeting
- Submitted Mill Levy Certifications to the County Assessors
- Filed the budget with the State of Colorado, e-mailed the budget to the Weld County Commissioners and member library
- directors, CRM posted the budget on the web page, and submitted the budget for the GFOA Distinguished Budget
- Presentation Award Program
- Began work on annual census report for the retirement plan

What are upcoming targets in the next 30 days.:

- Begin preparing information for auditors
- Complete annual census report for the retirement plan and forward to HR for submission
- 2020 reporting - W-2s, 1099s, sales tax reports, etc.

Foundation Operational Work

Highlights from last 30 days/completed work.:

- Attended the Weld Gives Collaborative Holiday Special, this year's Colorado Gives Day rally, on Facebook live. The
- Foundation won a \$500 prize drawing during the event which was added to our Colorado Gives Day revenue.
- Raised a gross total of \$8,981.60 on Colorado Gives Day.
- Received a \$2,000 Walmart Community Grant for YES!fest Take and Make Kits.
- Foundation Board of Directors voted to distribute \$12,000 in Board Designated Funds to the following HPLD programs:
- Multilingual Nursery Rhyme Booklets \$8,000, MOVE 1,000 Books Before Kindergarten \$2,000, and Let's Talk About Race-
- Family Book Bags \$2,000.

What are upcoming targets in the next 30 days.:

- 2021 Writer in Residence application opens on January 4 and closes on March 1.
- Foundation will manage the application and selection process.
- Create 2021 Foundation Development Plan.
- Enter Foundation projects into Salesforce.
- Submit WD Farr Endowment and Amazon Literary Partnership grant applications.

HR Operational Work

Highlights from last 30 days/completed work.

- Total Employees - 249
- Open Positions - 4
- Job Applications Received - 35
- New Hires - 2
- Resignations -0
- Training Requests - 54

What are upcoming targets in the next 30 days.

- Calculate merit increases

ITI Operational Work

Highlights from last 30 days/completed work.:

- Completed build and started testing of partner technology solutions (computing services in a crate...contemporary solution to original PCC model)
- Reconvened to get back to the smartbadge project and confirm next steps for Q1 2020
- Supported Baldrige examiner process via RMPEX
- Completed build and started testing of long-term virtual technology support (example Grover,).
- Walked new LINC building, initial infrastructure discussions starting (cabling, service, ...)
- Researched and provided information for Ft Lupton proposed location (internet costs, availability,)
- Supporting remodel work at Eaton and Hudson (rack placement, cabling, access questions ...)
- Operational work
- Replacement copier deployment - CP
- Overhead paging system installation - Erie
- Equipment prep and ongoing refresh work
- People counter repair/replacement - CP, CVR
- Further refinement of automated badge/staff area access (request for doors to stay open longer)

What are upcoming targets in the next 30 days.:

- Dec and year end data and statistics compilation and pulls (LRS,) to be available by February
- Finalize scope/plan for:
 - virtual tech support service
 - partner technology services (newer version of PCC design)
- Update details for Smartbadge onsite test support for February
- Building a Better Organization - update targets and work for next 24 months
- ITI projects and tracking (to be added to Cascade) for 2021

Community Engagement and Strategies

Highlights from last 30 days/completed work.

- On December 16th Elena Rosenfeld and James Melena met with representatives from a company to discuss our concept of a Library Confidence Survey and the possibility of a partnership with the company where they will help us with the initial designing of the survey, translating the data into useful information, helping us learn how to filter through information to find useful insights, and set us up to continue moving forward under our own power.

What are upcoming targets in the next 30 days.

- If all proceeds as planned, we will be meeting as a larger group in mid-January to better identify the desired end result and the steps needed to achieve it. Executive Director Hott will be part of that meeting.

Patron Experience Specialist

Highlights from last 30 days/completed work.: Board approved these at November 16 meeting:

- Privacy of User Records Policy
- Social Media Policy

Completed and posted these to Procedure Manual:

- Privacy of User Records Procedure
- Social Media Procedure
- Meeting Room Procedure
- Security Camera Instructions (updated)
- Incident Report Instructions (updated)

What are upcoming targets in the next 30 days.: Presenting these policies to Board for approval on December 7:

- Public Statements Policy
- Donations Policy
- Artwork

Working on these policies and procedures in December:

- Donations Procedure
- +Artwork Procedure
- Sponsorship Policy
- Internet Policy
- Member Project Policy
- Member Services Policy

Branch Operations

Carbon Valley Branch

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

- Partnering with CIRES (Cooperative Institute for Research in Environmental Sciences) at the University of Colorado at
- Boulder for the We are Water project (<https://wearewater.colorado.edu/>) to promote their upcoming book discussion and
- virtual author visit with Craig Childs, author of *The Secret Knowledge of Water*. Books will also be distributed from CVRL in
- addition to other libraries throughout the Southwest.
- Librarians and Library Associates distributed 300+ Take and Make kits for children and teens throughout the month.

What are upcoming targets in the next 30 days.

- Work is scheduled to begin on an expansion of the Storytime room. Preparations in the children's area are in progress.

Centennial Park Branch

Highlights from last 30 days/completed work.

- Staff Collaboration:
 - Katherine included one of Ian's original songs, *Helping Around the House*, in the Storytime: Bears! that was posted on December 23. "Mr. Ian's" lyrics, catchy refrains and fun movements provided the perfect segue from the end of the book *Bear Stays Up For Christmas* in which Bear's friends tidy up his lair.
 - We had great fun with our own CP version of "Elf on a Shelf" with our "Rat-in-the-Hat" Facebook posts (every other day in December). Patrons seemed to enjoy seeing Rat-in-the-Hat galivanting all over the library reading books about cats, perching atop a courier bin to Carbon Valley and getting scanned for curbside checkout.
 - From Bethany, we learned about Trauma Informed Care for Librarians, after she had taken a 6 week long course. We learned that while there is always room for improvement, Centennial Park does operate with trauma informed care in mind.
 - Margaret was asked to share her research methods after her assistance helped to publish an historic calendar for Kersey.

What are upcoming targets in the next 30 days.:

- Patron experience:
 - From Kate: "I was delivering hold items at the curbside table to a family with a young boy around 5 years old. The mom was holding the boy, attempting to soothe him. He was alternating between burying his face in her neck and glancing in the library, wiggling to get down while crying the whole time. The mom said to me, 'I'm sorry. He loves the library and just doesn't understand why he can't come in to play and get books.'

- So **THANKS** to everyone, there were a plethora of Take n' Makes ready and waiting. I handed them one of everything that was there, which ended up being four Take n' Make items. The mom talked to the boy, handing him what I had put on the table. He quit crying, reached out for the items looking at them carefully. Then he squealed (startled me actually) and lit up like a little Christmas tree! He was so excited and happy to have something from the library that he could play with. It was a moment! And I wanted to share it with all of you so that you know that even during these times, we absolutely **ARE needed and appreciated"**
- From Ian: "I feel like we've had a nice success with our Young Adult Gift Bags. The Instagram post that was created to support them got over 100 likes, which is enough to justify creating a new teen-focused HPLDTeens Instagram account in the new year. We've also received multiple letters of appreciation from parents, one who posted about the bags on her personal Instagram, which was reposted on the HPLD account. Here's what she sent me directly: "Ian! Thank you so much. My kids were thrilled. Augie plans to join an among us game in January and they both are making their hot cocoas now and reading a book (instead of looking at a freaking screen for once!) Y'all are the best." This was a great way to get our surplus books in teens' hands and show some appreciation for their continued use of the library."
- From Khris: The last "Afternoon with an Artist" had 9 attendees which is pretty good for an adult program.

Erie Branch

Highlights from last 30 days/completed work.

- Invited to and attended Erie Parks and Rec Community Park Final Phase Groundbreaking
- Working with Greeley Museums to find a solution to storing Erie historical information
- Curbside
- Average of 104 curbside transactions daily
- Average of 6 visits per day to use public computers

What are upcoming targets in the next 30 days.

- AARP tax help sign up starts in January
- Liaising with Town of Erie Senior Center to deliver technology to seniors via chrome books (provided by the Town)

Farr Branch

Highlights from last 30 days/completed work.:

- Curbside Delivery Transactions December 1-27 1995
- Computer Appointments Scheduled December 7-27 146
- Take And Make Projects (3) Distributed in December 95

What are upcoming targets in the next 30 days.:

- District Wide Adult Winter Reading Program (Wander, Explore, Discover) January 4-February 15
- Kevin Cook Nature Series resumes virtually January 7
- Three Book Groups (2 adult; 1 Teen) scheduled to meet virtually
- Four Take & Make kits scheduled for distribution

Lincoln Park Branch

Highlights from last 30 days/completed work.

- Librarian Sue Safarik curated the High Plains Library District's Time Capsule contributions and wrote a narrative that highlighted the profound work done by HPLD during 2020.
- Take & Makes created by Lincoln Park Library Staff were featured in the Greeley Tribune. More than 300 kits were distributed
- in December.

What are upcoming targets in the next 30 days.

- Lincoln Park Library has started a diversity book club for staff and will discuss Small Great Things by Jodi Picoult on February 5.

Riverside Branch

Highlights from last 30 days/completed work.

- Month long Polar Express Virtually -
- 100 Take and Makes per week have went out to patrons.
- Letters to Santa continue to come in via Formstack and through the RL mailbox available on the curbside table. Santa has responded to up to 20 letters
- Supervisors have completed and met with staff for their 2020 performance reviews. 20 reviews completed for staff and subs.
- Reopening to public providing 6 computers with a 1 hour time limit, print, copy fax and holds pick up via curbside service.
- Rescheduling of staff to accommodate a locked building and answering doors and phones.
- We have staff that go above and beyond! Staff were closing the building and had a mother and daughter that needed to print something for school. It took about 15 minutes to get it to work and 2 staff members stayed late and made sure they got what they needed. The next day the mother brought the staff members a cup full of Hershey's! We have wonderful patrons that appreciate what we do!

What are upcoming targets in the next 30 days.

- Continued virtual programming for all age groups. 4 to 5 programs per age group.
- Starting Jan 13th, RL will offer a weekly storytime kit. Patrons can register online or by calling the library. Each kit will contain books, storytime elements, and a surprise item. The kits are targeted to certain age groups and might be loosely based on a theme. This will be advertised through a bookmark we put in curbside bags or offer patrons inside. We will have each week included as an event on the online calendar. We will advertise one month at a time. We will plan to give out 10 per week until there is higher demand.
- Drive up window to be installed to the north of the drive-up book drop so that patrons are able pick up their holds without getting out of their car

Service – Materials Sharing

Highlights from last 30 days/completed work.: N/A

What are upcoming targets in the next 30 days.

- Meagan Day (Farr) will be leading a team to bring Book Bundles (a compilation of books on a theme, as a replacement for browsing the stacks) to our patrons.

Service – Meeting Rooms

Highlights from last 30 days/completed work.:

- Decided on a podium/laptop cart to purchase for each branch.

What are upcoming targets in the next 30 days.:

- Ongoing monitoring of public health guidelines for meeting spaces.

Service – Public Technology

Highlights from last 30 days/completed work.

- Finished preliminary plan for public computer increase/reduction
- Created instructions for patrons to use mobile printing
- Remote computer assistance for patrons found to be not practical for in branch service

What are upcoming targets in the next 30 days.

- Continue investigating remote computer help for future unstaffed PCC locations
- Work with PSS group on implementation of mobile printing

- Define threshold parameters by which to reduce/increase number of public computers
- Discuss public computing needs of Member Libraries starting with Glenn A. Jones Memorial

Service – Specialty Checkouts

Highlights from last 30 days/completed work.

- Removed use of laptop contract to allow for SCO items to be available through curbside.
- All locations are running SCO through curbside.

What are upcoming targets in the next 30 days.

- Review process for banning patrons from SCO
- Review requested items to be added to SCO

MOVE Operations

Highlights from last 30 days/completed work.:

- Have collected 40% of the content for multi-lingual nursery rhyme booklets which was primarily financed by the Littler Youth Foundation Grant.
- Held first focus group for Measuring Outreach Project with the Colorado State Library.
- Successfully moved to Red level of services for MOVE.
- Rosa M. Granado was chosen to serve on the Association of Bookmobile and Outreach Services board.
- Provided laptops to the Cold Weather Shelter in their new facility.
- Completed MOVE dashboard for 2020: [Final 2020 dashboard](#)

What are upcoming targets in the next 30 days.:

- Resume services to CEENs when they reopen, which we anticipate will begin in the new year.
- Provide printing on the bookmobile for our bookmobile patrons.
- Continue collecting content for the multilingual nursery rhyme booklets.
- Complete training for Measuring Outreach Project.

Kersey Branch

Highlights from last 30 days/completed work.

- Completed programming sheet for architects in regard to the new building.
- Held preliminary meeting with Collection Development in regard to opening day collection for new Kersey building.
- Released the Kersey survey in regard to the new building.

What are upcoming targets in the next 30 days.:

- Collect data from the Kersey survey.
- Continue to work with the general contractor and architect on the new Kersey building.