



BOARD OF TRUSTEES

Regular Session Agenda

Monday, August 16, 2021

5:00 PM

**HPLD Admin Building,
2650 W. 29th St. Greeley, CO 80631**

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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. July 19, 2021 Regular Session Meeting Minutes
- 1.4** Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1** Baldrige Update (Information) – Mike Gratz, Rocky Mountain Performance Excellence Executive Director
 - A. Presentation of HPLD Certificate
 - B. Next year of Building a Better Organization and HPLD work towards excellence
- 2.2** Greeley-Weld County Innovation Ecosystem/FABtech Presentation (Information) - Dr. Matthew Hortt, HPLD Executive Director; Dr. Ajay K Jha, InnoP Global, Dixon Dick, CoSolve CO
- 2.3** Budget Policy Amendments (Action) – Natalie Wertz, Finance Manager
 - A. Budget Policy
 - B. Electronic Payments Policy
- 2.4** Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist
 - A. Policy Manual Introduction

- B. Service Areas
- C. Service Delivery
- D. Mobile, Outreach, Virtual Library and Events Services

- 2.5 Bylaw Amendments (Action) -Tony Brewer, Patron Experience Specialist
- 2.6 Construction Project Update (Information) – Dr. Matthew Hortt, HPLD Executive Director
 - A. LINC
 - B. Kersey
 - C. Grover

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - A. September 20th, 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:

September 20th, 2021 5:00 p.m. Kersey Library 332 3rd St., Kersey, CO 80644



BOARD OF TRUSTEES

Regular Session

Monday, July 19, 2021

5:00 PM

Online and at the Fort Lupton Public and School Library

425 S. Denver Ave., Fort Lupton, CO 80621

1.0 OPENING OF MEETING

1.1 Roll Call and Pledge of Allegiance
Vice-Chair Heberlee arrived at 5:21
Secretary/ Treasurer Roberts
Trustee Holton
Trustee Smock

Absent: Chairman Poncelow, Trustee Curtis
Excused: Trustee Caldwell

Legal Counsel William Garcia

Staff: Niamh Mercer, Mallory Pillard, Ian Ruge, Tony Brewer, Dr. Matthew Hортt, Elena Rosenfeld, Marjorie Elwood

Guests: Dr. Melanie Peffer, Writer in Residence
Thomas Samblanet, Interim Director of the Fort Lupton Public and School Library
Former Trustee Rosalie Martinez
Mary , Fort Lupton Public and School Library Board Trustee

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

1.2 Approval of Agenda

Dr. Hортt asked that item 5.0 be pulled from the agenda as the issue was resolved. Details will be shared during the Director's report.

MOTION to approve the agenda as amended: Trustee Smock

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 4:0

1.3 Approval of Consent Agenda

A. June 21, 2021 Regular Session Meeting Minutes

MOTION to approve the agenda: Trustee Smock

SECOND: Trustee Holton

VOTE: Unanimously approved, 4:0

- 1.4** Public Comment
No public comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1** Introduction of 2021 Writer in Residence Dr. Melanie Peffer (Information) -NiamhMercer
HPLD Foundation Director

Foundation Director Niamh Mercer introduced Dr. Melanie Peffer, High Plains 2021 Writer in Residence. Dr. Peffer is a researcher, speaker, and author of the book *Biology Everywhere: How the science of life matters to everyday life*. Her speaking experiences includes presenting a TEDx Talk and two TED-Ed sessions. More information about Dr. Peffer and links to her presentations can be found at: <https://www.mylibrary.us/writer-in-residence/>

As a Writer in Residence, she is working on a children's book series following a brother and sister determining whether the Poudre River is healthy, based on the insects and birds living in the area. She hopes that by focusing on exploring biology in Weld County, the story will be very real to those living in the area. The book will be geared towards 5th graders as that is a critical age for establishing a scientist identity. Both an editor and illustrator have been found to support putting the book together and Dr. Peffer is excited to see it all come together.

Programming tied to her writing includes posting science mysteries on the District's social media outlets, an August event to be held at the Carbon Valley Regional Library, and a September signature event which will include the Poudre Learning Center and the Rocky Mountain Raptor Program.

The Board expressed their interest and enthusiasm for Dr. Peffer's work and encouraged programming to be shared at libraries throughout the District.

- 2.2** Misinformation and Fake News Presentation (Information) - Mallory Pillard, HPLD Centennial Park Library Manager; Ian Ruge, HPLD Centennial Teen Librarian

Centennial Library Manager Pillard and Teen Librarian Ruge shared a shortened version of the presentation they have shared with Colorado library staff and will continue sharing in partnership with the Colorado State Library. Ruge starts the presentation by defining misinformation, disinformation and deepfake videos before introducing examples of how information has been massaged to create an inaccurate interpretation. Pillard then concludes the presentation by highlighting how library staff can help people look at what is presented with some skepticism and critical consideration.

The Board voiced their support of the importance of the topic and strongly encouraged sharing the presentation with all HPLD staff and Boards through an All Staff Day presentation and bringing the presentation to District library locations. It was also noted that this presentation could be offered to schools and town boards.

Suggestions for strengthening the presentation included adding interactive aspects for audience participation and customizing examples to focus on topics that are of high priority in the area where the presentation is being made.

Upon recognition from the Board, attendee Rosalie Martinez suggested that the content shared during the meeting be shared with community members through an article. Dr. Horts suggested that CRM Manager James Melena could create an opinion editorial or press release.

2.3 Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist

The Board considered seven proposed policy updates. All of the updates were reviewed by the Policy Review Committee, which includes Vice-Chair Heberlee and Trustee Caldwell. The Board determined that each policy would be considered individually before being adopted.

A. Circulation Policy

The reason for not giving non-resident academic instructors the same level of access as instructors in K-12 schools was discussed. The Board supported the reasoning that academic institutions are better able to provide the material support.

Clarifications:

- It was clarified that fines and fees are identified in a separate document.
- It was clarified that a Limited Card can borrow most items and use computers in the library but cannot checkout a laptop as that is part of the specialty collection.
- The MOVE Department, the renamed Outreach Department, has different loan periods. MOVE stands for “Mobile, Outreach, Virtual, Experiences.”

Points of concern:

- Trustee Holton expressed concern that the requirement for photo identification with a current address would be a barrier to full services for undocumented residents. The Board discussed whether the current Limited Access card provided reasonable access to resources.

Dr. Horts expressed concern about not having any photo identification as that enables people to abuse the system by gathering multiple cards and stealing materials in a way that leaves the library with no legal recourse.

Additional considerations brought forward in the discussion included:

- Clarification that there was no concern about requesting an item received by mail to confirm the current address.
 - Recognition that the District accepts non-U.S. photo identification in the current policy. It is possible for an undocumented person to receive a State photo identification. However, it does not resolve the question for those who do not have any form of photo identification.
 - It was suggested that Tony Brewer contact the Immigrant and Refugee Center of Northern Colorado to learn what identification they require from undocumented residents.
 - There was a question about how to determine how many people are using limited cards. It was suggested that a future survey ask respondents about whether they have photo identification to use for receiving services.
- Concern was raised that the electronic materials available to card holders was not listed in the policy. Tony Brewer acknowledged this was a challenge as each eMaterial company has their own policies. This information is in the Circulation Manual and he can provide access to that information.

The Board discussed options available in lieu of adopting the updated policy. Tony Brewer, with support of Legal Counsel William Garcia, asked that the policy be adopted with the condition that it be revised to address the issue of photo identification in September due to the policy being needed to support current practices.

MOTION to approve the Circulation Policy as written on the condition that a revised version addressing the requirements for photo identification is brought back to the September 2021 Meeting for review: Secretary/Treasurer Roberts
SECOND: Trustee Holton
VOTE: Unanimously approved, 4:0

B. Weapons Policy

The policy was expanded to better explain, to the public and staff, acceptable practices for open and concealed carry under Federal, State, and Local laws. Tony Brewer noted that while concealed carry is protected by law, an institution can make their own decision about open carry. He also clarified that, as presented, the policy complies with all local laws. Legal Counsel William Garcia confirmed that the policy complies with all Federal and State laws. Tony Brewer expressed appreciation for William Garcia's work on finding the specific codes.

Trustee Holton expressed concern about the onus being on staff if the police aren't called and something goes wrong.

- Trustee Holton recommended that the wording "not routinely" as it pertains to contacting the police be removed from point #3. Tony Brewer confirmed he would make that change.

There was discussion on situations that would violate appropriate behavior.

MOTION to adopt the Weapons Policy as amended: Secretary/Treasurer Roberts
SECOND: Trustee Holton
VOTE: Unanimously approved, 4:0

C. Smoking Policy

The only change to this policy was adding a citation of the Meeting Room Procedure. Tony Brewer confirmed that the current language covers different forms of smoking such as vaping.

MOTION to adopt the Smoking Policy: Trustee Holton
SECOND: Secretary/Treasurer Roberts
VOTE: Unanimously approved, 4:0

D. Meeting Rooms

At the recommendation of Legal Counsel William Garcia, the policy was updated by removing the paragraph on denying meeting room use to groups who "have as their purpose to advance any doctrine or theory subversive to the Constitution; laws of the United States, or State of Colorado; or that advocate social or political change by force or violence."

- As an example of why "subversive to the laws of the United States" doesn't work is: a

group that disagrees with current probate laws and wants to change them. Another example would be a meeting about hemp or marijuana as, while Colorado has legalized marijuana, it is still illegal by U.S. Code.

William Garcia explained this recommendation based on case law examples which highlighted the facts that use cannot be denied based on potential risk of violence or damage nor on concern about the message being shared. The U.S. Supreme Court has determined that if a room is made available to the public, then there is no control of the message being said by the groups using the room. Any limits would be a violation of Constitutional rights.

Garcia then led the Board through a brief exercise that he uses with students at Aims Community College to demonstrate freedom of speech using the Ku Klux Klan's Grand Dragon as the example. In the scenario, he highlighted how both speaking about white superiority and demonstrating how to make a noose are both protected. However, encouraging people to attack another person is not protected.

- The Board considered whether there should be a statement against groups with a history of violence during meetings. Legal Counsel William Garcia responded that anything written would have to be very specific and that trying to define the reasons could lead to a slippery slope. Dr. Hortt noted that it would be challenging to identify which staff members should make the decision.

Discussion:

- Trustee Smock expressed concern about children or teens being invited to a meeting that staff might consider inappropriate for people that age. Legal Counsel Garcia noted that the staff don't have authority to deny access to the meeting. Vice-Chair Heberlee noted that the library has books on topics and internet sites on such topics. Staff, however, have the authority to enforce expectations such as legal activities and non-disruptive behaviors.
- Trustee Holton asked whether it was appropriate to identify the Executive Director as the person to determine when to cancel or refuse use of the room. Dr. Hortt commented that situations, such as an emergency building closure would not need higher authority than the Library Manager. Associate Director Marjorie Elwood noted that if there was a problem with the group, staff would alert Leadership. After considering whether to stipulate that the right of refusal is a role of the "Executive Director or designee," the Board decided that the additional wording was not necessary.
- It was clarified that, while minors can reserve a room, there must be someone at least 18 years of age in the room.

MOTION to remove the paragraph on denying Meeting Room Access from certain groups from the Meeting Room Policy: Trustee Smock

SECOND: Trustee Holton

VOTE: Unanimously approved, 4:0

E. Facilities Master Plan

It is recommended to remove the Facilities Master Plan from the Manual to be a separate document. The Policy Manual will provide a link to the new document.

MOTION to remove the Facilities Master Plan as written: Secretary/Treasurer Roberts
SECOND: Trustee Holton
VOTE: Unanimously approved, 4:0

F. Finance Policy

It is recommended to remove Financial Policies from the Manual to be a separate document. The Policy Manual will provide a link to the new document. This removal includes removing the Contracted Services policy, Expenditure policy, and Financial Assets policy.

MOTION to accept the recommendation to move Finance Policies: Trustee Holton
SECOND: Secretary/Treasurer Roberts
VOTE: Unanimously approved, 4:0

G. Sustainability

The policy is not needed as it no longer matches practices. Any sustainability initiatives can be included in the Facilities Master Plan.

MOTION to remove the Sustainability Policy from the Policy Manual: Secretary/Treasurer Roberts
SECOND: Trustee Holton
VOTE: Unanimously approved, 4:0

2.4 Grover Project Update (Information) – Dr. Matthew Hортt, HPLD Executive Director

Dr. Hортt presented the concerns about the increasing costs of installing a library in Grover. The estimated cost has increased from the budgeted \$350,000 to at least \$1 million to do it right. Staff proposes that the District put a hold on the project and increase the budget for 2022.

Trustee Holton expressed concern about pausing this project which is small when compared to other projects being completed by the District. She requested clarification about:

- The reason for the increased costs – Dr. Hортt responded that the costs are connected to increased costs for materials and finding contractors. This is a changing situation as lumber costs are beginning to decrease.
- The differences in cost for the modular versus the other two options.
Dr. Hортt clarified that the modular requires a foundation to be poured while the other two have a built-in foundation.
- Whether there are available savings due to the COVID-19 closure, and
Dr. Hортt responded that there may be some savings, but not enough to match the \$1 million required. It would be required to make a budget amendment if the Board decides to shift funds to the project. It can be done but needs to be ready for the August meeting as an amendment needs to be presented to the state.
- Possible actions that can be taken now to avoid higher costs later.

Secretary/Treasurer Roberts noted that another consideration is the cost of staffing and other ongoing expenses in consideration of the facility's hours and how the facility will be used. She is advocating the facility is a nice facility that has the approval of the Grover City Council. It is better to delay and do it right as the population in northern Colorado is increasing and this facility will be used even if we can't project use levels at this time. Indicative of this growth is the large development being planned for Briggsdale. Trustee Smock concurred noting that there

are no empty houses in Grover.

- Trustee Holton noted that growth in communities need to be considered for other projects such as the work in New Raymer. She wondered if staffing needs are being considered for the project.

Dr. Hortt clarified that the Grover Project will include current HPLD staff and the possible hiring of a Grover community member. There are also options to provide virtual services model.

Trustee Smock questioned the significant increase from last month's estimate of \$460,000. Dr. Hortt responded the challenge is increasing costs of materials and the challenge of getting a company to bid on the project. While the numbers proposed are not accurate, they should be close to the actual cost.

Trustee Smock shared that the Mayor felt that the original estimated cost of \$350,00 for the library facility exceeded the reasonable cost for a building in Grover. Vice-Chair Heberlee asked if the Mayor knew of any subcontractors who would be willing to do the work. Trustee Smock responded that she does not know but it would be something to pursue. When the possibility of revisiting the building that was the home of the Grover Regional Library was mentioned, Trustee Smock clarified that it is no longer an option.

Next steps:

- District Staff will look at revising practices for hiring contractors and sub-contractors. Due to Grover's location, it may be appropriate to look to companies based in Wyoming in addition to local contractors based in the Grover area.
- Trustee Smock will meet with Grover's Mayor to discuss local resource options.
- Dr. Hortt will be available to meet with the full Town Council if that would be helpful.

2.5 Friends of Raymer Mercantile Building Project (Action) - Dr. Matthew Hortt, HPLD Executive Director

The Friends of Raymer succeeded in having the Mercantile Building added to the State Register and have secured a grant to work on the design of the building. As they move forward, they requested that the District look at providing some computers, a MondoPad and, perhaps a small collection to house in the building which would also house a history museum. Dr. Hortt is comfortable in supporting this request which is similar to the services provided to the Briggsdale Community Library. He will work on drafting an MOU that is similar to the one for Briggsdale.

The Friends of Raymer are also hoping that the District will provide up to \$65,000 in matching funds to support their receiving \$250,000 in grant funds. This request is concerning as the dollars are not directly supporting library service efforts.

Secretary/Treasurer Roberts noted that the District is already providing a letter of support and that giving money for a general project is not a good use of taxpayer funds.

Vice-Chair Heberlee asked about the amount of tax revenue the District receives from the school district and whether the Bookmobile visits. Dr. Hortt responded that we would need to gather that information. He confirmed that the Bookmobile visits the area twice a month.

Trustee Holton asked about how well Public Computer Centers work. Dr. Hortt responded that

the model works best when the host site provides staff or a volunteer. Town halls don't work as well as they don't provide the same experience as other locations.

Mr. Tony Brewer asked, on behalf of Legal Counsel William Garcia, whether it would be appropriate for the Foundation to provide matching funds. Dr. Hortt responded that, it would not be a good fit as the Foundation is specifically tied to supporting library service efforts. It is a stretch for them to support a capital bond rather than a project that is not specifically connected to the District.

Dr. Hortt suggested that support could be through sponsoring their fund-raising car show although justifying the dollars is still questionable. Vice-Chair Heberlee asked about the cost of sponsoring the car show. Secretary-Treasurer Roberts suggested that if the District sponsors the car show, it is an opportunity to fundraise for the library and inform the community of library services.

Trustee Holton and Secretary/Treasurer Roberts voiced interest in donating some amount of money in support of the effort. Trustee Holton speculated on the type of library service the community wants and wondered if it was meeting space. Trustee Smock replied that the community already has a meeting space and that is not a need. Dr. Hortt confirmed that the interest is in access to computers. The details can be negotiated while developing the MOU.

Dr. Hortt confirmed that the MOU would be with the Friends of Raymer which is a registered non-profit organization.

Trustee Smock suggested that the funding conversation needs more information before a decision can be made.

MOTION to approve a letter of support for the project: TABLED until more information is received.

2.6 Board Selection Process (Action) - Dr. Matthew Hortt, HPLD Executive Director

The Board Selection Packet has been compiled. This year, Trustee Smock's term of service will conclude. She is planning to apply for a second term. Vice-Chair Heberlee will serve as Chair and Trustee Caldwell will Vice-Chair the selection committee.

The timeline for the selection process is:

- Sept 18th is the deadline for establishing bodies to confirm their participation
- Sept 24th = candidate applications are due to the District
- Oct 4th = copies of candidate applications will be sent to participating establishing bodies
- October 22nd = trustee interviews will be held

MOTION to approve the release of recruitment materials: Secretary/Treasurer Roberts

SECOND: Trustee Smock

VOTE: Unanimously approved, 4:0

Mr. Brewer reported that the bylaws were reviewed with the Executive Director and the Governance Committee. Legal Counsel William Garcia recommends that, if approved, the changes should be ratified by the establishing bodies.

Recommended changes include:

1. Regions Represented by Trustees: Trustee Regions as represented by geographic areas were further defined by identifying the school district, road boundaries, and libraries serving that area. Of communities served, only Hereford was missing.

Board comments on this section:

- Vice-Chair requested that regions 2, 3 and 5 which are served by Member Libraries be identified by using an asterisk and a note below the chart.
 - Trustee Holton suggested adding the population totals for each region.
 - Trustee Holton noticed that School District Weld RE-1 Gilcrest is listed in both region 2 and region 3. Mr. Brewer will confirm the correct placement for the school district and make the necessary corrections.
2. Using Electronic Media for Recruitment: The recruitment process now includes using electronic media.
 3. Managing Large Candidate Pools: The recruitment process now outlines how to handle large pools of candidates. The Governance Committee will pre-screen candidates through set criteria. The Committee will then inform the representatives from the establishing bodies of who will be interviewed and include the full list of candidates.

MOTION to approve the amendments to the Board Bylaws with the condition that the chart is reviewed for accuracy: Secretary/Treasurer Roberts

SECOND: Trustee Smock

VOTE: Unanimously approved, 4:0

2.7 Wes Sam Bruce Contract Amendment (Action) - Dr. Matthew Hortt, HPLD Executive Director

The work that Wes Sam Bruce is completing is still being paid by the funds provided by the Weld Community Foundation. As the District is the contract holder, the funds need to go through our organization.

The first phase has been completed and this next phase includes gathering materials from the area and preparing for fabrication. The Community Foundation has viewed and provided written approval of the amendment and will continue to reimburse the District for the project. District Board approval is needed to continue moving forward.

The total cost for Mr. Bruce's services is not to exceed \$250,000 which is covered by the Community Foundation. The Community Foundation plans to continue fund raising to help cover the construction costs of the project, which is estimated to be \$750,000 bringing the total cost of the project to \$1 million. The High Plains Library Foundation is also fundraising to help offset the construction costs.

MOTION to approve the amendment to the contract and direct the Executive Director to sign the amendment: Trustee Holton

SECOND: Secretary/Treasurer Roberts

VOTE: Unanimously approved, 4:0

3.0 DIRECTORS REPORT

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

The August 16th, 2021 Agenda will start at 5:00 p.m. at DSS. Action and information items to be presented include:

- Moved from the July 19th agenda: The City of Greeley, UNC, and iNet Global will provide more information about the innovation ecosystem and the proposal of an agricultural training program. They will be attending the meeting in-person.
- Tony Brewer will present more Policy Manual updates
- Dr. Hortt will share construction updates and anticipates having renderings for the Kersey project. The MOU for the Raymer Project will be presented for review.

Two additional topics that were added to the agenda but were not listed in the Board Packet:

- Rocky Mountain Performance Excellence will be presenting the District's certification of achievement for passing the first step in the Baldrige framework.
- Natalie Wertz will present Financial polices to approve.

The Board did not request additional items for the agenda.

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

LINC: The City of Greeley approached the District about a sewer main that runs under the LINC building. Initially, it sounded as if the City was asking the District to take responsibility for either repairing the main if there were any failures or taking the financial burden of moving the main. Upon follow-up, it was clarified that the City was asking the District to be responsible for any repairs that might be caused due to the construction process. The City will also help with the costs of installing a resin membrane in the main in a process called 'curing in place' which will help make the sewer pipe stronger. The City is writing an agreement to bring to the District. This was a major concern which has been resolved.

FOOD FOR FINES: Around this time in past years, the Board has approved a request from staff to waive up to \$70 in fines per card based on the food items donated. Since removing fines for most items, both donations and requests to waive fines have decreased, dropping from \$5,500 to \$1,200 collected in 2019.

As a result, this year, the staff are not asking to waive fines and the food drive will not be promoted as a "Food for Fines" effort. Any fine waiver requests will be handled at a local level and staff have been empowered to take action.

EMAIL RECEIVED ABOUT CAL-IFC MEETING: The Board received an email from former Trustee John Damsma about the Colorado Association of Libraries Intellectual Freedom Committee's (CAL-IFC's) interpretation of economic barriers. While Mr. Damsma was concerned this was a Colorado initiative, the CAL-IFC is actually discussing an interpretation that the American Library Association (ALA) released on interpreting the Library Bill of Rights as it pertains to equity of access and economic barriers. Some of the barriers are similar to the requirement for photo identification which was just discussed by the Board.

Dr. Hortt reviewed the CAL-IFC agenda and ALA's statement and the original document. He determined that it outlines much of what the District already does such as removing fines and addressing homelessness. There might be items for follow-up, such as how to handle the luggage that people can bring into the library buildings.

Dr. Hortt will draft a response to Mr. Damsma and track the results of the CAL-IFC's discussion.

HIGH PLAINS BOOK AWARD EVENT: Dr. Hortt asked whether any trustees were interested in attending an awards ceremony in Billings, MT on September 25, 2021. Last year, the High Plains Library District became a sponsor of the High Plains Book Award program which is based in Montana. A benefit of sponsorship is having a table with space for six people along with one

of the honored authors. There are no funds allocated towards attending the event. Once the Board decides how many will be attending, the invitation will be shared with staff. Both Vice-Chair Heberlee and Trustee Holton expressed interest in the event. Dr. Hорт will send more information about the program and the event to the Board members.

4.0 BOARD COMMENTS

Vice-Chair Heberlee acknowledged that the meeting was a long one, that we are making a lot of progress, and that it is a team effort. She noted that the policy of regularly updating the Policy and Procedure Manual is one to continue after Mr. Brewer leaves the organization.

Secretary/ Treasurer Roberts noted that the District, unlike many other organizations, is making progress on challenging items such as reviewing and updating policies and procedures. She commended the Executive Director, the staff, and the Board for getting them done.

Trustee Smock appreciated how much easier it is to access and manage emails and informational content. She shared how much she appreciated the bookmobile article in the District newsletter.

Trustee Holton commended Tony Brewer and William Garcia for their thorough and thoughtful process on updating policies. She extended thanks to the Fort Lupton Public and School Library for sharing their space, food, and time hosting the meeting. She invited Thomas Samblanet to introduce himself.

Mr. Samblanet introduced himself as the current Interim Director for the Fort Lupton Public and School Library.

5.0 ~~EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4)(e) A. Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.~~

The Board removed Item 5.0 from the agenda.

6.0 ADJOURNMENT – TIME 8:32 p.m.

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

Motion to adjourn: Secretary/Treasurer Roberts

SECOND: Trustee Holton

VOTE: Unanimously approved, 4:0

Upcoming meetings:

August 16th, 2021 5:00 p.m., HPLD Administration Building, 2650 W. 29th St, Greeley, CO 80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 16, 2021
Type of item: Information
Subject: Baldrige Update
Presented by: – Mike Gratz, Rocky Mountain Performance Excellence Executive Director
Recommendation: Information only, no Board Action to be taken.

Background

The HPLD 2019-2024 Strategic Plan identified, *Strive to become the first library in the nation to win the Baldrige Award for Excellence*, as a key strategy. The District has named this project Building a Better Organization. In pursuing this strategy, The District submitted an application to the state organization, Rocky Mountain Performance Excellence (RMPE x). Mike Gratz, the Executive Director of RMPEX will be recognizing our application and outlining the next steps of Building a Better Organization.

Considerations

- The Malcolm Baldrige National Quality Award is the highest level of national recognition for performance excellence that a U.S. organization can receive
- RMPEX is a member of the Alliance for Performance Excellence which supports the efforts of the Baldrige Performance Excellence Program across the USA
- There are four levels of state award recognition
- Organizations desiring to apply for recognition by the National Baldrige Performance Excellence Program (BPEP) must first demonstrate achieving excellence by being recognized at the Peak Level by RMPEX

Recommendation

Information only, no Board Action to be taken.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: August 16, 2021
Type of item: Information
Subject: Greeley-Weld County Innovation Ecosystem/FABtech Presentation
Presented by: – Dr. Matthew Hortt, HPLD Executive Director; Dallas Everhart, Executive Professor, Monfort College of Business – UNC; Dr. Ajay K Jha, InnoP Global, Dixon Dick, CoSolve CO
Recommendation: Information only, no Board Action to be taken.

Background

During the June High Plains Library District Board of Trustee Meeting the Director presented a proposal for a public/private partnership that could be part of LINC. During the meeting the Trustees asked for additional information and a presentation on the partnership. Representatives from the City of Greeley, InnoP Global and CoColve CO will be presenting to the Board on the partnership as well as how it fits into the broader Innovation Ecosystem/FABtech.

Recommendation

Information only, no Board Action to be taken.

Memorandum of Understanding (MOU) Agreement

Collaborating to Develop and Scale the Greeley-Weld County Innovation Ecosystem

INTRODUCTION

“It’s not enough to be up to date; you have to be up to tomorrow.” ... Leave the old industries. There are going to be five new industries. Tremendous—new forms of energy, water, biotechnology, teaching devices—there’s a shortage of teachers—and homeland security to defend against terrorism.

Former President of Israel, Shimon Peres, speaking in 2008 about government innovation strategy and programs attributed with the country’s economic transformation into a world-class ‘Start-Up Nation’ (Senor and Singer, 2009).

When Nathan Meeker came to the Colorado Territory with Robert Cameron and H.T. West to find a location for their utopian colony in October 1869, they had a vision plan for the community. They sought to attract people with strong family values willing to work in cooperation (together as a team) with each other. In 1870, when the first settlers began to arrive in Greeley, the top priorities were irrigation, agriculture, education (water, food, and learning). The new settlers built the schools early – with the first Meeker school opening in 1873 for grades first through twelfth, and the State Normal School, the University of Northern Colorado today, built in 1890. Historical records characterize Greeley as a community of innovators and early adopters willing to try new ideas and technologies. On the innovation adoption curve, Greeley kept up to date with modern inventions, including telephones in town by 1883, electric lights by 1886, automobiles on the road by 1910, a local radio station by 1922, and a municipal airport by 1928 (www.greeleyhistory.org).

With the first sugar beet factory constructed in 1902, Greeley developed as an epicenter of the sugar industry and by the 1920s was producing twenty-five percent of national output. Sugar was to become a driver of Greeley’s development as a manufacturing center that enabled new engineering and metalworking industries to develop and grow right up to the early 2000s. By the early 1980s, Greeley was selected as a location for a Hewlett-Packard computer manufacturing plant, one of several in Northern Colorado. The closure of the Greeley plant on March 1, 2003, came as a result of HP’s worldwide real estate consolidation program which resulted from the merger of HP and Compaq and a drive to find cost savings. The Greeley workforce was predicted to continue living in the community and commute to HP’s Fort Collins and Loveland facilities ([Greeley Tribune, 2002](#)). The next chapter in Greeley’s industrial transformation was the rapid expansion of oil and gas extraction starting in 2007 and accelerating by 2010. While drilling in the Basin officially began in 1862, it was the advent of horizontal drilling and hydraulic fracturing technology that was the game-changer for the industry. Noble Energy’s regional office selected Greeley to service its largest onshore asset; a production area of 350,000 acres.

Greeley has grown and prospered with a diverse mix of industries and an estimated population of 109,690. The area remains a hub for agricultural product processing that spans fruit and vegetables, dairy, cheese, meat processing, and beverages, though local startup activity is underdeveloped. While the Greeley metropolitan area ranks a respectable 61st of 380 metro communities nationally for relative innovation capacity in the EDA's Innovation Index (<https://www.statsamerica.org>), the City lacks the business incubator/start-up ecosystems that are flourishing in other Colorado metros. Boulder, Denver, and Fort Collins rank 6th, 10th, and 27th nationally for innovation capacity, and rate extremely high for the Human Capital and Knowledge Creation and Business Dynamics measures. These environments offer college students exciting career and internship opportunities. The launch of the *Operation College Town* initiative, as a joint venture of the City with UNC and Aims, aims to make progress in the measure of retaining college students after graduation. While Greeley may not have the scale of a big city, it has the potential to develop an emerging tech scene that is attractive to college graduates seeking to launch their careers and get real-world experience.

In 2021, in the aftermath of the COVID-19 crisis and 150 years after the settlement of the community, Greeley is challenged to raise its capacity to innovate. An array of global challenges threaten to disrupt the competitiveness of some core industries. The evolving climate crisis threatens to transform the traditional agriculture sector – with meat and dairy flagged as big emitters of greenhouse gas these industries are vulnerable to the impacts of climate change and national policies such as a carbon tax. Conscious consumers increasingly are making new choices to substitute meat, dairy, and field crops with future foods like plant-based protein, dairy alternatives, and indoor hydroponic produce. These emerging agtech industries require different technologies and skills from traditional agriculture. In today's digital ecosystem, smart factories, warehouses, and transportation will continue to undermine the role of individual fabricators, processors, and drivers in an array of settings. Increasingly, workers will need to manage work using an array of digital decision support technologies that require higher levels of information literacy, whether in hospitals, construction sites, or factories.

Risks associated with the reshaping of the global energy mix to a zero-carbon-emissions future could threaten local employment and tax revenues derived from the oil and gas industry. The U.S. coal industry is a case study where the speed in sector decline was a shock to coal communities and state policymakers in Wyoming, many of whom were resistant to industrial diversification. Local banks and financial institutions can suffer substantial losses as legacy industries decline, e.g., the stock market value of the coal industry declined from \$37 billion in 2011 to around \$2 billion by 2019. The Biden administration's termination of oil and gas leasing on federal lands in the West, as it seeks to reduce carbon emissions by half by 2030, may present challenges for the oil and gas industry in the years ahead. Maintaining competitiveness to attract new cleantech industries can depend on access to abundant renewable energy. In the years ahead, as in the past, it will be the communities with high numbers of innovators and early adopters of new ideas and technologies that are more likely to prosper.

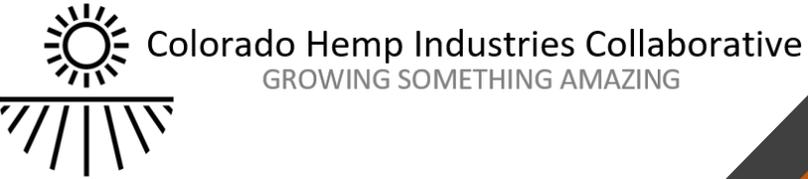
Communities that value innovation, typically invest in the systems needed to support it. They understand the need for creating programs to help people and organizations to work in cooperation towards common goals, e.g. players such as research institutions, universities, national laboratories, hospitals, corporations, startups, venture capitalists, and patent attorneys. The public sector can play a key role, in the form of funding bodies and intermediary organizations like technology transfer offices and accelerators that are designed to turn raw startups into young companies. As a model, there is much to be learned from the [Israeli innovation system](#) that leveraged its harsh desert climate and scientific strengths to become a leader in an array of technologies, including agriculture. The country has risen to become a world leader in start-ups per capita—with 2,000 founded in the past decade. Israel has attracted the development of R&D centers from over 300 multinational corporations. Today, the country has the highest percentage of engineers and scientists per capita in the world and the highest per capita venture capital investment in the world. A record 708 companies raised investment capital in 2016 with an average size of financial raise of \$6.3 million.

The following Memorandum of Understanding (MOU) agreement is a first step in bringing different sector organizations together to explore potential synergies of creating an innovation ecosystem in Greeley and Weld County to develop and scale up the Greeley-Weld County innovation ecosystem. Once this basic agreement of understanding has been established and roles defined, follow-on agreements will need to be created and to activate specific programs and projects. We have a unique opportunity to transform business dynamics in Greeley and Weld County by leveraging the unique strengths within our community along with the wider Colorado ecosystem of universities, federal labs and agencies, state programs, and out-of-state collaborations with domestic and foreign counterparts in emerging technology hubs for new opportunity industries.

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# Colorado Sustainable Foods, Ag, Biomaterials & Energy (Colorado FABtech Cluster)



## Colorado Sustainable FABtech: Cluster Plan 2021



# Colorado FABtech Cluster Goals

Centered in Weld County, Colorado, a world-class food, agriculture, energy and large-scale manufacturing region, Colorado FABtech is a coalition of private enterprise, government, academic and non-profits working to accelerate the development of next-generation sustainable industries in food, agtech, energy and biomaterials.

## GOAL #1: THE CLUSTER ECOSYSTEM

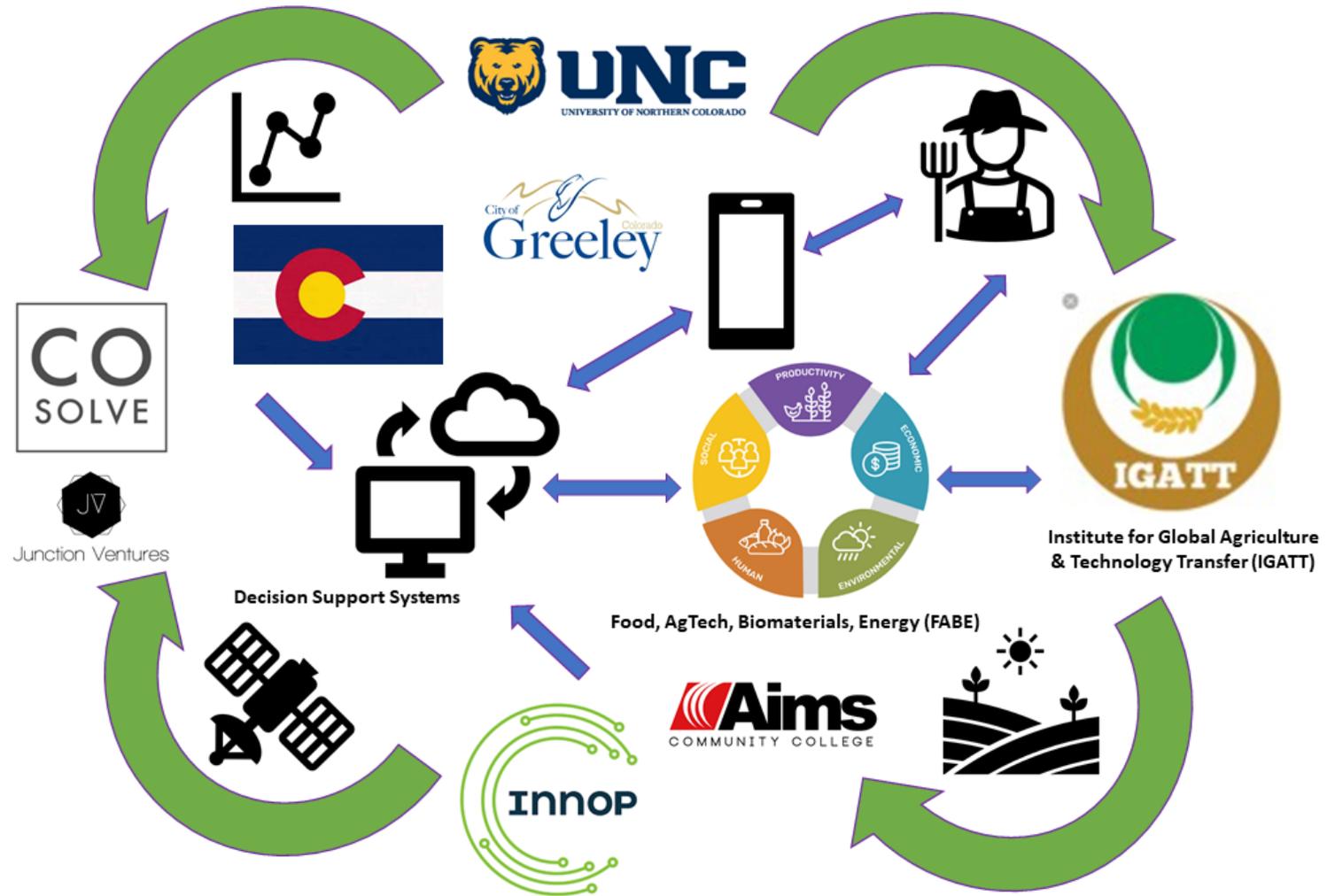
- Strengthen the regional innovation system to create a world-class sustainable FABtech industry cluster.

## GOAL #2: ACCELERATING STARTUPS

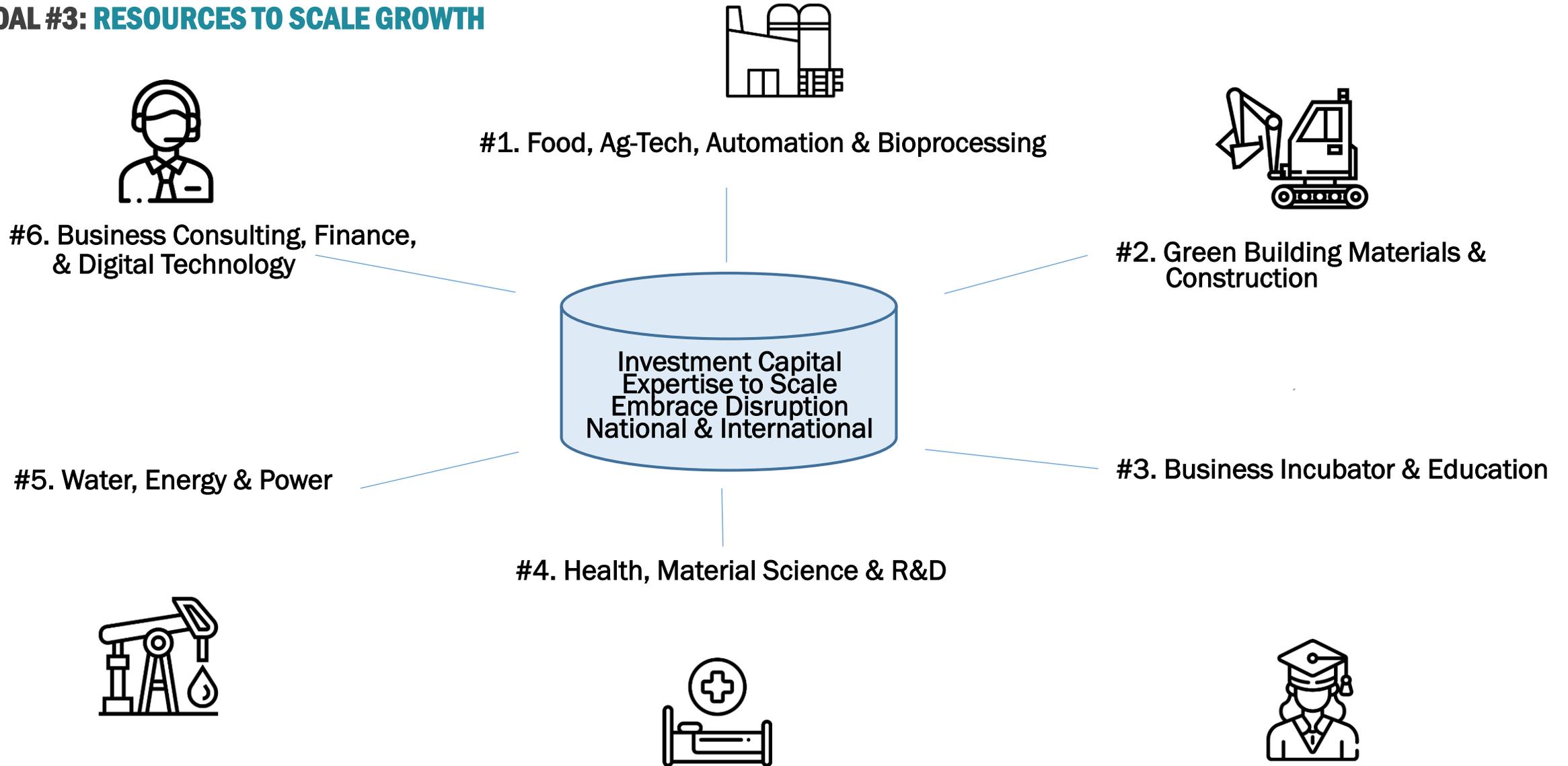
- Incubate and accelerate startups in dynamic FABtech industry verticals.
  - ✓ Renewable crops (hemp) and bioprocessing tech
  - ✓ Industrial biomaterials, green building and bioenergy
  - ✓ Vertical farming, hydroponics and IoT agriculture
  - ✓ Nutritional health and biopharmaceuticals
  - ✓ Sustainable food-tech; plant-protein, dairy and meat



# FABtech CLUSTER PARTNERSHIPS



### GOAL #3: RESOURCES TO SCALE GROWTH



## GOAL #4: ENTREPRENEURIAL LEARNING

- Entrepreneurial-learning to create the mindset, knowledge and skills for people to succeed in sustainable FABtech.
- Develop state-of-the-art creative and collaborative space where makers and builders can team up to conceptualize, prototype, iterate, solve problems, and influence socio-economic change.



## GOAL #5: ENGAGING WITH LEADING TECH

- Develop an effective communication and marketing strategy to attract world-class companies and institutions to engage with the cluster.

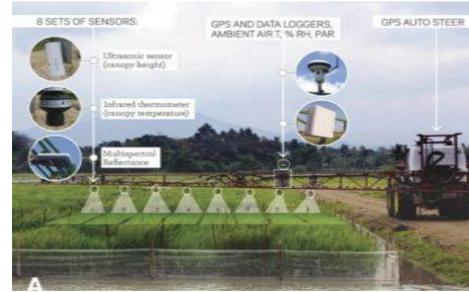


## GOAL #6: COMMERCIALIZATION INITIATIVES



#6. Online community

#5. Field-based research



#1. Farm Program, Extension & FABtech education

#4. Universities & Research labs



#2. Bioprocessing technology, Material science, Product prototyping & testing

#3. Product commercialization, Business incubator, & Entrepreneurial learning



# Accelerating Colorado's FABtech Innovation Cluster

## Development Initiatives 2021

# #1. Smart Food & AgTech Cluster

**Cluster Focus:** Providing farm to market R&D supporting production, processing, distribution and technology transfer solutions to accelerate sustainable food system development and innovation.

## Proposed Projects:

**Digital Farming Educational Center** – Providing resources to educate farmers in smart farming tech

**Smart Farming Research Lab** – Providing R&D resource capacity

**Smart Food Accelerator** – Providing product prototyping, testing & certification resources

**Smart Food Business Incubator** – Providing business startup and commercialization support

**Entrepreneurial Learning Studio** – Cloud kitchen space for food innovators to conceptualize, prototype, and iterate on new food product development.

**Green Building Workforce Development** – Provide training awards and wraparound worker supports to help create industry-recognized credentials for jobs in smart food and agtech industries

**Smart Food Entrepreneurial Challenge** – Awarding \$50,000 Smart Food Innovation Prize

**AgTech Entrepreneurial Challenge** – Awarding \$100,000 AgTech Innovation Prize

**Potential Funding:** Private Sector Investment, Colorado Recovery Plan, City of Greeley & Partner Institutions

## #2. Biomaterials & Green Building Cluster

**Cluster Focus:** Providing production, processing, commercialization, supply-chain, and workforce solutions to establish Colorado as a national center of green building and industrial materials, including hemp-based bioplastics, hempcrete, and other innovative products, textiles, biofuels and specialist products.

### Proposed Projects:

**Biomaterials Farm Program** – Resourcing farmers with new genetics, cultivation and harvesting tech

**Biomaterials Development Lab** – Providing R&D and bioprocessing resource capacity

**Green Products Accelerator** – Providing product prototyping, testing & certification resources

**Biomaterials Business Incubator** – Providing business startup and commercialization support

**Entrepreneurial Learning Studio** – Maker and coworking space for builders to team-up to innovate

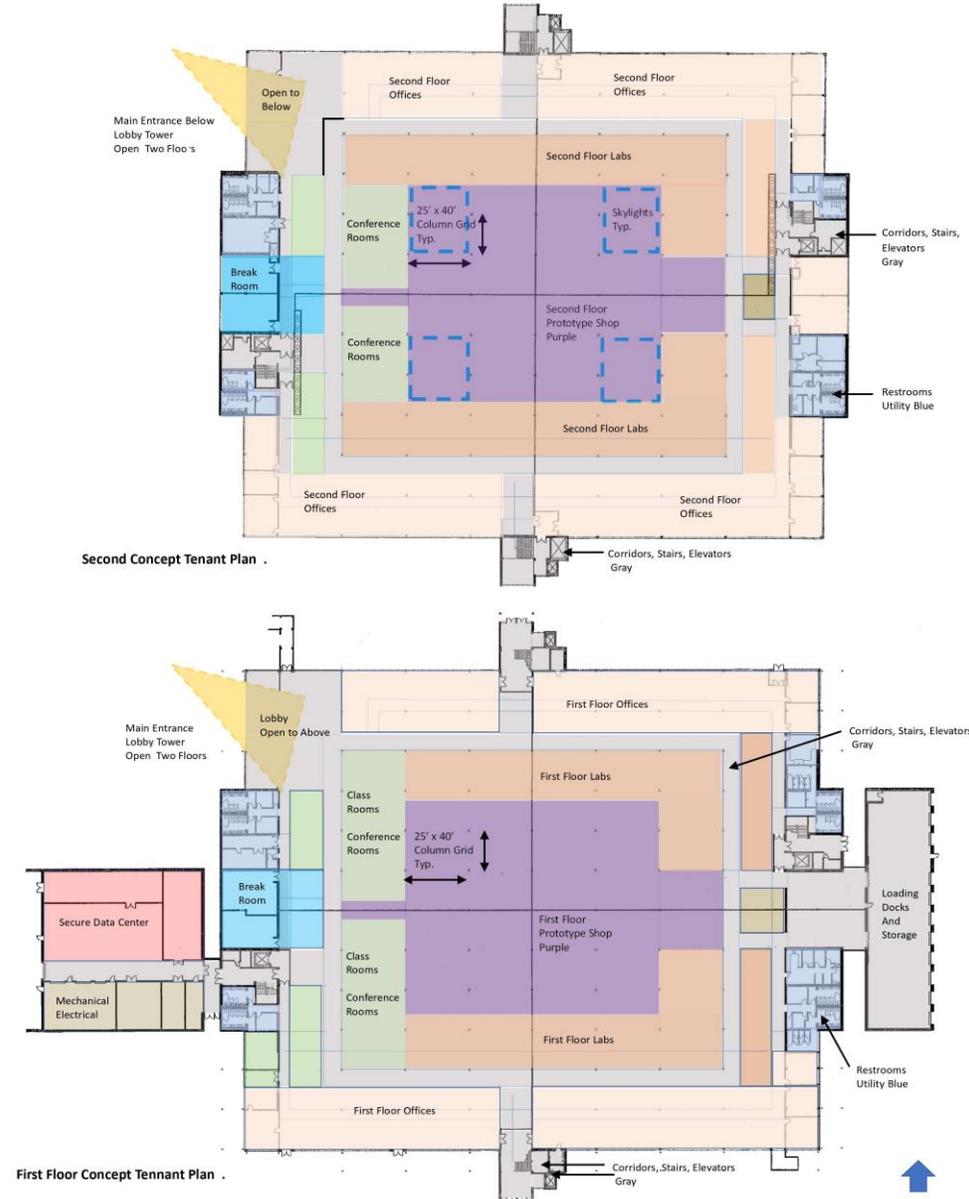
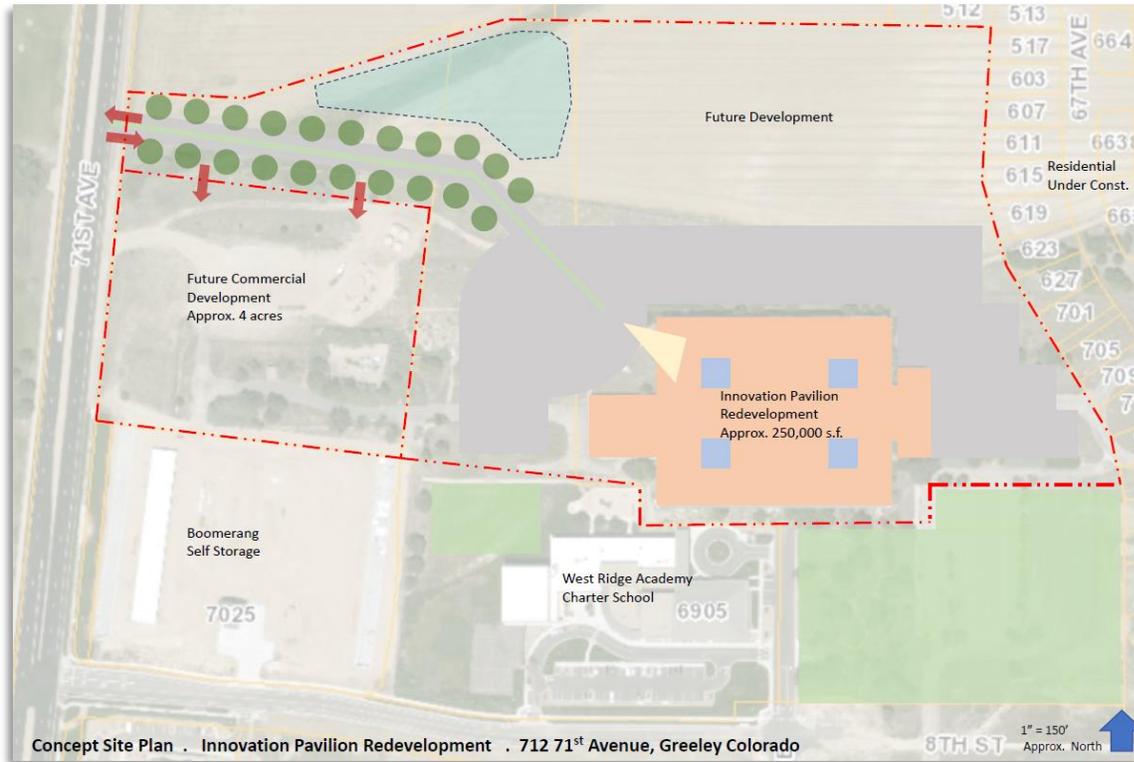
**Green Building Workforce Development** – Provide training awards and wraparound worker supports to help create industry-recognized credentials for jobs of emerging biomaterials-based industries

**Green Building Entrepreneurial Challenge** – Awarding \$100,000 Biomaterials Innovation Prize

**Potential Funding:** Private Sector Investment, Colorado Recovery Plan, City of Greeley & Partner Institutions

# #3. FABtech Innovation Campus

**Project Goal:** Create a national innovation center for the Colorado FABtech cluster on a former Hewlett-Packard campus in Greeley.



## Engage with Colorado FABtech

Colorado FABtech is creating an innovation ecosystem and incubator cluster to help startups to raise capital and build teams with top management and technical resources, including community resources to foster the development of next-generation bio-industries that span food, agriculture, industrial materials, and energy.

Help launch your startup or project with Colorado FABtech: [Your journey starts here.](#)



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# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| Meeting date: August 16, 2021                                                                             |
| Type of item: Action                                                                                      |
| Subject : Finance Policy Update                                                                           |
| Presented by: Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager                        |
| Recommendation: Staff and the Finance Committee recommend the Board approve the proposed finance policies |

### ***Background***

A 2021 goal of the Finance Department is to update the Finance Policies for the District. Many of the previous policies have been internal and not approved by the Board. Updated Finance Policies will be recommended by the Finance Committee and presented for approval by the Board. The Board is being asked to approve

- Budget Policy
- Electronic Payments Policy

### ***Considerations***

All policies being presented have been reviewed by the Finance Committee and are being recommended for approval.

### ***Recommendation***

Staff and the Finance Committee recommend the Board approve the proposed finance policies

# High Plains Library District Budget Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Budget Policy addresses the need for High Plains Library District to adopt an annual budget and comply with Colorado budget law.

## SCOPE

The Budget Policy establishes guidance for preparation of the annual budget for the High Plains Library District (HPLD).

## PROCEDURES

The development, presentation, and administration of the annual budget is the responsibility of the Executive Director who is assisted by the Finance Manager.

The fiscal year for HPLD is January 1 through December 31.

The annual budget is the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the next two years and translates into financial terms the priorities of the District. Although a two-year budget is prepared, the Board of Trustees adopts an annual appropriation of funds as required by the District’s Bylaws and state law. The annual budget will follow all statutory requirements as stipulated in the Colorado Local Government Budget Law, Section 29-1-101 et seq., C.R.S. It will be compiled to include recommended Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards for budget preparation and presentation.

The annual budget sets forth the operating goals and objectives and capital projects for the upcoming year. The budgeting process is initiated by the Board of Trustees and management by providing the objectives for the coming year along with expectations of business conditions and special circumstances that are expected to occur during the year. Additional general guidelines used to formulate this document include the Mission Statement, Strategic Plan, Capital Improvement Program forecast for the next five years, and financial projections of revenues and expenditures for the next ten years.

The budget shall be presented in a summary format which is intended to be understandable by a general audience. The budget format shall itemize expenditures of the District by fund. It shall describe the expenditure and show the amount budgeted for the current fiscal year; the amount budgeted for the ensuing fiscal year, and the planned budget for the following year.

This policy defines a balanced budget as annual budgeted expenditures not exceeding annual budgeted revenues plus reserves. Adopting a balanced budget is required under state statute and this policy. There are three primary expenditure sections of the General Fund budget – operating expenditures, distribution to member libraries, and capital outlay. A Debt Service Fund budget is also adopted when necessary and the Debt Service Fund budget typically includes transfers from the General Fund. Recognizing the need to maintain financial strength, adopting budgets for more than two consecutive years where budgeted operating expenditures plus budgeted distribution to member libraries exceed budgeted revenues is prohibited. Adopting budgets that use reserves for capital outlay and debt service is permitted as long as the High Plains Library District remains in compliance with the Reserve Policy.

### **REVIEWED AND APPROVED BY DATE**

Approved by the Board of Trustees August 16, 2021.

# High Plains Library District Electronic Payments Policy

## INTRODUCTION

The High Plains Library District (“the District”) was established in 1985 to improve library service to Weld County residents.

This Electronic Payments Policy addresses the need for High Plains Library District to maintain appropriate internal controls over cash disbursements.

## SCOPE

This policy applies to Wires and ACH payments made by High Plains Library District (HPLD).

## PROCEDURES

The Finance Department routinely processes electronic payments for various operating expenditures including medical insurance, retirement plan contributions, some library collection materials, and utilities. Those types of payments are generally processed and initiated by log in access to the vendors’ websites. Approval and authorization of those types of payments may be documented by approval noted on the supporting invoice or the Executive Director review of a report of those payments or Executive Director review of the bank reconciliation.

Electronic payments are also processed from the ColoTrust Plus+ account. Those are generally property tax distributions to member libraries, investment purchases, or long-term debt payments. Approval and authorization of ColoTrust activity may be documented by the calculation for the member distribution, the trading ticket for the investment purchase, and the invoice or debt service schedule for long-term debt payments.

For other one-time or infrequent Wire and ACH transactions:

| <b>Amount of Wire or ACH</b> | <b>Authorization required</b>                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Up to \$5,000                | Can be initiated and authorized by one employee                                                                    |
| \$5,000 to \$50,000          | Can be initiated by one employee and authorized by another                                                         |
| Over \$50,000                | Can be initiated by one employee, must be authorized by and verified by the Executive Director and Finance Manager |

When the Finance Department receives a request to make a payment by wire or ACH, the Finance Department will verify the request verbally with the requestor before processing the request. The accuracy of a payment request will be verified with a vendor representative directly independent of e-mail.

When the Finance Department receives a request to change payment information for a vendor, the accuracy and validity of the information will be confirmed with a vendor representative directly independent of e-mail.

## REVIEWED AND APPROVED BY DATE

Approved by the Board of Trustees August 16, 2021.

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting date: August 16, 2021                                                                                                                                           |
| Type of item: Action                                                                                                                                                    |
| Subject : Policy Manual amendments: (1) Introduction, (2) Service Areas, (3) Service Delivery, (4) Mobile, Outreach, Virtual Services and Events & Experiences Services |
| Presented by: Patron Experience Specialist Tony Brewer <a href="mailto:tbrewer@highplains.us">tbrewer@highplains.us</a>                                                 |
| Recommendation: Adoption of the policy recommendations                                                                                                                  |

### ***Background***

Library Board and staff are continuing a detailed review of all policies in the Policy Manual. This month's selections focus on policies in the Basis and Governance sections of the Policy Manual.

### ***High Plains Library District Introduction***

This is the first policy in the Basis Documents section of the Policy Manual. Staff has reviewed the policy and is not making any recommendations for changes.

### ***Service Areas***

This proposed policy has been expanded to state the geographic boundaries of the District, including the legal description, and has sections added to clarify the complex relationships between District Regions, City and Town boundaries, and Revenue Collection. The sections on branch libraries, member libraries, and outreach services are mostly unchanged, other than formatting.

This policy is closely tied to the Trustee By-laws, in particular Article 1, Section 1, which is also being reviewed at this meeting. The policy proposes including the table of regions, communities, libraries, school districts and region boundaries that also appears in the Trustee By-laws.

### ***Service Delivery***

This policy currently appears in the Governance section of the Policy Manual. Staff proposes moving this policy to the Services section.

The proposed policy expands on the current policy by listing more specifically the various library services offered. The list was compiled from the services listed in the District's Welcome Brochure, and the MyLibrary website. The section on service delivery methods is mostly unchanged from the current policy.

### ***Mobile, Outreach, Virtual Services and Events & Experiences Services***

This policy currently appears in the Governance section of the Policy Manual. Staff proposes moving this policy to the Services section.

In 2020, the Outreach Department was reorganized and renamed to reflect expanded duties. Specifically, the Department now oversees the Virtual Services (the District's call center) and Events, which was formerly supervised by the Community Relations and Marketing Department.

Originally, this policy was to be included as part of the Service Delivery policy, but there is so much involved that a separate policy was thought to be warranted.

### ***Staff recommendations***

The recommendation of staff is for the Board to approve the proposed policies on:

- (1) Introduction
- (2) Service areas
- (3) Service delivery
- (4) Mobile, Outreach, Virtual Services and Events & Experiences Services

## ***High Plains Library District introduction***

The High Plains Library District (originally established as the Weld Library District) is a special taxing district that was voted into place by the Weld County residents in 1986 to improve library service to residents within the boundaries of the District through the sharing of books, staff, and tax revenue.

The District serves over 217,000 residents of Weld County and parts of neighboring counties and covers a geographic area of almost 4,000 square miles. Areas not included in the District are the areas in the Clearview (formerly the Windsor-Severance) Library District and the town of Dacono.

In July 2008, as part of a re-branding project, the High Plains Library District Board of Trustees approved the recommendation to rename the Weld Library District to the High Plains Library District.

The High Plains Library District is comprised of branches, member libraries, and outreach services. The branch library system is governed by the High Plains Library District Board of Trustees. Each member library is governed by their own separate Board of Trustees.

The policies and provisions in this manual are the policies of the branch library system under the governance of the Board of Trustees and in compliance with Federal and laws. Member libraries have their own policies.

In conducting its services and programs, the library will maintain non-partisanship and objectivity to support the individuality of the residents and will provide its service in an atmosphere of warmth and welcome. The facilities and grounds will provide an environment that is welcoming, physically comfortable, clean, safe and ADA-compliant.

The High Plains Library District will seek to understand the information needs and wants of all residents and use every practical means to satisfy them in accordance with guidelines adopted by the Board and included in the following statements of the American Library Association: Library Bill of Rights, Freedom to Read, Freedom to View.

The High Plains Library District Policy Manual is regularly reviewed by staff. Revisions, additions and deletions are approved by the High Plains Library District Board of Trustees.

### **Related documents**

#### *Websites:*

[Colorado State Library Page – Method of Establishment Quick Guide](#)

[Colorado State Library Page – Library Law](#)

[Colorado Department of Local Affairs – Special Districts Page](#)

#### *Other policies:*

Governance Policy

Service Areas

Service Areas Outside of the District

| <b>Policy History</b> | <b>High Plains Library District introduction</b>                                                                 |
|-----------------------|------------------------------------------------------------------------------------------------------------------|
| 1991 – July           | Earliest known fragment appears in section “General Policies.”                                                   |
| 2002 – Nov            | Revised. Appears in section “Weld Library District” and “Weld Library District General Policies.”                |
| 2007 – Feb 19         | Revised and expanded. Retitled “Introduction.”                                                                   |
| 2010 – Feb 15         | Revised to clarify legal status of District.                                                                     |
| 2011- Mar 21          | Revised. New name of Windsor-Severance Library District (Clearview) and District Public Computer Centers (PCCs). |
| 2014 – Mar 17         | Adds that the District operates in compliance with Federal and state statutes.                                   |
| 2021 – August 16      | This was reviewed without significant changes.                                                                   |
| Reviewed by           | Executive Director                                                                                               |

### ***High Plains Library District introduction***

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~~The High Plains Library District is comprised of a branch library system, bookmobile services, public computer centers, and six autonomous member libraries. The branch library system and member libraries are each governed by their own separate boards of trustees.~~

~~The policies and provisions in this manual are the policies of the branch library system under the governance of the Board of Trustees and in compliance with Federal and State Statutes. Member libraries have their own unique policies.~~

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| 2014—Mar 17           | Adds that the District operates in compliance with Federal and state statutes.                                   |
| Reviewed by           | Executive Director                                                                                               |



## **Service Areas**

Policies pertaining to service areas of the High Plains Library District divide into five inter-related topics:

- (1) District boundaries
- (2) City and town boundaries
- (3) Regions
- (4) Revenue collection
- (5) Types of libraries and service delivery

### **District boundaries**

In the simplest terms, the boundaries of the High Plains Library District consists of Weld County and the portion of Boulder County that includes the Town of Erie. The boundaries exclude the Clearview Library District, in the Windsor and Severance area. It also excludes the Town of Dacono.

These boundaries define (1) the populations for which the District requires library services and (2) the areas from which revenues are collected.

### **City and town boundaries**

The boundaries of cities and towns do not necessarily align with District boundaries. Residents of Longmont, Berthoud, Northglenn and Brighton are served by their own municipal or district libraries. But these cities and towns also have borders extending into the High Plains District area.

### **Region boundaries**

The High Plains Library District is divided into six geographic areas, identified as Regions. These regions are established for the purpose of representation on the Library Board of Trustees. The Board of Trustees consist of seven members, one from each of the regions and one At-Large trustee. These regions are further described under the Governance Policy. See also the chart at the end of this policy.

### **Revenue collection**

Each of the Regions includes school districts. School District and Region boundaries do not coincide. However, School District boundaries are important because they are used to define areas of property tax collection and distribution for the member libraries (see Types of libraries and service delivery below). The member libraries and their corresponding school districts are:

Ault (Northern Plains) Public Library – Weld County School District RE-9

Eaton Public Library – Weld County School District RE-2

Fort Lupton Public and School Library – Weld County School District RE-8

Hudson Public Library – Weld County School District RE-3J west of Weld County Road 61 including the towns of Hudson, Keenesburg and Lochbuie.

Johnstown (Glenn A. Jones MD Memorial) Library – Weld County School District RE-5J but excluding the Town of Johnstown and those parts that are in Larimer County.

Platteville Public Library – Weld County School District RE-1 south of Weld County Road 42 but excluding the Town of Platteville.

Property taxes are collected by the District from the entire District area. The District retains one-third of the amount collected from each member area; the remaining two-thirds are distributed to the respective member library.

The towns of Johnstown and Platteville collect the property taxes from their town boundaries and distribute the funds to those libraries.

Property tax revenues for the branches is based upon the gross property taxes minus the calculated revenue distribution to member libraries.

### **Types of libraries and service delivery**

There are two types of libraries within the High Plains Library District: branch libraries and member libraries. Service delivery outside of library facilities is provided by the MOVE (Mobile, Outreach, Virtual Services, Events & Experiences) Department of the District.

#### Branch libraries:

- Are established according to the District's Facilities Master Plan.
- Are governed by the High Plains Library District Board of Trustees.
- Hours of operation, services and programs are determined by District Administration staff with consent of the Board of Trustees.
- Staff is hired by the District and receive pay, insurance and benefits from the District.
- Staff are governed by the policies of the District.
- Facilities are the property, by ownership or contract, of the District.
- Adhere to an annual budget approved by the High Plains Library District Board of Trustees.

#### Member libraries:

- Are established according to the Colorado Library Law and joined with other governmental units within Weld County for the purpose of creating the High Plains Library District.
- The service area was established in the Intergovernmental Agreement (IGA) that formed the District. These IGAs are updated regularly.
- Have their own local governing authority responsible for library operations.
- Hours of operation, services and programs are determined by the local library board. The member library may choose to participate in centralized services made available by the District.
- Staff is hired by the local library board. Payroll, insurance and benefits are the responsibility of the local governing authority.

- Facilities are owned and maintained by the local governing authority.
- Receive a designated portion of the property tax levy for library service. The local governing authority of the Member library receives funds according to a formula established at the time of the agreement to create the District. A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.
- The local governing authority budgets and accounts for these funds.

Mobile, Outreach, Virtual and Events & Experiences Services:

- Is governed by the High Plains District Board of Trustees.
- Staff services, programs, pay, insurance, benefits, policies and budget operate in the same way as for branch libraries.
- Allow the District to provide library services where geographic, economic, linguistic, physical or other barriers are present.
- Work with and through community organizations, government facilities, and schools to provide library materials, programs and services.
- The methods used by the Department are more fully described under the separate policy on Mobile, Outreach, Virtual Services and Events & Experiences Services.

**Chart**

The chart below, taken from the Board of Trustee By-laws, identifies the boundaries, communities, school districts and libraries in each of the District Regions.

| Region | Libraries                                                                                          | Communities                                                       | School Districts                                                                                          | Boundaries                                                                                                |
|--------|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 1      | Erie Community;<br>Carbon Valley Regional                                                          | Erie, Frederick,<br>Firestone                                     | St. Vrain Valley RE-1J -<br>Erie, Firestone, Frederick<br>Boulder Valley - Erie                           | North – Colo 66<br>South – County Line<br>East – US 85<br>West – County Line plus<br>Erie town boundaries |
| 2      | Fort Lupton School and<br>Public; Hudson Public                                                    | Hudson, Keenesburg,<br>LaSalle, Lochbuie, Fort<br>Lupton          | Weld RE-1<br>Weld RE-3 - Keenesburg<br>Weld RE-8 - Fort Lupton                                            | North – WCR 52<br>South – County Line<br>East – County Line<br>West – US 85                               |
| 3      | Glenn A Jones MD<br>Memorial (Johnstown);<br>Milliken PCC;<br>Platteville Public;<br>Nantes Public | Mead, Johnstown,<br>Milliken, Platteville,<br>Gilcrest            | St. Vrain Valley RE-1J -<br>Mead<br>Weld RE-1 Gilcrest<br>Weld RE-5 Johnstown,<br>Milliken<br>Larimer R2J | North – WCR 52<br>South – Colo 66<br>East – US 85<br>West – County Line                                   |
| 4      | Centennial Park;<br>Farr Regional;<br>Lincoln Park; Riverside                                      | Greeley, Evans, Garden<br>City                                    | Weld 6 – Greeley, Evans,<br>Garden City                                                                   | North – WCR 72<br>South – WCR 52<br>East – WCR 45<br>West – County line<br>excluding Windsor RE-4         |
| 5      | Eaton Public;<br>Northern Plains Public                                                            | Ault, Eaton, Pierce,<br>Nunn, Carr, Rockport,<br>Lucerne          | Weld RE -2 Eaton<br>Weld RE-9 Ault -Highland                                                              | North – State line<br>South – WCR 72<br>East – WCR 45<br>West – County line                               |
| 6      | Kersey Public;<br>District Outreach                                                                | New Raymer, Kersey,<br>Grover, Galetton,<br>Briggsdale, Hereford, | Weld RE-2<br>Weld RE-7 Platte Valley<br>Weld RE-10 Briggsdale                                             | North – State line<br>South – WCR 52<br>East – County line                                                |

|  |  |                                                                  |                                           |               |
|--|--|------------------------------------------------------------------|-------------------------------------------|---------------|
|  |  | Buckingham, Keota,<br>Masters, Deerfield,<br>Barnesville, Hardin | Weld RE -11 Prairie<br>Weld RE -12 Pawnee | West – WCR 45 |
|--|--|------------------------------------------------------------------|-------------------------------------------|---------------|

**Related documents**

*Websites:*

[Bylaws of the Board of Trustees 2019](#)

[MyLibrary.us – Board of Trustees](#)

[High Plains Library District Facilities Master Plan, 2019](#)

*Other policies:*

Governance Policy

Service Delivery

Mobile, Outreach, Virtual Services and Events & Experiences Services

| <b>Policy History</b> | <b>Service Areas</b>                                                                                                                                                                                                                                                                              |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2009 – Feb            | New. Provides overview of District library locations, member libraries and outreach services.                                                                                                                                                                                                     |
| 2012 – Feb 12         | This is absent from the policy manual                                                                                                                                                                                                                                                             |
| 2013 – Feb 18         | Added back in Policy Manual.                                                                                                                                                                                                                                                                      |
| 2021 – August 16      | This policy was updated to include District boundaries and to clarify the relationships between District regions, school districts, city and town boundaries, and revenue collection. The sections on Branches, Members and Outreach are similar to the prior version, but have been reformatted. |
| Reviewed by           | Executive Director                                                                                                                                                                                                                                                                                |

## **Service Area definitions**

Service areas encompassed by the High Plains Library District include:

- District library locations and programs governed by the High Plains Library District Board of Trustees.
- Member library locations and programs which are governed by local library boards and are not under the governance of the High Plains Library District Board of Trustees.
- Outreach Services offered through the District.

## **High Plains Library District overview**

The High Plains Library District was formed in 1986 to provide improved public library services with increased funding throughout the following school districts. Each District is served by either a District library or a Member library:

| <b>School district</b>                                  | <b>Library serving the area as of 2007</b>                               |
|---------------------------------------------------------|--------------------------------------------------------------------------|
| St. Vrain Valley Re-1J Erie, Firestone, Frederick, Mead | Carbon Valley Regional, Erie Community (District branch location)        |
| Weld Re-1 Gilest                                        | Platteville Public Library (Member location)                             |
| Weld Re-2 Eaton                                         | Eaton Public Library (Member location)                                   |
| Weld Re-3 Keenesburg                                    | Hudson Public Library (Member location)                                  |
| Weld Re-5J Johnstown Milliken                           | Glenn A Jones MD Memorial Library (Member location)                      |
| Weld 6 Greeley Evans                                    | Centennial Park, Farr Regional, Lincoln Park (District branch locations) |
| Weld Re-7 Platte Valley                                 | Kersey (District mini branch location)                                   |
| Weld Re-8 Fort Lupton                                   | Fort Lupton School & Public Library (Member location)                    |
| Weld Re-9 Ault Highland                                 | Northern Plains Public Library (Member location)                         |
| Weld Re-10 Briggsdale                                   | District Outreach Services                                               |
| Weld Re-11 Prairie                                      | District Outreach Services                                               |
| Weld Re-12 Pawnee                                       | District Outreach Services                                               |

## **District library locations**

District libraries are established according to the Facilities Master Plan as well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of

~~Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The District adheres to an annual budget approved by the Board of Trustees.~~

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

### **Member libraries**

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

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

~~Member libraries have:~~

- ~~• A local governing authority responsible for the library's operations.~~
- ~~• Facilities that are owned and maintained by the local authority.~~
- ~~• Services and programs that are determined by the local board. The library may participate in centralized services made available by the District.~~
- ~~• Staff that is hired by the local board. Payroll, insurance and benefits are the responsibility of the local authority.~~
- ~~• A service area that was established in the Intergovernmental Agreement that formed the District.~~
- ~~• Hours of operation that are defined by the local authority.~~

### **Outreach services**

~~The role of Outreach Services is to extend library services into communities, neighborhoods and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources.~~

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

~~Efforts include—but are not limited to—providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations and serving with organizations pursuing venues for getting information and materials to the community.~~

~~The District will continually monitor the changing needs of the High Plains Library District residents and modify services to best reach the most people in a cost effective manner.~~

**Related documents**

*Websites:*

[High Plains Library District Facilities Master Plan, 2019](#)

*Other policies:*

~~Service Area definitions~~

~~Outreach Service Area definitions~~

| <b>Policy History</b>  | <b>Service Area definitions</b>                                                                          |
|------------------------|----------------------------------------------------------------------------------------------------------|
| <del>2009—Feb</del>    | <del>New. Provides overview of District library locations, member libraries and outreach services.</del> |
| <del>2012—Feb 12</del> | <del>This is absent from the policy manual</del>                                                         |
| <del>2013—Feb 18</del> | <del>Added back in Policy Manual.</del>                                                                  |
| <del>Reviewed by</del> | <del>Executive Director</del>                                                                            |



## **Service Delivery**

Residents of the High Plains Library District provide support for library services through property taxes. In exchange, the District provides a wide range of library-related products and services which are listed below.

### **Collection**

- Collections of up-to-date books and reference materials
- Videos
- Music CDs and Audiobooks
- Local and national newspapers
- E-materials such as e-books and e-magazines
- Specialized informational databases
- Specialty checkout (laptops, telescopes, etc)
- Interlibrary loan and Prospector
- Genealogy materials

### **Technology**

- Computers with access to Internet, Windows and Office products
- Printing and copying
- Faxing and scanning to email
- Wi-fi

### **Staff assistance**

- Trained and knowledgeable staff available to answer questions
- Computer classes
- Book a Librarian
- Personalized Reading Lists
- Drop in help
- Database assistance

### **Literacy and programs**

- Storytimes
- Book Clubs
- Summer Reading program
- Special events for all ages

### **Other services**

- Free meeting room spaces
- Study room spaces
- Social media
- Website and online catalog
- Proctoring
- Citizenship classes
- ESL classes
- Four mobile vehicles
- Library tours

## Service delivery methods

- Branch library facilities governed by the High Plains Library District Board of Trustees
- Member library facilities each with their own local governing authority
- Virtual Services – the District’s call center
- Mobile Services – four mobile vehicles to deliver library services outside of our facilities
- Outreach services to community agencies

## Related documents

Websites:

[MyLibrary.us Services](#)

Other policies:

Service Areas

Mobile, Outreach, Virtual Services and Events & Experiences Services

| Policy History   | Service Delivery                                                                                                                          |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1991 – July      | Earliest known version. Has section on Branch Libraries.                                                                                  |
| 2009 – Feb       | Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.           |
| 2011 – Mar 21    | Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services. |
| 2012 – Feb 12    | Amended language to clarify that member libraries have local boards that determine services and programs.                                 |
| 2015 – Apr 24    | Section on Homebound Delivery is removed because this is no longer a provided service.                                                    |
| 2021 – August 16 | Expanded to include the wide range of services provided.                                                                                  |
| Reviewed by      | Executive Director, Associate Director of Public Services                                                                                 |

## ~~Service Delivery statement~~

~~The High Plains Library District is committed to providing comprehensive, effective, efficient and easy access to library services to all residents of the district.~~

## ~~Basic services include but are not limited to:~~

- ~~• Resource materials such as books, music, movies, audiobooks, etc.~~
- ~~• Knowledgeable staff available to answer questions~~
- ~~• Access to the Internet/technology~~
- ~~• Entertainment~~

- ~~Special programs~~
- ~~Book clubs, story hours~~
- ~~Education, lifelong learning opportunities~~

**Limited additional services include but are not limited to:**

- ~~Limited Proctoring services as staffing allows~~

**Services are provided through:**

- ~~High Plains Library District facilities where staff and services are governed by the policies of the District.~~
- ~~High Plains Library District Virtual Library which includes but is not necessarily limited to telephone and Internet access.~~
- ~~High Plains Library District presence on social networks~~
- ~~High Plains Library District Outreach Services which includes but is not necessarily limited to bookmobile stops and deposit collections.~~
- ~~Member library services which are libraries that may participate in centralized services made available by the High Plains Library District but have a local board that determines services and programs.~~

**Related documents**

*Websites:*

~~High Plains Library District Facilities Master Plan, 2019~~

*Other policies:*

~~Service Area definitions~~  
~~Outreach Service Area definitions~~

| <b>Policy History</b> | <b>Service Delivery statement</b>                                                                                                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1991—July             | <del>Earliest known version. Has section on Branch Libraries.</del>                                                                                  |
| 2009—Feb              | <del>Titled “Service Delivery Policy.” Essentially new to the policy manual. Expands on types of services and how they are provided.</del>           |
| 2011—Mar 21           | <del>Titled “Service Delivery Statement.” Added language about social media presence; clarified difference between basic and limited services.</del> |
| 2012—Feb 12           | <del>Amended language to clarify that member libraries have local boards that determine services and programs.</del>                                 |
| 2015—Apr 24           | <del>Section on Homebound Delivery is removed because this is no longer a provided service.</del>                                                    |
| Reviewed by           | <del>Executive Director</del>                                                                                                                        |

## ***Mobile, Outreach, Virtual Services and Events & Experiences Services***

In 2020, the Outreach Services Department was reorganized to reflect their expanded duties. They were renamed the Mobile, Outreach, Virtual Services and Events & Experiences Services (MOVE) Department.

### **Functions**

The function of each unit within MOVE is as follows:

- **Mobile Services.** This unit delivers library services using four District vehicles.
- **Outreach Services.** This unit extends library services to various community agencies and non-library locations, such as schools, day care centers, recreational centers, senior centers, immigration centers. These residents typically have some kind of barrier to using traditional library facilities. The barriers may be geographic, such as small, rural or isolated communities of the District. The barriers may also be economic, linguistic, or physical.
- **Virtual Services.** This unit handles and routes most of the phone calls that come to the District. They answer many routine questions, as well as providing reference or instructional assistance to residents who may prefer to receive instruction via the phone, chat or email. Additionally they provide internal customer service to District staff.
- **Events & Experiences Services.** There are programs and events in all of the District's locations. This unit manages the large-scale, major events of the District or on-site events. These were formerly a function of the Community Relations and Marketing Department. These events often make use of the District's PopUp vehicle.

### **Outreach Services methods**

Outreach services makes use of several methods to deliver services -- providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations. The characteristics of each of these methods is described below.

#### **Bookmobile stops**

- Bookmobiles may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops are made at community gathering locations.
- Service will be provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books will be carried. Staff will fill special requests promptly using interlibrary loan when appropriate.
- Provide other library services at their community stops such as computer use, wifi access, printing services, technical help, readers advisory and programs, in addition to book materials.
- Bookmobile visits are typically scheduled every two weeks and of sufficient length to offer professional advisory service.

#### **Deposit collections**

- The facility for the deposit collection is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.

- Deposits may be located in a community where there is no bookmobile service or where a supplement to a bookmobile stop is needed.
- They are also provided to schools to help supplement classroom access to books.
- Basic collection of books will be provided by the District as a long-term loan. The size of this collection will be determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff taking into consideration those requests of the local volunteer staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

**Related documents**

Websites:

- [High Plains Library District Facilities Master Plan, 2019](#)
- [MyLibrary.us Services](#)

Other policies:

- Service Delivery
- Service Areas

| Reviewed by     | Outreach Service Area definitions                                                                                                                                                                                                                         |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2009 – Feb      | New. Titled “Outreach Definitions.”                                                                                                                                                                                                                       |
| 2013 – Feb 18   | Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.                                                            |
| 2015 – Apr 24   | Section on Homebound Delivery is removed because this is no longer a provided service.                                                                                                                                                                    |
| 2021- August 16 | Policy was rewritten to reflect the name change and expanded duties of MOVE, including Virtual Services, Events & Experiences. Sections on mobile vehicles, deposit collections and locations with volunteers are mostly unchanged from the 2015 version. |
| Reviewed by     | Associate Director of Public Services/MOVE                                                                                                                                                                                                                |

**~~Outreach Service Area definitions~~**

~~Outreach Services extends library services into communities, neighborhoods and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources.~~

~~Efforts include—but are not limited to—providing rotating and deposit collections, making bookmobile stops, partnering with local service organizations and serving with organizations pursuing venues for getting information and materials to the community.~~

### **Bookmobile stops**

- ~~Bookmobiles may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops will be at community gathering locations. Schools are often an ideal location since they serve as a population center.~~
- ~~Service will be provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books will be carried. Staff will fill special requests promptly using ILL when appropriate.~~
- ~~Bookmobile visits will be scheduled at intervals no less than 3 weeks and of sufficient length to offer professional advisory service.~~

### **Deposit (station)**

- ~~The facility is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.~~
- ~~Deposits may be located in a community where there is no bookmobile service or where a supplement to a bookmobile stop is needed.~~
- ~~Basic collection of books will be provided by the District as a long term loan. The size of this collection will be determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff taking into consideration those requests of the local volunteer staff. Insurance covering the materials placed in the deposit is the responsibility of the District.~~

### **Locations with volunteers**

- ~~Volunteers will be trained and assistance given by the District staff in maintaining the operation of the deposit.~~
- ~~Hours open: Available no less than 15 hours per week. These hours should be provided some part of 5 days per week and selected on the basis of community need. Evening and weekend hours should be considered.~~
- ~~Operation of the deposit will be supervised by the District staff. Evaluation by the High Plains Library District Board and the Executive Director in consultation with representatives from the community will determine the continuation of a deposit.~~
- ~~An agreement between the High Plains Library District Board and a receiving entity will be signed establishing a deposit.~~

### **Related documents**

#### *Websites:*

[High Plains Library District Facilities Master Plan, 2019](#)

#### *Other policies:*

Service Delivery statement

Service Area definitions

|                    |                                          |
|--------------------|------------------------------------------|
| <b>Reviewed by</b> | <b>Outreach Service Area definitions</b> |
| 2009 Feb           | New. Titled "Outreach Definitions."      |

|                        |                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <del>2013—Feb 18</del> | <del>Revision. Title changed to “Outreach Service Area Definitions.” Expands on 2009 version and includes sections on bookmobile stops, deposits, locations with volunteers and homebound delivery.</del> |
| <del>2015—Apr 24</del> | <del>Section on Homebound Delivery is removed because this is no longer a provided service.</del>                                                                                                         |
| <del>Reviewed by</del> | <del>Associate Director of Public Services, Outreach Manager</del>                                                                                                                                        |



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| Meeting date: August 16, 2021                                                                                           |
| Type of item: Information                                                                                               |
| Subject : Trustee Bylaws                                                                                                |
| Presented by: Patron Experience Specialist Tony Brewer <a href="mailto:tbrewer@highplains.us">tbrewer@highplains.us</a> |
| Recommendation: not applicable                                                                                          |

### **Background**

Proposed changes to the Trustee By-laws were presented at the July 19, 2021 Board Meeting. The Board approved the changes, with the condition that staff review the chart of HPLD Regions (Article 1, Section 1) for accuracy. Staff has done further investigation and made one correction (Gilcrest) to the chart.

Staff investigation also identified two issues that require some explanation because they are a source of confusion.

### **School District boundaries**

The first source of confusion is that Library District Region boundaries do not correspond to school district boundaries. In fact, there is not a single instance in which school district and Region boundaries align. This is difficult to convey in text but is clear on a map of the Library District and school districts. Here are some examples:

- Gilcrest – this town lies within Library District Region 3 boundaries, but is part of School District RE-1, which is in Library District Region 2.
- Eaton – this town lies within Library District Region 5 boundaries, but is part of School District RE-2, which also shares boundaries with Library District Regions 4,5 and 6.

However, school district boundaries are important because they are used to determine property tax collection and distribution of member libraries.

### **City and Town boundaries**

The second source of confusion is that city and town boundaries do not necessarily correspond to Library District boundaries or Library District regions. Here are some examples:

- Longmont, Berthoud, Brighton and Northglenn – These cities and towns lie *outside* of the Library District, but have annexed into areas that lie *within* Library District boundaries. This means three things: (1) some of these residents are paying taxes in support of the Library District (2) but may be receiving library services elsewhere and (3) these communities are not typically thought of as part of the District's service area.
- Dacono – this town does not have its own library service and is not part of the Library District, but there are residents with Dacono addresses that lie within District boundaries.

### **Staff recommendations**

Even though parts of Longmont, Berthoud, Brighton, Northglenn, Dacono are within District boundaries, we recommend not including those cities and towns in the chart under Article 1, Section 1 of the Trustee Bylaws to avoid confusion.

# BYLAWS OF THE BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT

(2021)

These Amended Bylaws of the Board of Trustees (the "Board") of the High Plains Library District (the "District") are adopted this 19<sup>th</sup> day of July, 2021.

The District is a political subdivision of the State of Colorado, established and existing by virtue of the provisions of Title 24, Article 90 of the Colorado Revised Statutes. These bylaws are adopted pursuant to C.R.S. §524-90-1 C9(a) for the Board's guidance in the management and control of the District. The District was established in 1985 by resolution of eight governmental entities, known herein as the "Establishing Bodies" or "EBs", namely: the Town of Ault, the Town of Eaton, the City of Evans, the City of Fort Lupton, the City of Greeley, the Town of Hudson, the RE-8 (Fort Lupton) Board of Education, and the Weld County Board of County Commissioners.

## ARTICLE 1

### Board of Trustees

**Section 1: Number, Geographic Areas and Term.** The Board of Trustees shall consist of seven (7) members, all of whom must reside within the boundaries of the District's legal service area. There shall be one Trustee from each of the following six (6) geographic regions and one (1) At-Large Trustee:

| Region | Libraries                                                                                          | Communities                                                                             | School Districts                                                                                           | Boundaries                                                                                                |
|--------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 1      | Erie Community;<br>Carbon Valley Regional                                                          | Erie, Frederick,<br>Firestone                                                           | St. Vrain Valley RE-1J -<br>Erie, Firestone, Frederick<br>Boulder Valley - Erie                            | North – Colo 66<br>South – County Line<br>East – US 85<br>West – County Line plus<br>Erie town boundaries |
| 2      | Fort Lupton School and<br>Public; Hudson Public                                                    | Hudson, Keenesburg,<br>LaSalle, Lochbuie, Fort<br>Lupton                                | Weld RE-1<br>Weld RE-3 - Keenesburg<br>Weld RE-8 - Fort Lupton                                             | North – WCR 52<br>South – County Line<br>East – County Line<br>West – US 85                               |
| 3      | Glenn A Jones MD<br>Memorial (Johnstown);<br>Milliken PCC;<br>Platteville Public;<br>Nantes Public | Mead, Johnstown,<br>Milliken, Platteville,<br>Gilcrest                                  | St. Vrain Valley RE-1J -<br>Mead<br>Weld RE-1 Gilcrest<br>Weld RE-5 Johnstown,<br>Milliken<br>Larimer R2J  | North – WCR 52<br>South – Colo 66<br>East – US 85<br>West – County Line                                   |
| 4      | Centennial Park;<br>Farr Regional;<br>Lincoln Park; Riverside                                      | Greeley, Evans, Garden<br>City                                                          | Weld 6 – Greeley, Evans,<br>Garden City                                                                    | North – WCR 72<br>South – WCR 52<br>East – WCR 45<br>West – County line<br>excluding Windsor RE-4         |
| 5      | Eaton Public;<br>Northern Plains Public                                                            | Ault, Eaton, Pierce,<br>Nunn, Carr, Rockport,<br>Lucerne                                | Weld RE -2 Eaton<br>Weld RE-9 Ault -Highland                                                               | North – State line<br>South – WCR 72<br>East – WCR 45<br>West – County line                               |
| 6      | Kersey Public;<br>District Outreach                                                                | New Raymer, Kersey,<br>Grover, Galetton,<br>Briggsdale, Hereford,<br>Buckingham, Keota, | Weld RE-2<br>Weld RE-7 Platte Valley<br>Weld RE-10 Briggsdale<br>Weld RE -11 Prairie<br>Weld RE -12 Pawnee | North – State line<br>South – WCR 52<br>East – County line<br>West – WCR 45                               |

|  |  |                                            |  |  |
|--|--|--------------------------------------------|--|--|
|  |  | Masters, Deerfield,<br>Barnesville, Hardin |  |  |
|--|--|--------------------------------------------|--|--|

The Trustees shall serve for a maximum of two (2) terms, four (4) year each which shall be staggered so that one or two Trustees are appointed or reappointed each year. A Trustee's term shall expire on the 31st day of December, and the term of newly appointed Trustees shall begin on the 1st day of January.

**Section 2: Appointment of New Trustees.** When the term of an existing Trustee will expire, and such Trustee is either ineligible for reappointment or elects not to be considered by the Selection Committee for reappointment, a new Trustee shall be appointed in accordance with the procedure set forth in Appendix A, as delegated by the Establishing Bodies by virtue of that Settlement Stipulation relating to Weld County District Court Case #: 2014 CV 30358 and as approved by the Establishing Bodies in early 2017, consistent with C. R.S. § 24-90-108(2)(c).

**Section 3: Vacancies.** Vacancies shall be filled for the remainder of the unexpired term as soon as possible in the manner in which Trustees are regularly chosen. Should a Trustee move out of the District the seat will be considered vacated. Should a Trustee move to a geographic area outside the one from which the Trustee had been appointed, the Trustee may either make a lateral move with another Trustee in order to maintain geographic representation, or the Trustee may serve out the term, then be replaced by someone from within the vacated region.

**Section 4: No Salary.** Trustees shall not receive a salary or other compensation as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the High Plains District Library Fund. A Trustee of the High Plains Library District may not be employed by the High Plains Library District.

**Section 5: Removal.** Pursuant to C.R.S. §24-90-108(3), as construed in the January 20, 2017 Order RE: Petitioner's Motion for Summary Judgment in Weld County District Court Case #: 2014 CV 30358, a Trustee may be removed only by a majority vote of a majority of the Establishing Bodies (i.e., majority votes by at least 5 of 8 EBs), but only upon a showing of good cause as defined in, but not limited to, these Bylaws. Good cause shall include: failure to attend three consecutive regular board meetings or ongoing failure to attend board meetings; criminal, fraudulent or otherwise illegal activity; refusal to sign High Plains Library District Board of Trustees ethics policy; serious violations of the provisions of the HPLD Board of Trustee Ethics Policy; or, a trustee's act of moving out of the geographic boundaries of the District. A trustee who is being considered for removal shall be given notice and an opportunity to be heard at a hearing prior to any such removal being voted upon.

**Section 6: Meetings.**

**6.1 Time and Place.** The Trustees shall hold at least six regular meetings each calendar year. Special meetings may be called by the Chairman or upon the request of any Trustee or the Executive Director. The time and place will be announced in advance, according to provisions of 6.2.

**6.2 Notice; Open Meetings; Executive Sessions.** Notice of all meetings of three (3) or more Trustees shall be given to the public in the manner prescribed in C. R.S. § 24-6-402(2)(c). The Board shall cause notice of public meetings to be posted in designated public places no less than twenty-four (24) hours prior to the holding of the meeting. All meetings shall be open to the public, except that at any regular or special meeting, the Board may proceed into executive session upon a majority vote of two thirds (2/3) of the quorum present for the purpose of considering any matters permitted pursuant to C.R.S. §524-6-402(4).

6.3 *Quorum; Conduct of Meetings.* A simple majority, present in person, or by telecommunication devices, of the total membership of the Board shall constitute a quorum. The act of a majority of Trustees present at a meeting at which a quorum is present shall be the act of the Board. All meetings shall be conducted under the rules of parliamentary procedure as outlined by *The Standard Code of Parliamentary Procedure*, by Alice Sturgis, 4th ed. The agenda shall be established by the Chairman of the Library District Board in conjunction with the Executive Director of the District.

6.4. *Public Participation.* Members of the public who wish to have an item placed on the agenda may submit a written request prior to a regular meeting.

6.5 *Public Comments.* At each meeting, the Board will allow time on the agenda for members of the public to address it, in person, about any relevant matters. The Board may impose time limits on such presentations, and it may choose to take action or not on any item raised during such public input.

**Section 7: Board Powers and Duties.** (C.R.S. §24-90-109)

The Board shall:

7.1 adopt such bylaws, rules and regulations for its own guidance and policies for the governance of the District as it deems expedient;

7.2 have custody of all property of the District, including rooms or buildings constructed, leased or set apart therefore;

7.3 employ an Executive Director, and upon such person's recommendation, employ such other employees as may be agreed to be necessary; the Board will provide oversight, supervision and support for the Executive Director in order to further the goals of the organization and evaluate the effectiveness of the Executive Director on at least an annual basis;

7.4 select Legal Counsel

7.5 submit annually a budget as required by law and certify to the legislative body of the Establishing Bodies that the District serves the amount of the mill levy necessary to maintain and operate the District during the ensuing year;

7.6 adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, C.R.S., and have exclusive control and spending authority over the disbursement of library funds as set forth in section §24-90-112 (2) (a)

7.7 accept such gifts of money or property for District purposes as it deems expedient;

7.8 hold and acquire land by gift, lease or purchase for District purposes;

7.9 lease, purchase or erect any appropriate building for District purposes and acquire such other property as may be needed;

7.10 sell, assign, transfer or convey any property of the District, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any other property, pending sale thereof, under agreement of lease, with or without an option to purchase the same; provided, however, that prior to the conveyance of such property, the Board shall make a finding that the property may not be needed within the foreseeable future for District purposes, except that no such finding shall be necessary if the property is sold or conveyed to state agency or political subdivision of this state;

7.11 borrow funds for District purposes by means of a contractual short-term loan when monies are not currently available but will be in the future or other means permitted under law, provided that such loans shall not exceed the amount of immediately anticipated revenues, and such loans shall liquidated within six (6) months;

7.12 authorize the bonding of persons entrusted with District funds;

7.13 authorize an annual audit of the financial statements of the District;

7.14 authorize the purchase of materials and equipment on the recommendations of the Executive Director;

7.15 hold title to property given to or for the use or benefit of the District to be used according to the terms of the gift;

7.16 have authority to enter into contracts;

7.17 maintain a current, accurate map of the legal service area and provide for such map to be on file with the state library;

7.18 receive the true and accurate copies of all school district collective bargaining agreements submitted pursuant to the "Colorado School Collective Bargaining Agreement Sunshine Act", section §22-32-109.4, C.R.S., and create an electronic or physical repository for all of said current collective bargaining agreements at the library that is available to the public for inspection during regular business hours in a convenient and identified location.

7.19 at the close of each calendar year, make a report to the legislative body of the Establishing Bodies showing the condition of its trust during the year, the sums of money expended, the purpose of the expenditures and such other statistics and information and such other statistics and information as the Board deems to be of public interest;

7.20 at the close of each calendar year make a report to the state library in the form of a response to a survey designed and administered by the state library.

7.21 make such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon concerning the use of District services by nonresidents of the District.

7.22 to request of the Establishing Body boards that an election be held to alter the minimum tax levied to support the District pursuant to section §24-90-112(1)(b)(III), C.R.S., in which case the Establishing Body boards shall cause the votes to be held.

7.23 have all other powers and duties which may now or in the future be authorized by state law.

7.24 Board authority lies with the entire Board, not individuals who serve on the Board.

## **ARTICLE 2**

### **Officers**

#### **Section 1: Term of Officers.**

The officers of the Board shall consist of a Chairman, a Vice-Chairman, a Secretary/ Treasurer, and such other officers as the Board may deem necessary. All officers of the Board shall be nominated and voted upon at that year's December meeting. Officers shall serve for an unlimited number of one (1) year terms to begin the 1st day of January of each year. A vacancy in any office, however occurring, may be filled by the Board for the unexpired portion of the term.

#### **Section 2: Duties of Officers.**

The officers shall have the following duties:

2.1 *Chairman.* The Chairman shall, subject to the direction and supervision of the Board, preside at all meetings of the Board, sign any leases, deeds, mortgages, contracts or other instruments which the Board has authorized to be executed, and in general, perform all duties incident to the office of Chairman and such duties as may be prescribed by the Board from time to time. The Chairman may appoint such committees as the business of the Board may require from time to time, and members of such committees may, but need not be, Trustees. No committee shall have any power other than advisory powers to the Board, and a committee shall be dissolved upon the completion of its charge or the submission of a final report or by a vote of the Board at any time.

2.2 *Vice-Chairman.* The Vice-Chairman shall assist the Chairman and shall perform such duties as may be assigned from time to time by the Chairman or the Board, and in the absence of the Chairman, shall have the powers and perform the duties of the Chairman.

2.3 *Secretary/Treasurer.* The Secretary/Treasurer shall oversee the keeping of the minutes of the meetings of the Board, be custodian of the District records and the District seal, and see that the seal of the District is affixed to all documents, the execution of which are duly authorized. He/she shall be the custodian of District funds, all of which, regardless of their source, shall be deposited in an account or accounts authorized by the resolution of the board. All warrants or checks must carry the signature of the Executive Director or the Treasurer or one other Trustee designated by the Board. Administrative procedures will be followed that conform with proper accounting internal controls. In general, the Secretary/Treasurer shall perform all duties incident to the office of Secretary/Treasurer and such other duties as, from time to time, may be assigned by the Chairman or the Board.

2.4 *Removal of Officers.* Any officer of the Board may be removed from office by a vote of the Board whenever, in the Board's judgment, the best interests of the District will be served thereby.

### **ARTICLE 3**

#### **Library District Executive Director and Staff**

The Board shall appoint an Executive Director who the Board deems in its sole discretion to be well qualified and who shall be the executive and administrative officer of the District on behalf of the Board and under its review and direction. The Executive Director shall hire employees, shall specify the duties of District employees, and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of District property, for the adequate and proper handling of library materials in keeping with stated policy of the board, for the efficient delivery of library services within the District and for the financial operation within the limitation of the budgeted appropriation.

### **ARTICLE 4**

#### **Corporate Seal**

The corporate seal of the District shall be in the form of a circle, shall have inscribed the words, "High Plains Library District" and the words "Seal" and "Colorado" on it.

### **ARTICLE 5**

#### **Fiscal Year**

The fiscal year of the District shall begin on the first (1st) day of January of each year and shall end on the thirty-first (31) day of December of each year.

### **ARTICLE 6**

#### **Amendment**

6.1 *Amendment in general.* These Bylaws may be amended by a majority of the entire Board of Trustees at any regular meeting or any special meeting called for the purpose except as otherwise described below, provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen (15) days before final action is taken.

6.2 *Amendment of term limits.* No amendment of Trustee term limits provided in Article 1 shall be effective unless and until it is ratified by a majority vote of a majority of the Establishing Bodies. An Establishing Body's failure to act within sixty (60) days upon a recommendation shall be considered a ratification.

These Bylaws were adopted at a regular meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

HIGH PLAINS LIBRARY DISTRICT:

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Kenneth Poncelow, Chairman

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Mary Roberts, Secretary/Treasurer

## **APPENDIX A**

### **PROCEDURE FOR SELECTING NEW BOARD MEMBERS**

The following trustee replacement process is set forth pursuant to the Stipulated Agreement of the Establishing Bodies and HPLD Board as approved in 2017 with relation to Weld County District Court Case #: 2014 CV 30358.

1. Three months preceding the completion date of a Board member's term, or whenever a board vacancy occurs midterm, High Plains Library District shall place an advertisement for a new Board member in the Greeley Tribune which is the newspaper of record, the local newspaper(s) of the region to be represented, and through electronic media.
2. The High Plains Library District shall set the Selection Committee meeting date and time.
3. The High Plains Library District shall send letters requesting participation on the Selection Committee to the Mayors, RE-8 School Superintendent, and Chairman of the County Commissioners of the eight Establishing Bodies.
4. Each Establishing Body shall appoint one elected official who will be a voting representative to serve on the Selection Committee, except that the City of Fort Lupton and the RE-8 Board of Education<sup>1</sup> shall collectively send one elected official to represent the area to be selected as they shall determine each year. The High Plains Library District Board shall send two voting representatives to serve on the Selection Committee, namely, the Vice-Chairman of the HPLD Board, and one other HPLD Trustee. These two shall also serve as the Governance Committee.
5. The High Plains Library District Board Vice-Chairman shall serve as Chairman of the Selection Committee.
6. The Selection Committee shall meet to interview candidates and shall select, from the applicants, a new Board member for each vacancy. When there are more candidates for a board position than can be accommodated in the time available, the Governance Committee will pre-screen applications and narrow the list using references, appropriate experience, library experience, and how the candidates will add to the diversity of the Board as criteria. The full list of applicants will be provided to the Selection Committee. No Selection Committee representatives shall vote upon trustee candidates without having attended the interviews of all candidates being interviewed.
7. Trustee nominees shall be nominated by a majority vote of the members of the Selection Committee present at the meeting.
8. The High Plains Library District shall send a letter requesting ratification of the nominated member candidate(s) to each Establishing Body board. All nominations must be ratified unanimously by all eight (8) Establishing Bodies by a 2/3 supermajority vote

within each Establishing Body board or council. Pursuant to C.R.S. §24-90-108(2)(c), an Establishing Body's failure to act within sixty (60) days upon a recommendation shall be considered a ratification of such appointment.

9. If a nominated candidate is not ratified, the Selection Committee reconvenes and begins the process again to select a candidate to present to the Establishing Bodies for ratification.
10. New trustees shall begin their terms on the 1st day of January, or in the case of replacement during an uncompleted term, the incoming trustee's term shall begin immediately following said trustee's ratification by the Establishing Bodies.

*<sup>1</sup> Each of the City of Fort Lupton and Weld County School District RE-8 is deemed to be an establishing body for purposes of removal and ratification of library district trustees; but combined shall send only on representative to the HPLD trustee nomination committee.*

**APPENDIX B**  
**PROCEDURE REGARDING CHANGING AREAS OF**  
**REPRESENTATION**

When a Trustee is appointed to the High Plains Library District Board of Trustees, the selection is based in part, on where the person resides. [Refer to Article 1 T Section 1: Number, geographic areas and term.] If a Trustee relocates within the boundaries of the District's legal service area, but outside the region in which he/she had resided when appointed to the Board, he/she may request to change the area of representation.

1. The Trustee who has relocated shall submit in writing to the HPLD Board Chairman reasons for a request to change area of representation.
2. After discussion between the Trustee and the Board Chairman the Board Chairman will bring the issue to the full board for discussion and to identify possible solutions.
3. The Board will vote on the solution(s) to the request. The vote will be final.

## **APPENDIX C**

### **PROCEDURE REGARDING ACTION TO REMOVE TRUSTEE**

A Trustee being considered for removal pursuant to Section 1, Article 5 of these Bylaws shall be given notice and an opportunity to be heard at a hearing prior to any such removal being voted upon. The following procedures shall be followed regarding such removal action.

1. Pursuant to C.R.S. §24-90-108(3), as construed in the January 20, 2017 Order RE: Petitioner's Motion for Summary Judgment in Weld County District Court Case #: 2014 CV 30358, a Trustee may be removed only by a majority vote of a majority of the Establishing Bodies (i.e., majority votes by at least 5 of 8 EBs), but only upon a showing of good cause as defined in, but not limited to, these Bylaws. One or more Establishing Bodies may initiate a Trustee removal action by vote taken to initiate a removal action at a public meeting of its governing board or council, or the HPLD Board of Trustees may initiate a Trustee removal action by voting upon a resolution to refer a request to initiate a removal action to an Establishing Body to initiate a Trustee removal action.
2. Upon initiation of a trustee removal action, a Trustee being considered for removal shall be given timely notice of the time, place, and nature of a hearing regarding the consideration of the Trustee's removal, the legal authority and jurisdiction under which it is to be held (including the identity of the person or persons who will compose the hearing panel), and the matters of fact and law asserted, including a particularized statement of the good cause asserted for removal as provided in these Bylaws to include failure to attend three consecutive regular board meetings or ongoing failure to attend board meetings; criminal, fraudulent or otherwise illegal activity; refusal to sign High Plains Library District Board of Trustees ethics policy; serious violations of the provisions of the HPLD Board of Trustee Ethics Policy; on a trustee's act of moving out of the District.
3. At least thirty days prior to a hearing, such notice shall be served personally upon (1) the affected Trustee, (2) HPLD's Executive Director, (3) the HPLD Board of Trustees, and (4) each other Establishing Body. A party to be served may agree to another method of service by accepting the same in writing. In fixing the time and place for a hearing, due regard shall be had for the convenience and necessity of the parties and their representatives.
4. The affected Trustee and HPLD may, but are not required, to submit a written answer thirty days after the service of such notice.
5. The affected Trustee, HPLD, and each Establishing Body shall be parties to the proceeding, and each may be represented by counsel. Each party may present evidence, may call witnesses to present evidence, and shall also have the right to cross-examine witnesses who testify at the proceeding. In the event more than one person engages in the conduct of a hearing, such persons shall designate one of their number to perform such of the above functions as can best be performed by one person only, and thereafter

such person only shall perform those functions which are assigned to him by the several persons conducting such hearing.

6. Only one of the following may preside at a hearing: (1) the governing board of the Establishing Body initiating the removal action, (2) a panel composed of representatives of multiple Establishing Bodies, or (3) an appointed hearing officer. A party to the proceeding may object to

the presiding hearing panel or officer as to bias, impartiality, or other basis by filing an objection within 30 days of service of notice of the proceeding. A hearing panel or officer shall forthwith rule upon the allegations in such objection as part of the record in the proceeding. A member of a hearing panel or hearing officer may at any time withdraw if he or she deems himself or herself disqualified or for any reason\ in which case another person shall be assigned to continue the proceeding.

7. The Establishing Body initiating the removal action shall have the burden of proof. Evidence shall be received pursuant to the provisions of the Colorado Administrative Procedure Act C. R.S. S 24-4-105(4) - (9).
8. Upon conclusion of a hearing, the presiding hearing panel or officer shall promptly issue a decision in writing regarding the facts regarding removal, and request that each Establishing Body vote upon whether to remove the affected Trustee. Each Establishing Body may adopt the factual record of the hearing panel or officer, or may conduct its own hearing regarding removal pursuant to these procedures before voting regarding removal of the affected Trustee.
9. Each Establishing Body's vote regarding removal shall constitute a final action subject to judicial review.
10. An affected Trustee may seek judicial review of a removal decision by filing a complaint seeking relief under C-R.C.P. 106(a)(4) or other applicable law in the district court within twenty-eight days after an establishing bodies' final decision regarding removal.

# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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|                                                                |
|----------------------------------------------------------------|
| Meeting date: August 16, 2021                                  |
| Type of item: Information                                      |
| Subject: Construction Project Updates                          |
| Presented by: Dr. Matthew Hortt, HPLD Executive Director       |
| Recommendation: Information only, no Board Action to be taken. |

### ***Background***

The District is currently working on two construction projects and are in talks regarding a third. Staff will be providing updates on all three projects.

#### **Kersey Library**

- Construction is well underway
- Anticipated opening of the facility is September 25<sup>th</sup>

#### **LINC**

- The District is currently awaiting permits, they should be issues soon
- Anticipated groundbreaking on the facility is September 30<sup>th</sup>

#### **Grover Project**

- Staff will be attending the Town Board Meeting scheduled for August 12<sup>th</sup> and discuss options with the Town Board
- Staff will provide an update to the HPLD Board at the meeting

### ***Recommendation***

Information only, no Board Action to be taken.

# Kersey Library

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By High Plains Library District





**WEMBER**

**CLARK & ENERSEN**

**GH**hipps  
CONSTRUCTION COMPANIES

Wonder  
Socialize  
Dream  
Experience  
Build  
Explore  
Connect  
Make  
Games  
Experience







**WEMBER**

**CLARK & ENERSEN**

**GH'Phipps**  
CONSTRUCTION COMPANIES

Wonder  
Socialize  
imagine  
Dream  
Connect  
Experience  
Build  
Make  
Games  
Explore  
Experience





# LINC Library Innovation Center

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By High Plains Library District

# Why LINC?

- Library **I**nnovation **C**enter
- Library + Innovation Space + Event Space



Wonder  
Bibliotecas  
Experience  
Imagine  
Socialize  
Build  
Make  
Explore  
Dream  
Connect  
Experience  
Create  
Games  
Make  
Games  
Experience  
Read



LIBRARY INNOVATION CENTER



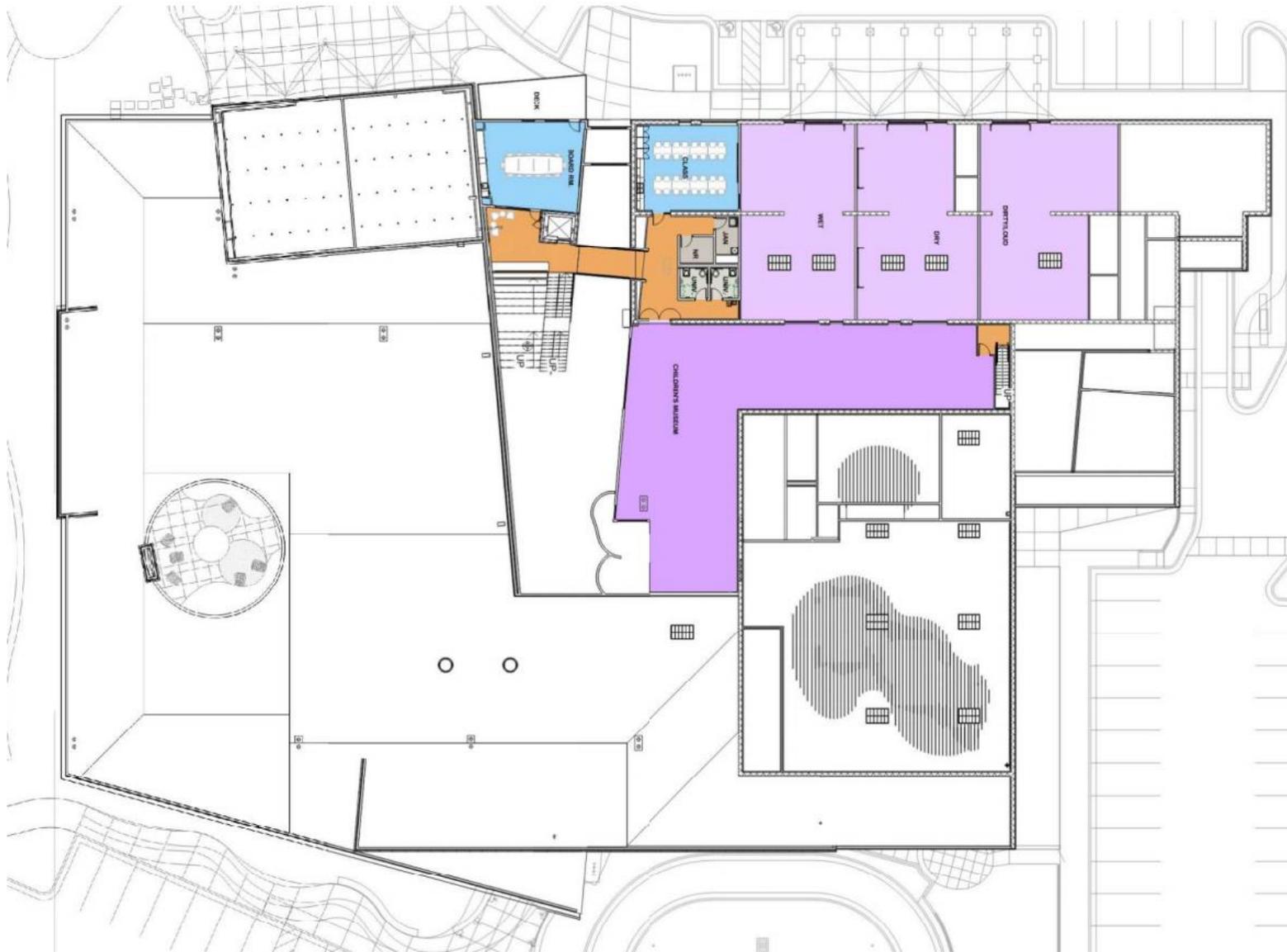
LIBRARY INNOVATION CENTER



LIBRARY INNOVATION CENTER



**LINC - 1st Floor**



**LINC - 2nd Floor**



**Innovation Space**

Wonder  
 Bibliothecas  
 Experience  
 Imagine  
 Dream  
 Connect  
 Experience  
 Socialize  
 Build  
 Make  
 Games  
 Explore  
 Wonder  
 Bibliothecas  
 Experience  
 Imagine  
 Dream  
 Connect  
 Experience  
 Socialize  
 Build  
 Make  
 Games  
 Explore



# 3D WALK-THROUGH



LINC LIBRARY INNOVATION CENTER



A58

MAY 26, 2021

Wonder  
APPLY  
Socialize  
Imagine  
Dream  
Connect  
Experience  
Games  
Socialize  
Imagine  
Dream  
Connect  
Experience  
Games  
Socialize  
Explore  
Create  
Share  
Games  
Read  
Make

# WINDOW DISPLAY - ENTRY





CREATE BUILD

INNOVATE



CREATE BUILD

INNOVATE



MAKER



# WINDOW DISPLAY









# LINC Library Innovation Center

By High Plains Library District

[www.mylibrary.us/futurelibrary](http://www.mylibrary.us/futurelibrary)



## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, September 20, 2021**

**5:00 PM**

**Kersey Library.,**

**332 3rd St., Kersey, CO 80644**

**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](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. August 16, 2021 Regular Session Meeting Minutes

**1.4** Public Comment

#### **2.0 ITEMS FOR INFORMATION/ACTION**

**2.1** Budget Amendment (Action) – Dr. Matthew Hортt, HPLD Executive Director and Natalie Wertz, HPLD Finance Manager

**2.2** Policy Manual Amendments (Action) -Tony Brewer, Patron Experience Specialist  
A. Circulation Policy

**2.3** Contract Review (Action) – Dr. Matthew Hортt, HPLD Executive Director

**2.4** Friends of Raymer MOU (Action) – Dr. Matthew Hортt, HPLD Executive Director

#### **3.0 DIRECTORS REPORT**

**3.1** Review Draft Agenda – Dr. Matthew Hортt, HPLD Executive Director  
A. October 4<sup>th</sup>, 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:*

*October 4<sup>th</sup>, 2021 5:00 p.m. HPLD Admin Building., 2650 W. 29th St. Greeley, CO 80631*

DRAFT

### Associate Director of Public Services

#### What's Happened in the last 30 days?

- Did safety walk-throughs of branches with Matt and Rosa, to talk about active shooter preparation
- Monitoring COVID-19 metrics, given the increase in numbers and the Delta variant
- Implementing Library Manager liaisons to the Adult Services committee, the Children's Services committee, and the Teen Force, to improve communication
- Working on budget planning for Branches, Collections, and Associate Directors

#### What's Coming Up in the next 30 days?

- We will be hosting COVID-19 vaccination clinics in branch libraries, member libraries, and at Bookmobile stops. This is a partnership with Weld County Department of Public Health & Environment.
- Opening meeting rooms August 16
- In-person, in-library programming, starting August 2nd

### Carbon Valley Operations

#### What's Happened in the last 30 days?

- Library Associate, DeeDee SantaCruz, has created Discovery Bags, which are themed book bags bundled with related educational activities and games for young children. They have started circulating and have been very popular.
- Carbon Valley had a visit from a local summer camp, and they spent many hours enjoying the outdoor trails and the new amphitheater.
- Three new on-call Library Associates started in July.

#### What's Coming Up in the next 30 days?

- Water Celebration Day on August 7, is the launch of the We are Water two-month exhibition. The Water Day Celebration will be a fun day for kids and families to play with water in a mini ecosystem and learn about water, animals, and plants. They will also be able to explore and engage with the We are Water exhibit.
- Teen Librarian Amanda Pittman and Outreach Librarian, Bridget Parker will be attending the Finale Fridays & Market event in Frederick on July 30th to promote library services.

### Centennial Park Operations

#### What's Coming Up in the next 30 days?

- One for Me and One for You program ends on July 30. Eight different libraries participated in this community service program for teens. Teens picked up take-and-make kits filled with fleece and string, followed written directions or followed along with the video we created, and made two dog toys and two cat toys. Teen patrons then kept one or two toys for their pets and donated the rest back to us. We'll deliver all the

donated toys to the Humane Society of Weld County in August so they can be distributed as enrichment toys to furry friends awaiting adoption or they can go home with adopted animals as their first toy.

### **Erie Branch Operations**

#### **What's Happened in the last 30 days?**

- Staff trained on new event space A/V equipment
- Moved adult fiction and media to improve browsing
- Hosted University of North Texas MLIS Summer practicum student who lives in Erie
- Circulation in June increase by 26%

#### **What's Coming Up in the next 30 days?**

- COVID vaccine clinic partnering with Weld County Department of Public Health & Environment
- Erie Community Center Touch a Truck event – invited to bring bookmobile
- Updating general Erie branch procedure information for frontline staff

### **Farr Branch Operations**

#### **What's Coming Up in the next 30 days?**

In-house programming and meeting rooms open to the public in August.

Scheduled HPLD programs:

- August 1 Non-fiction book group 1 p.m.
- August 1 Teen Zine Workshop 4 p.m.
- August 4-31 Outdoor Storytimes 10:30 a.m.
- August 5 Kevin Cook nature series noon
- August 6 Covid-19 vaccine clinic 1:30-4 p.m.
- August 6-27 Outdoor Storytimes 10:30 a.m.
- August 7 Fencing Demonstration 3 p.m.
- August 10 Board Games for teens 4 p.m.
- August 11 Crafterschool 3:30 p.m.
- August 12 Kevin Cook Nature series
- August 17 Fiction Book Club 1:30 p.m.
- August 18 Beginner Ukulele Lessons 4 p.m.
- August 19 Jazz in the Library 4 p.m.
- August 24 True Crime Book Club 6 p.m.

## Lincoln Park Branch Operations

### What's Happened in the last 30 days?

- LP Library Associate Evangelina and Page Laura Ward sang "The Star-Spangled Banner" and "America the Beautiful" at the Naturalization Ceremony held on Thursday, July 1 at Centennial Village.
- Judi Koch started as Lincoln Park's Patron Services Supervisor on Monday, July 12. Judi was previously a MOVE librarian.
- Library Manager Melissa Beavers presented "Not One and Done: How to Make EDI Conversations Part of Your Culture" at the Colorado Association of Libraries 2nd Annual Equity, Diversity, Social Justice and Inclusivity in Libraries Virtual Conference on Friday, July 16.
- Be sure to watch Lincoln Park's Facebook page for a series of LINC promotional videos. The first one is called The Missing LINC. The videos were created by Librarian David Sharp and LA Shelley Prellwitz. They will inform you while also making you laugh.

### What's Coming Up in the next 30 days?

- Lincoln Park's Covid19 Clinic will be Wednesday, August 11 from 12pm to 4pm.
- Interviews will be held for a 20-hour a week Library Associate position.

## Riverside Branch Operations

### What's Happened in the last 30 days?

- Safety walk through with Marjorie, Matt & Rosa to address active shooter concerns
- Evans Day camp visits every Tuesday afternoon for craft and books.
- Distribute 30-7-day meals to families on Tuesdays and Thursdays throughout the month of July. 30 bags given away each day
- Hired new Library Materials Supervisor
- Decreased Public computers in building by 11 to address the concerns of usage and cost.
- Attended the Evans Business after hours at the Habitat for Humanity Restore in Evans
- Meeting with WCHD staff to set up clinic for COVID vaccinations

### What's Coming Up in the next 30 days?

- Attend TIC meeting as part of my EC position
- Vaccination clinic scheduled for Wednesday, August 18th

## Collections Operational Work

### What's Happened in the last 30 days?

- Prepared the file of our holdings for submission to Ingram for diversity audit (due August 26).
- Worked with OverDrive to enable their "Recommend to Library" feature, to improve the patron experience of using the service and provide more patron input on this digital collection.

### What's Coming Up in the next 30 days?

- Selecting and ordering Kersey opening day collection.

## CRM Operational Work

### What's Happened in the last 30 days?

- Summer Reading wrapping up
- Survey 3 completed. 100+ survey submitted. BRS currently working on follow-up project
- Contract signed with UCCC promotion

### What's Coming Up in the next 30 days?

- UWWC partnership for diaper pick up at each location
- Weld County Department of Health and Environment partnership for COVID vaccinations at our locations
- Planning for LINC groundbreaking, Kersey ribbon-cutting

## Facilities Operational Work

### What's Happened in the last 30 days?

- Complete landscaping at Centennial Park library after turn lane installation and bore/repair parking lot lights damaged by city crews.
- Remove, repair and reinstall north side windows at Carbon Valley.
- Attend LINC/Kersey construction meetings, attend trainings and managers meetings.
- Complete work orders.
- Complete roof assessments at all locations including Carbon Valley roof decking replacements.
- Complete Erie irrigation repairs following renovations work and new city water billing due to limited non-potable water supplies.
- Repair north side leaking windows including replacing water damaged interior drywall and paint to match existing wall at Centennial Park library.

### What's Coming Up in the next 30 days?

- Complete landscaping at Centennial Park library after turn lane installation and bore/repair parking lot lights damaged by city crews.
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## Finance Operational Work

### What's Happened in the last 30 days?

- Continued work on 2022 budget - provided worksheets to department heads and library managers for them to prepare budget requests

- Continued work on finance policies - budget policy and electronic payment policy
- Finance Committee met July 14 - discussed policies and budget priorities for 2022
- Participated in GFOA Women's Professional Finance Network mentoring program
- Met with Executive Director and Associate Director of Human Resources to discuss salary and benefit budget for 2022
- Continuing professional education - governmental accounting

#### **What's Coming Up in the next 30 days?**

- Continue work on 2022 budget - budget requests are due from departments and libraries August 10 - compile the requests and review with Executive Director and Finance Committee.
- HPLD Foundation finance committee meeting scheduled for August 6
- HPLD Finance Committee meeting scheduled for August 11 - plan to discuss finance policies and 2022 budget priorities
- Registered to participate in ColoTrust's Public Funds Webinar on August 17 and August 19
- Continuing professional education - governmental accounting

#### **Foundation Operational Work**

##### **What's Happened in the last 30 days?**

- Friends and Foundation Rebrand
  - Met with Collection Resources Manager to discuss Friends and potential book store
  - Met with Friends committee to review timeline discuss updates
- LINC Capital
  - Met with Gates Family Foundation grant administrator to discuss capital grant application for LINC
  - Met with Finance Manager to review ongoing and future efforts, and timeline
- Links for Literacy
  - Managed sponsor solicitation process
  - Trained Development Associate on sponsorship process
- State Library LSTA ARPA and LSTA
  - Attended LSTA ARPA webinar to better understand how funds can be used
  - Met with Collections, IT and Executive Director to review both LSTA ARPA and LSTA funding opportunities.

##### **What's Coming Up in the next 30 days?**

- Submit Weld Trust Access to Resources LOI for LINC
- Submit NEA American Rescue Plan grant application for LINC DOMES project
- Foundation Board Q3 Regular Session
- Draft Buell Foundation Early Childhood Development, Littler Youth Fund, Gates Family Foundation and NEH Infrastructure and capacity Build grant applications for September deadlines.
- LFL solicitations and planning

## Function - Community Engagement & Strategies

### What's Happened in the last 30 days?

- Continued to develop a final draft of a Memorandum of Agreement with the Colorado State Library to formalize our working relationship with the State's Library Research Service.
- Created the initial draft program proposal for the Public Library Association (PLA) 2022 Conference. The proposal was reviewed, revised, and submitted to PLA for consideration. We should learn whether the program was approved sometime in September 2021. The proposal offers the options to present in-person or virtually.
- Library Confidence Indicator - the test version was posted on July 13th and will run for two weeks.
- Partner Assessment - Library Managers who are involved with programming are testing the assessment tool. The tool has already been adjusted to include an assessment of whether any results are being seen from the partnership. During the American Library Association (ALA) Annual Conference, I talked with the Director of Network Engagement from Candid (a new non-profit formed when the Foundation Center and GuideStar merged) who was also interested in measuring partnership success. I'm hoping that this conversation might lead to additional insights about how to assess quality partnerships.

### What's Coming Up in the next 30 days?

- Measuring Outreach Better Project's draft Memorandum of Agreement will be reviewed with Katie Fox, Research Analyst for the Colorado State Library's Research Service. If all goes well, there should be a formal agreement ready for signing by the end of August.
- Library Confidence Indicator - edits will be made and the public version may go live by mid-August to early September.

## HR Department Operational Work

### What's Happened in the last 30 days?

- Total Employees- 256\*
- Open Positions- 8
- Job Applications Received - 161
- New Hires - 6
- Resignations - 4
- Training Requests- 30

ADP Employee Count report produced at time of submitting the board report.

### What's Coming Up in the next 30 days?

- Training Specialist Interviews
- 2022 Budgeting

## ITI Department Operational Work

### What's Happened in the last 30 days?

NOTE - technology orders are hitting delays.

Impacts: annual refresh work has been delayed. Some equipment for Eaton and Kersey may be delayed (TBD as current estimates are close).

- MILLIKEN - server provided to resolve print speed issues
- TEAMS- announced notice to transition to Teams due to Skype being sunset
- EATON - equipment prepped
- KERSEY - equipment prepped, circuits orders
- LINC - continued work to support LINC CD development
- FUNDING - HPLD awarded \$124,153 for telecom ERATE application
- FUNDING - applied for Emergency Relief funds to cover one year hotspot costs ( \$15k- \$20k range)
- FUNDING - provided materials in response to USAC (ERATE) inquiries on application in review
- BOARD SUPPORT - supported transition of Trustees to hpldboard.us
- SERVICES
  - PROGRAMMING - lab clean up
  - MEETING ROOMS - provided QR codes to support tracking of meeting room use
  - PUBLIC TECH (PCCs) - final decommission of the GCC (Catholic Charities) location

### What's Coming Up in the next 30 days?

- JOHNSTOWN - provide server to support improved print speeds
- INTERNS - conclude District 6 internship engagement. NB at 150 hours, AS at 100 hours helped out in various capacities.
- EATON - tech support week of August 16th in preparation for reopening
- KERSEY - circuit installation, pending tech installation
- TESTING
  - Photo printing feasibility testing complete
  - Ask Here concept setup (for 24x7, LINC, .....)
- ALL SERVICES - support for further reinstating services
- FUNDING - filings per required timelines (2020-2021 year)

## Associate Director of MOVE Operational Work

### What's Happened in the last 30 days?

- Continuing to refine and gather illustrations for the 35x35 timeline.
- Continued to work on Measuring Outreach Better project.
- Continue working on CSL in Session Outreach trainings for Fall 2021.
- Gave tour of MOVE facilities, vehicles, and operations for Poudre River.

### **What's Coming Up in the next 30 days?**

- Complete the 35x35 illustrated timeline.
- Continue gathering information about how other libraries organize and manage their local history, archive and genealogy collections and/or departments.
- Start developing collections guidelines and policy suggestions for HPLD "archives." (Part of process to get it established as proper, functioning archive.)
- Get some archival storage materials ordered.
- Continue working on CSL in Session Outreach trainings for Fall 2021.
- Determine next steps for Greeley Tribune archives.

### **Kersey Branch Operations**

#### **What's Happened in the last 30 days?**

- Knocked down interior walls.
- Asbestos abatement completed.
- Drywall almost complete.
- Rough framing of exterior doors.

#### **What's Coming Up in the next 30 days?**

- Complete overhead, electrical work.
- Finish drywall.
- Pour concrete in front of building.

### **MOVE Operations**

#### **What's Happened in the last 30 days?**

- Hosted 7th annual [Naturalization Ceremony](#) at Centennial Village for 19 new Citizens on 7.1.21
- Published [Q2 VL Report](#)
- Published [Q2 MOVE Feedback Report](#)
- Launched MO Better Project on 7.9.21
- Provide tour of MOVE for Poudre River Public Libraries Outreach department on 7.16.21

#### **What's Coming Up in the next 30 days?**

- Finalize 2 hires for open Outreach Librarian positions
- Start interviews for Events and Experience Library Associate position
- Attend D6 Kickoff, Kersey Days, and RE5J back to school events on 8.7.21
- Attend Touch a Truck Event in Erie on 8.14.21
- Attend Monster Day Event in Downtown Greeley on 8.21.21

## SERVICES

### Service – Community Spaces

#### What's Happened in the last 30 days?

- In contact with threat assessment experts to assess safety concerns in our facilities.
- Accompanied Executive Director and Associate Director of Public Services on safety tours of facilities.

#### What's Coming Up in the next 30 days?

- Continue safety tours of facilities.

### Service - Educational Programming

#### What's Happened in the last 30 days?

- More than 500 hundred people have attended an outdoor storytimes in the month of July district wide.
- Take and Makes remain popular with locations collectively giving out more than 1,000 kits geared at kids, teens, and adults.
- An outdoor partnered program with University of North Colorado Libraries and UNC Friends of Libraries, " More Than Meditation: Mindfulness for Everyone @ UNC's Garden Theatre" attracted 23 people.
- Virtual programming is still a viable option for patrons who want to participate in library programming. Select virtual offerings included:
  - Money Matters: Estate Planning Basics
  - Gimlets with Gutenberg: A Literary Happy Hour
  - Lunch and Learn: A Cooking Demo Series
  - Understanding Alzheimer's and Dementia
  - CSU Extension: Meet the Natives

#### What's Coming Up in the next 30 days?

- Indoor Programming returns in August.

### Service - Materials Sharing

#### What's Happened in the last 30 days?

- Restored administrative access for sorters and self-checks to the Library Materials Supervisors group
- Working on setting up an expiration period for library cards to ensure that we have accurate patron information in our database.

#### What's Coming Up in the next 30 days?

- Looking at circulation measures.

### Service - Meeting Rooms

#### What's Happened in the last 30 days?

- Prepping for meeting rooms reopening (August 16)
- Tracking meeting equipment use using QR codes to determine future equipment needs

### **What's Coming Up in the next 30 days?**

- Begin gathering statistical data regarding equipment usage

### **Service - Personalized Service**

#### **What's Happened in the last 30 days?**

- EC meeting
- Proctoring was reinstated on 7/5/21
- Website has been updated for proctoring and genealogy – formstacks updated
- Monitoring the HPLD website to make sure that all information and links are correct
- BAL training for staff
- BAL website content has been updated

#### **What's Coming Up in the next 30 days?**

- Scheduled EC meeting
- Rita will work on Purpose and Measures for Personalize services
- TIC group is working on updating the BAL service guidelines and the BAL service goals

### **Service - Public Technology**

#### **What's Happened in the last 30 days?**

- Public computers upgraded at Carbon Valley (summer)
- Computer use increased 25% in June
- Number of photocopy jobs increased by 25% (print jobs increased by only 7%)

#### **What's Coming Up in the next 30 days?**

- Assess in-house laptop checkout/use
- Should HPLD inspect encrypted traffic
- Clean up public computer desktop

### **Service - Specialty Checkouts**

#### **What's Happened in the last 30 days?**

- Archived items on SharePoint to make access easier
- Created list of top 5 items, continue research on cultural/experience passes costs and availability
- Placed Internet Service at Kersey Mobile Home Park

#### **What's Coming Up in the next 30 days?**

- Removing State Park Passes from member pool, to redirect to Keenseburg and Milliken. Each member location already has state park passes on site.
- Revise SCO documentation to reflect reservations are tied to barcodes instead of email address, new vendor change
- Finalize list of top 5 items to add to SCO and have stakeholder review
- Create standard repair process with IT for IT related repairs

# Operations

## Quarter 2 Report: April - June 2021

| Service                                                                    | Current Quarter (Q2) | Previous Quarter (Q1) | Change from Prior Quarter | Same Quarter Prior Year (2020) | Change from Prior Year (2020) | Data Confidence |
|----------------------------------------------------------------------------|----------------------|-----------------------|---------------------------|--------------------------------|-------------------------------|-----------------|
| <b>Borrower Activity - # of patrons using services (average per month)</b> | 23,396               | 21,802                | 73%                       | 14,511                         | 61%                           | High            |
| <b>Materials Sharing - Physical Materials</b>                              | 247,779              | 244,529               | 13%                       | 72,199                         | 243%                          | High            |
| <b>Materials Sharing - eMaterials</b>                                      | 80,590               | 84,988                | -5.1%                     | 104,038                        | -22%                          | Medium          |
| <b>Public Technology - Computer Total Hours Used</b>                       | 12,952               | 9,874                 | 31%                       | 109                            | 11782%                        | High            |
| <b>Public Technology - Printing: Total Pages*</b>                          | 323,265              | 272,388               | 18%                       | 2,366                          | 13562%                        | High            |
| <b>Mobile Printing*</b>                                                    | 8,601                | 356                   | 2316%                     | n/a                            | n/a                           | High            |
| <b>Programming - Number of Programs*</b>                                   | 518                  | 456                   | 13.5%                     | 187                            | 177%                          | Medium          |
| <b>Programming - Number of Attendees*</b>                                  | 6,867                | 3,789                 | 81%                       | 2,452                          | 180%                          | Medium          |
| <b>Specialty Checkouts - Branches</b>                                      | 147                  | 77                    | 90%                       | n/a                            | n/a                           | Medium          |
| <b>Specialty Checkouts - Members</b>                                       | 28                   | 29                    | -3%                       | n/a                            | n/a                           | Medium          |
| <b>Community Spaces - Gate Count*</b>                                      | 94,797               | 66,079                | 43%                       | 5,625                          | 1585%                         | Low             |
| <b>Meeting Room Reservations</b>                                           | n/a                  | n/a                   | n/a                       | n/a                            | n/a                           | n/a             |
| <b>Personalized Services - Book a Librarian*</b>                           | 308                  | 323                   | -4%                       | 93                             | 231%                          | High            |
| <b>Personalized Services - Personalized Reading Lists (PRL)*</b>           | 7                    | 9                     | -22%                      | 9                              | -22%                          | High            |
| <b>Library Bundles*</b>                                                    | 12                   | 48                    | -75%                      | n/a                            | n/a                           | High            |

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

### Notes

- Libraries open with limited services, reduced capacity starting July 1, 2020
- Borrower activity loss is visible indicator of impact of Covid in terms of constituents using library services
- Libraries closed from November 23, 2020 - January 10, 2021. Curbside service offered at this time.
- Library Bundles - New service started February 2021 (branch)
- Quarantining of returned materials end - May 10, 2021
- Summer Reading Adventure runs from May 30 - August 8, 2021
- Specialty Checkout resumed service December 7, 2020
- Member Libraries began Specialty Checkout service November 2, 2020