



BOARD OF TRUSTEES

Regular Session Agenda

Monday, December 13, 2021

HPLD Administration Building

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

5:00 p.m.

This is also streamed virtually by GoToMeeting.

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. November 15, 2021 Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager
 - a. *Resolution 21-2*, Adopt Budget
 - b. *Resolution 21-3*, Appropriate Sums of Money
 - c. *Resolution 21-4*, Set Mill Levy, Weld County
 - d. *Resolution 21-5*, Set Mill Levy, Boulder County
- 2.2 Recognition of Trustee (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Policy Manual Amendments (Action) – Tony Brewer, Patron Experience Specialist
 - a. Retention Policy
 - b. Identity Theft Policy
 - c. Circulation Policy
 - d. Personally Identifiable Information (PII) Policy
 - e. Meeting Rooms Policy

- 2.4 2022 Board Meeting Calendar (Action) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. January 17, 2022
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chairman’s Report – Ken Poncelow, Chair of the Board
 - a. Executive Director Performance Appraisal Update

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Report
- 4.2 Secretary/Treasurer
- 4.3 Committees
- 4.4 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

January 17, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631



BOARD OF TRUSTEES
DRAFT - Regular Session Minutes
Monday, November 15, 2021
5:00 PM
Lincoln Park Library
1012 11th St., Greeley, CO 80631

1.0 OPENING OF MEETING at 5:11pm

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Mary Roberts

Trustee Teresa Curtis - Excused

Trustee Gerri Holton

Trustee Joyce Smock – Excused

Trustee Jana Caldwell

Legal Counsel William Garcia

Guests: Melissa Beavers, Niamh Mercer, Tony Brewer, Michelle Sparks, Kristin Jardien, Angie Schaffer, Brooky Parks, Marjorie Elwood, Rebecca Libersat, and James Melena

1.2 Approval of Agenda

Dr. Hortt requested that item 2.1 be moved ahead of the Public Comment, because Dr. Melanie Peffer has time constraints and did not have enough time to present all that was planned the last time.

MOTION to approve the agenda as recommended: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

1.3 Approval of Consent Agenda

A. October 20, 2021 Regular Session Meeting Minutes

MOTION to approve the consent agenda for October 20, 2021: Trustee Jana Caldwell

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.1 Writer in Residence, Dr. Melanie Pepper's Book Presentation (Information) – Niamh Mercer HPLD Foundation Director

Niamh introduced Dr. Melanie Pepper, HPLD's 2021 Writer in Residence, and announced a Picture Book Launch Party at Farr Regional Library on December 11th at 3:00p.m.

Dr Pepper thanked the District for the opportunity to write and publish the book *The Biology Adventures: On the River*, which was made possible because of the Residency stipend. Through this process, she has learned a lot and grown as a writer. Per the Board Members' request, she read the book, which was written for late elementary school ages. She will sell and sign the books at the celebration launch party on Dec. 11th. Chair Poncelow thanked her.

1.4 Public Comment

Public comment by Michelle Sparks

'Hello. My name is Michelle Sparks and I am a resident of Weld County and a patron at High Plains Library District. I came here today to tell you a story about my family. My uncle Will married my aunt Carol in the 70s. They lived three doors down from the local fire station. One fall day they experienced a housefire. My white aunt said, "I am going to run over and let the fire department know." My uncle Will then said "that is not "our" fire station. If we call, they will not come."

He then went and called the fire station for black homes. It took over an hour for the fire station to rush over to put out the fire. In the meantime, my aunt and uncle's home was severely damaged. It took much more resources and caused much more upheaval in their lives, simply because my uncle is black.

This event opened my aunt's eyes to understanding the social, economic and systemic results of generational racism. If my uncle had been white, the firemen would have come and stopped the fire from being such a life changing and economic disruption. It took my aunt more than fifty years to have the courage to tell their story to myself and my sister.

This story demonstrates an important lesson. Just because I have a specific perspective and experience does not mean that someone of color has the same perspective and experience. It has changed the way I approach topics that concern people of color. I have taken time since learning that HPLD has chosen to be open on Martin Luther King Jr Day to ask people what they think of being closed on Martin Luther King Jr day. Each person of color I have talked to expressed shock and dismay. I asked them why. Everyone said something similar "We are now in 2021 and still we are not legitimized as a group." That is what being closed on MLK day means to a person of color.

Therefore, I implore you to please reconsider and close our libraries on Martin Luther King Jr day in recognition that your experience may not match that of a person of color.'

Kristin Jardien read a statement by Liz Fisher, an Erie patron.

'As an Erie resident and library patron, I ask the High Plains Library District to close its facilities on Martin Luther King, Jr. Day. That is the most appropriate way to

acknowledge and demonstrate respect for the enormous importance of the man, his work, and his legacy. I believe the day should be open for all citizens to honor Dr. King as they see fit, whether that means participating in marches or parades, performing a community service...or by daring to dream just as Dr. King did.'

Public comment by Angie Schaffer

'The HPLD board continues to refuse to close HPLD buildings on MLK day to honor the civil rights leader's life and legacy. The day of service was meant to encourage all Americans to volunteer to improve their communities. By keeping the building open, HPLD employees don't have the chance to go out into their communities and serve in his honor. How about instead of keeping the libraries open on this day, employees are instead encouraged to participate in a service project? That would send a more positive message to our communities on how HPLD cares about celebrating diverse communities and cares about Dr. Martin Luther Kings' legacy. As it stands right now, many people in the community have been confused or insulted that the library would recognize all the other federal holidays by closing the buildings, except for the one involving a black man. I implore you all to do the right thing, listen to the communities that you serve, and show them through an actual day of service (out in the community) that HPLD cares about King's legacy and the impact he had on our history and the lives of our black community members as well.'

2.0 ITEMS FOR INFORMATION/ACTION

2.2 Anti-discrimination Statement (Action) - Dr. Matthew Hортt, HPLD Executive Director
Both the District and the Foundation have seen an increase in requests for proof of an Anti-discrimination Statement, and formally having the statement will make the grants and RFP processes more efficient. The proposed statement is a combination of two existing statements: *Patron Rights and Responsibilities statement* and *Equal Employment Opportunity Statement*. Staff worked with Niamh Mercer and the Governance Committee to update the existing statements and create the proposed statement.

MOTION to approve and adopt the Anti-discrimination Statement: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

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

The policies can be found in the [Board packet](#).

A. Interlibrary Loan

Mr. Brewer touched on a few of the points in the new policy and Trustee Caldwell asked for clarification on why Prospector is the preferred source when an item is not in HPLD's collection. The answer was that it is a more efficient process and therefore less expensive to use. There was no further discussion.

MOTION to approve the Interlibrary Loan Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

B. Specialty Checkout

This is also a new policy. Specialty Checkout is the checkout of equipment, and the District has provided the service since 2018. There are nuances in specialty checkout that differ from checkout of other library items: for example, Specialty Checkout items are reserved on a calendar basis and patrons return the items at the front desk instead of the book drop. All the distinctions are contained in the policy.

MOTION to approve the Specialty Checkout Policy: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 4:0 (Secretary/Treasurer Mary Roberts did not vote, for she was out of the room)

C. Programs

The original policy was approximately one sentence long, and Melissa Beavers, coordinator of Programs, suggested that more detail was needed. Mr. Brewer thanked Ms. Beavers for her help. New topics in this section include a paragraph on controversy and a policy on reconsideration.

Chair Poncelow asked if the District has a list of programs and if the Board could have access to it. Dr. Hortt replied that staff is working on creating an annual list of programs, and James Melina said there is a link on the website that goes to the Programming calendar. Staff will make sure the link is available on the Board page.

Trustee Holton asked about the verbiage in the policy about not trying to persuade a point of view. Dr. Hortt said that staff is being asked to not push a specific agenda, and if that is not stated in the policy, it may lead to issues. The District doesn't want to be seen as indoctrinating people. Trustee Holton agreed with Dr. Hortt and with the fact that programming should reflect the breadth and depth of the collection but expressed concern about the way the Essential Principles bullet was written. Chair Poncelow said he personally likes the way it is written. There was no further discussion.

MOTION to approve the Programs Policy: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

D. Collection Development

Most changes to this policy are a cosmetic update. Rebecca Libersat, Collection Resources Manager, added that she inserted a paragraph about

digital content. Mr. Brewer thanked Ms. Libersat for her help with the policy.

MOTION to approve the Collection Development Policy: Vice-Chair Mary Heberlee

SECOND: Trustee Jana Caldwell

DISCUSSION: None

VOTE: Unanimously approved, 5:0

E. Donations

This policy was approved earlier this year. It is being brought back because Niamh Mercer, HPLD Foundation Director, requested that In-Kind Donations be addressed, and now an explanation of the difference between donations and gifts is added. Also, a brief explanation of naming and un-naming of facilities and spaces has been added. Additionally, Food for Fines donations will no longer be used to offset fines and fees. Mr. Brewer thanked Ms. Mercer for her assistance.

MOTION to approve the Donations Policy: Trustee Gerri Holton

SECOND: Secretary/Treasurer Mary Roberts

DISCUSSION: None

VOTE: Unanimously approved, 5:0

F. Internet Use Policy

Again, this policy was approved several months ago, and then Naomi Nguyen, Platteville Public Library Manager, asked if it is required by law to disable a filter if a patron asks for it. After discussing the question with Bill Garcia, HPLD Legal Counsel, the policy language was changed from “can” and “may” to “must” or “shall”. Mr. Garcia added that when someone asks that a filter is removed, staff can make sure that a computer in a more private area is used. He also said that we are allowed to take some time if IT requires the time to remove the filter. HPLD’s practice is to immediately remove it.

MOTION to make adjustments to the Internet Use Policy: Trustee Jana Caldwell

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

2.4 IGA Discussion (Information) - Dr. Matthew Hортt, HPLD Executive Director

In preparation for the meeting next month with Member Boards, the IGA was reviewed. The only change in services is that the District has posted an opening for a Creative Technologist, especially in the Maker side, and the Training Bureau will give Member Libraries access to the Creative Technologist. Also, Platteville and Nantes Libraries will be using more I.T. support. To sum up, without any changes, the IGA will automatically renew. All the work that has been done in the last few years has paid off.

Chair Poncelow requested that Dr. Hортt ask the Member Directors if they have any changes they want made. Dr. Hортt will confirm that there are no changes wanted.

3.0 DIRECTORS REPORT

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

- A. December 13th, 2021 Executive Session
- B. December 13th, 2021 Regular Session
- C. December 13th, 2021 Special Session

The draft agendas can be found in the [Board Packet](#).

Chair Poncelow asked that at the dinner for the combined Library Boards, the 12/13 Special Session, the HPLD Trustees sit at different tables rather than bunched up at one. Trustee Holton suggested that Dr. Hortt present a year-end overview and wrap-up.

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

- a. Carolyn Valencia received the *Educator of the Year* by the Hispanic Women of Weld County.
- b. The Greeley Downtown Development Authority will vote on November 18th whether to award LINC a \$100,000 grant. The DDA's Economic Development Committee has recommended awarding the dollars to the project.
- c. Dr. Hortt received a phone call from the group who is representing the farms in Mead, saying they want to talk about a library project. He will keep the Board informed.
- d. Dr. Hortt showed a video of Wes Sam Bruce that was played at the Weld Community Foundation annual luncheon. In the video, Rand E Morgan thanked the District for their support, and he said the Community Foundation is excited and proud of the LINC project. On November 17th, the person who shot the video will be at LINC to shoot additional footage for a documentary that will build on the advertisement just seen.
- e. The television documentary that was shot at Nantes Library aired on Sunday, November 14th, and will run again on November 21st.

3.3 Chairman's Report

Chair Poncelow said he is a strong believer in MLK and the District is not not honoring the man and day. Last year, the libraries had events at the libraries to commemorate the day and man. In the District's partnership with UNC, 300 people were reached. He believes that Martin Luther King was a man of action, and staff is not honoring that when taking the day off. The District needs to talk about him and celebrate his life, instead of giving everyone a day off.

Trustee Gerri Holton added that 'our intent is to honor him, and if it's not perceived that way by the community, it's a problem'. She wants more information. Dr. Hortt said that staff can take a floating holiday on that day. Also, if staff works on an MLK program or event elsewhere on that day, they are "working" and being paid for it. Trustee Holton said again that she wants more information on how the community perceives the fact that the Branch system is closed on that day. Trustee Jana Caldwell asked if we have worked with other groups to honor the day and said that, like Trustee

Holton, she'd like to see more information. Dr. Hortt reported that HPLD's primary relationship is mainly with UNC. She also asked what most libraries in the state are doing. Dr. Hortt replied that most are closed. Staff can pull information, such as attendance for the day, and share it with the Board.

Chair Poncelow and his spouse, Dr. Hortt, and James Melena fed about 25 construction workers at the LINC site the other day at end of the demolition crew and beginning of the next crew. Chair Poncelow wants to do that about once a month and opened the opportunity for other Board members to help. Secretary/Treasurer Mary Roberts let the Board know that Chair Poncelow was the sponsor who provided the goodies.

4.0 BOARD COMMENTS

- A. Vice-Chair Mary Heberlee: 'Tony Brewer has done great work with the policies and policy committee.'
- B. Secretary/ Treasurer Mary Roberts: 'The progress we are making is so important. We're building foundations, procedures, and a culture. It will hold us in good stead for a long time.'
- C. Trustee Gerri Holton: In thinking about next month's meeting, we have an opportunity at the next meeting to build a positive culture. The All-Staff Day a couple of years ago brought us together and we have the opportunity to do it again. I'm looking forward to that meeting. Maybe could provide a notebook with shared foundations.
- D. Trustee Jana Caldwell: 'Teresa and I attended the Community Foundation luncheon, which was impressive, and I was pleased to watch the library highlighted in front of all the community leaders. Also, last week the library was a major sponsor of Go West film that's free and open to the public. It's a great way to celebrate the west and something a little unique. While there, I met someone from London and he was thrilled to come and explore the west and enjoy the films. Thank you to the library for sponsoring it.' Dr. Hortt added that Victoria Boone and David Sharp are a big part of that. Victoria has been on the steering committee for a long time and David has just joined.

5.0 EXECUTIVE SESSION PURSUANT TO C.R.S. § 24-6-402(4) (b)

- A. To move into Executive Session, Legal Counsel Bill Garcia read the following statement: "We are moving into Executive Session pursuant to CRS 24-6-402(4)(B) for the sole purpose of receiving advice from our attorney on the specific legal questions of Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process."

MOTION to move into Executive Session at 6:52p.m.: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: Unanimously approved, 5:0

An executive session of the Board of Trustees of the High Plains Library District convened at 6:52 p.m. on November, 15,2021 for the sole purpose of discussing Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process as authorized by CRS 24-6-402(4)(B). Attending were Ken Poncelow, Chair, Mary Heberlee, Vice-Chair, Mary Roberts, Secretary/Treasurer, Gerri Holton, Trustee, Jana Caldwell, Trustee, William Garcia, Legal Counsel, James Melena. During the executive session the Board discussed or received advice regarding Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process, and did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 8:35 p.m. and we have reconvened in regular session.

Vice-Chair Mary Heberlee left the meeting at 8:35pm

6.0 ADJOURNMENT

There being no further business,

MOTION to Re-enter the Regular Session meeting and adjourn the meeting at 8:36p.m.:

Secretary/Treasurer Mary Roberts

SECOND: Trustee Gerri Holton

DISCUSSION: None

VOTE: Unanimously approved, 4:0

Upcoming meetings:

Executive Session: December 13th, 2021 4:30 p.m. HPLD Administration Building., 2650 W. 29th St., Greeley, CO80631

Regular Session: December 13th, 2021 5:00 p.m. HPLD Administration Building., 2650 W. 29th St., Greeley, CO80631

Special Session: December 13th, 2021 6:15 p.m. HPLD Administration Building., 2650 W. 29th St., Greeley, CO80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

| |
|----------------------------------------------------------------------------------------------------------------|
| Meeting date: December 13, 2021 |
| Type of item: Action |
| Subject: Budget for 2022 |
| Presented by: Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager |
| Recommendation: Staff recommend that the Board hold the public hearing and approve the budget for 2022. |

Background

As required by state statute, we are presenting the budget for 2022 for public hearing and board action.

The budgeted revenues are \$35,505,300 and budgeted expenditures are \$59,566,876. The budget decreases fund balance by \$24,061,576.

The budgeted 2022 revenues have decreased 21.48% from the 2021 budget. The primary source of revenue for the library district is derived from a 3.177 mill levy for operations applied to the assessed value of portions of Weld County and Boulder County properties.

The 2022 budget includes funds for LINC, a facility in Grover, remodeling the Centennial Park Library, and for HPLD operations. The proposed budget includes planning for a 3% merit increase for staff.

Since the certificates of participation were paid off in 2019, there is no budget for the debt service fund.

The schedule of Adjustments to Proposed Budget for 2022 summarizes the changes that were made to the proposed budget that was presented at the October board meeting and the budget being presented here. The significant adjustments were to increase the budget for LINC by \$5 million as revised estimates were received and less work will be completed in 2021 than anticipated earlier. The entire project budget was not increased, but \$5 million needed to be added to the budget for 2022 and estimated expenditures for 2021 decreased by \$5 million. A total of \$820,000 was added to the capital budget for roof repairs at Carbon Valley Regional Library and Erie Community Library. A capital budget of \$350,000 and operating budget of \$20,000 was added for a Grover facility.

Considerations

The budget has been reviewed by the Finance Committee and is being recommended for approval.

Recommendation

Staff recommend that the Board hold the public hearing and approve the budget for 2022.



**Finance Department
2650 W. 29th Street
Greeley, Colorado 80631**

Budget 2022

Board of Trustees

Kenneth Poncelow, Chairman
Mary Heberlee, Vice Chairman
Mary Roberts, Secretary/Treasurer
Jana Caldwell
Teresa Curtis
Gerri Holton
Joyce Smock

highplains

Library District

Administrative Office
2650 W. 29th Street
Greeley, CO 80631

District Support Team

Dr. Matthew Hорт, Executive Director

Bob Arellano, Facilities Manager

Tony Brewer, Patron Experience Specialist

Marjorie Elwood, Associate Director of Public Services

Eric Ewing, Associate Director of Human Resources

Rosa Granado, Associate Director of Public Services

Rebecca Libersat, Collection Resources Manager

James Melena, Community Relations and Marketing Manager

Niamh Mercer, Foundation Director

Elena Rosenfeld, Community Engagement and Strategies Manager

Susan Staples, Manager of IT and Innovation

Natalie Wertz, Finance Manager

Managers

Melissa Beavers, Lincoln Park Library

Melanie Goldman, Carbon Valley Regional Library

Rita Kadavy, Riverside Library and Cultural Center

Charlene Parker, Farr Regional Library

Mallory Pillard, Centennial Park Library

Brittany Raines, MOVE

Vacant, Erie Community Library

High Plains Library District
Support Services

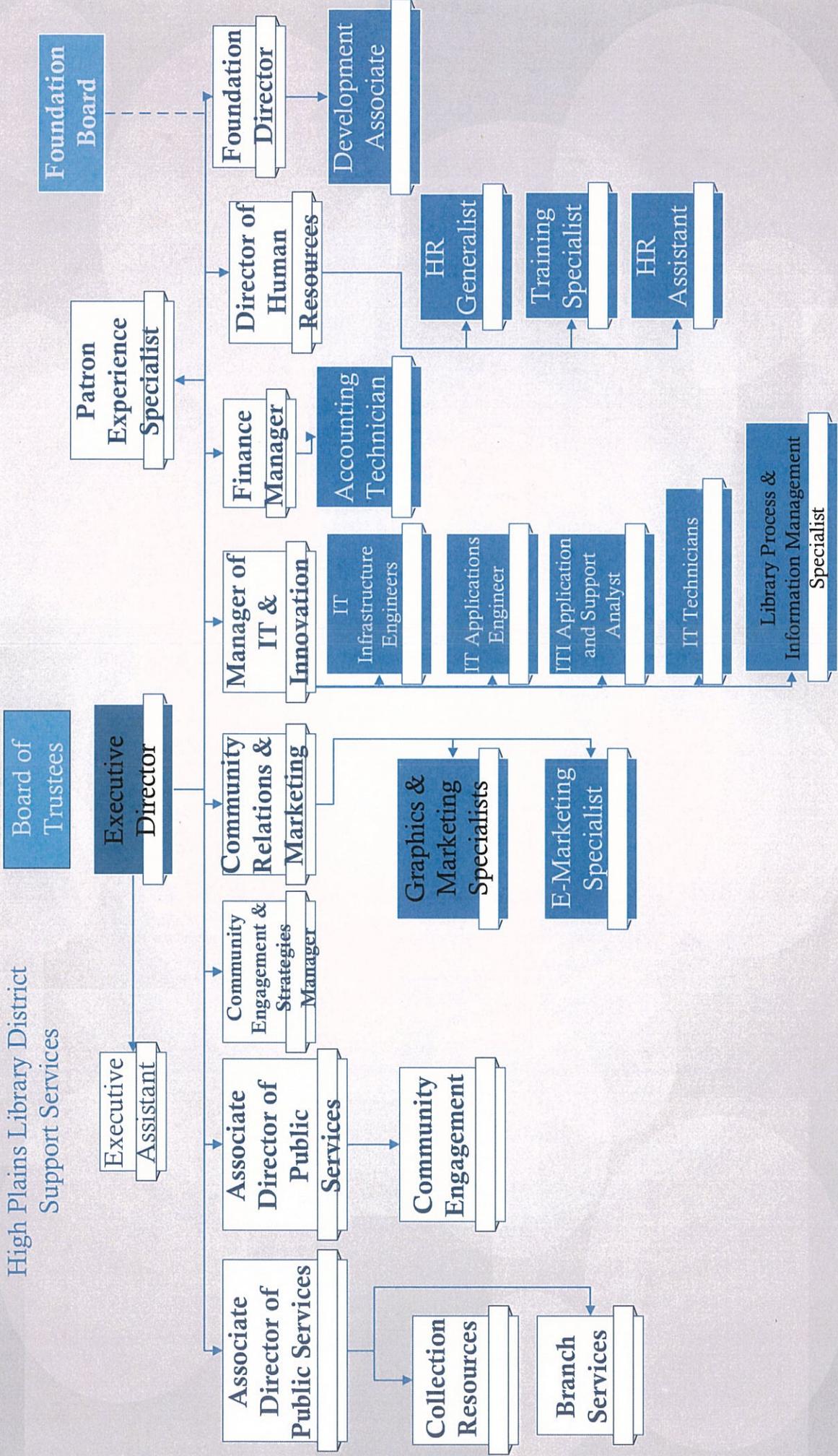


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Glossary and Acronyms

Other resources and information

High Plains Library District website <https://www.mylibrary.us/>

Weld County Colorado website <https://www.weldgov.com/>

Colorado Oil and Gas Conservation Commission website
<https://cogcc.state.co.us/#/home>

Macrotrends website for oil and gas historical prices
<https://www.macrotrends.net/1369/crude-oil-price-history-chart>

Longforecast website for oil and gas pricing forecasts
<https://longforecast.com/oil-price-today-forecast-2017-2018-2019-2020-2021-brent-wti>

State of Colorado Demography website
<https://demography.dola.colorado.gov/population/population-totals-counties/#population-totals-for-colorado-counties>

Upstate Colorado website <https://upstatecolorado.org/news/>

Weld County literacy information
<https://nces.ed.gov/surveys/piaac/skillsmap/?view=comparison&geolevel=county&first=8123>

2022
Budget
Message

December 13, 2021

Dear Board of Trustees and High Plains Library District Taxpayers:

It is our pleasure to submit to you our 2022 budget for your consideration and adoption. This budget was prepared by the Finance Department with input and direction from the Board of Trustees, members of the District Administrative Support Team, Library Managers, and the Executive Director. General guidelines used to formulate this document include the mission statement, the strategic plan, the capital improvement program forecast for the next five years, and financial projections of revenues and expenditures for the next 10 years.

Our Mission:

Helping build Community.

Our Vision:

High Plains Library District gives access to answers for every question.

Our Values:

These values help clarify the principles that guide the High Plains Library District (HPLD). As trustees, administration, and staff of the High Plains Library District, we are committed to fulfilling our mission and vision while upholding the following values:

- **Our Patrons** - Treated with dignity, respect, and consideration; Receive exceptional level of personal customer service; Provided with a variety of library materials that reflect communities' interest and values; Access to up-to-date technology and assistance to use that technology; Enjoy a variety of quality programming for all ages; Have a positive library experience every time they visit.
- **Our Facilities** - Modern, clean, and well maintained; Provide and utilize up-to-date technology; Open and available to all people regardless of age, gender, sexual orientation, or physical limitation; inviting, comfortable and friendly; Serve as a local gathering place.

- **Our Staff** - Uphold the principals of the First Amendment to the Constitution of the United States of America - the freedom to read, view, speak and hear; Committed to instilling a love of reading; professional and reliable information catalysts; Make every effort to be available whenever and wherever our patrons need us; Seek solutions to problems in a positive, productive manner; Work as a team to provide exceptional level of service; Continue to learn and grow professionally by taking advantage of classes, workshops, and seminars (offered by the High Plains Library District, State/National Library Associations, and other agencies) in an effort to better serve the public; Sees HPLD as an employer of choice, one that provides fair compensation, competitive benefits, and a flexible schedule that leads to a healthy work / life balance.
- **Our Community** - Benefits from partnerships between HPLD and other local agencies that support reading, education, and literacy; Enjoys the talents, abilities, and contributions of the HPLD staff at community-related activities; Is aware of and appreciates the programs and services offered by the HPLD; Supports the HPLD by contributing to its Foundation; Feels enriched by the presence of the HPLD.

Overview

This budget will support the High Plains Library District in achieving its mission and vision by providing the necessary funding for the operation of the libraries, the outreach department, public computing centers, and administration and support services.

The budget consists of:

- Summary schedules listing revenues, expenditures, beginning and ending fund balances.
- The 5-year capital improvement program, plus narrative.

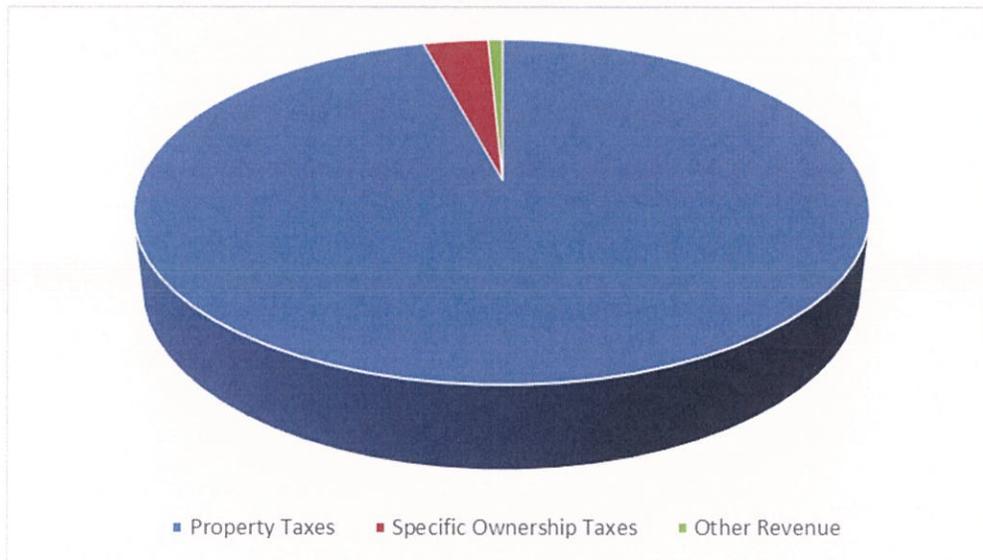
The 2022 proposed budget includes funds for a **Library INnovation Center** in Greeley, remodeling Centennial Park Library, and an operating budget for continuing to provide a quality level of library services.

The budgeted general fund revenues for 2022 are \$35,505,300 and the budgeted general fund expenditures for 2022 are \$59,566,876. That equates to a budgeted decrease in net assets of \$24,061,576.

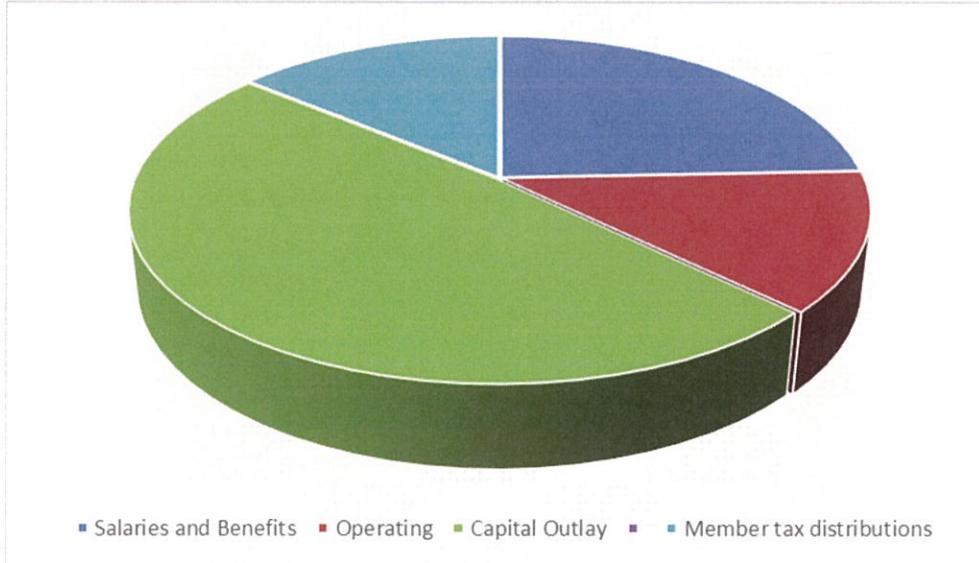
Budgeted revenues for 2022 have decreased 21.48% from the 2021 budget. Budget restrictions in other expenditure areas have allowed for planning for a 3% merit increase for staff. The salary budget also includes the effect of a cost-of-living increase in the minimum wage that will become effective January 1, 2022. High Plains Library District plans for no additions to FTE or staff headcount in 2022. The budget

includes funds to continue to participate in Prospector which allows patrons increased access to additional resources beyond the High Plains Library District collection.

The primary source of revenue for the District is derived from a 3.177 mill levy for operations applied to the assessed value of portions of Weld and Boulder County properties. Property tax which includes delinquent taxes, refunds and abated taxes comprise 95.85% percent of the District's budgeted revenue for 2022 while specific ownership tax is 3.38%. The remaining .77% percent consists of investment earnings, grants, fines, fees, and miscellaneous revenues.



The expenditures of the district are comprised of salaries and benefits that equal 21.78% of the budgeted expenditures, operating expenditures add an additional 11.64%, capital outlay equals 54.08%, and the tax distribution to member libraries equals 12.50% of the total budgeted expenditures.



Budget

The annual budget and appropriation ordinance is adopted by the Board of Trustees in accordance with the Colorado State Statute (29-1-108(4), C.R.S.). The budget is prepared on a basis consistent with accounting principles generally accepted in the United States for all governmental funds. The accounting system is employed as a budgetary management control device during the year to monitor the individual expenditures. The 2022 budget will be continuously evaluated to assure that funds are expended judiciously.

Respectfully submitted,



Dr. Matthew Hорт
Executive Director



Natalie Wertz
Finance Manager

High Plains Library District Budget Narrative

Strategic Goals and Strategies

During 2018, Dr. Matthew Hорт, Executive Director, developed a strategic plan for High Plains Library District (HPLD). This process involved holding focus groups with community members throughout the library district, meeting with governmental and non-profit organizations, and having discussions with community leaders, board members, and staff. Dr. Hорт used the input from these stakeholders to develop a strategic plan that was presented to and approved by the library board in November 2018.

Excellence, Access, Unity, Stewardship, Aspiration, Literacy, and Fiscal Strength are the focal points of the strategic plan. The strategic plan goals include shifting focus of programming to skills-based and development; demonstrating operational excellence to our constituents; completing and submitting an application for the Baldrige Performance Excellence Program every year; extending access to wireless locations throughout the district; developing a human books mentor program; and increasing the community's level of digital literacy.

Short-Term Organization Factors

A demographic study completed during 2019 indicated that the High Plains Library District service area is experiencing and is expected to experience significant population growth in the foreseeable future. The 2020 census results report a Weld County population of 328,981, an increase of over 76,000 or 30% from the 2010 census. High Plains Library District will need to provide library services to those individuals. This growth influences decisions about facilities, staffing, and how best to provide library services efficiently and effectively. The budget for 2022 includes an operational budget and capital projects needed to serve the growing population.

A significant portion of the property tax base for High Plains Library District is from oil and gas sales. That causes significant volatility in the revenue stream. Oil and gas sales represents approximately 43% of the district's assessed value for the 2022 budget. Oil and gas sales represented approximately 58% of the district's assessed value for the 2021 budget.

The Colorado Legislature passed SB19-181 in April 2019. That law changed the way oil and gas production is regulated in Colorado. The uncertainty about the long-term impacts of that law on the oil and gas industry affects revenue projections and decisions about spending available resources and the level of reserves that should be maintained. This uncertainty has caused the library district to maintain a higher level of reserves than might be seen if the property tax base was more predictable.

During 2020, the economy in the state and especially the local area was severely impacted by the oil and gas market crash and the economic shutdowns imposed in response to COVID-19. Unemployment increased rapidly to levels not experienced in recent history. Some businesses were not able to survive the imposed shutdowns and closed their doors forever. Oil and gas sales revenue decreased dramatically during 2020 forcing some companies into bankruptcy. Oil and gas sales for 2020 were reported and property taxes were assessed on those sales in 2021. Those property taxes will be collected in 2022. So, the reduction in 2020 oil and gas sales revenue negatively impacts property tax revenue for 2022. These factors have influenced the financial projections and decisions made about budgeted expenditures.

Inflation increased in 2021 and is expected to continue in 2022. This is expected to impact most operating expenditures and capital projects. Interest rates remained low during 2021 and that is also expected to continue in 2022. That will negatively impact earnings on investments.

Priorities and Issues

The permanent, long-term effects of the economic conditions created by the shutdowns in response to COVID-19 are yet to be determined. However, the oil and gas market crash and increase in unemployment have created a need in our communities for High Plains Library District to respond by providing more skills-based and development programming to help people acquire and improve marketable skills. The shutdowns helped identify locations in our district where improved Internet access is most needed. In 2020, grants were obtained to purchase additional mobile Wi-Fi units for use in the district. Wi-Fi access points were placed in high-need locations that were identified in partnership with the local school districts. In 2021, grant funds were used to purchase 16 mobile Wi-Fi units that were made available for specialty checkout. During 2022, High Plains Library District will work with partner agencies to continue to close the digital divide, improve digital literacy and access.

In addition to the factors noted above, the diversity of the population in the service area must be considered in the development of the budget. High Plains Library District is committed to ensuring that our programs and services are accessible to everyone and is continually striving to improve the library experience for all visitors. The materials collection, programs, and services should be designed to provide some level of library service for the entire population. The facilities and staff should feel welcoming to a wide variety of individuals. The population diversity affects decisions about amounts and types of materials purchased and programs that are offered at the libraries. Funds have been allocated in the Collection Resources department to allow the library to purchase a wide spectrum of materials in a variety of formats and genres. Resources have been allocated in the budget for citizenship, English as a Second Language (ESL), and Right to Read classes. Each year High Plains Library District is honored to host a naturalization ceremony for individuals who have completed citizenship classes and passed the examination. 20 individuals from 10 countries including Burma, Canada,

Columbia, Cuba, Guatemala, Iran, Mexico, Peru, Poland, and South Africa became United States citizens in a naturalization ceremony on July 1, 2021.

The library district covers a geographical area of almost 4,000 square miles in northeastern Colorado. High Plains Library District includes most of Weld County and a small portion of Boulder County. The service area includes some near-urban/suburban, more densely populated areas and some rural, remote, sparsely populated areas. Providing library services in the remote areas where individuals do not have convenient access to a library building requires creativity and additional resources. Significant resources were allocated to the MOVE (Mobile, Outreach, Virtual, Experiences) Department in 2017 through 2019 to replace two older vehicles, add a vehicle to the fleet, and to add staff. Funds have been allocated in the 2022 budget for MOVE department operations. The Information Technology and Innovation (ITI) Department budget will allow High Plains Library District to continue to support access to electronic resources throughout the district.

In 1999, the voters passed a ballot issue that increased the property tax mill levy by 1.8 mills to allow for the issuance of Certificates of Participation. The ballot issue required the district to reduce the property tax mill levy by \$1,000,000 when the debt was paid off. The final payment on the debt was made in December 2019. The property tax mill levy for operations was reduced from 3.249 for 2019 to 3.177 for 2020. The mill levy for operations remains 3.177 for the 2022 budget. Although the reduction in revenue might be considered as being offset by the reduction in debt service expenditures, the impact of the decreased revenue and increased pressure on the budget because of the projected population growth must be considered when allocating available resources.

The development of the strategic plan has allowed High Plains Library District to improve the focus on priorities for the 2022 budget. The basic priority has been and continues to be providing high-quality library services throughout the district. The focus for 2022 has been refined to construction of LINC (a **L**ibrary **I**nnovation **C**enter), developing operational excellence, and moving to more skills-based programming. At LINC, individuals will be able to transform information into knowledge while developing and sharing skills and ideas in a sensory rich, experience driven, creative environment.

Moving to more skills-based programming, developing operational excellence, and specific capital projects were also focus points for the 2021 budget. The extreme, unexpected factors that were encountered during 2020 and 2021 have created a need to continue to focus on skills-based programming and construction of LINC for 2022. Developing operational excellence remains a focus in 2022 as High Plains Library District proceeds on the journey of continuous improvement.

As High Plains Library District pursues its mission of *Helping build Community*, taxpayers, patrons, and staff members will know that we are succeeding when literacy rates are improving, unemployment is decreasing, and peaceful, productive civil discourse is happening in our district.

Fund Description and Fund Structure

High Plains Library District maintains two funds for accounting and budgeting purposes – the general fund and the debt service fund.

The general fund is High Plains Library District's primary operating fund. It accounts for all financial resources of the district, except those required to be accounted for in another fund. The general fund is a major governmental fund of the district and the 2022 budget appropriates funds for the general fund.

The debt service fund accounts for the resources accumulated and payments made for principal and interest on the long-term debt of the district. The debt service fund has also been a major governmental fund of the district. The Certificates of Participation Series 2010 were paid off in December 2019. The district has no long-term debt outstanding as of December 31, 2021. There is no debt service fund budget appropriated for 2022.

Basis of Budgeting

Annual budget and appropriation ordinances are adopted by the board in accordance with the Colorado State Budget Law. The budget is prepared on a basis consistent with accounting principles generally accepted in the United States for all governmental funds (modified-accrual - the same basis of accounting used in the audited financial statements). Depreciation is not budgeted for and capital outlay is budgeted for. Depreciation is recorded in the Annual Comprehensive Financial Report government-wide financial statements and capital outlay expenditures are capitalized in the Annual Comprehensive Financial Report government-wide financial statements.

The accounting system is employed as a budgetary management control device during the year to monitor expenditures. The legal level of control is at the fund level. All annual appropriations lapse at year end.

Financial Policies

Below is a summary of some financial policies of High Plains Library District. High Plains Library District is in compliance with the financial policies. The 2022 budget is prepared in compliance with these policies. The finance policies are available on the High Plains Library District website.

Balanced Budget

Colorado state statute and district policy does not allow a budget with deficit spending which is defined as expenditures in excess of available revenues and beginning fund balance.

Fund Balance / Reserve

High Plains Library District is subject to the Emergency Reserve requirements of the Colorado Taxpayers Bill of Rights (TABOR). The TABOR Emergency Reserve provision requires High Plains Library District to maintain a reserve of 3% of prior year revenues. In addition to the emergency reserve, High Plains Library District policy requires six months of operating expenditures to be maintained as a fund balance reserve.

Debt

High Plains Library District is prohibited from issuing debt in excess of the legal debt limit of 1.5% of assessed value. Colorado TABOR prohibits governments from issuing bonds without a vote by the citizens. Governments may issue Certificates of Participation without a vote of the citizens. High Plains Library District policy requires approval of the Board of Trustees to issue long-term debt.

Investment

High Plains Library District investment policy complies with Colorado state law. The primary investment objectives are preservation of capital and liquidity. Permitted investments include U.S. Treasuries, Federal Agencies and Instrumentalities, Corporate Securities, Local Government Investment Pools, and Money Market Funds.

Budgetary Control

The legal level of control is the fund level. The proposed budget is presented to the Board of Trustees by October 15 each year. The proposed budget is posted on the High Plains Library District website and interested parties can review it from the website or in person at the district's administrative offices during regular business hours. A public hearing is scheduled and held by December 15 each year. The Board of Trustees adopts the mill levy and the budget by December 15 each year. The budget is posted on the district's website and filed with the State of Colorado by the end of January each year. During the year, the finance department prepares monthly budget to actual reports of revenues and expenditures. The budget to actual reports are posted on the High Plains Library District website. The Executive Director, the finance department, and each department head and library manager monitor the budget to actual activity throughout the year. If a budget amendment is needed, the amendment is presented to the board, a public hearing is scheduled and held, and the board votes on the amendment. If the board approves the amendment, the amended budget is filed with the State of Colorado.

Revenue

The primary revenue source for High Plains Library District is property tax. Property tax revenue is a function of the assessed valuation of taxable property within the district as certified by the county assessors multiplied by the mill levy approved by the Board of Trustees. Property taxes are billed and collected by the county treasurers. The county treasurers disburse the property taxes to the taxing districts by the 10th day of the month following collection. High Plains Library District records the property tax revenue

received each month as revenue for the previous month. The property taxes levied for the following year are recorded as receivables and deferred revenue in the current year's audited financial statements.

Budget Process

Public input on the budget is obtained by feedback received throughout the year. Participants in some programs are invited to take formal surveys. Staff members receive informal feedback through conversations with community members. Community members may submit requests for the purchase of specific items for the library collection. That formal and informal feedback is used to help determine what types of programs are offered and what materials are purchased for the collection. Public use of the libraries (gate count) and circulation statistics impact budget decisions about staffing levels at the libraries. Circulation statistics also impact budget decisions about what materials are purchased for the library collection. Computer use statistics help determine the number of computer stations that are maintained at each facility. Participation at the stops offered by MOVE helps determine the schedule, frequency, and locations that are visited. Board meetings are open to the public and attendees may sign up for public comment to address the board about library services or district budget decisions.

The High Plains Library District budget preparation process typically begins in late June or early July every year. Budget request worksheets are provided to each library manager and department head. The budget request worksheets are completed by the library managers and department heads and returned to the Finance Department by the end of July or early August each year. This includes capital outlay projects identified by the Facilities Department throughout the year during facility walk throughs and from the planned maintenance and replacement schedule.

During August and early September, the Finance Department compiles the requests and reviews them with the Executive Director and Associate Directors. The requests are prioritized, and any necessary adjustments are made and discussed with the library managers or department heads. The preliminary budget is reviewed with the finance committee. The finance committee may make recommendations for revisions to the preliminary budget.

Per state statute, the proposed budget must be presented to the board by October 15 each year. The proposed budget for 2022 was presented to the board at the October 4, 2021 board meeting. The proposed budget was then posted on the High Plains Library District website and a copy was available in the administrative office for public review. A public hearing notice was published.

Per state statute, the Board of Trustees must adopt the budget and certify the mill levy by December 15 each year. The 2022 budget was adopted, and the mill levy was

certified at the December 13, 2021 board meeting. The adopted budget was then posted on the High Plains Library District website and filed with the Colorado Department of Local Affairs Division of Local Government. A copy of the budget is also available in the administrative office of High Plains Library District.

Between October when the proposed budget was presented to the board and December when the final budget was presented to the board, some budget adjustments were made. Property tax revenue, distributions to member libraries, and treasurer’s fees budget amounts in the preliminary budget were based on preliminary valuations and those amounts were adjusted in the final budget when the final valuations were received from the county assessors. The state grant amount was finalized after the preliminary budget was presented, so that budgeted revenue was adjusted. Some equipment and capital project budget items were not purchased or completed in 2021 and those items were carried forward into the 2022 budget. A table of the adjustments is included in the supplemental / statistical section of this budget document.

The legal level of budgetary control is at the fund level. If necessary, the budget may be amended by preparing and presenting a budget amendment to the board and holding a public hearing. If the board approves the budget amendment, the amended budget must be filed with the Colorado Department of Local Affairs Division of Local Government.

Statutory Budget Calendar

| | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 25 | Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values to compute the statutory and TABOR property tax revenue limit. |
| October 15 | Budget officer must submit proposed budget to the governing board. Governing body must publish “Notice of Budget” upon receiving proposed budget. |
| December 10 | Changes in assessed valuation made by the assessors will be made only once by a single notification to the county commissioners or other body authorized by law to levy property tax, and to the Division of Local Government. |
| December 22 | Deadline for county commissioners to levy taxes and to certify the levies to the assessor. |
| January 30 | A certified copy of the adopted budget for the current fiscal year must be filed with the Division of Local Government no later than this date. |

Fund Balance

Fund balance may be defined as the excess of the assets of a fund over its liabilities, reserves, and carryover.

The budget for 2022 plans for a decrease in fund balance of approximately \$24 million. High Plains Library District anticipates a significant decrease in revenue in 2022. Construction on the LINC project is expected to be ongoing through all of 2022 and into 2023. High Plains Library District plans to continue to control operating expenditures with no FTE (Full-time equivalent) or regular staff headcount added for 2022.

Revenues

The primary revenue source (approximately 96%) of the High Plains Library District is the property tax mill levy. The revenue estimate for the budget is calculated based on the certification of assessed valuation received from the county assessors multiplied by the mill levy that is certified by the High Plains Library District Board of Trustees and the Weld and Boulder County Commissioners.



The Gallagher Amendment in the Colorado Constitution limited the portion of statewide property tax revenue that could come from residential property to 45%. The remaining 55% of statewide property tax revenue was to be levied on other property types – commercial, agricultural, etc. The assessment rate for non-residential property types except oil and gas is fixed at 29%. To maintain that 45% / 55% ratio, the residential assessment rate was adjusted every two years. Since residential property values statewide have increased faster than the other property types, the residential assessment rate had been decreasing. The decreases in the residential assessment rate have effectively become permanent since the Taxpayer Bill of Rights (TABOR) in the Colorado Constitution prohibits any tax increases without a vote of the citizens and increasing the residential assessment rate has been interpreted as a tax increase. A measure to repeal the Gallagher Amendment was on the ballot for November 2020 and

passed. With the repeal of the Gallagher Amendment, the residential assessment rate was fixed at 7.15% and the non-residential assessment rate was fixed at 29%.

In June 2021, the state legislature passed SB 21-293 reducing the assessment rates on some classes of property for 2022 and 2023 valuations (collection years 2023 and 2024) from 7.15% to 6.95%, 7.15% to 6.8%, and 29% to 26.4%. Under SB 21-293, assessment rates return to the previous levels for 2024 valuations.

Prior to the state legislature passing SB 21-293, a ballot initiative had been proposed, Initiative 27. Initiative 27 would permanently reduce the assessment rates for all property classes except oil and gas. Under Initiative 27 the residential assessment rate would be reduced from 7.15% to 6.5% and the other property classes from 29% to 26.4%. Initiative 27 was on the ballot in November 2021 as Proposition 120. Proposition 120 was defeated in the November 2021 election.

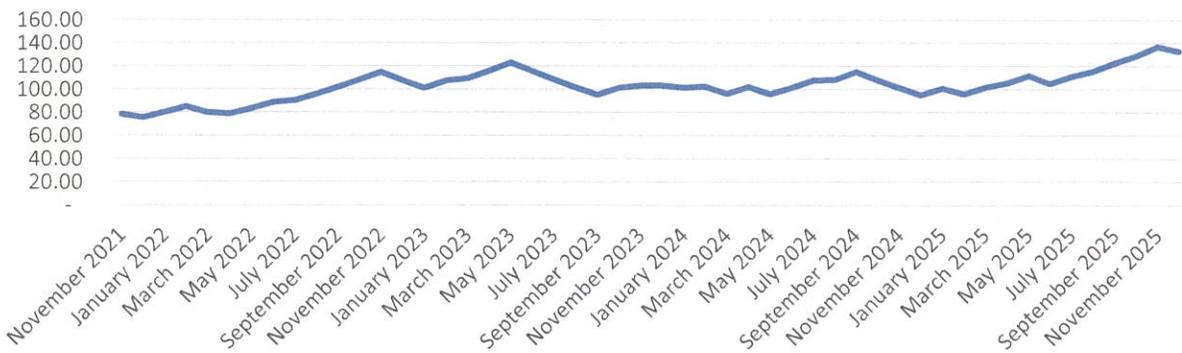
Prior to the election, the county assessors had prepared a table summarizing the assessment rates under each scenario. Please see the statistical and additional information section for that table.

A significant portion of the High Plains Library District tax base has been from oil and gas sales. With the oil and gas market crash in 2020 and government-imposed shutdowns, oil and gas sales revenue from production in the district decreased dramatically. That significantly reduced High Plains Library District budgeted revenues for 2022. Construction continued and residential property values increased in the district, but that did not offset the reduction in the tax base from the decreased oil and gas sales.

Historial Price of Crude Oil per Barrell per macrorends.net



WTI Closing Price Forecast per longforecast.com data as of November 16, 2021



Long-range Financial Plans

The long-range financial operating plans support the achievement of the strategic goals of *Excellence, Access, Unity, Stewardship, Aspiration, Literacy, and Fiscal Strength*. The long-range financial operating plans allow High Plains Library District to estimate resources that will be available to use toward those goals. The long-range financial plan helps determine scope and timing adjustments that may be needed to work being done on the strategic plan initiatives.

High Plains Library District is dependent on the mill levy of 3.177 for property tax revenue as the primary revenue source for the district. Currently, there are no plans to increase or decrease the mill levy. Any proposed increase in the mill levy would need to be approved by the board and then presented to the voters for approval. The High Plains Library District Foundation plans to launch a friends group in early 2022. The friends group will be instrumental in building community connections and community support should it become necessary to request a mill levy increase.

Since the primary revenue source for High Plains Library District is property taxes, and a significant portion of the tax base has been oil and gas sales, the oil and gas market crash in 2020 negatively impacts the revenues of the district – particularly for 2022. The reduction in oil and gas sales in 2020 caused a 22% decrease in budgeted property tax revenue for 2022. Long-range financial plans were reevaluated in 2020 and 2021 to plan and adjust for the impending revenue decrease.

The strategic plan includes goals of working with other economic interests to get a firm understanding of economic forecasts and their meaning for district revenues and setting priorities to identify areas that could be reduced when revenues take a downturn. During 2021, the Finance Department received information from Weld County government officials, obtained information from the Colorado Oil and Gas Conservation Commission, and read reports on the local economic outlook. That information was used to refine the financial projection for High Plains Library District. The projection was considered in developing the budget for 2022.

The property tax base for HPLD is changing. The economic forecasts seem to indicate that oil and gas production in the Weld County area has likely reached its peak. Oil and gas production is expected to stay at current levels for about the next five years and then slowly decline. The anticipated population growth in Weld County is expected to support continued residential construction and property values are expected to increase. The additional construction and increasing property values are expected to mitigate the impact of the assessment rate reductions under SB 21-293.

In response to the expected future revenue levels, additional emphasis has been placed on controlling the operating expenditures budget. No FTE (Full-time equivalent) or employee headcount increases are planned for 2022. There are some planned staff additions for LINC in 2023. Beyond 2023, there are no plans for significant increases in FTE or staff headcount. Database and periodical subscriptions have been reviewed

and items with low patron use have been discontinued. Less expensive, more user-friendly options have been identified to replace some of the databases and electronic resources. Public computing center use was evaluated, and low use facilities were closed. Computer use in the libraries was evaluated and some computers were removed to right-size the inventory to achieve usage target ranges.

Long-range financial plans include construction and operation of LINC. LINC will replace the current Lincoln Park Library. Annual operating expenditures including salaries and benefits for LINC are estimated to be \$1.3 to \$1.5 million. LINC will allow HPLD to achieve strategic plan initiatives of expanding skills-based programming, developing community partnerships, increasing literacy, and providing opportunities for civil discourse. The additional skills-based programming and community partnerships should encourage economic growth and help diversify and expand the property tax base in the HPLD service area.

High Plains Library District Foundation plans to launch a capital campaign in 2022 for LINC. The goal of the capital campaign is to raise at least \$1,000,000. The district plans to finance the LINC project and other capital improvements with donations, grants, and currently available resources.

The overview of the capital improvement program provides more information on LINC and other projects. To help control the operating expenditures budget and to accommodate the anticipated levels of future property tax revenue, LINC is the only large new construction project planned. The anticipated future revenue levels will require High Plains Library District to leverage available technology to provide library services efficiently in more remote areas of the district. This is one reason why a secure, self-service facility is being explored for Grover.

The government-imposed shutdowns during 2020 created the opportunity to learn how to provide more services virtually. High Plains Library District plans to use available technology (web-based programming, electronic databases, Ebooks, downloadable audiobooks, music, and videos, virtual assistance from librarians, on-line meeting spaces, etc.) to provide library services to a wider community more efficiently. The MOVE department will continue to provide library services to the community outside of the library facilities. Technology and the MOVE department will allow HPLD to provide library services with less need for additional library facilities.

Currently, High Plains Library District has no plans to significantly reduce library services. HPLD intends to be responsive to the community. Low use services may be discontinued to improve efficiency or to provide additional resources for other library programming. An example of this is the evaluation of database use and public computing center and computer use as discussed earlier. High Plains Library District will continue to provide library services throughout the service area while evaluating those services for efficiency and value to the community.

Stewardship and fiscal strength are focus areas of the strategic plan. High Plains Library District's financial plan is to maintain a sound and sustainable financial position by allocating available resources to provide high quality library services while also maintaining adequate reserves to manage revenue volatility and economic downturns.

Capital Expenditures

The Facilities Master Plan provides general guidance on when a library expansion or a new library should be considered. The board and executive team meet with other community leaders regularly. Economic conditions and outlook, population growth and projections, and community plans and needs are often discussed in those meetings. That information is considered when determining which capital projects should be pursued.

The Facilities Department inspects and evaluates the facilities throughout the year and maintains a replacement schedule for significant building components (roofing, HVAC units, boilers, etc.). The Facilities Manager recommends capital projects based on those inspections and the replacement schedule. Library Managers also request improvements to the facilities. The finance committee reviews the proposed capital budget and prioritizes the recommended projects. Projects that affect the safety or the functionality of the facilities are given higher priority than other requested improvements or additions.

The 2022 budget includes funds allocated for the following projects:

LINC - Library INnovation Center – in 2020 an existing building was purchased for \$4,000,000 for a library / innovation center. Construction began in September 2021 and is expected to continue through early 2023. The building is approximately 41,000 square feet and the project will expand that to approximately 62,000 square feet with an estimated project cost of \$32,000,000.

Centennial Park Library Remodel – upgrading and renovating the existing library. Estimated project cost of \$2,000,000.

Grover Access Point – Planning is in process to provide a service access point that would involve a secure, self-service model where patrons would be able to use their library card to enter the facility. MOVE department personnel would visit and staff the facility for a few hours every week. Community volunteers might also be used. The access point would provide Internet access, computer and printing access, holds pick up, materials return, and a small collection of materials. Estimated project cost of \$350,000.

Impact of Capital Investments on Operating Budget

The capital investments noted above will have an impact on the operating budget in additional staff, maintenance, and utility costs. The estimated amounts per project are listed below:

| Project | Estimated Annual Salaries and Benefits | Estimated Annual Utilities | Estimated Annual Operating Costs including Repairs and Maintenance |
|---------------------------------|----------------------------------------|------------------------------|--------------------------------------------------------------------|
| LINC – Library INovation Center | \$900,000 | \$73,260 | \$363,500 |
| Centennial Park Library remodel | No additional costs expected | No additional costs expected | No additional costs expected |
| Grover Access Point | | \$ 3,000 | \$ 17,000 |

LINC will replace the current Lincoln Park Library. High Plains Library District and High Plains Library District Foundation are soliciting grants and donations to help fund the LINC project. The fundraising goal for the capital campaign is at least \$1,000,000. At this time, the actual grant and donation revenue that will be raised by the capital campaign is not known. Because a significant amount of the LINC project is expected to be financed using available cash and investments, a decrease in earnings on investments is expected.

Debt

The legal debt limit for High Plains Library District is 1.5% of assessed value or \$159,674,899 as of December 31, 2021. The Certificates of Participation Series 2010 were paid off in December 2019. The High Plains Library District has no long-term debt subject to the legal debt limit as of December 31, 2021.

High Plains Library District has no current plans to issue new debt.

Position Summary Schedule

| | 2020 | 2021 | Budgeted 2022 |
|--------------------------------------------------------------------------------------------------|------------|------------|---------------|
| Librarians | 32 | 32 | 32 |
| Library Associates | 56 | 56 | 56 |
| Pages and Materials Clerks | 35 | 35 | 35 |
| Facilities | 8 | 8 | 8 |
| Collection Resources | 12 | 13 | 13 |
| Information Technology Innovation | 8 | 8 | 8 |
| Community Relations and Marketing | 3 | 4 | 4 |
| Managers and Supervisors | 30 | 30 | 30 |
| Administration (Executive Director, Associate Directors, HR, Finance, Foundation) | 10 | 10 | 9 |
| Total | 194 | 196 | 195 |

DEPARTMENT DESCRIPTIONS

The libraries and departments described below are included in the general fund of High Plains Library District.

BRANCH SERVICES

High Plains Library District (HPLD) serves more than 310,000 residents of Weld County and part of Boulder County and covers a geographic area of almost 4,000 square miles. Our mission of *Helping build Community* is carried out by our well-trained staff and through our strong collection of library materials.

Currently, HPLD offers more than 607,000 items to its patrons. The district strives to provide a collection that balances viewpoints across a broad spectrum of opinions and subject matter in formats suitable to a variety of learning and recreational interests and skills.

Our locations offer a wide selection of materials including children, teen, and adult fiction and non-fiction materials in print, audio, video, and electronic formats (CDs, DVDs, e-books, and downloadable audio books). The district also provides a collection of magazines, journals, and newspapers, and subscribes to more than 70 paid subscription databases, most of which can be accessed from any computer with Internet access. Launchpads are also included in the district's digital collection. These pre-loaded tablets for kids are designed with a simple, easy-to-use interface, and come loaded with age-appropriate games and apps.

High Plains Library District strives to provide current technologies within the libraries as well as in computer centers throughout our service area. At a minimum the district provides access to the catalog, subscription databases, the Internet, and current computer applications.

Computers within the libraries are used by staff to teach classes to the public on a variety of computer related topics, as well as by the public for research and personal computer use. In addition, each of the district's libraries provides Wi-Fi connectivity without charge to the user.

As an extension of traditional service, each library hosts a variety of programming for all ages that encourages reading, literacy, education, skill development, cultural and social diversity, and fun. These programs are provided free of charge.

The district maintains a strong commitment to long-term environmental sustainability. During new construction and facility upgrades, the district makes every effort to reduce consumption of resources as well as use our existing resources wisely. When feasible our facilities use alternative energy sources such as solar and implement energy-saving technologies and practices to further reduce use of energy.

Carbon Valley Regional Library

Carbon Valley Regional Library serves as both a community library and a resource library for the southwest area of the High Plains Library District. The 35,400 square foot facility can hold up to 150,000 items and has 36 public access computers. The library includes two community meeting rooms, four individual study rooms, a cozy fireplace area, children's storytime room, outdoor patio, amphitheater, café and a dedicated teen room.

The library is an integral part of the Carbon Valley community and partners with the local Chamber of Commerce, area municipalities, and schools to carry out the district's mission.

Centennial Park Library

Centennial Park Library serves as a neighborhood library. The 28,000 square foot facility can hold up to 80,000 items and offers 62 public access computers. The library includes a computer commons area with a separate computer lab for teaching technology classes, three study rooms, a community meeting room, and a teen

computer lab. In addition, the library features a unique storytime “apple” where children gather to hear stories, read or play.

The High Plains Library District’s genealogy collection is housed at the Centennial Park Library. This collection includes all the available archives of the Greeley Tribune from 1870, the “Germans from Russia” collection, census data, as well as Colorado and Weld County resources. Part of the district’s database collection includes genealogy resources that enhance research capabilities. Dedicated volunteers staff the genealogy desk more than twenty hours a week.

Erie Community Library

Erie Community Library is a neighborhood library that holds up to 65,000 items. The 26,500 square foot facility provides 17 public access computers and features a living room with a fireplace, two outdoor patios, a makerspace, four study rooms, and a large event space/meeting room that can be divided into two reservable meeting spaces.

To meet the needs of the growing Erie community, the library recently underwent a renovation and an expansion of 6,500 square feet to create a makerspace, enlarge the children’s storytime room, increase the number of study rooms and meeting spaces, relocate and remodel the teen area to include room for collaboration, gaming, and hanging out. The project also expanded the patron parking lot.

The four additional study rooms will help serve the needs of tutors and students who were previously using library open areas to work, allow groups to collaborate in separate spaces, and provide quiet space for study and work. The larger storytime room will accommodate twice as many adults and children for storytime and will provide a larger area for play and learning after storytimes. The makerspace houses a laser cutter, 3D printer and several sewing machines for skills-based learning, STEM activities, and art and craft activities for all ages. The larger meeting spaces will enable the community to make twice as many room reservations for larger numbers of people than previously.

Farr Regional Library

Farr Regional Library serves a dual role as both a community library and a resource library for the northern area of the High Plains Library District. The 38,000 square foot facility can hold up to 175,000 items and is equipped with 39 computer stations for the public.

Through its building design, the library has a variety of spaces that meet the diverse needs of the community including areas for collaboration, meetings, and quiet study. The library offers a café/vending area, a flex meeting room for impromptu meetings and collaborative work, community reading and study rooms, a large children’s area, a separate teen area, and numerous informal seating areas.

The Farr Regional Library features eight custom stained-glass windows commissioned by local artist Carolyn Stuart, a fireplace with a comfortable reading area, a small conference room, and a large meeting room.

Kersey Library

To meet the needs of the growing Kersey community, the library recently renovated a new location within the heart of the community and adjacent to a heavily used park. This new location is 3,400 square feet and can hold 5,600 items. It offers public access computers, Wi-Fi, printing, and one computer with age-appropriate learning activities and games for children. The library hosts a variety of programs for children, teens, and adults that encourage reading, literacy, education, and cultural diversity with a focus on skills-based learning/training. There is one public meeting room and one study room.

In addition to the existing adult book club, Kersey Library expanded services in 2018 to include a summer reading program, a free lunch program in conjunction with the Weld County Health Department, and afterschool programming for children. The library is an important part of the Kersey community and partners often with the Town of Kersey to carry out the district's mission.

Lincoln Park Library

Lincoln Park Library is a full-service facility providing high quality customer service to the neighboring communities, the downtown business district, and government offices.

This neighborhood library offers public access computers, Wi-Fi, and computers with age-appropriate learning activities and games for children. The library hosts a wide variety of fun and unique programs for children, teens, and adults that encourage reading, literacy, education, and cultural diversity. There are two meeting rooms available to the public.

The library features historic paintings by Ila McAfee Turner.

Riverside Library & Cultural Center

Riverside Library, located in Old Town Evans, opened in Fall 2014 and continues to be a destination library for neighborhoods surrounding the library and the Evans community. The 18,500 square foot library is part of a joint use cultural center which is operated and maintained by the City of Evans. The library can hold up to 30,000 items and provides 21 public access computers. The library features four study rooms, a cozy fireplace, plenty of casual seating, and a multi-purpose room for community and library programs. The cultural center portion of the building that the City of Evans manages includes large, well-equipped meeting rooms, local history displays, office spaces, and a police sub-station. There is an outdoor plaza which includes a play area for children.

DEPARTMENT OF COMMUNITY ENGAGEMENT – ALIGNING LIBRARY ROLES WITH COMMUNITY NEEDS

Community Engagement has shifted from being an “arm of public services” (as identified in 2019) to an assumption of how we do business. For this reason, Community Engagement is now considered a coordinated effort made by the District with a priority to:

- Bring services and programs to the community members both inside and outside of the walls of our facilities and satellite locations; inclusive of in-person interactions, vehicle-based delivery, virtual presence (using social media sites), and use of communication tools such as phone, email, and chat.
- Learn about the needs and priorities of community members through market research, community assessments, and conversations.
- Share the information learned with stakeholders within the district and appropriate external stakeholders.
- Use the information learned to focus and prioritize services and experiences most important and relevant to community members.
- Represent the High Plains Library District at various community events in partnership with the Community Relations and Marketing Department.
- Assess and measure the impact of our work for the purpose of better aligning our efforts to best support community success.

MOVE Services

The MOVE (Mobile, Outreach, Virtual, Experiences) Department serves as an extension of High Plains Library District by delivering services and programs to patrons and communities unable or unwilling to use library facilities. The department operates in cooperation with other libraries throughout the High Plains Library District.

The MOVE Department provides popular materials in various formats, reading readiness training, materials and services for families, and programming. These services are provided to schools, daycare centers, preschools, families, assisted living centers, and senior centers in areas where economic, geographic, linguistic and other barriers hinder access to a library. MOVE services are delivered in four different ways. They can be delivered via MOVE: Mobile Services, Outreach Librarians, Virtual Library Services, and Events and Experiences Services.

Mobile Services staff focus on bringing services and programs out into communities throughout the district with the purpose of making the Library a visible, valuable service without the expectation that patrons will be enticed to enter a facility. This is done through providing popular materials in various formats, programming, storytimes, and events. The Mobile Services staff operates three mobile units. One unit, a bookmobile, serves as a mobile library, carrying a collection of approximately 5,000 books and non-print materials to schools and neighborhoods. The second and third units provide

mobile library services to early childhood facilities and senior centers by bringing carts of books along with staff who host lobby stop services and programming. The units have immediate access to the entire High Plains Library District collection.

Outreach Librarians are centrally located and work throughout the library district to bring services out into the community through identified organizational partners and to build bridges to connect new populations with the library facilities and services. They are additionally tasked with creating connections and filling gaps in our community between the library and our underserved communities and communities that face barriers to library service. Outreach Librarians also develop community-wide programs with a focus on our priority populations.

Virtual Library staff assists those who prefer online or phone-based services. Through phone, email, and chat, trained library staff find online-based resources, request items, renew items, troubleshoot e-book questions, sign up for programs, help with reserving a meeting room, create district preloaded library cards, and much more.

Events and Experiences Services focuses on attending HPLD events and providing patrons with a positive library experience. Events and Experiences staff operate the Pop-Up Library, a Ford F250 with a custom box that opens to display library materials available for outdoor checkout onsite. They combine point-in-time collections with targeted patron experiences to generate a lifelong connection with the library. The Events and Experiences staff facilitate and lead our large district events including Summer Reading Adventure, Signature Author Series, Teen Tour, and ReadCon.

Community Relations and Marketing (CRM) Department

CRM is responsible for ensuring consistent messaging for all communications, marketing, advertising, and public relations functions as overseen by the HPLD Executive Director. As the High Plains Library District's brand ambassador, CRM represents HPLD with one voice, one message, and through presenting a trustworthy presence in our community.

CRM enhances the district's brand and visual presentation by identifying and supporting best practices in merchandising, establishing and maintaining partnerships, and strategically identifying areas with market penetration potential for patron growth.

CRM actively supports districtwide efforts as directed by the Executive Director based on conversations with the Member Directors and Boards. Within this framework, CRM:

- Provides the community with consistent and accurate information about library policies, procedures, programs, and services.
- Creates advertising campaigns that enhance and build the HPLD brand.
- Coordinates market research and analyzes local needs.
- Openly communicates with local media that serve the various district communities.

- Coordinates all press releases, columns, press conferences, media kits and information packets that are distributed to increase awareness and knowledge about High Plains Library District.
- Serves as the hub of all communication throughout High Plains Library District.
- Manages the social media presence of the High Plains Library District.
- Provides collateral material and everyday tools to assist staff. Edits the content, appearance and usability of external and internal communications including promotional materials, publicity campaigns, and other tools in order to ensure that the desired message is communicated, and the desired image is presented.
- Collaboratively manages the web page to ensure a clean organized design is presented and the content is accurate and up to date.

DISTRICT SUPPORT SERVICES

District Support Services is responsible for the operation of the branch library system, long range planning, and oversight of centralized services to all branch and member libraries. Together the District Support Services departments including the Executive Director, Associate Director, Collection Resources, Finance, Human Resources and Facilities, and Information Technology and Innovation Departments provide leadership and management services to support district operations.

Collection Resources Department

The Collection Resources Department consists of Collection Development, Interlibrary Loan and Prospector, and Bibliographic Services. Together these units accomplish the processes necessary to make a wide array of materials available to the public in a timely, efficient, and cost-effective manner.

- Collection Development selects and manages the collections and resources of the branch system in accordance with the Collection Development Policies. The department, in collaboration with library managers and the MOVE manager, coordinates the management and maintenance of the collection materials including books, magazines, and media. Digital collections include databases, eBooks, eAudio, and streaming video. This centralized process provides cost effective efficiencies to build a quality collection that strives to balance districtwide collection goals with local branch needs.
- Interlibrary Loan and Prospector support the educational, recreational and information needs of High Plains Library District patrons through resource sharing with other libraries. Interlibrary Loan/Prospector enables all High Plains Library District libraries to provide patrons with a broad range of materials by supplementing existing collections. Interlibrary Loan and Prospector borrow and lend materials from various libraries throughout Colorado and the United States.
- Bibliographic Services is responsible for ordering, receiving, processing and cataloging materials acquired by the district. Bibliographic Services is

responsible for maintaining the integrity of the data contained in the online catalog using Resource Description and Access standards (RDA). This organization and description of materials is the foundation for other basic library services, such as circulation, materials management, collection development, and acquisitions.

Finance Department

The Finance Department is responsible for the general accounting functions of the High Plains Library District including:

- Payroll - ensure proper and accurate payment to employees and payment of payroll liabilities.
- Cash Management - provide general cashiering operations, maintain banking relationships, and manage investment of district funds.
- Accounts Payable - process payments for goods and services.
- Fiscal Reports - prepare bank reconciliations, general ledger account reconciliations, and reports for use in analyzing various financial functions of the High Plains Library District.
- Procurement Cards - administer a procurement card program to facilitate district purchases as well as monitoring the program and payment of monthly statements.
- Accounting Procedures - assure compliance with applicable laws and policies governing the reporting of financial transactions, provide timely and accurate information, record all resources and assets by adhering to Generally Accepted Accounting Principles (GAAP) applicable to fund accounting, preparation of the Annual Comprehensive Financial Report and the coordination and preparation of the annual Budget document.

Human Resources Department

The Human Resources Department provides leadership, direction, and support to libraries by facilitating compliance, partnering strategically, and advocating for employees. The department is responsible for administering talent acquisition, learning and development, total rewards, organizational development and effectiveness, employee relations, diversity and inclusion, and labor law compliance.

Human Resources promotes a workplace culture encouraging employees to:

- Focus on the patron
- Take initiative
- Contribute to a positive work environment
- Think strategically and systemically
- Pursue personal development
- Continuously improve

- Take pride in the workplace

Facilities Department

The Facilities Department has four functions:

- To provide expert assistance in planning and construction of new and remodeled facilities
- To provide equipment maintenance for all branches
- To provide custodial services
- To maintain the district's MOVE vehicles

In addition, the department also provides assistance, as requested, to the member libraries. Member libraries are part of the High Plains Library District, but function independently and receive services from the district.

- **Planning and Construction** - this department is supervised by the Associate Director of Public Services. The expert assistance is provided by a Facilities Manager, with support from the district's contracted Owner's Representative. These, along with others in the organization, work with architects and contractors to construct and maintain the facilities that are appropriate for the community in which they are built.

This area of service is expected to grow significantly in the years to come, since the strategic plan calls for several new and remodeled buildings, in addition to an updated Facilities Master Plan.

High Plains Library District worked with an architect to develop a "prototype library." The architects developed a "concept" that represents the library brand, but then translates that into customized designs and square footage that meet local needs.

- **Equipment maintenance** - this includes everything from major projects like HVAC and roofing to soap dispensers in the restrooms. These services are provided by the Facilities Manager, along with two Facilities Technicians. The department also utilizes contract labor for projects beyond the scope of the Facilities Technician skills. In 2020 a third Facilities Technician was added to provide more efficient coverage of the seven branches.
- **Custodial services** - these are the typical routine services that ensure that the facilities are clean and inviting to the public as well as sanitizing. Some of these services are provided by paid staff, and in other cases the services are contracted.

- MOVE vehicles - this is a new assignment performed by the Facilities Manager and Facilities Technicians. As noted elsewhere in this narrative, there are four vehicles operated by the MOVE Department. Maintaining these vehicles is beyond the scope of that department, so this is performed by the Facilities Department.

Information Technology and Innovation Department

The Information Technology and Innovation (ITI) staff provides support for all technology related services, projects, and issues. The department oversees:

- The performance and stability of equipment, applications, and databases
- The purchasing, inventory, installation, system and application upgrades, backup, maintenance, troubleshooting and repair of district systems and technologies
- Monitoring warranty status and determining the replacement schedule of district IT equipment
- Contract negotiations with technology vendors for service and/or maintenance
- Budgeting for all district technology equipment and services
- Data accuracy and integrity of district centrally coordinated data
- System continuity support
- Content management support
- Continuous improvement support
- Application of best practice technology solutions

HPLD Foundation

The High Plains Library District Foundation is a separate 501(c)(3) nonprofit, established to support the needs and mission of the High Plains Library District. The Foundation's mission is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness, and advocacy for the libraries of the High Plains Library District.

The Foundation's assets and income are derived from the following activities:

- Grant funding – mission-aligned funding for programming from private, family, corporate, municipal, and federal grant sources
- Individual gift solicitation, including planned giving
- Corporate giving, including sponsorship for programs and events
- Special events
- Earnings from investments

The Foundation's current funding priorities include capital projects, programs supporting literacy among underserved populations, the Writer in Residence program, and HPLD districtwide programs including Summer Reading Adventure and the Signature Author Series.

Fundraising goals for 2022 include \$30,000 through the annual Links for Literacy golf tournament, \$4,000 through the Colorado Gives Day campaign, and the launch of a major capital campaign for LINC.

GOALS AND OBJECTIVES AND PERFORMANCE MEASURES

After the board of trustees approved the strategic plan in November 2018, High Plains Library District personnel began work on goals and objectives related to the plan. Baselines for appropriate performance measures related to many of those goals are still being developed.

The following is a table of some of the goals and objectives that the High Plains Library District is working toward:

| Goal | Department | Tie to Strategic Plan | Objectives | Timeframe | Performance Measures |
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| 30% of all branch programming at HPLD will be skills-based | Branches | Aspiration: Create programs and services that result in changed lives and a better community. | <ul style="list-style-type: none"> The Programming Committee will incorporate this shift into their planning. | By Dec 31, 2022 | <ul style="list-style-type: none"> 60% of those attending skills-based programming will report that they learned a new skill by attending the program |
| Move the Branches to a measurements-based process. | Branches | Excellence: Develop processes to achieve established outcomes and measure results. | <ul style="list-style-type: none"> Decide on the measurements that will be used in the branches, within the framework of Building a Better Organization / Baldrige. | By Dec 31, 2022 | <ul style="list-style-type: none"> 60% of attendees will report that their knowledge increased while attending a program, event, or class. |
| Adults apply "whole child" early learning by integrating physical play and social emotional learning into interactions with their children. | Branches | Literacy: Intensify our efforts in increasing the levels of literacy throughout the district. | <ul style="list-style-type: none"> Branch staff will promote "whole child" early learning and incorporate physical activity or play into programming. | By Dec 31, 2022 | <ul style="list-style-type: none"> 70% of storytimes and early literacy programs and services will feature an element of physical activity or play. |

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| <p>Build an Opening Day Collection for LINC that will support the facility's focus on skill-based learning.</p> | <p>Collection Resources</p> | <p>Aspiration: Curate collections and offer programs that are representative of the cultures and nationalities of the populations in each service area.</p> | <ul style="list-style-type: none"> • Spend up to 10% of the allocated opening day budget monthly. • Work with vendors to hold orders, diminish or eliminating the need for on-site storage. • Determine percentage of collection that will be allocated to STEAM subjects (Dewey 500s, 600s, 700s) in support of skills-based learning. | <p>By Dec 31, 2022</p> | <ul style="list-style-type: none"> • Allocated budget will be 90-100% expended before the facility opens. • Less than 10% of total collection will be stored onsite for longer than 3 months before shelving installation. • Collection items on STEAM subjects will match target percentage in each Dewey category. |
| <p>Increase the diversity of the collection, from</p> | <p>Collection Resources</p> | <p>Aspiration: Curate collections</p> | <p>By end Q1, 2022:</p> <ul style="list-style-type: none"> • Determine where our | <p>Ongoing</p> | <ul style="list-style-type: none"> • Diversity of new titles ordered will be calculated quarterly. |

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| <p>11% to 13%, the national average, by December 31, 2022.</p> | | <p>and offer programs that are representative of the cultures and nationalities of the populations in each service area.</p> | <p>focus should be based on the diversity of our population and the results of the 2021 diversity audit.</p> <ul style="list-style-type: none"> Recommended focus areas and target percentages to executive team. <p>By December 31, 2022: Implement recommendations approved by executive team.</p> | | <ul style="list-style-type: none"> Diversity of entire collection will be recalculated by December 2022, based on number of items added in each diversity category |
| <p>Test the Bookmobile Evaluation Tool</p> | <p>MOVE: Mobile Services</p> | <p>Access: Every individual and community who contributes</p> | <ul style="list-style-type: none"> Ensure that our bookmobile stops are meeting the | <p>1/1/2022-12/31/2022</p> | <ul style="list-style-type: none"> Evaluate community bookmobile stops 3 times (Jan.-May, June- Aug., Sept.-Dec.) |

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| <p>Programming will focus on building connection in the community and increasing technology and digital literacy.</p> | <p>MOVE: Outreach Services</p> | <p>Literacy: Intensify our efforts in increasing the levels of literacy throughout the district.</p> | <p>needs of the community</p> | <p>1/1/2022-12/31/2022</p> | <ul style="list-style-type: none"> • 12 digital literacy programs (1 per month)- ideal to have 3-4 in native languages • 30 instances of creating a space for community connections • 4 collaborative efforts with partners to develop community connections: New |
| <p>Increase qualitative data collection</p> | <p>MOVE: Outreach Services</p> | <p>Aspiration: Create programs and services that result in changed lives and a better community.</p> | <ul style="list-style-type: none"> • Improve services based on feedback. • Create collection of qualitative data to share | <p>1/1/2022-12/31/2022</p> | <ul style="list-style-type: none"> • 120 pieces of qualitative data (10 month). |

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| Initiate qualitative data collection | MOVE:Virtual Services | Aspiration: Create programs and services that result in changed lives and a better community. | with stakeholders | 1/1/2022-12/31/2022 | <ul style="list-style-type: none"> Share 4 reports with HPLD board |
| Redefine service model and align it to the new service model and priority populations | MOVE:Events and Experiences | Access: Every individual and community who contributes to the revenues of the district will have access to library services. | <ul style="list-style-type: none"> Create an equitable service plan among the North, South, and rural areas based on population | 1/1/2022-12/31/2022 | <ul style="list-style-type: none"> Offer 6 events and experiences for the North Offer 3 events and experiences for the South Offer 2 events and experiences for rural communities |
| Ensure that our facilities and public-facing vehicles are in excellent condition. | Facilities | Stewardship : Care for the facilities we have in a way that | <ul style="list-style-type: none"> Semiannual walkthrough of branches by Facilities Manager and Associate | Ongoing | <ul style="list-style-type: none"> 100% of short-term repair and maintenance issues will be resolved. Long-term repair and maintenance issues will be addressed in Facilities |

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| | | they will be the place where everyone wants to be. | <p>Director of Public Services – Branches of each facility to identify any issues and any expected needs.</p> <ul style="list-style-type: none"> Semiannual walkthrough of MOVE vehicles by Facilities Manager and MOVE Manager to identify any issues and expected needs. | | planning and in the budget process. |
| Contribute the Facility Manager's expertise to the LINC project. | Facilities | Stewardship : Develop and build a county-wide destination library in the downtown Greeley area | <ul style="list-style-type: none"> Attend the Greeley Downtown Library meetings, either virtually or in person. Contribute your expertise to the discussions. Identify any upcoming facilities upgrades that | Ongoing into 2023 | <ul style="list-style-type: none"> Attendance at 90% of the meetings. |
| Ensure our facilities are upgraded in a timely fashion. | Facilities | Stewardship : Use the Facilities Master Plan | <ul style="list-style-type: none"> Identify any upcoming facilities upgrades that | By Dec 31, 2022 | <ul style="list-style-type: none"> Long term repair and maintenance issues will be addressed in Facilities |

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| | | to identify regular upgrading of District facilities | need to be included in the 2023 budget by July 31, 2022. | | planning and in the budget process. |
| Maintain and distribute COVID-19 related Personal Protection Equipment (PPE). | Facilities | COVID-19. Not a strategic goal, but extremely important. | <ul style="list-style-type: none"> Complete any needed upgrades for 2022. Order COVID-19 related PPE on a regular basis. Ensure that it is distributed to the locations as needed. | Ongoing | <ul style="list-style-type: none"> As available, PPE will be distributed to the locations when needed. |
| Shift to skills-based programming and services | Human Resources (HR) | Aspiration: Shift focus of programing to skill-based and development | <ul style="list-style-type: none"> Provide HR support in employment and training to support staff. | 2022 | <ul style="list-style-type: none"> Positions needed are filled. Skills needed by staff are trained. Training requests are processed. |
| LINC | Human Resources (HR) | Lincoln Park replacement | <ul style="list-style-type: none"> Fill new positions Train new employees | 4 th Quarter 2022 and 1 st Quarter 2023 | <ul style="list-style-type: none"> Have staff hired and trained to staff LINC in time for Grand Opening |

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| <p>Submit the annual comprehensive financial report to the Government Finance Officers Association (GFOA) certificate of achievement for excellence in financial reporting program.</p> | <p>Finance</p> | <p>Fiscal Strength: An emphasis on economic and population forecasting and taking actions now to prepare for the future.</p> | <ul style="list-style-type: none"> Demonstrate fiscal accountability and transparency in financial reporting. | <p>Submit report by June 30, 2022 Receive award by December 31, 2022</p> | <ul style="list-style-type: none"> Receiving award for the twentieth consecutive year. Implementing recommendations received. |
| <p>Submit the 2022 budget to the GFOA Distinguished Budget Presentation Award Program.</p> | <p>Finance</p> | <p>Fiscal Strength: An emphasis on economic and population forecasting and taking actions now to prepare for the future.</p> | <ul style="list-style-type: none"> Demonstrate fiscal accountability and transparency in budgeting. | <p>Submit budget by January 31, 2022.</p> | <ul style="list-style-type: none"> Receiving the award for the third year. Implementing recommendations received in the 2021 budget document. |
| <p>Timely and accurate financial reporting.</p> | <p>Finance</p> | <p>Fiscal Strength: An emphasis on economic and population forecasting and taking actions now to prepare</p> | <ul style="list-style-type: none"> Demonstrate fiscal accountability and transparency in financial reporting. | <p>Monthly financial reports published by the 20th of the following month.</p> | <ul style="list-style-type: none"> Publishing monthly financial reports timely. Number of audit adjustments – goal is no adjustments. Number of audit internal control recommendations |

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| | | | for the future. | | | – goal is no recommendations. |
| Effective allocation of resources. | Finance | Fiscal Strength: An emphasis on economic and population forecasting and taking actions now to prepare for the future. | <ul style="list-style-type: none"> Demonstrate stewardship and responsible use of taxpayer resources. | Ongoing | <ul style="list-style-type: none"> Budget to actual results – stay within budget. Results achieved by the libraries and other departments. | |
| Efficient use of resources. | Finance | Fiscal Strength: An emphasis on economic and population forecasting and taking actions now to prepare for the future. | <ul style="list-style-type: none"> Demonstrate stewardship and responsible use of taxpayer resources. | Ongoing | <ul style="list-style-type: none"> Budget to actual results – stay within budget. Results achieved by the libraries and other departments. | |
| Maintaining adequate reserves for sustainability. | Finance | Fiscal Strength: An emphasis on economic and population forecasting | <ul style="list-style-type: none"> Ensure financial sustainability of the district. | Ongoing | <ul style="list-style-type: none"> TABOR (Colorado Taxpayer Bill of Rights) emergency reserve plus six months of operating expenditures. | |

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| Ensure stable, accessible infrastructure | Information Technology & Innovation (ITI) | and taking actions now to prepare for the future. | <ul style="list-style-type: none"> • Uptime target of 99.99% for open hours • Managed schedules for updates and maintenance | Ongoing | <ul style="list-style-type: none"> • Uptime tracking • Number of work order tickets submitted • Time to close work order tickets |
| Deliver responsive end user support services | Information Technology & Innovation (ITI) | Excellence: Develop processes to achieve established outcomes and measure results. | <ul style="list-style-type: none"> • Align support with needs • Continuous improvement | Ongoing | <ul style="list-style-type: none"> • Customer satisfaction scores • Work management data reviews • Number of work order tickets submitted • Time to close work order tickets • Customer thermometer |
| Align technology solutions with organizational requirements to ensure best fit for organization size, cost, service quality, and depth | Information Technology & Innovation (ITI) | Excellence: Develop processes to achieve established outcomes and measure results. | <ul style="list-style-type: none"> • Data driven decisions • Cost management | Ongoing | <ul style="list-style-type: none"> • Use of MO (Modus Operandi - a decision making / analysis tool) by management |

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|--------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop and execute digital marketing plan | Community Relations and Marketing (CRM) | Excellence: Develop processes to achieve established outcomes and measure results | <ul style="list-style-type: none"> Increase online following by 10% per platform year over year Increase online engagement 20% year over year | 2019-2022 | <ul style="list-style-type: none"> 10% increase in annual likes/follows in Facebook, Instagram, Twitter, and Snapchat 5% annual increase in reach per post 5% annual increase in positive reactions per post 20% increase in number of online views (website) 20% increase in online event attendance |
| Rebrand to HPLD Friends and Foundation | Foundation | Unity: Focus on building trust in district leadership, building leaders, and increasing job satisfaction. | <ul style="list-style-type: none"> Launch Friends and Foundation website and Facebook page. | April 2022 to December 2022 | <ul style="list-style-type: none"> Gain 100 followers on Facebook Garner 1,000 website views Increased Foundation brand awareness by 50% |
| Launch Friends Group | Foundation | Unity: Focus on building trust in district leadership, building leaders, and increasing | <ul style="list-style-type: none"> Maintain a District-wide Friends group where membership can be attained as a volunteer | April 2022 to December 2022 | <ul style="list-style-type: none"> Increase Friends who volunteer by 25% Increase Friends who donate by 25% |

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Capital Campaign for LINC | Foundation | <p>job satisfaction.</p> <p>Aspiration: Create programs and services that result in changed lives and a better community.</p> | <p>and/or donor to support library programs and services.</p> <ul style="list-style-type: none"> reduced cost to District for construction of LINC. | May 2022 to December 2022 | <ul style="list-style-type: none"> Raise at least \$1 million in capital funds. Increased Friends who donate by 25% |
| <p>Increase support for High-impact District-wide programs and programs supporting education and literacy among underserved populations</p> | Foundation | <p>Literacy: Intensify our efforts in increasing the levels of literacy throughout the district.</p> <p>Aspiration: Create programs and services that result in changed lives and a better community.</p> | <ul style="list-style-type: none"> Target funding that supports program areas and District-wide events and programs including Summer Reading Adventure, Yes!fest, Signature Author Series, Early Literacy Programs and Services, and Writer in Residence. | January 2022 to December 2022 | <ul style="list-style-type: none"> Submit 10 grant applications. Complete and implement District-wide program, services, and event sponsorship packet. Create relationships with 10 new partners. |

Highlights from 2021

| Goal | Department | Tie to Strategic Plan | Objectives | Performance Measures | Results |
|------------------------------------------------------------------------------------------|----------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Diversity of collection | Collection Resources | Access | Conduct a diversity audit of the collection. | National average is 13% | HPLD collection scored 11% diversified. |
| Add 3 new community Bookmobile stops | MOVE | Access | Provide access to library resources in rural and underserved areas | New stops added | 4 new stops added. |
| Increase community stop usage by 20% or to 1,259 | MOVE | Access | Provide access to library resources in rural and underserved areas | Users at each stop – there were 1,049 in 2020 | 900 through August 2021 |
| Support Outcome based programming with a focus on diversity and social justice | MOVE | Aspiration | Provide programming that is relevant to our diverse community Provide programming that teaches positive social change skills; Civic Engagement | 75% of all OU programs will focus on diversity and social justice 25% of MOVE programming will be skill based | 63% as of September 1, 2021 16% as of September 1, 2021 |
| Create 3 multilingual Nursey Rhyme Booklets/DVD | MOVE | Literacy | Create Early literacy resources in native language Share with community partners to use to increase literacy in the community | Distribute 50% of all booklets and DVD to community partners 60% of all patrons who use this report this as a useful resource for teaching early literacy in native language | Distributions Burmese: 22% Somali: 21% French: 23% As of 9/1/2021 No Returned Evaluations yet |
| Conduct online weekly writers' group | Branches | Aspiration | Allow writers to develop and share their work | Participants would report an increase in confidence in their writing skills | 95% of the regular participants reported an increase in confidence in their writing skills |
| Distribute YES!Sparks kits | Branches | Aspiration | Allow students in 2 nd to 5 th grades to learn science in a fun, hands on way | Participants would report learning something new about science | 88% of participants reported learning something new by using a YES!Sparks kit |
| Partner with Colorado State University Extension office to provide skills based programs | Branches | Aspiration | Provide information, education, and encourage the application of research-based knowledge in response to community issues and interests | Participants would report learning something new or a new skill | 82% of participants reported learning something new 76% of participants reported that they would apply what they learned to their daily activities |

**2022
District
Budget**

**High Plains Library District
Budgeted Revenue & Expenditures - General Fund
FY 2022**

| | 2020 Actual | 2021 Budget | 2021 Estimated | 2022 Budget | 2023 Planned |
|-----------------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| ESTIMATED RESOURCES | | | | | |
| Beginning Fund Balance | \$ 49,289,431 | \$ 44,638,612 | \$ 61,045,370 | \$ 70,698,742 | \$ 46,637,166 |
| Estimated Revenue | | | | | |
| Property Tax | 44,310,058 | 43,040,396 | 44,245,810 | 33,819,144 | 28,746,272 |
| Other Revenue | 3,138,776 | 2,176,974 | 2,213,974 | 1,686,156 | 1,725,000 |
| Total Estimated Revenue | <u>47,448,834</u> | <u>45,217,370</u> | <u>46,459,784</u> | <u>35,505,300</u> | <u>30,471,272</u> |
| TOTAL ESTIMATED RESOURCES | <u>96,738,265</u> | <u>89,855,982</u> | <u>107,505,154</u> | <u>106,204,042</u> | <u>77,108,438</u> |
| ESTIMATED EXPENDITURES | | | | | |
| Total Operating Expenses | 16,084,324 | 19,404,497 | 17,610,076 | 19,911,383 | 21,256,751 |
| Capital Outlay | 9,814,350 | 13,890,071 | 8,908,071 | 32,211,024 | 831,920 |
| Transfers Out - Debt Service/Capital Projects | - | - | - | - | - |
| Distribution to Member Libraries: | | | | | |
| Northern Plains (Ault) | 523,511 | 674,730 | 674,730 | 684,342 | 615,908 |
| Eaton | 1,416,059 | 1,505,959 | 1,505,959 | 1,146,769 | 1,032,092 |
| Ft. Lupton | 3,443,637 | 3,195,425 | 3,195,425 | 2,417,249 | 2,175,524 |
| Hudson | 2,532,495 | 3,517,130 | 3,517,130 | 2,036,846 | 1,833,161 |
| Johnstown | 827,171 | 550,267 | 550,267 | 486,564 | 437,908 |
| Platteville | 1,051,348 | 844,754 | 844,754 | 672,699 | 605,429 |
| | <u>9,794,221</u> | <u>10,288,265</u> | <u>10,288,265</u> | <u>7,444,469</u> | <u>6,700,022</u> |
| TOTAL EXPENDITURES | <u>35,692,895</u> | <u>43,582,833</u> | <u>36,806,412</u> | <u>59,566,876</u> | <u>28,788,693</u> |
| REVENUE OVER (UNDER) EXPENDITURES | 11,755,939 | 1,634,537 | 9,653,372 | (24,061,576) | 1,682,579 |
| Ending Fund Balance | <u><u>61,045,370</u></u> | <u><u>46,273,149</u></u> | <u><u>70,698,742</u></u> | <u><u>46,637,166</u></u> | <u><u>48,319,745</u></u> |
| DESIGNATION OF FUND BALANCE | | | | | |
| Operating Reserve | 40,456,257 | 30,148,939 | 8,805,038 | 9,955,692 | 10,628,376 |
| Emergency Reserve | 1,004,893 | 1,346,838 | 1,386,000 | 1,056,961 | 907,388 |
| Capital Improvement Reserve | 19,584,220 | 14,777,372 | 60,507,704 | 35,624,512 | 36,783,981 |
| TOTAL ENDING FUND BALANCE | <u>\$ 61,045,370</u> | <u>\$ 46,273,149</u> | <u>\$ 70,698,742</u> | <u>\$ 46,637,166</u> | <u>\$ 48,319,745</u> |

**High Plains Library District
Budgeted Revenue - General Fund
FY 2022**

| | 2020 Actual | 2021 Budget | 2021 Estimated | 2022 Budget | 2023 Planned |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| TAXES | | | | | |
| Property Taxes Weld Co. | \$ 43,755,585 | \$ 42,460,465 | \$ 43,665,879 | 33,170,297 | 28,194,752 |
| Property Taxes Boulder Co. | 554,473 | 579,931 | 579,931 | 648,847 | 551,520 |
| Delinquent Taxes | 44,881 | - | - | - | - |
| Refunds/Abatements Taxes Weld Co. | - | 53,460 | 53,460 | 208,815 | - |
| Refunds/Abatements Taxes Boulder Co. | - | 730 | 730 | 4,085 | - |
| Specific Ownership Taxes | <u>2,175,372</u> | <u>1,800,000</u> | <u>1,900,000</u> | <u>1,200,000</u> | <u>1,500,000</u> |
| TOTAL TAXES | <u>46,530,311</u> | <u>44,894,586</u> | <u>46,200,000</u> | <u>35,232,044</u> | <u>30,246,272</u> |
| OTHER REVENUE | | | | | |
| Fines, & Fees | 23,860 | 60,000 | 25,000 | 25,000 | 55,000 |
| Earnings on Investments | 588,213 | 190,000 | 50,000 | 80,000 | 100,000 |
| Grants | 207,579 | 64,784 | 64,784 | 160,256 | 60,000 |
| Contributions - In Kind | - | - | - | - | - |
| Miscellaneous | <u>98,871</u> | <u>8,000</u> | <u>120,000</u> | <u>8,000</u> | <u>10,000</u> |
| TOTAL OTHER REVENUE | <u>918,523</u> | <u>322,784</u> | <u>259,784</u> | <u>273,256</u> | <u>225,000</u> |
| TOTAL REVENUE | <u>\$ 47,448,834</u> | <u>\$ 45,217,370</u> | <u>\$ 46,459,784</u> | <u>\$ 35,505,300</u> | <u>\$ 30,471,272</u> |

**High Plains Library District
Budgeted Expenditures - General Fund
FY 2022**

| | 2020 Actual | 2021 Budget | 2021 Estimated | 2022 Budget | 2023 Planned |
|---------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING | | | | | |
| Salaries and wages | 8,101,739 | 9,412,825 | 8,500,000 | 9,412,825 | 10,259,980 |
| Fringe benefits | 2,522,055 | 3,482,746 | 2,825,000 | 3,482,746 | 3,796,193 |
| Workers' compensation | 54,698 | 83,400 | 75,000 | 85,000 | 85,000 |
| Bank fees | 1,193 | 2,040 | 1,400 | 1,980 | 1,980 |
| Minor equipment/furniture <\$5k | 38,109 | 49,820 | 49,820 | 70,500 | 40,240 |
| Janitorial supplies | 61,704 | 54,000 | 45,000 | 54,000 | 54,000 |
| Operating supplies | 91,547 | 151,278 | 110,000 | 137,578 | 161,438 |
| Bib processing supplies | 127,437 | 180,635 | 125,000 | 202,636 | 205,636 |
| Postage | 20,460 | 35,063 | 30,000 | 36,844 | 37,097 |
| Printing | 4,462 | 23,000 | 27,000 | 19,300 | 19,300 |
| Memberships | 17,686 | 19,931 | 19,931 | 23,461 | 21,106 |
| Public relations | 51,456 | 72,513 | 55,000 | 50,540 | 88,265 |
| Programs | 49,749 | 92,000 | 70,000 | 86,480 | 86,480 |
| Elec. - utilities | 212,122 | 304,618 | 240,000 | 304,565 | 333,608 |
| Water & sewer | 44,064 | 37,979 | 67,000 | 56,102 | 58,908 |
| Natural gas | 38,357 | 58,086 | 60,000 | 59,729 | 65,429 |
| Telephones | 262,020 | 325,656 | 325,656 | 328,924 | 388,924 |
| Disposal services | 35,091 | 34,481 | 50,000 | 47,139 | 49,223 |
| Professional contracts | 1,101,054 | 1,197,333 | 1,197,333 | 1,241,125 | 1,292,184 |
| Gasoline motor oil, lubricants | 4,519 | 17,000 | 12,000 | 19,500 | 19,000 |
| Repair maint.- bldg | 231,174 | 350,000 | 350,000 | 276,000 | 276,000 |
| Repair maint.- vehicles | 11,145 | 23,000 | 15,000 | 18,000 | 19,500 |
| Repair maint.- office equip. | 104,755 | 148,200 | 140,000 | 182,700 | 201,300 |
| Repair maint.- computer | 223,036 | 464,375 | 464,375 | 945,625 | 975,000 |
| Repair maint.- on-line comp | 122,272 | 140,496 | 150,000 | 155,496 | 155,496 |
| Repair maint.- other equip. | 46,323 | 20,000 | 15,000 | 15,000 | 29,000 |
| Tuition reimbursement | 46,872 | 33,000 | 30,000 | 26,000 | 26,000 |
| Travel & mileage | 21,044 | 43,137 | 35,000 | 44,192 | 49,463 |
| In-house training | 18,525 | 15,800 | 10,000 | 26,200 | 28,300 |
| Meetings | 1,704 | 7,192 | 5,000 | 7,770 | 7,525 |
| Out-of-house training & conferences | 30,047 | 43,800 | 40,000 | 40,800 | 40,800 |
| Treasurer's fee | 662,389 | 700,000 | 700,000 | 550,000 | 475,000 |
| Books | 569,428 | 527,600 | 525,000 | 577,000 | 585,000 |
| Newspapers/periodicals. | 37,232 | 55,000 | 50,000 | 61,000 | 46,500 |
| Ebooks | 126,376 | 137,950 | 130,000 | 137,000 | 100,000 |
| Compact discs | 19,918 | 38,800 | 35,000 | 38,800 | 45,000 |
| Software | 316,423 | 280,428 | 280,428 | 310,376 | 310,376 |
| DVD/BluRay | 77,334 | 146,900 | 146,900 | 166,900 | 175,000 |
| Other expense | 712 | 3,750 | 18,000 | 5,650 | 7,150 |
| Electronic resources | 504,185 | 437,500 | 430,000 | 464,000 | 484,000 |
| Platform Fees | 23,718 | 18,900 | 18,900 | 15,900 | 25,350 |
| Insurance | 50,190 | 133,265 | 135,333 | 125,000 | 130,000 |
| Rent contribution-in-kind | - | - | - | - | - |
| Equipment rentals | - | 1,000 | 1,000 | 1,000 | 1,000 |
| Lease / rental expense | - | - | - | - | - |
| TOTAL OPERATING | 16,084,324 | 19,404,497 | 17,610,076 | 19,911,383 | 21,256,751 |
| CAPITAL OUTLAY | | | | | |
| Opening Day Collections | - | 75,000 | 75,000 | 1,000,000 | 277,520 |
| Equipment/furn over \$5000 | 191,875 | - | 18,000 | 120,000 | 120,000 |
| New Computers & Other Technology | 41,082 | 189,000 | 189,000 | 30,000 | 30,000 |
| Capital Improvements | 9,581,393 | 13,626,071 | 8,626,071 | 31,061,024 | 404,400 |
| TOTAL CAPITAL OUTLAY | 9,814,350 | 13,890,071 | 8,908,071 | 32,211,024 | 831,920 |
| TRANSFERS OUT | | | | | |
| Transfers - Debt Service Fund | - | - | - | - | - |
| TOTAL TRANSFERS | - | - | - | - | - |
| TOTAL CAPITAL OUTLAY & TRANSFERS | 9,814,350 | 13,890,071 | 8,908,071 | 32,211,024 | 831,920 |
| Distribution to Member Libraries | 9,794,221 | 10,288,265 | 10,288,265 | 7,444,469 | 6,700,022 |
| TOTAL DIST TO MEMBER LIBRARIES | 9,794,221 | 10,288,265 | 10,288,265 | 7,444,469 | 6,700,022 |
| TOTAL EXPENDITURES | 35,692,895 | 43,582,833 | 36,806,412 | 59,566,876 | 28,788,693 |

| Branches | | Carbon Valley | Centennial Park | Erie | Farr | Kersey | Lincoln Park | LINC | Riverside | Grover |
|-----------------|----------------------------------------|---------------|-----------------|---------|-----------|---------|--------------|---------|-----------|--------|
| | | 6110 | Salaries | 760,304 | 908,396 | 662,156 | 930,758 | 104,500 | 699,891 | |
| 6112 | Benefits | 281,312 | 336,106 | 244,998 | 344,380 | 38,665 | 258,960 | | 260,600 | |
| 6136 | Workers' Compensation | | | | | | | | | |
| | Total Salaries & Benefits | 1,041,616 | 1,244,502 | 907,154 | 1,275,138 | 143,165 | 958,851 | - | 964,923 | |
| 6000 | Distribution to member libraries | | | | | | | | | |
| 6205 | Bank fees | | | | | | | | | |
| 6220 | Minor equipment/Furniture <\$5k | 15,400 | 9,500 | 5,000 | 4,550 | 3,000 | 5,550 | | 5,850 | |
| 6236 | Janitorial supplies | | | | | | | | | |
| 6249 | Operating supplies | 15,420 | 17,600 | 13,000 | 10,700 | 3,000 | 11,370 | | 11,200 | |
| 6250 | Bib processing supplies | | | | | | | | | |
| 6310 | Postage | 100 | 355 | 100 | 100 | 30 | 100 | | 134 | |
| 6320 | Printing | | | | | | | | | |
| 6340 | Memberships | 400 | 500 | 405 | 150 | 200 | 200 | | 400 | |
| 6345 | Public relations | | | | | | | | | |
| 6358 | Programs | | | | | | | | | |
| 6362 | Electric | 40,600 | 37,342 | 41,352 | 60,362 | 4,500 | 16,094 | 55,320 | 16,673 | 1,500 |
| 6364 | Water & sewer | 9,325 | 4,097 | 8,402 | 15,666 | 2,665 | 2,062 | 2,805 | 3,854 | 300 |
| 6365 | Natural gas | 13,546 | 5,359 | 4,919 | 8,366 | 700 | 5,119 | 10,721 | 4,611 | 1,000 |
| 6367 | Telephones | | | | | | | | | |
| 6369 | Disposal services | 8,824 | 5,214 | 1,364 | 5,610 | 630 | 3,000 | 4,414 | 1,869 | 200 |
| 6379 | Professional contracts | 6,900 | 58,000 | | 1,160 | | 60,400 | | | 17,000 |
| 6380 | Gasoline, motor oil, lubricants | | | | | | | | | |
| 6382 | Repair maint.- bldg | | | | | | | | | |
| 6384 | Repair maint.- vehicles | | | | | | | | | |
| 6385 | Repair maint.- office equip. | | 500 | | | 200 | 500 | | 400 | |
| 6387 | Repair, maint., replacement / computer | | | | | | | | | |
| 6388 | Repair maint.- on-line comp | | | | | | | | | |
| 6389 | Repair maint.- other equip. | 5,000 | - | | - | | | | | |
| 6393 | Tuition reimbursement | | | | | | | | | |
| 6394 | Travel & mileage | 3,738 | 1,438 | 2,000 | 261 | 156 | 461 | | 1,102 | |
| 6395 | In-House Training | | | | | | | | | |
| 6396 | Meetings | 440 | 240 | 200 | 200 | 80 | 195 | | 340 | |
| 6397 | Out-of-House Training & Conferences | | | | | | | | | |
| 6398 | Treasurers fee | | | | | | | | | |
| 6410 | Books | | | | | | | | | |
| 6425 | Newspapers/periodicals | | | | | | | | | |
| 6430 | Ebooks | | | | | | | | | |
| 6460 | Compact discs | | | | | | | | | |
| 6480 | Software | | | | | | | | | |
| 6490 | DVD/BluRay | | | | | | | | | |
| 6495 | Other expense | | | | | | | | | |
| 6496 | Electronic resources | | | | | | | | | |
| 6500 | Platform Fees | | | | | | | | | |
| 6510 | Insurance | | | | | | | | | |
| 6520 | Equipment rental | | | | | | | | | |
| 6530 | Lease / rental expense | | | | | - | - | | | |
| 6952 | Equip/furniture - over \$5000 | | | - | - | | | | | |
| 6940 | Improvement to Buildings | | | | | - | | | | |
| 6954 | New Computers & other technology | | | | | | | | | |
| 6985 | Lease debt service | | | | | | | | | |
| 6986 | Opening Day Collection | | | | | | | | | |
| | | 1,161,309 | 1,384,647 | 983,896 | 1,382,263 | 158,326 | 1,063,902 | 73,260 | 1,011,356 | 20,000 |
| 6980 | Capital improvements | - | | | | | - | | | |
| | Total | 1,161,309 | 1,384,647 | 983,896 | 1,382,263 | 158,326 | 1,063,902 | 73,260 | 1,011,356 | 20,000 |

| Administration | | | | | | | | |
|-----------------------|----------------------------------------|------------------|--------------|--------------|----------------|---------------------|------------------------|-----------------|
| | | 50/51 | 01 | 02 | 03 | 53 | 54 | 55 |
| Departments | | Admin | BOT | Exec Dir | Assoc Dir | Community Relations | Information Technology | Human Resources |
| 6000 | Tax Distrbtn - member libraries | 7,444,469 | | | | | | |
| 6136 | Workers' Compensation | 85,000 | | | | | | |
| 6205 | Bank fees | | | | | | | |
| 6220 | Minor equipment/furniture <\$5k | - | | | 50 | 1,000 | 10,000 | 800 |
| 6236 | Janitorial supplies | | | | | | | |
| 6249 | Operating supplies | 6,000 | 100 | | 375 | 18,950 | 2,200 | 1,313 |
| 6250 | Bib processing supplies | | | | | | | |
| 6310 | Postage | 50 | | | | 200 | 100 | 50 |
| 6320 | Printing | | | | | 18,800 | | - |
| 6340 | Memberships | | 300 | 860 | 830 | 5,594 | 830 | 7,602 |
| 6345 | Public relations | | | | | 39,550 | | 10,650 |
| 6358 | Programs | | | | 86,480 | - | | |
| 6362 | Electric | 30,822 | | | | | | |
| 6364 | Water and sewer | 6,926 | | | | | | |
| 6365 | Natural gas | 5,388 | | | | | | |
| 6367 | Telephones | | | | | | 328,924 | |
| 6369 | Disposal services | 14,514 | | | | | 1,500 | |
| 6379 | Professional contracts | 37,200 | | | 36,020 | 4,764 | 36,602 | 94,846 |
| 6380 | Gasoline, Motor Oil, Lubricants | | | | | - | | |
| 6382 | Repair maint.- bldg | | | | | | | |
| 6384 | Repair maint.- vehicles | | | | | - | | |
| 6385 | Repair maint.- office equip | | | | | | 180,900 | |
| 6387 | Repair, maint., replacement / computer | | | | | | 945,625 | |
| 6388 | Repair maint.- online comp | | | | | | 155,496 | |
| 6389 | Repair maint.- other equip. | | | | | | 10,000 | |
| 6393 | Tuition reimbursement | | | | | | | 26,000 |
| 6394 | Travel & mileage | | 2,600 | 3,878 | 2,300 | 1,250 | 3,575 | 1,400 |
| 6395 | In-House Training | | | | | | | 26,200 |
| 6396 | Meetings | | 2,000 | 600 | 75 | 600 | 150 | - |
| 6397 | Out-of-House Training&Conferences | | 500 | 300 | | | | 40,000 |
| 6398 | Treasurers fee | 550,000 | | | | | | |
| 6410 | Books | | | | | | | |
| 6425 | Newspapers/periodicals | | | | | | | |
| 6430 | Ebooks | | | | | | | |
| 6460 | Compact discs | | | | | | | |
| 6480 | Software | | | | | | 310,376 | |
| 6490 | Video/DVD | | | | | | | |
| 6495 | Other expense | | | | 3,500 | | | |
| 6496 | Electronic resources | | | | | | | |
| 6500 | Platform Fees | | | | | | | |
| 6510 | Insurance | 125,000 | | | | | | |
| 6520 | Equipment rentals | | | | | | | |
| 6530 | Lease / rental expense | - | | | | | | |
| | Capital Outlay | | | | | | | |
| 6952 | Equipment over \$5000 | | | | | - | | |
| 6940 | Improvement to Buildings | | | | | | | |
| 6954 | New Computers & Other Technology | - | | | | | 30,000 | |
| 6980 | Capital improvements | - | | | | | - | |
| 6985 | Lease debt service | - | | | | | | |
| 6986 | Opening Day Collection | | | | | | | |
| | DEPARTMENT TOTAL | 8,305,369 | 5,500 | 5,638 | 129,630 | 90,708 | 2,016,278 | 208,861 |

| Administration | | | | | | | |
|-----------------------|----------------------------------------|---------------|--------------|---------------------|----------------------|-------------------|-------------------|
| | | 56 | 57 | 58 | 59 | | |
| | | Finance | Foundation | Facilities Services | Collection Resources | 2022 Total | 2023 Total |
| | Departments | | | | | | |
| 6000 | Tax Distrbtn - member libraries | | | | | 7,444,469 | 6,700,022 |
| 6136 | Workers' Compensation | | | | | 85,000 | 85,000 |
| 6205 | Bank fees | 1,980 | | | | 1,980 | 1,980 |
| 6220 | Minor equipment/furniture <\$5k | - | | 1,500 | 3,300 | 16,650 | 8,100 |
| 6236 | Janitorial supplies | | | 54,000 | | 54,000 | 54,000 |
| 6249 | Operating supplies | 750 | 200 | | 9,700 | 39,588 | 50,788 |
| 6250 | Bib processing supplies | | | | 202,636 | 202,636 | 205,636 |
| 6310 | Postage | 825 | 600 | | 33,850 | 35,675 | 35,700 |
| 6320 | Printing | | 500 | | | 19,300 | 19,300 |
| 6340 | Memberships | 1,000 | 1,090 | 1,500 | 450 | 20,056 | 17,501 |
| 6345 | Public relations | | 340 | | | 50,540 | 88,265 |
| 6358 | Programs | | | | | 86,480 | 86,480 |
| 6362 | Electric | | | | | 30,822 | 33,904 |
| 6364 | Water and sewer | | | | | 6,926 | 7,619 |
| 6365 | Natural gas | | | | | 5,388 | 5,927 |
| 6367 | Telephones | | | | | 328,924 | 388,924 |
| 6369 | Disposal services | | | | | 16,014 | 15,965 |
| 6379 | Professional contracts | 67,305 | - | 347,300 | 430,100 | 1,054,137 | 1,095,677 |
| 6380 | Gasoline, Motor Oil, Lubricants | | | 3,000 | | 3,000 | 3,000 |
| 6382 | Repair maint.- bldg | | | 276,000 | | 276,000 | 276,000 |
| 6384 | Repair maint.- vehicles | | | 2,500 | | 2,500 | 2,500 |
| 6385 | Repair maint.- office equip | | | | | 180,900 | 200,000 |
| 6387 | Repair, maint., replacement / computer | | | | | 945,625 | 975,000 |
| 6388 | Repair maint.- online comp | | | | | 155,496 | 155,496 |
| 6389 | Repair maint.- other equip. | | | | | 10,000 | 10,000 |
| 6393 | Tuition reimbursement | | | | | 26,000 | 26,000 |
| 6394 | Travel & mileage | 168 | 840 | 8,000 | 2,850 | 26,861 | 32,293 |
| 6395 | In-House Training | | | | | 26,200 | 28,300 |
| 6396 | Meetings | | 750 | | 100 | 4,275 | 4,675 |
| 6397 | Out-of-House Training&Conferences | | - | | | 40,800 | 40,500 |
| 6398 | Treasurers fee | | | | | 550,000 | 475,000 |
| 6410 | Books | | | | 577,000 | 577,000 | 585,000 |
| 6425 | Newspapers/periodicals | | | | 61,000 | 61,000 | 46,500 |
| 6430 | Ebooks | | | | 137,000 | 137,000 | 100,000 |
| 6460 | Compact discs | | | | 38,800 | 38,800 | 45,000 |
| 6480 | Software | | - | | - | 310,376 | 310,376 |
| 6490 | Video/DVD | | | | 166,900 | 166,900 | 175,000 |
| 6495 | Other expense | | 2,150 | | - | 5,650 | 7,150 |
| 6496 | Electronic resources | | | | 464,000 | 464,000 | 484,000 |
| 6500 | Platform Fees | | | | 15,900 | 15,900 | 25,350 |
| 6510 | Insurance | | | | | 125,000 | 130,000 |
| 6520 | Equipment rentals | | | 1,000 | | 1,000 | 1,000 |
| 6530 | Lease / rental expense | | | | | - | - |
| | Capital Outlay | | | | | | |
| 6952 | Equipment over \$5000 | | | 120,000 | - | 120,000 | |
| 6940 | Improvement to Buildings | | | | | | |
| 6954 | New Computers & Other Technology | | | | - | 30,000 | 30,000 |
| 6980 | Capital improvements | | | 31,061,024 | | 31,061,024 | 404,400 |
| 6985 | Lease debt service | | | | | - | - |
| 6986 | Opening Day Collection | | | | 1,000,000 | 1,000,000 | 277,520 |
| | DEPARTMENT TOTAL | 72,028 | 6,470 | 31,875,824 | 3,143,586 | 45,859,892 | 13,750,848 |

**RESOLUTION TO ADOPT BUDGET
21-2**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022, AND ENDING ON THE LAST DAY OF DECEMBER 2022.

WHEREAS, the Board of Trustees of the High Plains Library District has appointed Dr. Matthew Hорт, High Plains Library District Executive Director, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Dr. Matthew Hорт has submitted a proposed budget to this governing body for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 13, 2021, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

Section 1. That estimated expenditures for each fund are as follows:

| | |
|-------------------|---------------------|
| General Fund | <u>\$59,566,876</u> |
| Debt Service Fund | \$ |

Section 2. That estimated revenues for each fund are as follows:

| | |
|----------------------------------------------|----------------------|
| General Fund: | |
| From un-appropriated surpluses | \$ 70,698,742 |
| From sources other than general property tax | 1,473,256 |
| From the general property tax levy | <u>34,032,044</u> |
| Total General Fund | <u>\$106,204,042</u> |
| Debt Service | \$ |

Resolution to Adopt Budget
Page 2
High Plains Library District

Section 3. That the budget, as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the High Plains Library District for the year stated above.

Section 4. That the budget hereby approved and adopted shall be signed by the Chairman, High Plains Library District Board of Trustees, and made a part of the public records of the District.

ADOPTED, this 13th day of December, A.D., 2021.

Attest:

Chairman, Board of Trustees

Attest:

Secretary/Treasurer, Board of Trustees

RESOLUTION TO APPROPRIATE SUMS OF MONEY
21-3

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2022 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the local Government Budget Law, on December 13, 2021 and

WHEREAS, the Library Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

That the following sums are hereby appropriated from the revenue of each fund, to each fund, for purposes stated:

| | |
|----------------------------------|---------------------|
| General Fund: | |
| Current Operating Expenses | \$19,911,383 |
| Capital Outlay | 32,211,024 |
| Transfers (internal activities) | |
| Distribution to Member Libraries | 7,444,469 |
| Total General Fund | <u>\$59,566,876</u> |
| Debt Service Fund: | |
| Principal & Interest & Other | \$ |

ADOPTED, this 13th day of December, A.D., 2021.

ATTEST:

Chairman, Board of Trustees

ATTEST:

Secretary/Treasurer, Board of Trustees

RESOLUTION TO SET MILL LEVIES

21-4

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2022 BUDGET YEAR.

WHEREAS, the Board of Trustees of the High Plains Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 13, 2021, and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$33,170,297

WHEREAS, the 2021 valuation for assessment for the High Plains Library District as certified by the Weld County Assessor is \$10,440,760,746

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the High Plains Library District during the 2022 budget year, there is hereby levied a tax of 3.177 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2021.

Section 2: That the District Executive Director is hereby authorized and directed to immediately recertify to the County Commissioners of Weld County, Colorado, the mill levies for the High Plains Library District as hereinabove determined and set.

ADOPTED, this 13th day of December, A.D., 2021.

ATTEST:

Chairman, Board of Trustees

ATTEST:

Secretary/Treasurer, Board of Trustees

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments *

* *School governments must use forms provided by the Colorado Department of Education (303) 866-6600.*

TO: County Commissioners of Weld County, Colorado. The Board of Trustees
 (governing board)
 of the High Plains Library District hereby certifies the following mill levies to be extended upon the
 (name of local government)

GROSS[‡] assessed valuation of \$ 10,440,760,746 . Submitted this date: December 15, 2021

| PURPOSE | LEVY | REVENUE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| 1. General Operating Expenses [This includes fire pension, <u>unless</u> fire pension levy is voter-approved; if so, use Line 7 below.] | <u>3.177</u> mills | \$ <u>33,170,297</u> |
| 2. (Minus) Temporary Property Tax Credit/ Temporary Mill Levy Rate Reduction, 39-1-111.5, C.R.S. | < > mills ‡ | \$ < > |
| ‡ IF THE CREDIT DOES NOT APPLY TO the General Operating Expenses levy PLEASE INDICATE HERE THE LEVY TO WHICH THE CREDIT APPLIES | | |
| SUBTOTAL | <u>3.177</u> mills | \$ <u>33,170,297</u> |
| 3. General Obligation Bonds and Interest [Special districts must certify separately for each debt pursuant to 32-1-1603, C.R.S.; see Page 2 of this form. If bond levy ended last year, enter date/name]. | _____ mills | \$ _____ |
| 4. Contractual Obligations Approved At Election | _____ mills | \$ _____ |
| 5. Capital Expenditures [These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities <u>through public hearings</u> pursuant to 29-1-301(1.2) C.R.S. and for special districts <u>through approval from the Division of Local Government</u> pursuant to 29-1-302(1.5) C.R.S. or for any entity if <u>approved at election</u> .] | _____ mills | \$ _____ |
| 6. Refunds/Abatements [if the gov't.entity is in more than one county, the levy must be uniform throughout the entity's boundaries]. | <u>.020</u> mills | \$ <u>208,815</u> |
| 7. Other (specify): | _____ mills | \$ _____ |
| TOTAL | <u>3.197</u> mills | \$ <u>33,379,112</u> |

NOTE: Certification **must** be carried to three decimal places only.
 NOTE: If you certify to more than one county, you **must** certify the **same levy** to each county.
 NOTE: If your boundaries extend into more than one county, please list all counties here:

Counties: Boulder and Weld

Contact person:
 (print) Natalie Wertz Daytime phone: (970) 506-8566
 Signed: _____ Title: Finance Manager, High Plains Library District

Send one completed copy of this form to the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, Colorado 80203 when you submit it to the Board(s) of County Commissioners. Questions? Call DLG at (303) 866-2156.

[‡] As reported by County Assessor in final certification of valuation; use NET Assessed Valuation to calculate any levy.

CERTIFICATION OF TAX LEVIES, continued

THIS APPLIES ONLY TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. Total of all levies should be recorded on Page 1, Line 3.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS:

- 1. Purpose of Issue: N/A
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

- 2. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

CONTRACTS:

- 3. Purpose of Contract: N/A
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

- 4. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

**RESOLUTION TO SET MILL LEVIES
21-5**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE HIGH PLAINS LIBRARY DISTRICT, COLORADO, FOR THE 2022 BUDGET YEAR.

WHEREAS, the Board of Trustees of the High Plains Library District has adopted the annual budget in accordance with the Local Government Budget Law, on December 13, 2021, and

WHEREAS, the amount of money necessary to balance the budget for general operating expenses is \$648,847

WHEREAS, the 2021 valuation for assessment for the High Plains Library District as certified by the Boulder County Assessor is \$204,232,532

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the High Plains Library District, Colorado:

Section 1: That for the purpose of meeting all general operating expenses of the High Plains Library District during the 2022 budget year, there is hereby levied a tax of 3.177 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2021.

Section 2: That the District Executive Director is hereby authorized and directed to immediately recertify to the County Commissioners of Boulder County, Colorado, the mill levies for the High Plains Library District as hereinabove determined and set.

ADOPTED, this 13th day of December, A.D., 2021.

ATTEST:

Chairman, Board of Trustees

ATTEST:

Secretary/Treasurer, Board of Trustees

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments *

* *School governments must use forms provided by the Colorado Department of Education (303) 866-6600.*

TO: County Commissioners of Boulder County, Colorado. The Board of Trustees
 (governing board)
 of the High Plains Library District hereby certifies the following mill levies to be extended upon the
 (name of local government)

GROSS↑ assessed valuation of \$ 204,232,532. Submitted this date: December 15, 2021

| PURPOSE | LEVY | REVENUE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|
| 1. General Operating Expenses [This includes fire pension, <u>unless</u> fire pension levy is voter-approved; if so, use Line 7 below.] | <u>3.177</u> mills | \$ <u>648,847</u> |
| 2. (Minus) Temporary Property Tax Credit/ Temporary Mill Levy Rate Reduction, 39-1-111.5, C.R.S. | < > mills ‡ | \$ < > |
| ‡ IF THE CREDIT DOES NOT APPLY TO the General Operating Expenses levy PLEASE INDICATE HERE THE LEVY TO WHICH THE CREDIT APPLIES | | |
| SUBTOTAL | <u>3.177</u> mills | <u>\$ 648,847</u> |
| 3. General Obligation Bonds and Interest [Special districts must certify separately for each debt pursuant to 32-1-1603, C.R.S.; see Page 2 of this form. If bond levy ended last year, enter date/name]. | _____ mills | \$ _____ |
| 4. Contractual Obligations Approved At Election | _____ mills | \$ _____ |
| 5. Capital Expenditures [These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities <u>through public hearings</u> pursuant to 29-1-301(1.2) C.R.S. and for special districts <u>through approval from the Division of Local Government</u> pursuant to 29-1-302(1.5) C.R.S. or for any entity if <u>approved at election</u> .] | _____ mills | \$ _____ |
| 6. Refunds/Abatements [if the gov't.entity is in more than one county, the levy must be uniform throughout the entity's boundaries]. | <u>.020</u> mills | \$ <u>4,085</u> |
| 7. Other (specify): | _____ mills | \$ _____ |
| TOTAL | <u>3.197</u> mills | <u>\$ 652,932</u> |

NOTE: Certification **must** be carried to three decimal places only.
 NOTE: If you certify to more than one county, you **must** certify the **same levy** to each county.
 NOTE: If your boundaries extend into more than one county, please list all counties here:

Counties: Boulder and Weld

Contact person:
 (print) Natalie Wertz Daytime phone: (970) 506-8566

Signed: _____ Title: Finance Manager, High Plains Library District

Send one completed copy of this form to the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, Colorado 80203 when you submit it to the Board(s) of County Commissioners. Questions? Call DLG at (303) 866-2156.

↓ As reported by County Assessor in final certification of valuation; use NET Assessed Valuation to calculate any levy.

CERTIFICATION OF TAX LEVIES, continued

THIS APPLIES ONLY TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. Total of all levies should be recorded on Page 1, Line 3.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS:

- 1. Purpose of Issue: N/A
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

- 2. Purpose of Issue: _____
Series: _____
Date of Issue: _____
Coupon Rate: _____
Maturity Date: _____
Levy: _____
Revenue: _____

CONTRACTS:

- 3. Purpose of Contract: N/A
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

- 4. Purpose of Contract: _____
Title: _____
Date: _____
Principal Amount: _____
Maturity Date: _____
Levy: _____
Revenue: _____

**LEASE-PURCHASE SUPPLEMENTAL SCHEDULE TO THE
ADOPTED BUDGET (29-1-103(3)(D), C.R.S.**

BUDGET YEAR 2022

The Supplemental Schedule must present information **separately** for all lease-purchase agreements involving real property and all lease purchase agreements for non-real property.

I. REAL PROPERTY LEASE-PURCHASE AGREEMENTS:

Description of real Property Lease-Purchase:

| | | |
|-------------------------------------|--------------------|----------------------|
| Lease of Library Facilities: | <u>Year</u> | <u>Amount</u> |
| | 2022 | \$ |

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Total maximum payment liability for all Real Property Lease Purchase Agreements over the entire terms of all such agreements, including all optional renewal terms: | \$ |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|

II. ALL LEASE-PURCHASE AGREEMENTS NOT INVOLVING REAL PROPERTY

Description of Lease-Purchase Item(s): _____

| | | |
|-------------------------------------------------------------------------------------------------|--------------------|----------------------|
| Description of Lease-Purchase Agreement(s): _____ | <u>Year</u> | <u>Amount</u> |
| Total amount to be expended for all Non-Real Property Lease Purchase Agreements in Budget Year: | 20__ | \$ _____ |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Total maximum payment liability for all Non-Real Property Lease Purchase Agreements over the entire terms of all such Agreements, including all optional renewal terms: | \$ _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

2022
Capital
Improvement

OVERVIEW OF CAPITAL IMPROVEMENT PROGRAM PROCESS

It is the practice of the High Plains Library District (HPLD) to develop, maintain, and revise when necessary a continuing Capital Improvement Program (CIP). The CIP covers a five-year planning horizon, identifying infrastructure and facility projects that the District plans to undertake.

Defining a Capital Improvement

To be included in the CIP, projects need to meet one of the following criteria:

- Construction of a new District asset or expansion of an existing District-owned facility, including preliminary planning and surveys, cost of land (if applicable), staff and contractual services for design and construction, and related furnishings and equipment.
- Initial acquisition of a major equipment system, which will become a District asset that has a cost of \$10,000 or more and a useful life of at least three years.
- Major renovation or rehabilitation of an existing District-owned facility that requires an expenditure of \$10,000 or more and will extend the life of the original District asset.

Exceptions have been made for inclusion of a few projects that do not meet the above criteria to make them more visible to the public and the HPLD Board of Trustees (BOT).

Steps from Submittal to Approval

The CIP process begins with the District's annual Budget kick-off meeting with all Directors and Managers. The Directors and Managers are given the months of July and August to develop their CIP requests and review future year requests based on their assessment of needs. The 2022 - 2026 Program includes projects that are pay-as-you-go funded with operating funds and allocation of fund balance. The Finance Department reviews all requests for funding availability and reasonableness.

Summary of Expenditures and Funding

The approved five-year CIP for Fiscal Years 2022 through 2026 totals approximately \$32.9 million. The 2022 budget includes funds to construct LINC (a library / innovation center in Greeley) and remodel and improve district-owned facilities. Funding will be from 2022 revenue and the fund balance in the General Fund.

Impact on the Operating Budget

The completion of many projects is the beginning of recurring costs for the operating budget. All projects included in the first year of the Capital Program are funded in the 2022 recommended budget. Projects included in the subsequent years (2023-2026) will be approved by the BOT in concept only. The Program will be updated annually to address specific needs as they arise or as the BOT goals and policies change.

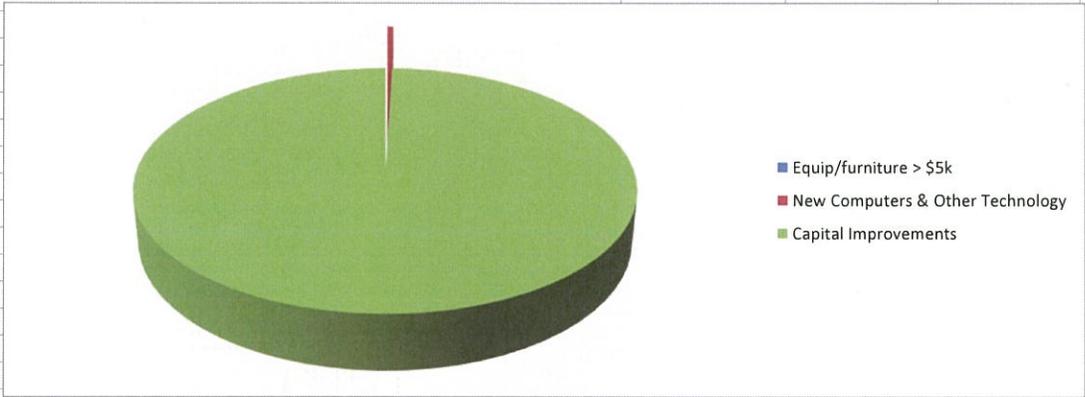
Thus, it is important for the reader to understand that the District's BOT is not committing funds for any projects beyond the 2022 year.

Capital Improvement Program

| Location/Item Description | 2022 | 2023 | 2024 | 2025 | 2026 |
|----------------------------------------------------------|----------------------|-------------------|-------------------|-------------------|-------------------|
| Carbon Valley Regional Library | | | | | |
| RTU1, RTU2, RTU3, RTU4 | | | | \$ 474,000 | |
| Roof Replacement | \$ 640,000 | | | | |
| Total | \$ 640,000 | \$ - | \$ - | \$ 474,000 | \$ - |
| Centennial Park Library | | | | | |
| Hot water system pump in boiler room | | \$ 16,000 | | | |
| Roof | | 275,000 | | | |
| P-2 Hot water system pump | \$ 16,000 | | | | |
| Total | \$ 16,000 | \$ 291,000 | \$ - | \$ - | \$ - |
| District Support Services | | | | | |
| New Tech Eqpt (Computer, Phone, Server...) | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Repair, replacement & new equipment | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ 70,000 |
| DSS Water Heater | | \$ 8,000 | | | |
| DSS RTU 5, 6,7, and 8 | | \$ 56,000 | | | |
| Carpet replacement | | | | | |
| Air conditioning for garage area | \$ 25,000 | | | | |
| RTU 2 | | | | | \$ 142,000 |
| Special projects (Facilities) | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Special projects (IT) | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Total | \$ 185,000 | \$ 224,000 | \$ 160,000 | \$ 160,000 | \$ 302,000 |
| Erie Community Library | | | | | |
| RTU-1 and 2 | \$ 474,024 | | | | |
| Roof Replacement | \$ 340,000 | | | | |
| Total | \$ 814,024 | \$ - | \$ - | \$ - | \$ - |
| Farr Regional Library | | | | | |
| RTU1, RTU2, RTU3, RTU4, RTU5 | \$ 206,000 | | | | |
| Meeting Room Carpet | | | | | |
| 2 Pumps for hot water system | | 32,000 | | | |
| 3 Exhaust fans | | 7,400 | | | |
| Total | \$ 206,000 | \$ 39,400 | \$ - | \$ - | \$ - |
| Riverside Library and Cultural Center | | | | | |
| Painting | | | | | |
| Total | \$ - | \$ - | \$ - | \$ - | \$ - |
| Library Buildings, PC Centers, and Facilities | | | | | |
| LINC (Library and Innovation Center) | \$ 27,000,000 | | | | |
| Grover | \$ 350,000 | | | | |
| Centennial Park Library remodel and parking lot | \$ 2,000,000 | | | | |
| Total | \$ 29,350,000 | \$ - | \$ - | \$ - | \$ - |
| Grand Total | \$ 31,211,024 | \$ 554,400 | \$ 160,000 | \$ 634,000 | \$ 302,000 |
| New Computers & Other Technology: | | | | | |
| IT projects | \$ 50,000 | | | | |
| Repair, replacement & new equipment | \$ 100,000 | | | | |
| Repair, replacement & new equipment Collection Resources | | | | | |
| Sub total | \$ 150,000 | | | | |
| Capital Improvements: | | | | | |
| LINC (Library and Innovation Center) | \$ 27,000,000 | | | | |
| Grover | \$ 350,000 | | | | |
| Carbon Valley improvements | \$ 640,000 | | | | |
| Erie improvements | \$ 814,024 | | | | |
| Farr improvements | \$ 206,000 | | | | |
| DSS improvements | \$ 35,000 | | | | |
| Centennial Park improvements | \$ 2,016,000 | | | | |
| Sub total | \$ 31,061,024 | | | | |
| Total Capital outlay | \$ 31,211,024 | | | | |

Capital Improvement Program

| | | | | | |
|----------------------------------|----|-------------------|--|--|--|
| Equip/furniture > \$5k | \$ | - | | | |
| New Computers & Other Technology | \$ | 150,000 | | | |
| Capital Improvements | \$ | 31,061,024 | | | |
| | \$ | <u>31,211,024</u> | | | |



2022
Department
Budgets

| 01-xxxx-50-01 Board of Trustees | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | | | | | |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 341 | 502 | 100 | 100 | 100 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | | | |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | | 300 | 300 | 300 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | | | | | |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 1,218 | 730 | 2,600 | 2,600 | 2,600 |
| 6396 · Meetings | 739 | | 2,000 | 2,000 | 2,100 |
| 6397 · Out-of-House Training & Conferences | | | 500 | 500 | 500 |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| Total | 2,298 | 1,232 | 5,500 | 5,500 | 5,600 |

| 01-xxxx-50-02 Executive Director | | | | | |
|-----------------------------------------------|--------------|---------------|--------------|--------------|--------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | | | | | 150 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 302 | 42 | | | |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | | | |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 455 | 255 | 860 | 860 | 360 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | | | | | |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 2,626 | 533 | 3,878 | 3,878 | 2,000 |
| 6396 · Meetings | 17 | | 600 | 600 | 600 |
| 6397 · Out-of-House Training & Conferences | | | 300 | 300 | 300 |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| Total | 3,400 | 830 | 5,638 | 5,638 | 3,410 |

| 01-xxxx-50-03 Associate Directors | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | | | 50 | 50 | 100 |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 159 | | 375 | 375 | 225 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | | | |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 425 | | 830 | 830 | 450 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | 49,406 | 25,949 | 92,000 | 86,480 | 86,480 |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | (131) | 5,102 | 30,500 | 36,020 | 36,020 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 1,408 | 198 | 2,300 | 2,300 | 1,335 |
| 6396 · Meetings | 155 | 91 | 75 | 75 | 75 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | 670 | | 3,500 | 3,500 | 5,000 |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| Total | 52,092 | 31,340 | 129,630 | 129,630 | 129,685 |

| 01-xxxx-10-00 Centennial Park | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 10,868 | 3,122 | 2,600 | 9,500 | 3,200 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 10,807 | 3,852 | 16,000 | 17,600 | 17,500 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | 155 | 355 | 355 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 220 | 49 | 300 | 500 | 500 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 32,471 | 15,955 | 42,641 | 37,342 | 41,076 |
| 6364 · Water and sewer | 3,563 | 648 | 3,117 | 4,097 | 4,507 |
| 6365 · Natural gas | 4,287 | 4,086 | 4,155 | 5,359 | 5,895 |
| 6367 · Phones | | 258 | | | |
| 6369 · Disposal Services | 4,534 | 4,066 | 4,273 | 5,214 | 5,735 |
| 6379 · Professional Contracts | 33,009 | 28,896 | 53,988 | 58,000 | 58,000 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | 371 | 495 | 500 | 500 | 500 |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 52 | | 863 | 1,438 | 1,998 |
| 6395 · In-House Training | | | | | |
| 6396 · Meetings | 119 | | 240 | 240 | 240 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & Other Technology | | | | | |
| 6980 · Capital improvements | | | | | |
| Total | 100,301 | 61,427 | 128,832 | 140,145 | 139,506 |

| 01-xxxx-15-00 Farr | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5K | 845 | 1,813 | 4,820 | 4,550 | 2,500 |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 8,413 | 2,023 | 10,500 | 10,700 | 13,500 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 34 | | 100 | 100 | 100 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 100 | | 150 | 150 | 250 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 52,489 | 16,940 | 61,466 | 60,362 | 66,398 |
| 6364 · Water and sewer | 13,623 | 3,822 | 10,449 | 15,666 | 17,233 |
| 6365 · Natural gas | 6,693 | 5,672 | 11,913 | 8,366 | 9,203 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | 4,878 | 3,320 | 4,414 | 5,610 | 6,171 |
| 6379 · Professional Contracts | 848 | 541 | 1,160 | 1,160 | 1,160 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | 14,000 |
| 6394 · Travel and Mileage | 53 | 74 | 261 | 261 | 261 |
| 6396 · Meetings | 39 | | 200 | 200 | 200 |
| 6397 · Out-of-House Training \$ Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & Other Technology | | | | | |
| 6980 - Capital improvements | | | | | |
| Total | 88,015 | 34,205 | 105,433 | 107,125 | 130,976 |

| 01-xxxx-20-00 Carbon Valley | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 3,415 | 8,264 | 14,500 | 15,400 | |
| 6221 · E-book Readers | | | | | |
| 6224 - CVRL Foundation Purchases | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 10,579 | 4,269 | 14,770 | 15,420 | 14,920 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 26 | | 85 | 100 | 100 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 345 | 50 | 400 | 400 | 400 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 35,304 | 14,847 | 46,320 | 40,600 | 44,660 |
| 6364 · Water and sewer | 8,109 | 2,620 | 3,334 | 9,325 | 10,258 |
| 6365 · Natural gas | 10,837 | 8,088 | 8,428 | 13,546 | 14,901 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | 7,673 | 4,355 | 6,790 | 8,824 | 9,706 |
| 6379 · Professional Contracts | | | 5,900 | 6,900 | 12,000 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | 10,000 | 5,000 | 5,000 |
| 6394 · Travel and Mileage | 602 | 143 | 2,588 | 3,738 | 2,588 |
| 6396 · Meetings | 106 | | 404 | 440 | 760 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New computers & other technology | | | | | |
| 6980 - Capital improvements | | | | | |
| 6986 - Opening Day Collection | | | | | |
| Total | 76,996 | 42,636 | 113,519 | 119,693 | 115,293 |

| 01-xxxx-30-00 Lincoln Park | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 157 | | 5,550 | 5,550 | 5,540 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 3,508 | 1,517 | 11,370 | 11,370 | 13,000 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 14 | | 100 | 100 | 152 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | | 200 | 200 | 200 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 13,995 | 4,913 | 13,859 | 16,094 | 17,703 |
| 6364 · Water and sewer | 1,793 | 709 | 770 | 2,062 | 2,268 |
| 6365 · Natural gas | 4,095 | 2,135 | 1,581 | 5,119 | 5,631 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | 2,609 | 1,625 | 825 | 3,000 | 3,300 |
| 6379 · Professional Contracts | 36,487 | 32,978 | 60,400 | 60,400 | 60,400 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | 500 | 500 | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 17 | 114 | 461 | 461 | 523 |
| 6396 · Meetings | | | 195 | 195 | 360 |
| 6397 · Out-of-House Training &Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6530 - Lease / Rent Expense | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New computers and other technology | | | | | |
| 6980 - Capital improvements | | | | | |
| Total | 62,675 | 43,991 | 95,811 | 105,051 | 109,077 |

| 01-xxxx-35-00 LINC - Library INnovation Center | | | | | |
|------------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5K | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | | | | | 13,500 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | | | 100 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | | | | 250 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | 6,088 | 55,320 | 55,320 | 64,540 |
| 6364 · Water and sewer | | 823 | 2,805 | 2,805 | 3,242 |
| 6365 · Natural gas | | 4,933 | 10,721 | 10,721 | 12,389 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | 3,222 | 4,414 | 4,414 | 4,590 |
| 6379 · Professional Contracts | | | | | 1,160 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | | | | | 522 |
| 6396 · Meetings | | | | | 200 |
| 6397 · Out-of-House Training \$ Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & Other Technology | | | | | |
| 6980 - Capital improvements | | | | | |
| Total | - | 15,066 | 73,260 | 73,260 | 100,493 |

| 01-xxxx-40-00 MOVE | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 4,404 | 46 | 2,000 | 5,000 | 5,000 |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 13,648 | 3,733 | 17,900 | 15,700 | 7,855 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | 250 | 250 | 250 |
| 6320 · Printing | | 12,015 | | | |
| 6340 · Memberships | 207 | 165 | 1,100 | 1,150 | 1,100 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 22,646 | 2,631 | 42,978 | 43,528 | 20,995 |
| 6380 · Gasoline, Motor Oil, Lubricants | 3,205 | | 14,000 | 16,500 | 16,000 |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | 10,005 | 4,589 | 20,500 | 15,500 | 17,000 |
| 6385 · Repair maint. - office equipment | | | 200 | 200 | 200 |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 2,922 | 548 | 8,600 | 8,175 | 6,000 |
| 6396 · Meetings | 202 | 98 | 300 | 1,800 | 300 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6410 · Books | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New computers & other technology | | | | | |
| 6980 · Capital improvements | | | | | |
| Total | 57,239 | 23,825 | 107,828 | 107,803 | 74,700 |

| 01-xxxx-71-00 Erie | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 6,324 | 3,831 | 5,000 | 5,000 | 5,000 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 10,602 | 5,277 | 13,000 | 13,000 | 14,000 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 10 | | 100 | 100 | 100 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 783 | 50 | 455 | 405 | 405 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 35,958 | 11,067 | 37,067 | 41,352 | 45,487 |
| 6364 · Water and sewer | 7,306 | 1,912 | 7,047 | 8,402 | 9,242 |
| 6365 · Natural gas | 3,935 | 3,443 | 6,422 | 4,919 | 5,411 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | 1,091 | 952 | 1,368 | 1,364 | 1,500 |
| 6379 · Professional Contracts | | | | | |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 1,801 | 527 | 2,000 | 2,000 | 2,000 |
| 6396 · Meetings | 23 | | 200 | 200 | 200 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New computers & other technology | | | | | |
| 6980 - Capital improvements | | | | | |
| Total | 67,833 | 27,059 | 72,659 | 76,742 | 83,345 |

| 01-xxxx-72-00 Kersey Library | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 1,424 | 30 | 4,000 | 3,000 | 5,400 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 140 | 124 | 3,400 | 3,000 | 4,325 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | 37 | 30 | 105 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | | 100 | 200 | 100 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 605 | 667 | 4,500 | 4,500 | 4,725 |
| 6364 · Water and sewer | 295 | 278 | 2,665 | 2,665 | 2,772 |
| 6365 · Natural gas | 511 | 708 | 700 | 700 | 728 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | 630 | 630 | 655 |
| 6379 · Professional Contracts | | | | | |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - vehicles | | | | | |
| 6385 · Repair maint. - office equipment | | | 200 | 200 | 200 |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | | | 237 | 156 | 224 |
| 6396 · Meetings | | | 80 | 80 | 230 |
| 6397 · Out-of-House Training &Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6530 · Lease / Rental expense | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New computers and other technology | | | | | |
| 6980 · Capital improvements | | | | | |
| Total | 2,975 | 1,807 | 16,549 | 15,161 | 19,464 |

| 01-xxxx-73-00 Riverside Library & Cultural Center | | | | | |
|---------------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture<\$5k | 223 | | 5,850 | 5,850 | 5,500 |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 6,413 | 3,451 | 11,200 | 11,200 | 12,050 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 101 | | 134 | 134 | 135 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 135 | 160 | 400 | 400 | 400 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | 14,498 | 2,843 | 16,626 | 16,673 | 18,340 |
| 6364 · Water and sewer | 3,351 | 113 | 2,633 | 3,854 | 4,239 |
| 6365 · Natural Gas | 3,689 | 1,825 | 7,029 | 4,611 | 5,072 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | 1,495 | 1,185 | 2,334 | 1,869 | 2,056 |
| 6379 · Professional Contracts | | | | | 25,792 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | 102 | 102 | 400 | 400 | 400 |
| 6387 · Repair maint. - computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 247 | 98 | 1,102 | 1,102 | 3,054 |
| 6395 - In House Training | | | | | |
| 6396 · Meetings | 58 | | 348 | 340 | 360 |
| 6397 · Out of House Training & Conferences | | | | | |
| 6410 - Books | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New computers and other technology | | | | | |
| 6980 - Capital Improvements | | | | | |
| Total | 30,312 | 9,777 | 48,056 | 46,433 | 77,398 |

| 01-xxxx-74-00 Grover Access Point | | | | | |
|-----------------------------------------------|----------------|----------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/21 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | | | | | |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | | | | | |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | | | |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | | | | |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | 1,500 | 1,500 | 1,500 |
| 6364 · Water and sewer | | | 300 | 300 | 300 |
| 6365 · Natural gas | | | 1,000 | 1,000 | 1,000 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | 200 | 200 | 200 |
| 6379 · Professional Contracts | | | 17,000 | 17,000 | 17,000 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | | | | | |
| 6396 · Meetings | | | | | |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| Total | - | - | 20,000 | 20,000 | 20,000 |

| 01-xxxx-50-51 Administration | | | | | |
|-----------------------------------------------|----------------|------------------|------------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6136 - Workers' Compensation | 54,698 | 69,271 | 83,400 | 85,000 | 85,000 |
| 6205 - Bank Service Charges | | | | | |
| 6220 · Minor Equipment/Furniture <\$5k | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 10,960 | 2,953 | 7,500 | 6,000 | 6,000 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 33 | | 50 | 50 | 50 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 1,238 | 1,238 | | | |
| 6345 · Public Relations | | 472 | | | |
| 6362 · Electric | 26,802 | 8,770 | 25,319 | 30,822 | 33,904 |
| 6364 · Water and sewer | 6,023 | 2,696 | 4,859 | 6,926 | 7,619 |
| 6365 · Natural gas | 4,310 | 5,468 | 6,137 | 5,388 | 5,927 |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | 12,811 | 6,353 | 8,733 | 14,514 | 15,965 |
| 6378 - High Plains RLSS Courier | | | | | |
| 6379 · Professional Contracts | 43,319 | 11,690 | 37,200 | 37,200 | 37,200 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 733 | | | | |
| 6395 - In-House Training | | | | | |
| 6396 · Meetings | 67 | | | | |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6398 - Treasurer's fee | 662,389 | 561,284 | 700,000 | 550,000 | 475,000 |
| 6410 - Books | | | | | |
| 6425 - Periodicals | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other expense | 42 | 10 | | | |
| 6510 · Insurance | 50,190 | 101,133 | 133,265 | 125,000 | 130,000 |
| 6520 · Equipment Rentals | | | | | |
| 6530 · Lease / Rental expense | | | | | |
| 6952 - Equipment / furniture over \$5,000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| 6980 - Capital improvements | | | | | |
| 6985 - Lease debt service | | | | | |
| Total | 873,615 | 771,338 | 1,006,463 | 860,900 | 796,665 |

01-xxxx-50-53 Community Relations and Marketing

| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| 6220 · Minor Equipment/Furniture <\$5k | 4,478 | 798 | 1,200 | 1,000 | 800 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 2,388 | 639 | 27,750 | 18,950 | 27,800 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | 200 | 200 | 300 |
| 6320 · Printing | 4,462 | 5,313 | 22,500 | 18,800 | 18,800 |
| 6340 · Memberships | 2,345 | 2,512 | 2,844 | 5,594 | 3,584 |
| 6345 · Public Relations | 43,398 | 10,258 | 62,963 | 39,550 | 77,225 |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 30,738 | 3,252 | 11,000 | 4,764 | 14,664 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 790 | 573 | 1,250 | 1,250 | 1,700 |
| 6396 · Meetings | 41 | 136 | 500 | 600 | 500 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6987 - Construction - Graphics | | | | | |
| Total | 88,640 | 23,481 | 130,207 | 90,708 | 145,373 |

| 01-xxxx-50-54 - Information Technology and Innovation | | | | | |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 1,565 | 434 | 1,250 | 10,000 | 1,250 |
| 6240 - Supplies Resale - Flash Drives | | | | | |
| 6249 · Operating supplies | 2,250 | 1,575 | 2,700 | 2,200 | 2,200 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 11 | | 100 | 100 | 100 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 829 | | 1,390 | 830 | 830 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | 262,020 | 185,043 | 325,656 | 328,924 | 388,924 |
| 6369 · Disposal Services | 1,460 | | 500 | 1,500 | |
| 6379 · Professional Contracts | 21,678 | 19,306 | 34,102 | 36,602 | 40,000 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | 104,282 | 73,245 | 146,400 | 180,900 | 200,000 |
| 6387 · Repair, maint., replacement / compute | 222,903 | 174,048 | 464,375 | 945,625 | 975,000 |
| 6388 · Repair maint. - on-line computer | 122,272 | 121,711 | 140,496 | 155,496 | 155,496 |
| 6389 · Repair maint. - other equipment | 33,328 | 5,202 | 10,000 | 10,000 | 10,000 |
| 6394 · Travel and Mileage | 2,825 | 379 | 4,462 | 3,575 | 3,000 |
| 6395 - In-House Training | | | | | |
| 6396 · Meetings | 121 | | 150 | 150 | 150 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | 315,698 | 194,487 | 280,428 | 310,376 | 310,376 |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | 41,082 | 14,333 | 30,000 | 30,000 | 30,000 |
| 6980 · Capital Improvements | | 99 | | | |
| 6985 · Lease | | | | | |
| Total | 1,132,324 | 789,862 | 1,442,009 | 2,016,278 | 2,117,326 |

| 01-xxxx-50-55 Human Resources | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 539 | | | 800 | 800 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 719 | 535 | 1,313 | 1,313 | 1,313 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | 50 | 50 | 50 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 10,130 | 590 | 6,472 | 7,602 | 7,602 |
| 6345 · Public Relations | 8,057 | 2,488 | 9,550 | 10,650 | 10,700 |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 85,410 | 39,017 | 93,900 | 94,846 | 112,586 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6393 - Tuition Reimbursement | 46,872 | 10,383 | 33,000 | 26,000 | 26,000 |
| 6394 · Travel and Mileage | 1,018 | 725 | 1,400 | 1,400 | 3,250 |
| 6395 - In-House Training | 18,525 | 976 | 15,800 | 26,200 | 28,300 |
| 6396 · Meetings | | | 1,000 | | |
| 6397 · Out-of-House Conference & Meetings | 30,287 | 4,017 | 43,000 | 40,000 | 40,000 |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| Total | 201,557 | 58,731 | 205,485 | 208,861 | 230,601 |

| 01-xxxx-50-56 Finance | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6205 -Bank Service Charges | 1,193 | 601 | 2,040 | 1,980 | 1,980 |
| 6220 · Minor Equipment/Furniture <\$5k | | | | | |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 436 | 675 | 700 | 750 | 750 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | 1,600 | 800 | 750 | 825 | 825 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | 475 | | 1,000 | 1,000 | 1,000 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 66,564 | 36,533 | 70,305 | 67,305 | 67,305 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 77 | 28 | 270 | 168 | 168 |
| 6396 · Meetings | | | | | |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| Total | 70,345 | 38,637 | 75,065 | 72,028 | 72,028 |

| 01-xxxx-50-57 Foundation | | | | | |
|-----------------------------------------------|----------------|------------------|----------------|----------------|-----------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | | | | | |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 178 | 19 | 500 | 200 | 200 |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | 500 | 600 | 350 |
| 6320 · Printing | | | 500 | 500 | 500 |
| 6340 · Memberships | | 285 | 1,180 | 1,090 | 1,375 |
| 6345 · Public Relations | | | | 340 | 340 |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 492 | | | | |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 71 | | 840 | 840 | 840 |
| 6395 - In-House Training | | | | | |
| 6396 · Meetings | | | 800 | 750 | 750 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | 250 | 2,150 | 2,150 |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | | | | | |
| 6954 · New Computers & other technology | | | | | |
| Total | 741 | 304 | 4,570 | 6,470 | 6,505 |

| 01-xxxx-50-58 Facilities Services | | | | | |
|----------------------------------------------|-------------------|------------------|-------------------|-------------------|------------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 3,275 | | 1,500 | 1,500 | 1,500 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | 61,704 | 13,086 | 54,000 | 54,000 | 54,000 |
| 6249 · Operating supplies | | | | | |
| 6250 · Bib Processing Supplies | | | | | |
| 6310 · Postage | | | | | |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | | 1,500 | 1,500 | 1,500 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 407,015 | 247,067 | 347,300 | 347,300 | 347,300 |
| 6380 · Gasoline, Motor Oil, Lubricants | 1,284 | | 3,000 | 3,000 | 3,000 |
| 6382 · Repair maint. - building | 231,174 | 137,566 | 350,000 | 276,000 | 276,000 |
| 6383 · Repair maint. - grounds | | | | | |
| 6384 · Repair maint. - vehicles | | 938 | 2,500 | 2,500 | 2,500 |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / compute | 133 | 539 | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | 12,995 | | | | |
| 6394 · Travel and Mileage | 3,644 | 682 | 8,000 | 8,000 | 8,000 |
| 6396 · Meetings | | | | | |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6480 · Software | | | | | |
| 6495 · Other Expense | | | | | |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | 1,000 | 1,000 | 1,000 |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | 37,494 | | | 120,000 | 120,000 |
| 6954 · New Computers & other technology | | | | | |
| 6980 · Capital Improvements | 9,581,393 | 985,739 | 13,626,071 | 31,061,024 | 404,400 |
| Total | 10,340,111 | 1,385,617 | 14,394,871 | 31,875,824 | 1,219,200 |

| 01-xxxx-50-59 Collection Resources | | | | | |
|-----------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Expense Account | Actual 2020 | YTD 6/30/2021 | Budget 2021 | Budget 2022 | Planned 2023 |
| 6220 · Minor Equipment/Furniture <\$5k | 590 | 295 | 1,500 | 3,300 | 3,500 |
| 6221 · E-book Readers | | | | | |
| 6236 · Janitorial supplies | | | | | |
| 6249 · Operating supplies | 7,650 | 268 | 12,200 | 9,700 | 12,300 |
| 6250 · Bib Processing Supplies | 127,437 | 42,363 | 180,635 | 202,636 | 205,636 |
| 6310 · Postage | 15,418 | 8,986 | 32,452 | 33,850 | 34,025 |
| 6320 · Printing | | | | | |
| 6340 · Memberships | | 923 | 450 | 450 | 500 |
| 6345 · Public Relations | | | | | |
| 6358 · Programs | | | | | |
| 6362 · Electric | | | | | |
| 6364 · Water and sewer | | | | | |
| 6365 · Natural gas | | | | | |
| 6367 · Phones | | | | | |
| 6369 · Disposal Services | | | | | |
| 6379 · Professional Contracts | 352,979 | 228,240 | 391,600 | 430,100 | 440,602 |
| 6380 · Gasoline, Motor Oil, Lubricants | | | | | |
| 6382 · Repair maint. - building | | | | | |
| 6384 · Repair maint. - bookmobile | | | | | |
| 6385 · Repair maint. - office equipment | | | | | |
| 6387 · Repair, maint., replacement / computer | | | | | |
| 6388 · Repair maint. - on-line computer | | | | | |
| 6389 · Repair maint. - other equipment | | | | | |
| 6394 · Travel and Mileage | 562 | 217 | 2,025 | 2,850 | 9,400 |
| 6396 · Meetings | | | 100 | 100 | 500 |
| 6397 · Out-of-House Training & Conferences | | | | | |
| 6410 - Books | 569,427 | 238,685 | 527,600 | 577,000 | 585,000 |
| 6425 - Newspapers & Periodicals | 37,232 | 11,913 | 55,000 | 61,000 | 46,500 |
| 6430 - Ebooks | 126,376 | 42,671 | 137,950 | 137,000 | 100,000 |
| 6460 - Compact Discs | 19,918 | 11,743 | 38,800 | 38,800 | 45,000 |
| 6480 · Software | | 6,351 | | | |
| 6490 - DVD/BluRay | 77,334 | 20,208 | 146,900 | 166,900 | 175,000 |
| 6495 · Other Expense | | | | | |
| 6496 - Electronic resources | 504,185 | 307,994 | 437,500 | 464,000 | 484,000 |
| 6500 · Platform Fees | 23,718 | 124 | 18,900 | 15,900 | 25,350 |
| 6510 · Insurance | | | | | |
| 6520 · Equipment Rentals | | | | | |
| 6940 · Improvement to Buildings | | | | | |
| 6952 · Equip/furniture-over \$5000 | 154,381 | | | | |
| 6954 · New Computers & other technology | | | 159,000 | | |
| 6986 - Opening Day Collection | | | 75,000 | 1,000,000 | 277,520 |
| Total | 2,017,207 | 920,981 | 2,217,612 | 3,143,586 | 2,444,833 |

2022
Budget String
Coding

Budget String Coding - Numeric Sort

The following format is used for coding expenses for purchase order requisitions and for future budgeting:

Fund Expense Location Department Project
 □□ - □□□□ - □□ - □□ - □□□□

Definitions:

- **Fund:** A fiscal and accounting entity with a set of accounts recording revenues and expenditures of the entity.
- **Expenses:** Charges incurred for operation, maintenance, supplies, equipment, etc to benefit the current fiscal period.
- **Location:** Various branch location or member library designations associated with a two-digit code.
- **Department:** A two-digit code associated with District Support Services departments.
- **Project:** A four-digit code associated with special expenditure categories.

Coding Examples

Example One: 01-6220-50-51
 01=General Fund 6220=Minor Equipment 50=District Support Services 51=Administration

Example Two: 01-6249-10-00
 01=General Fund 6249=Operating Supplies 10=Centennial Park 00=No Department

Example Three*: 01-6358-10-00-1001
 01=General Fund 6358=Programs 10=Centennial Park 00=No Department
 1010=Centennial Park Programs

*In most instances you will not need to code for projects unless you have expenses specifically related to an item on the project list.

Schedule of Budget Codes

| Fund | Expense | Location | Department | Project |
|------|---------|----------|------------|---------|
| □□ - | □□□□ - | □□ - | □□ - | □□□□ |

Location Codes

| | | | |
|----|-------------------------------------|----|------------------------|
| 10 | Centennial Park | 00 | None |
| 15 | Farr | 01 | Board of Trustees |
| 20 | Carbon Valley | 02 | Executive Director |
| 30 | Lincoln Park | 03 | Associate Director |
| 35 | LNLC - Library INnovation Center | 51 | Administration |
| 40 | Bookmobile | 53 | Public Information |
| 50 | District Support Services | 54 | Information Technology |
| 70 | Ault (Northern Plains) | 55 | Human Resources |
| 71 | Eric | 56 | Finance |
| 72 | Kersey Library | 57 | Foundation |
| 73 | Riverside Library & Cultural Center | 58 | Facility Services |
| 74 | Grover | 59 | Collection Development |
| 75 | Eaton | 65 | Virtual Library |
| 80 | Fort Lupton | | |
| 85 | Hudson | | |
| 90 | Johnstown (Glenn A. Jones) | | |
| 95 | Platteville | | |
| 00 | High Plains Library District | | |

Department Codes

Program/Professional Contracts/Project Codes

| | |
|------------------------------------------|----------------------------------------|
| Programs | Professional Contracts |
| 1010 Centennial Park | 5010 Centennial Park |
| 1015 Farr | 5015 Farr |
| 1020 Carbon Valley | 5020 Carbon Valley |
| 1030 Lincoln Park | 5030 Lincoln Park |
| 1071 Eric | 5071 Eric |
| 1072 Kersey | 5072 Kersey |
| 1073 Riverside Library & Cultural Center | 5073 Riverside Library & Cultural Ctr. |
| 8001 Outreach | 8002 Outreach |

Projects

| | |
|------|-----------------------------------|
| 2012 | Riverside Library & Cultural Ctr. |
| 2013 | Lincoln Park |
| 2014 | Energy Performance |
| 3513 | Interlibrary Loan system |
| 8501 | Spell Grant |

6000 Tax Distribution to Member Libraries

6010 Contingency / An amount budgeted for expenditures that cannot be foreseen and planned for in the budget process because of an occurrence of an unusual or extraordinary event.

6105 Third Party Health Insurance Payment / Insurance payment for COBRA insurance coverage.

6110 Salaries / Wages paid to employees who are employed by the District.

6112 Life/Disability Insurance / Premium paid for short-term and long-term, life and disability insurance coverage.

6136 Worker's Compensation / Premium paid for worker's compensation insurance policy to provide medical care to employees in the case of a work related accident.

6137 Dental Insurance / Premium paid for dental insurance coverage as elected by employees.

6138 Medical Insurance / Premium paid for medical insurance coverage as elected by employees.

6139 Vision Insurance / Premium paid for vision insurance coverage as elected by employees.

6140 Social Security / Social Security taxes paid by the District on the employees' behalf.

6144 Retirement/401A/457 Expense / Employee paid contribution to the 401A mandatory and 457 elective retirement plan.

6145 Legal Shield / Employee paid Legal Services.

6146 Medicare / Federal withholding contribution as part of social security program.

6148 Federal Unemployment Taxes / Amounts paid by the District to provide unemployment compensation benefits for employees.

6149 State Unemployment Taxes / Amounts paid by the District to provide unemployment compensation benefits for employees.

6200 Retirement — Employer Contribution / Amount paid by District to match employees' contribution to the 401A retirement plan.

6203 Fees — Other / Miscellaneous fees.

6205 Bank Services Charges / Fees paid for bank services.

6220 Minor Equipment / Items costing less than \$5000, such as VCRs, projectors, televisions, display units and typewriters.

6221 E Readers / Kindle Fires and iPads.

6224 Foundation Purchases / Items purchased by the District that the Foundation has approved for funding.

6236 Janitorial Supplies / Items used to clean and supply facilities, such as floor finish, stain remover, toilet tissue, paper towels, hand soap, and vacuum bags.

6249 Operating Supplies / Items such as pens, paper, tape, scissors, desk accessories, binders, paper clips, security cases, seasonal decorations, break room supplies, and craft supplies. Items costing \$100 and less.

6250 Tech Processing Supplies / Items purchased for processing library collection items.

6310 Postage / Mailing costs for sending letters and packages.

6320 Printing / Printing and copying of materials for internal or external use.

6340 Memberships / Payment of membership dues to professional organizations.

6345 Public Relations / Advertising expenses, including recruitment ads, newspaper publications and promotional items.

6358 Programs / Expenditures to promote and conduct programs such as Summer Reading, National Library Week and Children's Read Week. May include prizes, arts and crafts, supplies, decorations and refreshments.

6362 Electric / Expenditures for electrical services provided by a public utility company.

6364 Water and Sewer / Expenditures for services provided by public or private companies.

6365 Natural Gas / Expenditures for natural gas services provided by a public utility company.

6367 Phones / Phone service charges paid to a private utility company, including cell phones and networking line connections.

6369 Disposal Services / Pick up and removal of waste and recyclable materials.

6379 Professional Contracts / Payment for services rendered by outside contractors (organizations or individuals).

- 6380 Gasoline, Motor Oil, Lubricants / Expenses** for fuel and lubricants to operate District vehicles.
- 6382 Repair & Maintenance-Buildings / Materials** and supplies for the repair and maintenance of District buildings. Includes light bulbs, paint, lumber, and hardware supplies.
- 6384 Repair & Maintenance-Vehicles / Repair** and maintenance costs for District vehicles.
- 6385 Repair & Maintenance-Office Equipment / Services, supplies and maintenance** agreements purchased to repair and maintain office equipment, such as copy machines, microfiche reader/printers and fax machines.
- 6387 Repair, Maintenance, Replacement-Computer / Services, supplies and maintenance** agreements purchased to repair and maintain computer equipment, such as monitors, central processing units and printers. Also includes cost of replacement computers.
- 6388 Repair & Maintenance-On-line Computer / Cost of upkeep** for the Dynix Horizon system.
- 6389 Repair & Maintenance-Other Equipment / Services, supplies and maintenance** agreements purchased to repair and maintain any equipment that is not otherwise classified.
- 6393 Tuition Reimbursement / Reimbursement** for classes taken by those employees continuing their education.
- 6394 Travel & Mileage / Reimbursement** for mileage, parking, meals, and incidental expenses incurred by a District employee when conducting District business. This does not include expenses incurred for conferences and training.
- 6395 In-House Training / Costs of in-house** classes and seminars for staff needs.
- 6396 Meetings / Incidental expenses** incurred when hosting or attending meetings.
- 6397 Out-of-House Training & Conferences / Expenses** incurred for conference attendance, and out-of-house training.
- 6398 Treasurer Fee / Fees** paid to the county for collection and distribution of property taxes.
- 6410 Books / Hardbound or softbound materials** purchased, not via a subscription.
- 6425 Periodicals / Printed materials** purchased with a subscription for magazines, newspapers, or professional journals.
- 6430 E Books / Recorded audio materials** in cassette type form.
- 6450 Compact Discs / Recorded audio materials** including music in compact disk (CD) form.
- 6480 Software / Published software programs** and site licenses.
- 6490 DVD/Blue Ray / Recorded visual material** in DVD or Blue Ray format.
- 6495 Other Expense / Expenses** not otherwise classified.
- 6496 Electronic Resources / Subscription costs** for online databases.
- 6510 Insurance / Premiums** paid for coverage of bookmobiles, buildings, general liability and Directors and Officers of the District.
- 6520 Equipment Rentals / Rental costs** for equipment rented by the District including rentals of postage machine rental.
- 6952 Equipment/Furniture over \$5000 / Equipment or furniture items** costing more than \$5000.
- 6953 RFID / Costs** for the collection management and inventory control system.
- 6954 New Computers & Other Technology / Includes** personal computers, monitors, printers, and multi-functional equipment.
- 6980 Capital Improvements / Permanent repairs,** upgrades, remodel or improvements made to enhance the appearance of a District building.
- 6985 Lease Payment / Payments** made to lease Library buildings. Debt service transfer for 2001 COPS and 2006 COPS.
- 6986 Opening Day Collection / Expenses** incurred in purchasing Library materials for opening day inventory.

Budget String Coding - Alpha Sort

The following format is used for coding expenses for purchase order requisitions and for future budgeting:

| <u>Fund</u> | <u>Expense</u> | <u>Location</u> | <u>Department</u> | <u>Project</u> |
|-------------|----------------|-----------------|-------------------|----------------|
| □□ - | □□□□ - | □□ - | □□ - | □□□□ |

Definitions:

- **Fund:** A fiscal and accounting entity with a set of accounts recording revenues and expenditures of the entity.
- **Expenses:** Charges incurred for operation, maintenance, supplies, equipment, etc to benefit the current fiscal period.
- **Location:** Various branch location or member library designations associated with a two-digit code.
- **Department:** A two-digit code associated with District Support Services departments.
- **Project:** A four-digit code associated with special expenditure categories.

Coding Examples

Example One: 01-6220-50-51

01=General Fund 6220=Minor Equipment 50=District Support Services 51=Administration

Example Two: 01-6249-10-00

01=General Fund 6249=Operating Supplies 10=Centennial Park 00=No Department

Example Three*: 01-6358-10-00-1001

01=General Fund 6358=Programs 10=Centennial Park 00=No Department

1001=Centennial Park Programs

*In most instances you will not need to code for projects unless you have expenses specifically related to an item on the project list.

Schedule of Budget Codes

| <u>Fund</u> | <u>Expense</u> | <u>Location</u> | <u>Department</u> | <u>Project</u> |
|-------------|----------------|-----------------|-------------------|----------------|
| □□ - | □□□□ - | □□ - | □□ - | □□□□ |

Location Codes

| | | | |
|----|-------------------------------------|----|------------------------|
| 10 | Centennial Park | 00 | None |
| 15 | Farr | 01 | Board of Trustees |
| 20 | Carbon Valley | 02 | Executive Director |
| 30 | Lincoln Park | 03 | Associate Director |
| 35 | LINC - Library INnovation Center | 51 | Administration |
| 40 | Bookmobile | 53 | Public Information |
| 50 | District Support Services | 54 | Information Technology |
| 70 | Ault (Northern Plains) | 55 | Human Resources |
| 71 | Eric | 56 | Finance |
| 72 | Kersey Library | 57 | Foundation |
| 73 | Riverside Library & Cultural Center | 58 | Facility Services |
| 74 | Grover | 59 | Collection Development |
| 75 | Eaton | 65 | Virtual Library |
| 80 | Fort Lupton | | |
| 85 | Hudson | | |
| 90 | Johnstown (Glean A. Jones) | | |
| 95 | Platteville | | |
| 00 | High Plains Library District | | |

Department Codes

Programs/Professional Contracts/Project Codes

| | | | |
|-----------------|-------------------------------------|-------------------------------|-----------------------------------|
| Programs | | Professional Contracts | |
| 1010 | Centennial Park | 5010 | Centennial Park |
| 1015 | Farr | 5015 | Farr |
| 1020 | Carbon Valley | 5020 | Carbon Valley |
| 1030 | Lincoln Park | 5030 | Lincoln Park |
| 1071 | Eric | 5071 | Eric |
| 1072 | Kersey | 5072 | Kersey |
| 1073 | Riverside Library & Cultural Center | 5073 | Riverside Library & Cultural Ctr |
| 8001 | Outreach - programming | 8002 | Outreach - professional contracts |
| Project | | | |
| 2010 | Riverside Library & Cultural Ctr. | | |
| 2013 | Lincoln Park | | |
| 2014 | Energy Performance project | | |
| 3513 | Interlibrary Loan system | | |
| 8501 | Spell Grant | | |

Fund Code
01 General Fund / for the High Plains Library District

Expenditure Codes

6205 Bank Services Charges / Fees paid for bank for funding.

6410 Books / Hardbound or softbound materials purchased, not via a subscription.

6980 Capital Improvements / Permanent repairs, upgrades, remodel or improvements made to enhance the appearance of a District building.

6460 Compact Discs / Recorded audio materials including music, in compact disk (CD) form.

6010 Contingency / An amount budgeted for expenditures that cannot be foreseen and planned for in the budget process because of an occurrence of an unusual or extraordinary event.

6137 Dental Insurance / Premium paid for dental insurance coverage as elected by employees.

6369 Disposal Services / Pick up and removal of waste and recyclable materials.

6490 DVD/Blue Ray / Recorded visual material in DVD or Blue Ray format.

6430 eBooks / Recorded audio materials in cassette type form.

6362 Electric / Expenditures for electrical services provided by a public utility company.

6496 Electronic Resources / Subscription on-line databases.

6221 E Readers / Includes Kindle and I pads.

6952 Equipment/Furniture over \$5000 / Equipment or furniture items costing more than \$5000.

6520 Equipment Rentals / Rental costs for equipment rented by the District including rentals of postage meter machines.

6148 Federal Unemployment Taxes / Amounts paid by the District to provide unemployment compensation benefits for employees.

6203 Fees — Other / Miscellaneous fees.

6224 Foundation Purchases / Items purchased by the District that the Foundation has approved for funding.

6380 Gasoline, Motor Oil, Lubricants / Expenses for fuel and lubricants to operate District vehicles.

6395 In-House Training / Costs of in-house classes and seminars for staff needs.

6510 Insurance / Premiums paid for coverage of bookmobiles, buildings, general liability and Directors and Officers of the District.

6236 Janitorial Supplies / Items used to clean and supply facilities, such as floor finish, stain remover, toilet tissue, paper towels, hand soap, event, and vacuum bags.

6985 Lease Payment / Payments made to lease Library buildings. Debt service transfer for 2001 COPS and 2006 COPS.

6145 Legal Shield / Employee paid Legal Services

6112 Life/Disability Insurance / Premium paid for short-term and long-term, life and disability insurance coverage.

6138 Medical Insurance / Premium paid for medical costs for insurance coverage as elected by employees.

6146 Medicare / Federal withholding contribution as part of social security program.

6340 Memberships / Payment of membership dues to professional organizations.

6396 Meetings / Incidental expenses incurred when hosting or attending meetings.

6220 Minor Equipment / Items costing less than \$5000, such as VCRs, projectors, televisions, display units and typewriters.

6365 Natural Gas / Expenditures for natural gas services provided by a public utility company.

6954 New Computers & Other Technology / Includes personal computers, monitors, printers, and multi-functional equipment.

6986 Opening Day Collection / Expenses incurred in purchasing Library materials for opening day inventory.

6249 Operating Supplies / Items such as pens, paper, tape, scissors, desk accessories, binders, paper clips, security cases, seasonal decorations, break room supplies, and craft supplies. Items costing \$100 and less.

6495 Other Expense / Expenses not otherwise classified.

6397 Out-of-House Training & Conferences / Expenses incurred for conference attendance and out-of-house training.

6425 Periodicals / Printed materials purchased with a subscription for magazines, newspapers, or professional journals.

6367 Phones / Phone service charges paid to a private utility company, including cell phones and networking line connections.

6310 Postage / Mailing costs for sending letters and packages.

6320 Printing / Printing and copying of materials for internal and external use.

6379 Professional Contracts / Payment for services rendered by outside contractors (organizations or individuals).

6358 Programs / Expenditures to promote and conduct programs such as Summer Reading, National Library Week and Children's

Read Week. May include prizes, arts and crafts supplies, decorations and refreshments.

6345 Public Relations / Advertising expenses, including recruitment ads, newspaper publications and promotional items.

6382 Repair & Maintenance-Buildings / Materials and supplies for the repair and maintenance of District buildings. Includes light bulbs, paint, lumber, and hardware supplies.

6387 Repair, Maintenance, Replacement- Computer / Services, supplies and maintenance agreements purchased to repair and maintain computer equipment, such as monitors, central processing units and printers. Also includes cost of replacement computers.

6385 Repair & Maintenance-Office Equipment
Services, supplies and maintenance agreements purchased to repair and maintain office equipment, such as copy machines, microfiche reader/printers and fax machines.

6388 Repair & Maintenance-On-line Computer / Costs of upkeep for the Dynix Horizon system.

6389 Repair & Maintenance-Other Equipment
Services, supplies and maintenance agreements purchased to repair and maintain any equipment that is not otherwise classified.

6384 Repair & Maintenance-Vehicles / Repair and maintenance costs for District vehicles.

6144 Retirement/401A/457 Expense / Employee paid contribution to the 401A mandatory and 457 elective retirement plan.

6200 Retirement — Employer Contribution / Amount paid by District to match employees' contribution to the 401A retirement plan.

6110 Salaries / Wages paid to employees who are employed by the District.

6140 Social Security / Social Security taxes paid by the District on the employees' behalf.

6480 Software / Published software programs and site licenses.
6149 State Unemployment Taxes / Amounts paid by the District to provide unemployment compensation benefits for employees.

6000 Tax Distribution to Member Libraries

6250 Tech Processing Supplies / Items purchased for processing library collection items.

6105 Third Party Health Insurance Payment / Insurance payment for COBRA insurance coverage.

6394 Travel & Mileage / Reimbursement for mileage parking, meals, and incidental expenses incurred by a District employee when conducting District business. This does not include expenses incurred for conferences and training.

6398 Treasurer Fee / Fees paid to the county for collection and distribution of property taxes.

6393 Tuition Reimbursement / Reimbursement for classes taken by those employees continuing their education.

6139 Vision Insurance / Premium paid for vision insurance coverage as elected by employees.

6364 Water and Sewer / Expenditures for services provided by public or private companies.

6136 Worker's Compensation / Premium paid for worker's compensation insurance policy to provide medical care to employees in the case of a work related accident.

2022

**Statistical /
Supplemental
Section**

High Plains Library District
Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years
(in thousands of dollars)

| Levy Year | Vacant Land | Residential Property | Commercial Property | Industrial Property | Agricultural Resources | Natural Resources | Oil & Gas | State Assessed | Total Taxable Assessed Value | | Estimated Actual Taxable Value | Total Direct Tax Rate | Assessed Value as a % of Actual Value |
|-----------|-------------|----------------------|---------------------|---------------------|------------------------|-------------------|-----------|----------------|------------------------------|------------|--------------------------------|-----------------------|---------------------------------------|
| | | | | | | | | | Value | Value | | | |
| 2011 | 59,313 | 893,155 | 600,970 | 207,560 | 109,046 | 12,221 | 2,338,283 | 593,893 | 4,814,441 | 4,814,441 | 19,664,487 | 3.249 | 24.483% |
| 2012 | 55,684 | 902,490 | 637,249 | 279,787 | 111,959 | 11,555 | 3,225,865 | 625,554 | 5,850,143 | 5,850,143 | 21,467,579 | 3.249 | 27.251% |
| 2013 | 49,578 | 897,581 | 613,627 | 325,483 | 132,082 | 14,056 | 3,750,013 | 678,356 | 6,460,776 | 6,460,776 | 22,463,026 | 3.249 | 28.762% |
| 2014 | 46,605 | 915,284 | 620,508 | 430,782 | 138,769 | 14,625 | 5,544,193 | 710,011 | 8,420,777 | 8,420,777 | 25,523,496 | 3.249 | 32.992% |
| 2015 | 55,985 | 1,146,858 | 655,020 | 525,734 | 168,228 | 18,440 | 7,374,473 | 740,461 | 10,685,199 | 10,685,199 | 31,560,980 | 3.249 | 33.856% |
| 2016 | 48,576 | 1,192,400 | 677,672 | 680,033 | 172,787 | 18,187 | 4,708,785 | 771,524 | 8,269,964 | 8,269,964 | 29,936,864 | 3.249 | 27.625% |
| 2017 | 65,994 | 1,413,932 | 764,517 | 795,317 | 197,001 | 18,605 | 4,369,798 | 813,039 | 8,438,203 | 8,438,203 | 35,327,035 | 3.249 | 23.886% |
| 2018 | 57,708 | 1,460,074 | 785,202 | 822,019 | 199,744 | 22,062 | 6,338,480 | 814,026 | 10,499,315 | 10,499,315 | 38,645,508 | 3.249 | 27.168% |
| 2019 | 76,518 | 1,789,785 | 959,571 | 938,681 | 190,691 | 25,222 | 9,194,058 | 893,660 | 14,068,186 | 14,068,186 | 48,245,043 | 3.177 | 29.160% |
| 2020 | 66,708 | 1,846,452 | 988,053 | 1,217,340 | 195,667 | 25,995 | 8,297,234 | 1,036,480 | 13,673,929 | 13,673,929 | 49,819,777 | 3.177 | 27.447% |
| 2021 | 85,929 | 2,090,013 | 1,087,648 | 1,196,260 | 198,836 | 28,229 | 4,928,661 | 1,199,532 | 10,815,108 | 10,815,108 | 50,408,438 | 3.177 | 21.455% |

Source: Weld County Assessor's office

High Plains Library District
Property Tax Levies and Collections
Last Ten Fiscal Years
(amounts expressed in thousands)

| Levy Year | Collect Year | Total Tax Levy for Fiscal Year ¹ | Collected within the Fiscal Year of the Levy | | Collections in Subsequent Years ³ | | Total Collections to Date |
|-----------|--------------|---------------------------------------------|----------------------------------------------|-----------------|----------------------------------------------|-----------------|---------------------------|
| | | | Tax Amount ² | Percent of Levy | Tax Amount | Percent of Levy | |
| 2010 | 2011 | 13,609 | 13,581 | 99.8% | - | 13,581 | 99.8% |
| 2011 | 2012 | 15,880 | 15,832 | 99.7% | - | 15,832 | 99.7% |
| 2012 | 2013 | 19,074 | 19,023 | 99.7% | - | 19,023 | 99.7% |
| 2013 | 2014 | 21,063 | 21,038 | 99.9% | - | 21,038 | 99.9% |
| 2014 | 2015 | 27,320 | 26,882 | 98.4% | - | 26,882 | 98.4% |
| 2015 | 2016 | 35,255 | 35,223 | 99.9% | - | 35,223 | 99.9% |
| 2016 | 2017 | 26,930 | 26,962 | 100.1% | - | 26,962 | 100.1% |
| 2017 | 2018 | 27,390 | 27,515 | 100.5% | - | 27,515 | 100.5% |
| 2018 | 2019 | 33,949 | 33,870 | 99.8% | - | 33,870 | 99.8% |
| 2019 | 2020 | 45,044 | 44,671 | 99.2% | - | 44,671 | 99.2% |
| 2020 | 2021 | 43,095 | 43,008 | 99.8% | - | 43,008 | 99.8% |

Source:

¹ Final Budget

² YTD Treasurer's Tax Distribution

³ Not available for years not shown

High Plains Library District
Principal Taxpayers
December 31, 2020

| | 2020 | | | 2011 | | |
|-------------------------------------------|-------------------------|------|--------------------------------------------|------------------------|------|--------------------------------------------|
| | Taxable Assessed Value | Rank | Percentage of Total Taxable Assessed Value | Taxable Assessed Value | Rank | Percentage of Total Taxable Assessed Value |
| Kerr-Mcgee Oil & Gas Onshore LP | 2,054,086,240 | 1 | 15.02% | 737,284,110 | 2 | 18.45% |
| Noble Energy Inc. | 1,380,683,980 | 2 | 10.10% | 978,636,640 | 1 | 24.49% |
| PDC Energy Inc. | 1,150,639,650 | 3 | 8.41% | | | |
| Extraction Oil & Gas LLC | 601,100,310 | 4 | 4.40% | | | |
| Crestone Peak Resources, LP | 459,131,310 | 5 | 3.36% | | | |
| Highpoint Operating Corporation | 447,879,840 | 6 | 3.28% | | | |
| Bonanza Creek Energy Inc. | 390,730,470 | 7 | 2.86% | | | |
| PDC Energy Inc.(KEA) | 362,805,270 | 8 | 2.65% | | | |
| Great Western Oil & Gas Co LLC | 326,272,340 | 9 | 2.39% | | | |
| Kerr Mcgee Gathering LLC | 266,453,900 | 10 | 1.95% | 63,672,300 | 7 | 1.59% |
| Encana Oil & Gas (USA) Inc. | | | | 184,505,010 | 3 | 4.62% |
| Vestas Blades America Inc. | | | | 182,601,420 | 4 | 4.57% |
| Public Service Company of Colorado (Xcel) | | | | 158,911,600 | 5 | 3.98% |
| Colorado Interstate Gas Co. | | | | 74,626,980 | 6 | 1.87% |
| Petroleum Development Corp. | | | | 49,306,900 | 8 | 1.23% |
| Merit Energy | | | | 35,685,060 | 9 | 0.89% |
| DCP Midstream LP | | | | 34,991,500 | 10 | 0.88% |
| | <u>\$ 7,439,783,310</u> | | <u>54.41%</u> | <u>\$2,500,221,520</u> | | <u>51.92%</u> |

Total Gross Taxable Assessed Valuation \$ 13,673,932,860

Source: Weld County Assessor

**High Plains Library District
Demographic and Economic Statistics
Last Ten Fiscal Years**

| Year | High Plains | | Total | | | Per Capita Income | Unemployment Rate |
|------|---------------------------------------|---------------------------|----------------------------------|--------|-------|----------------------|----------------------|
| | Library District Patron Population | Weld County Population | Personal Income (\$ billions) | Income | Rate | | |
| 2011 | 236,815 | 254,759 | 6.93 | 27,186 | 9.10% | | |
| 2012 | 240,898 | 263,691 | 7.76 | 25,233 | 8.70% | | |
| 2013 | 245,989 | 263,691 | 8.35 | 29,986 | 6.70% | | |
| 2014 | 251,308 | 269,785 | 8.35 | 31,657 | 3.90% | | |
| 2015 | 257,157 | 274,487 | 8.35 | 27,047 | 3.80% | | |
| 2016 | 259,688 | 284,876 | 8.35 | 42,787 | 2.60% | | |
| 2017 | 268,307 | 296,397 | 11.20 | 42,701 | 3.40% | | |
| 2018 | 270,901 | 304,435 | 12.50 | 44,080 | 2.70% | | |
| 2019 | 280,771 | 314,305 | 14.50 | 46,172 | 2.30% | | |
| 2020 | 298,361 | 331,895 | 15.30 | 50,198 | 7.20% | | |

Source: Upstate Colorado in cooperation with the University of Northern Colorado and the State of Colorado demographic.

Library Research Service State of Colorado for HPLD population.

Weld County Comprehensive Annual Financial Report

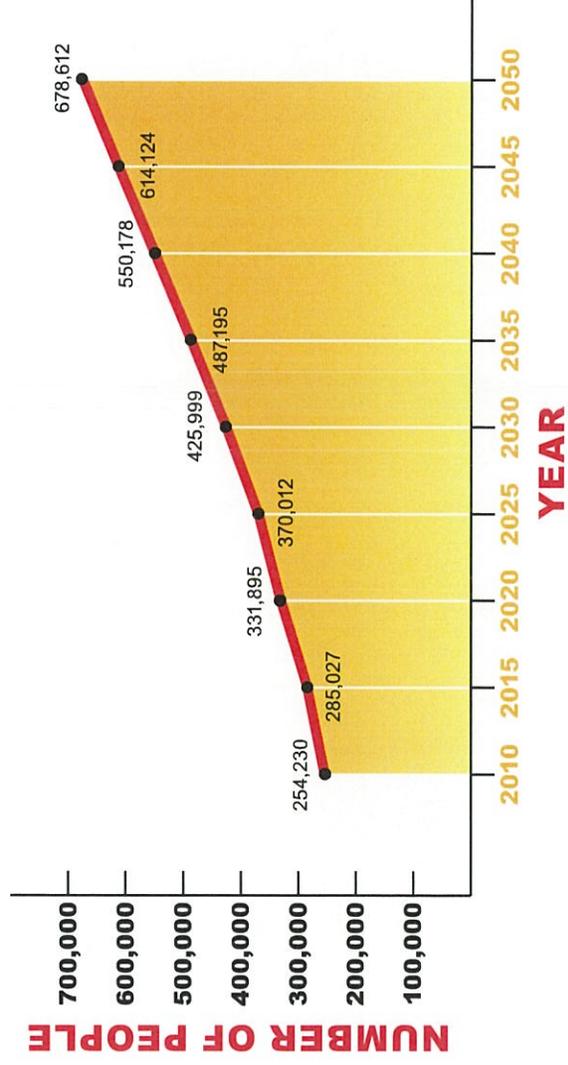
Note: The HPLD Patron population is shown as a comparative to the Weld County population as the District's service area approximates the boundary of Weld County.

**High Plains Library District
Principal Employers - Weld County
December 31, 2020**

| | 2020 | | | | 2011 | | | | |
|-------------------------------------------------|----------------|------|---------------------------------------|----------------|------|---------------------------------------|-----------|------|---------------------------------------|
| | Employees | Rank | Percentage of Total County Employment | Employees | Rank | Percentage of Total County Employment | Employees | Rank | Percentage of Total County Employment |
| JBS Swift Beef Company | 6,000 | 1 | 3.53% | 4,500 | 1 | 4.04% | | | |
| Banner Health: Northern Colorado Medical Center | 3,710 | 2 | 2.18% | 3,000 | 2 | 2.69% | | | |
| Vestas | 2,890 | 3 | 1.70% | 1,600 | 5 | 1.44% | | | |
| Greeley Evans School District 6 | 2,860 | 4 | 1.68% | 2,300 | 3 | 2.06% | | | |
| Weld County Government | 1,783 | 5 | 1.05% | | | | | | |
| University of Northern Colorado | 1,530 | 6 | 0.90% | 1,372 | 6 | 1.23% | | | |
| State Farm Insurance Companies | 1,200 | 7 | 0.71% | 1,350 | 7 | 1.21% | | | |
| UC Health | 1,030 | 8 | 0.61% | | | | | | |
| City of Greeley | 905 | 9 | 0.53% | 874 | 9 | 0.78% | | | |
| Halliburton Energy Services | 900 | 10 | 0.53% | | | | | | |
| State of Colorado (includes UNC) | | | | 1,658 | 4 | 1.49% | | | |
| Carestream Health, Inc. | | | | 900 | 8 | 0.81% | | | |
| Aims Community College | | | | 521 | 10 | 0.47% | | | |
| Total Principal Employers | 22,808 | | 13.42% | 18,075 | | 16.22% | | | |
| Other Employers | 147,193 | | 86.58% | 93,359 | | 83.78% | | | |
| Total County Employment | 170,001 | | 100.00% | 111,434 | | 100.00% | | | |

Source: Upstate Colorado and Weld County

Preliminary Population Forecast for Weld County



High Plains Library District
Long-range financial planning

| | Actual 2015 | Actual 2016 | Actual 2017 | Actual 2018 | Actual 2019 | Actual 2020 | Estimated 2021 | Budget 2022 | Projected 2023 | Projected 2024 | Projected 2025 | Projected 2026 | Projected 2027 |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Property Tax | \$ 26,881,943.00 | \$ 35,222,965.00 | \$ 25,947,573.00 | \$ 27,482,605.00 | \$ 33,495,472.00 | \$ 44,310,058.00 | \$ 44,300,000.00 | \$ 34,032,044.00 | \$ 28,746,272.00 | \$ 29,033,735.00 | \$ 29,324,073.00 | \$ 29,910,554.00 | \$ 30,508,765.00 |
| Specific Ownership Tax | 1,854,124.00 | 2,223,820.00 | 2,125,055.00 | 2,128,161.00 | 2,324,831.00 | 2,175,372.00 | 1,900,000.00 | 1,200,000.00 | 1,500,000.00 | 1,515,000.00 | 1,530,150.00 | 1,545,452.00 | 1,560,906.00 |
| Earnings on Investments | 157,228.00 | 209,436.00 | 278,255.00 | 738,244.00 | 1,151,723.00 | 588,213.00 | 50,000.00 | 80,000.00 | 100,000.00 | 60,000.00 | 36,000.00 | 21,600.00 | 12,960.00 |
| Other Revenue | 349,391.00 | 239,651.00 | 180,052.00 | 255,915.00 | 183,317.00 | 375,191.00 | 209,784.00 | 193,256.00 | 125,000.00 | 126,250.00 | 127,513.00 | 128,788.00 | 130,075.00 |
| Total Revenue | 29,242,686.00 | 37,895,872.00 | 29,530,935.00 | 30,604,925.00 | 37,155,343.00 | 47,448,834.00 | 46,459,784.00 | 35,505,300.00 | 30,471,272.00 | 30,734,985.00 | 31,017,736.00 | 31,606,394.00 | 32,212,706.00 |
| Salaries and Benefits | 8,689,179.00 | 9,169,139.00 | 8,987,418.00 | 9,402,408.00 | 10,220,963.00 | 10,725,361.00 | 11,400,000.00 | 12,980,571.00 | 14,141,173.00 | 14,629,706.00 | 15,149,836.00 | 15,689,631.00 | 16,249,886.00 |
| Distribution to Member Libraries | 6,529,173.00 | 9,438,503.00 | 6,227,241.00 | 6,083,007.00 | 7,730,409.00 | 9,794,220.00 | 10,288,265.00 | 7,444,469.00 | 6,700,022.00 | 6,365,021.00 | 6,555,972.00 | 6,687,091.00 | 6,820,833.00 |
| Other Operating Expenditures | 5,052,782.00 | 5,693,749.00 | 4,958,090.00 | 5,189,945.00 | 5,998,675.00 | 5,418,627.00 | 6,210,076.00 | 6,930,812.00 | 7,115,578.00 | 7,417,726.00 | 7,641,725.00 | 7,872,801.00 | 8,111,187.00 |
| Capital Expenditures | 108,638.00 | 370,588.00 | 53,149.00 | 1,588,720.00 | 2,236,239.00 | 9,754,687.00 | 8,908,071.00 | 31,211,024.00 | 831,920.00 | 160,000.00 | 694,000.00 | 302,000.00 | 314,080.00 |
| Transfer for Debt Service | 2,092,762.00 | 9,867,286.00 | 1,104,216.00 | 1,097,027.00 | 123,541.00 | | | | | | | | |
| Total | 22,472,534.00 | 34,739,265.00 | 21,330,114.00 | 23,361,107.00 | 26,209,827.00 | 35,692,895.00 | 36,806,412.00 | 59,566,876.00 | 28,788,693.00 | 28,572,453.00 | 29,981,533.00 | 30,551,523.00 | 31,495,986.00 |
| Increase (Decrease) in Fund Balance | 6,770,152.00 | 3,156,607.00 | 8,200,821.00 | 7,243,818.00 | 10,945,516.00 | 11,755,939.00 | 9,653,372.00 | (24,061,576.00) | 1,682,579.00 | 2,162,532.00 | 1,036,203.00 | 1,054,871.00 | 716,720.00 |
| Beginning Fund Balance | 12,972,517.00 | 19,745,669.00 | 22,899,276.00 | 31,100,097.00 | 38,343,915.00 | 49,289,431.00 | 61,045,370.00 | 70,688,742.00 | 46,637,166.00 | 48,319,745.00 | 50,482,277.00 | 51,518,480.00 | 52,573,351.00 |
| Ending Fund Balance | 19,742,669.00 | 22,899,276.00 | 31,100,097.00 | 38,343,915.00 | 49,289,431.00 | 61,045,370.00 | 70,688,742.00 | 46,637,166.00 | 48,319,745.00 | 50,482,277.00 | 51,518,480.00 | 52,573,351.00 | 53,290,071.00 |

Notes and Assumptions: Significant decrease in revenue expected in 2022 - approximately 22%. Property tax revenue expected to decrease by approximately 15% again in 2023 and remain fairly flat through the next 5 years. Mill levy for operations continues at 3.177. Minimal capital outlay after 2022. No staff additions are planned for 2022. Minimal staff additions in 2023 to staff LINC. No staff additions planned after 2023. Inflation to continue.

High Plains Library District
Proposed Budget
2022

| | Revenues | Expenditures | Revenue Over / (Under) Expenditures |
|---------------------------------------------------------|----------------------|----------------------|-------------------------------------------|
| Original Proposed Budget | 35,417,601.00 | 53,392,067.00 | (17,974,466.00) |
| <i>Adjustments to Original Proposed Budget:</i> | | | |
| Adjusted property tax revenue | 82,689.00 | | 82,689.00 |
| Adjusted distributions to members | | (15,191.00) | 15,191.00 |
| Adjusted state grant for libraries | 5,010.00 | | 5,010.00 |
| Added Grover project - capital and operating | | 370,000.00 | (370,000.00) |
| Increased roof repair budget for Carbon Valley and Erie | | 820,000.00 | (820,000.00) |
| Increased budget allocation for LINC | | 5,000,000.00 | |
| | <u>35,505,300.00</u> | <u>59,566,876.00</u> | <u>(24,061,576.00)</u> |

A - The proposed budget was prepared based on the preliminary information and estimates. The final valuations were released by the county assessors the last week of November.

B - After the proposed budget was presented, the state released the final grant funding allocation amounts.

C - Added the Grover access point project - \$350,000 capital project and \$20,000 operating expenditures.

D - Increased roof repair budgets for Carbon Valley and Erie based on preliminary roof assessments.

E - Projection was revised by contractor and owner's rep. Less work will be completed in 2021 than expected and more work will be done in 2022. Total project budget was not increased.

Property Tax Classification and Assessment Rate – SB21-293 & Initiative 27

June 21, 2021

| Type of Property | Current Assessment Rate | Assessment rate – SB21-293 | Assessment rate IF SB21-293 & Initiative 27 passes | Assessment rate had SB21-293 not passed and Initiative 27 does pass |
|------------------|--------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Non-residential | Hotels, motels and B & Bs – ‘lodging properties’ | 29% | 26.4% | 26.4% |
| | Renewable Energy Production | 29% | 26.4% (for property tax years 2022 and 2023). Returns to 29% in property tax year 2024. | 26.4% |
| | Agricultural Property | 29% | 26.4% (for property tax years 2022 and 2023). Returns to 29% in property tax year 2024. | 26.4% |
| | Commercial, Vacant, Industry | 29% | 29% | 26.4% |
| | Oil & Gas | 87.5% | 87.5% | 87.5% |
| Residential | Multi-family housing (i.e. apartments) | 7.15% | 6.80% (for property tax years 2022 and 2023). Returns to 7.15% in property tax year 2024. | 6.5% |
| | All other residential property | 7.15% | 6.95% (for property tax years 2022 and 2023). Returns to 7.15% in property tax year 2024. | 6.5% |

Expanded Tax Deferral Program – under CRS 39-3.5.106, the state treasurer pays the county treasurer for the deferred taxes claimed by seniors and active servicemembers and backfills local governments. This is existing law. SB21-293 opens this program up to all taxpayers – regardless of age/servicemember status.

Taxpayers who wish to use this program: 1.) must have more than a 4% increase in their tax liability (from the average amount owned in the previous two years); 2.) can defer no more than \$10,000 over multiple years; and 3.) must defer a minimum amount of \$100 in any given year. (These limits do not apply to seniors and active servicemembers.)

Example: If my property tax bill averaged \$2,000 over the previous two years, I cannot defer any tax below \$2,080 (\$2,000 plus 4%). If my tax bill is now \$2,300, I can defer an amount between \$100 and \$220. Seniors and servicemember, however, can defer the entire \$2,300 amount.



GLOSSARY

Abatement – A complete or partial cancellation of a levy imposed by a government.

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Ad Valorem – Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the mill levy (tax) rate.

Annual Comprehensive Financial Report – An annual financial report of the government's fiscal condition, which includes a minimum of three parts: 1) Introductory section providing background on the government, 2) Financial section including the combined general purpose financial statements and notes, and 3) Statistical section comprising 15 or more tables of non-audited information composed of 10-year trend data on revenues, expenditures and tax collections.

Appropriation – A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation – The valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

Asset – Resources owned or held by a government which have monetary value.

Audit – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

Available (Undesignated) Fund Balance – This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet - The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP (Generally Accepted Accounting Principles).

Basis of Accounting – A term used to refer to when revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Bond – A long term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amounts of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Budget – A plan of financial activity for a specific period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budget Message – A general discussion of the proposed budget as presented in writing by the budget-making authority to the governing body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar – The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget – The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

Capital Improvements – Expenditures related to the acquisition, expansion or rehabilitation of an element of government's physical plant; sometimes referred to as infrastructure.

Capital Improvement Program (CIP) – A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay – Fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than one year; or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project – Construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Capital Reserve – An account used to segregate a portion of the government's equity to be used for future capital program expenditures.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CGFOA - Colorado Government Finance Officers Associations. Colorado chapter of the Government Finance Officers Association (see GFOA).

CGFO – Certified Government Finance Officer. Certification program offered and administered through the CGFOA.

Compensated Absences – Absences, such as vacation, illness, and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, post-retirement benefits, deferred compensation, or other long-term fringe benefits, such as group insurance and long-term disability pay.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit – The excess of an entity’s liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department – The basic organizational unit of government which is functionally unique in its delivery of services.

Disbursement – The expenditure of monies from an account.

Employee (or Fringe) Benefits – Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government’s share of costs for Social Security and the various pension, medical, and life insurance plans.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy – A government’s policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, building machinery, furniture, and other equipment.

Full Faith and Credit – A pledge of government’s taxing power to repay debt obligations

Full-time Equivalent Position (FTE) – A position converted to the decimal equivalent of a fulltime position based on 2080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a full-time position.

Fund – A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance – The excess of the assets of a fund over its liabilities, reserves, and carryover.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

GASB – Governmental Accounting Standards Board. The authoritative accounting and financial reporting standard-setting body for government entities.

GFOA – Government Finance Officers Association. A national group whose membership includes government finance officers through the USA and Canada. Formed to network ideas and strategies for best governmental accounting strategies. Provides input and limited funding to the GASB.

Goal – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Grants – A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Holds / holds pick up – Patron request for a library collection item from one library location to be delivered to another library location for them to check out or patron request to be put on a waiting list to be able to check out an item when it becomes available.

Levy – To impose taxes for the support of government activities.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Mill – The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 assessed property valuation.

Modified Accrual Basis – The accrual basis of accounting adapted to the governmental fundtype measurement focus. Under it, revenues and other financial resource increments are recognized with they become susceptible to accrual, this is when they become both “measurable” and available to finance expenditures of the current period.” “Available” means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Objective – Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations – Amounts which a government may be legally required to meet out of its resources.

Operating Revenue – Revenue from any regular source.

Performance Measure – Data collected to determine how effective or efficient a program is in achieving its objectives.

Program – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Prospector – A consortium of public and academic libraries which share their materials through an online catalog ordering system.

Purpose – A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

Reserve – An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Reserved Fund Balance – Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Revenue – Sources of income financing the operations of government.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year or biennium has started.

Tax Levy – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services from the recipient fund.

Unreserved Fund Balance – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

ACRONYMS

| | |
|-------|--------------------------------------------------|
| ADA | Americans with Disabilities Act |
| ALA | American Library Association |
| ALTA | American Library Trustee Association |
| CAFR | Comprehensive Annual Financial Report |
| CAL | Colorado Association of Libraries |
| CGFOA | Colorado Government Finance Officers Association |
| CLiC | Colorado Library Consortium |
| COPs | Certificates of Participation |
| CRM | Community Relations and Marketing Department |
| CRS | Colorado Revised Statutes |
| DLG | Division of Local Government |
| DSS | District Support Services |
| ESL | English as a Second Language |
| FDIC | Federal Deposit Insurance Corporation |
| GAAP | Generally Accepted Accounting Principles |

GFOA Government Finance Officers Association
HPLD High Plains Library District
HR Human Resources
ILL Interlibrary Loan
ILS Integrated Library System
IRS Internal Revenue Service
IT Information Technology
ITI Information Technology and Innovation Department
LINC Library Innovation Center
MOVE Mobile, Outreach, Virtual, Experiences Department
MPLA Mountain States Employers Council
MSEC Mountain States Employers Council
OCLC On-Line Computer Library Center
PDPA Public Deposit Protection Act
PLA Public Library Association
PPE Personal Protection Equipment
RDA Resource Description and Access Standards
RFID Radio Frequency Identifier
RFP Request for Proposal
RTU Roof Top Unit – part of HVAC system
SAS Signature Author Series
SDA Special District Association
SRA Summer Reading Adventure
STEM Science, Technology, Engineering, and Math
TABOR Colorado Taxpayers Bill of Rights

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

| |
|--------------------------------------------------------------------------------|
| Meeting date: December 13, 2021 |
| Type of item: Information |
| Subject: Recognition of Trustee |
| Presented by: Dr. Matthew Hortt |
| Recommendation: Item for information only. No action to be taken by the Board. |

Background

Region 6 Trustee Joyce Smock's Board Term is set to end on December 21st, 2021. The recruitment and selection process was conducted per the Board bylaws earlier this year and requests for ratifications will have been sent to our Establishing Bodies.

Considerations

The Selection Committee unanimously recommended that Joyce Smock be reappointed to the HPLD Board to continue her service as the Region 6 Trustee. We have received the required number of ratifications from our Establishing Bodies, We recognize Trustee Smock for her service and invite her to remain on the HPLD Board for another term.

Staff Recommendation

Item for information only. No action to be taken by the Board.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meeting date: December 13, 2021 |
| Type of item: Action |
| Subject : Policy Manual amendments: (1) Retention, (2) Identity Theft, (3) Circulation adjustment, (4) Personal Information Protection, (5) Meeting room adjustment |
| Presented by: Patron Experience Specialist Tony Brewer tbrewer@highplains.us |
| Recommendation: Adoption of the policy recommendations |

Background

For the past three and a half years, staff has been conducting a robust updating and adding to the District's Policy Manual and Procedure Manual. For the most part, that work is completed. In addition to requesting Board approval of the policy changes listed below, the presentation will include a report on where things stand with the Policy Manual.

Retention

This policy is a companion to the Open Records Request policy. Whereas that policy covers how Open Records Requests are *handled*, this one addresses the issue of the law and application pertaining to how long government records are *retained*. The District adopted the State Archives Special Districts Records Management Manual in 2019.

This policy formally recognizes adoption of that Manual. The District now needs to take action on developing a schedule of records that makes it easier to respond to Open Records requests by listing the types of records, the length of time retained, the actual records retained, and who in the organization is responsible to retaining the particular type of records.

Identity theft

This is a revision to the current policy. Main features of the new proposed policy:

- District practices to reduce identity theft have been updated. In particular, these relate to measures the District takes to prevent abuse of library cards.
- Staff recommends moving a paragraph to the Circulation Policy (see below).
- The current policy makes mention of the FTC Red Flags Rule. This language has been retained but the elements of this rule are identified.
- The policy and guideline have been combined into a policy.

Circulation

The Board approved the update of this policy in July 2021. Staff is recommending that a paragraph that now appears under Identity Theft would be more appropriately placed under the Circulation Policy. The statement concerns the requirement of a physical address to comply with the Fair Debt Collection Practices Act. The entire Circulation Policy isn't included below, only the section of the policy impacted.

Personal Information Protection

This is a new policy. The State of Colorado requires government organizations to have in place certain practices intended to minimize the risk of a breach of personal information. This policy outlines the main requirements of the law, and what the District does to comply.

Meeting Rooms

Recently there was an inquiry from a staff member as to whether patrons are required to present their library card when using a meeting room. District documents contain some ambiguity. What's proposed is an additional sentence to clarify that presenting a library card is preferred. If the patron does not have their library card, personal ID is required. If the patron has neither library card nor personal ID, staff will work with the patron to establish that the patron has a valid library account.

Policy Manual status

As noted in the introduction, this is a quick review with the Board as to where things stand with the Policy Manual.

Staff recommendations

The recommendation is for the Board to approve these five policy amendments.

Retention policy

This policy is a companion to the Open Records Requests policy.

Retention refers to the length of time governmental agencies store information. Retention policy pertains to records of the organization, as compared to personal information.

As with many policies, retention is an issue of balancing objectives. Records are retained for longer periods of time for the purposes of government transparency, historical documentation, legal and contractual issues or public health and safety. In the case of personal information, records are typically retained only as long as the transaction is active in order to preserve privacy and minimize identity theft.

Colorado's Retention statute

Retention of government records is governed by Colorado statute (CRS §24-80-101 et. seq. – State History, Archives and Emblems) and retention and disposition schedules promulgated by the Colorado State Archives.

In 2019, the District adopted the Colorado State Archives Special Districts Records Management Manual. This document identifies the period of time to retain records concerning facilities, finances, fleet, equipment, general administration, governing body, historical, district boundary and planning, licenses and permits, litigation and legal counsel, personnel and property

District application

- In adopting the Colorado State Archives Special Districts Records Management Manual, the District agrees to use the retention periods stated in the Manual.
- The District will maintain a schedule that identifies the types of documents, retention period, responsible party, and actual records available. This is done for compliance and to facilitate requests for Colorado Open Records Act (CORA) requests. See the Open Records Requests policy.
- As noted in the Open Records Requests policy, the statute on retention does not apply to library and museum material contributed by private persons, and library records that will disclose the identity of a user. In these cases, the District stance is to delete personal information that is no

longer needed. This is addressed more completely in the policy on Protection of Personal Information.

Related documents

Websites:

- [Colorado State Government Archives and Public Records Laws \(CRS 24-80-101 et seq.\)](#)
- [Colorado State Archives Special Districts Records Management Manual](#)
- [Colorado Open Records Act \(CORA\) C.R.S. §§24-72-201 et seq.](#)
- [Colorado Library Law – Privacy of User Records C.R.S. §§24-90-119](#)

Other policies:

- Open Records Requests policy
- Privacy of User Records policy
- Identity Theft Prevention policy
- Personal Information Protection policy

| Policy History | Retention |
|----------------|------------------------------------------------------------------------------------------------------------------------------------|
| 2021 – Dec 13 | New. This policy identifies the statute and manual the District uses for determining the length of time for retaining information. |
| Reviewed by | Executive Director, Associate Director of Public Services |

Identity Theft policy

This policy is intended to balance a patron’s access to library resources while at the same time protecting from identity theft. The District has in place the following practices to reduce the risk of identity theft:

- Photo ID with address verification is required to obtain a resident card.
- The cardholder must authorize whether there are others who can access the user record information. See also the Privacy of User Record policy.
- Persons without their library card must present a photo ID or be able to establish that they are the owner of the library account.
- The District will immediately delete a library card when the card has been reported missing, lost or stolen.
- Library staff may remove a library card from active status if there is a concern for irregularities, abuse, or sudden changes in borrowing habits. The cardholder will be contacted to confirm the activities before being returned to regular status.
- Library cards are shredded if not claimed within 24 hours.
- Autoexpiring cards not used after a period of time require reconfirmation of identity.
- Library cards are set to expire after five years.

The District also follows the Federal Trade Commission Red Flags Rule (16 CFR Part 681). This rule applies to financial institutions and creditors with “covered accounts.” A covered account is one in

which the risk of identity theft is reasonably foreseeable. This risk is historically low with library accounts but the District does comply with the four principles of the Red Flags Rule:

- Identifying an organization’s most likely sources of identity theft red flags. Red flags are suspicious patterns or practices. In the case of libraries, this would be most apt to occur with an identification that doesn’t look genuine.
- Procedures to detect possible fake, forged or altered identification.
- Actions the organization will take when red flags are detected.
- How to keep current to reflect new identity theft threats.

Related documents

Websites:

[Federal Trade Commission Red Flags Rule \(16 CFR Part 681\)](#)

Other policies:

- Personal Information Protection policy
- Retention policy
- Privacy of User Records policy

Circulation policy

Procedures:

HPLD Sierra Service Desk Circulation Guide

| Policy History | Identity Theft |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2010 – Feb 15 | New. Sections on “Identity Theft” and “Identity Theft Guideline.” Identifies how District responds to FTC’s Red Flag policies which outline organization’s responsibility for protecting consumers from identity theft |
| 2011 – Mar 21 | Revision. Clarifies that a photo ID with current residence information is sufficient for library card. If residence is not accurate, a second document is required. |
| 2014 – Mar 17 | Added that physical address is requirement to comply with Fair Debt Collection Practices Act. |
| 2021 – Dec 13 | The “Identity Theft Policy” and “Identity Theft Guideline” were combined into one policy. The list of practices to reduce identity theft was updated. The elements of Red Flag Rule are outlined. The statement that the physical address is required to comply with the Fair Debt Collection Practices Act was moved to the Circulation Policy. |
| Reviewed by | Executive Director, Finance Manager, Associate Director of Public Services |

Circulation Policy adjustment

Registering for a library card

Residents and non-residents can obtain a library card at any District location. Photo identification with correct address is required. If the photo identification does not include correct address, a second form of identification with the correct address is required. **A physical address is needed to meet [Fair Debt Collection Practices Act](#) secure communication needs.**

Personal Information Protection policy

The protection of personal information is a requirement under Colorado law (CRS §24-73-101 et. seq.). This policy outlines the main features of the law, and the District application of those laws.

Colorado's Data Protection Statutes

Major provisions of the state's data protection statutes are as follows:

Personal information. C.R.S. §24-73-103(g)(I)(A)-(C) defines personal information as a resident's name *in combination* with other personal data elements relating to the resident such as:

- (A) Social security number; driver's license number or identification card number; student, military, or passport identification number; medical information; health insurance identification number; or biometric data.
- (B) Username or e-mail address, in combination with a password or security questions and answers, that would permit access to an online account.
- (C) Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to that account.

Personal identifying information. C.R.S. §24-73-101(4)(b) defines personal identifying information as *individual pieces* of data that are highly sensitive: a social security number; a personal identification number; a password; a pass code; an official state or government-issued driver's license or identification card number; a government passport number; biometric data; an employer, student, or military identification number; or a financial transaction device.

Data disposal. C.R.S. 24-73-101(1) requires government entities to develop a written policy for the destruction or proper disposal of paper and electronic documents containing personal identifying information once that information is no longer needed. This disposal is by shredding, erasing or modifying the personal identifying information to make the information unreadable or indecipherable through any means.

Security practices. C.R.S. § 24-73-102(1) requires government entities to implement reasonable security procedures and practices. For paper documents, this could be a locked room or locking file cabinet. For electronic information, this could secure web forms, encryption, or limiting access to staff with a certain level of authority. In addition, these required security practices apply to third party vendors. Entities must clearly outline in contracts specific required security practices and what third parties must do in the event of a security breach.

Security breach notification. C.R.S. §24-73-103(2) requires government entities to provide proper notice to law enforcement and individuals when a security breach of personal information has occurred and outlines specifics of when, how, and who should receive notification. If the security breach is with a third-party vendor, the government entity is responsible to notify individuals affected. If the breach involves more than 500 Colorado residents, the entity must notify the Colorado Attorney General; if more than 1,000 Colorado residents, the entity must also notify consumer credit reporting agencies.

District application

Data disposal. The District retains records in accordance with the Colorado State Archives Special Districts Records Management Manual, described under the Retention Policy.

When paper or electronic documentation containing personal information of patrons or staff is no longer needed the District destroys or arranges for the destruction by shredding, erasing or modifying the information in such a manner as to render it unreadable.

Security practices.

- The District will work to avoid or minimize the capture or storage of patron personal information.
- All personal information is confidential and will not be given to any other agency or organization. It will not be used for any purpose than that prescribed by the library.
- This does not apply when necessary to comply with legal processes, or when use of library services violates the terms of District policy.
- This policy does not apply to information that patrons may provide to websites or services a patron may use as a result of using the District's websites, programs or services, such as gaming systems.
- Library computers are rebooted between every use on reboot to purge information about activities on those computers. A patron concerned about the privacy of a computer session can request that staff reboot the computer at the end of a session to erase the cache memory immediately.
- The District documents all sources used that may store personal information. Security is maintained by one of the following means: (1) managed by a third party vendor; (2) user accepts terms of service; (3) data is purged between uses.
- The District regularly seeks feedback on gaps and develops action plans to address these gaps.

Security breach notification. In the event of a security breach, the District has an established procedure to determine and document the nature of the breach and number of individuals affected, posting a notice letter, and notifying the appropriate authorities.

As with all policies, while the laws apply, practices identified in this policy may not be the practice of member libraries.

Related documents

Websites:

[CRS 24-73-101 Data disposal](#)

[CRS 24-73-102 Security procedures](#)

[CRS 24-73-103 Security Breach Notification](#)

Other policies:

- Identity Theft
- Privacy of User Records
- Retention

Procedures:

- HPLD Sierra Service Desk Circulation Guide
- ITI Procedures on Personal Identifying Information

| Policy History | Personal Information Protection |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 2021 – Dec 13 | New. This policy outlines the primary requirements of the state laws on data protection and how the District applies those requirements. |
| Reviewed by | Executive Director, Associate Director of Public Services, Innovation and Information Technology Manager |

Meeting Rooms Policy adjustment

Reservations

Reservations can be made online by patrons who: (1) have a High Plains Library District library card, (2) have an email account, and (3) create an account on the District's "Spaces" program.

Patrons who do not have a library card can make a reservation by calling the District's Virtual Library at 1-888-861-7323. The patron does need to get a library card when the patron comes in for their meeting.

To assist library staff in responding to questions about the event, the patron should include the name of the sponsoring organization and contact information.

The person reserving the room is required to check in at the service desk with their library card prior to the start of their meeting.

If another person in the group wishes to assume the reservation, they must ~~have~~ present a valid library card and be willing to accept responsibility for the room deposit.

Persons without their library card must present a photo ID or be able to establish that they have a valid library account.

POLICY MANUAL TABLE OF CONTENTS

The Policy Process

- Distinction between policy and procedure – Jan 2021
- Stages of policy and procedure development – Jan 2021

Basis Documents

- High Plains Library District Introduction - Aug 2021
- Mission statement – Jun 2020
- Vision statement – Jun 2020
- Values and Principles statement - Feb 2009
- Operating Principles for Staff – Oct 2018
- Public Statements policy – Dec 2020
- Patron Rights and Responsibilities statement – Nov 2021

Governance

- Governance policy – May 2021
- Open Records Requests – Mar 2019
- Retention policy - Dec 2021
- Service Areas – Aug 2021
- Service Areas Outside of the District – Sep 2019

Collection Development

- Scope of collection policy – Nov 2021
- Criteria for collection policy - Nov 2021
- Copyright policy – Sept 2019
- Genealogy collection policy – Sep 2019
- Self-published works policy - Nov 2021

Facilities

- Alcohol at Events policy – May 2020
- Artwork policy – Dec 2020
- Facilities Master Plan - July 2021
- Flag policy – Sep 2019
- Lost and Found policy – Jun 2020
- Meeting Rooms policy – Dec 2021
- Pandemic Disease policy – May 2020
- Photography and Video Recording policy – May 2021
- Posting and Distribution policy – Sep 2019
- Security Cameras policy - Oct 2018
- Service Animals policy – Aug 2018
- Smoking policy - July 2021
- Soliciting, Free Speech and Fundraising Activities policy – May 2020
- Weapons policy - July 2021

Financial

Financial policies – July 2021
Fines and fees policy - May 2020
Member Project Funding policy - Jan 2021

Fundraising

High Plains Library District Foundation policy – Jun 2020
Donations policy – Nov 2021
Sponsorship policy – Jan 2021

Publicity

Community Relations and Marketing – May 2021
Social Media policy – Nov 2020

Privacy and Identity Theft

Privacy of User Records policy – Nov 2020
Identity Theft policy – Dec 2021
Personal information protection - Dec 2021

Services

Service Delivery - Aug 2021
Mobile, Outreach, Virtual Services and Events & Experiences Services - Aug 2021
Circulation policy – Dec 2021
Interlibrary loan policy - Nov 2021
Specialty Checkout policy - Nov 2021
Internet Use policy – Nov 2021
Proctoring policy – May 2021
Programs policy – Nov 2021

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

| |
|------------------------------------------------------------------------------------------------------------------|
| Meeting date: December 13, 2021 |
| Type of item: Action |
| Subject: 2022 Board Meeting Calendar |
| Presented by: Dr. Matthew Hortt |
| Recommendation: Consider and approve the 2022 Board Calendar as presented and direct staff to notice accordingly |

Background

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

Considerations

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

Staff Recommendation

Consider and approve the 2022 Board Calendar as presented and direct staff to notice accordingly



Notice of High Plains Library District Board Schedule for 2022

Notice is hereby given that regular meetings of the High Plains Library District Board of Trustees for the calendar year 2022 will be held on the following dates, times, and locations.

| <u>Date</u> | <u>Time</u> | <u>Location</u> | <u>Address</u> |
|-------------------------------------------------------------------|-------------|------------------------------------------|-------------------------------------------|
| Monday, January 17 | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |
| Monday, February 14 (Moved from 3rd Monday for Presidents Day) | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |
| Monday, March 21 | 5:00 p.m. | Eaton Public Library | 132 Maple Ave., Eaton, CO 80615 |
| Monday, April 18 | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |
| Monday May 16 | 5:00 p.m. | Farr Regional Library | 1939 61st Ave., Greeley, CO 80634 |
| Monday, June 20 | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |
| Monday, July 18 | 5:00 p.m. | Riverside Library and Cultural Center | 3700 Golden St., Evans, CO 80620 |
| Monday, August 15 | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |
| Monday, September 19 | 5:00 p.m. | Carbon Valley Regional Library | 7 Park Ave., Firestone, CO 80604 |
| Monday, October 3 | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |
| Monday, November 14 | 5:00 p.m. | Glenn A Jones, MD Memorial Library | 400 S. Parish Ave. Johnstown, CO 80534 |
| Monday, December 12 | 5:00 p.m. | HPLD Admin Building | 2650 W. 29th St., Greeley, CO 80631 |

The Board of Trustees may change dates, locations and times at its discretion, or may add special sessions as necessary. Public notices regarding these public meetings will be posted at www.mylibrary.us.

Complete Board meeting packets are available at <http://www.hpldtrustees.us/>. Persons desiring notification of special meetings of the Board of Trustees should advise the Secretary of the Board of Trustees of his or her desire.



BOARD OF TRUSTEES

DRAFT - Regular Session Agenda

Monday, January 17, 2022

HPLD Administration Building

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

5:00 p.m.

This is also 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 may submit questions at the time of signing up for the meeting. All participants will be muted.

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

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

If you wish to address the Board via Public Comment, please attend the meeting in person.

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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. December 13, 2021 Executive Session Meeting Minutes
 - b. December 13, 2021 Regular Session Meeting Minutes
 - c. December 13, 2021 Special Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Election of Board Officers (Action) – Dr. Matthew Horts, HPLD Executive Director
 - a. Chair
 - b. Vice-Chair
 - c. Secretary/Treasurer
- 2.2 Selection of Board Committees (Action) – Dr. Matthew Horts, HPLD Executive Director
 - a. Foundation
 - b. Finance
 - c. Governance Committee Member for 2023-2026 Term

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Horts, HPLD Executive Director
 - a. February 14, 2022
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director
- 3.3 Chair Report – Chair of the Board

4.0 BOARD COMMENTS

- 4.1 Vice-Chair Report
- 4.2 Secretary/Treasurer
- 4.3 Committees
- 4.4 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

February 14, 2022, 5:00p.m. HPLD Board of Directors Meeting - Regular Session
HPLD Administration Building, 2650 W. 29th Street, Greeley, CO 80631

Associate Director of Public Services

What's Happened in the last 30 days?

- Completed both the Listening Tours and the safety walk-throughs
- Continued discussion about the recording studio at LINC and talked about doors/safety as well
- Wrote and reviewed Performance Evaluations
- Opened the Creative Technologist position
- Virtually attended the Fort Lupton City Council meeting, in case there were any questions about Joyce's ratification
- Held staff presentations/Q&A/meet-and-greets for the two finalists for the Erie Library Manager position

What's Coming Up in the next 30 days?

- Creative Technologist hire
- Performance Evaluation meetings with staff
- Finalize Erie Library Manager hire

Carbon Valley Operations

What's Happened in the last 30 days?

- Adult Services Librarian, Talia Hofacker, hosted a booth and presented information about library services at the Carbon Valley Chamber Non-Profit Luncheon on Thursday, November 19.
- Children's Librarian Ellen Kulick, MOVE Librarian Bridget Parker, and Library Manager, Melanie Goldman, attended the Town of Firestone's Halloween Safe Night and had over eight hundred patron interactions.
- Customer comment for Library Associate DeeDee Sanchez and Carbon Valley staff: *She was fantastic. Everyone who works here is knowledgeable and helpful.*

What's Coming Up in the next 30 days?

- MOVE librarian, Jake Neill and Children's Librarian, Ellen Kulick will host a button making craft table at the Carbon Valley Holiday Festival on December 4.
- New Substitute Librarian, Steve Selleck begins on December 3.
- The new Carbon Valley Senior Center Book Club begins on December 7 and will be facilitated by MOVE librarian, Bridget Parker and Adult Services Librarian, Talia Hofacker.

Centennial Park Operations

What's Coming Up in the next 30 days?

- The 'Wild Things At the Library' program (11/17) was truly impressive! Mike Scarberry who did the program is such a gifted educator. He is obviously awesome with the animals, but he was GREAT with the kids and the animals together. He was so calm and collected even with the excited kids rushing up. He answered all their questions and let them touch the animals.
- For a beekeeping program a patron came up afterwards and ask about my LGBTQ+ pins. She said she is grateful to have such inclusive staff at the library and wished more staff showed their solidarity.
- The first of the four CBOCES story times at CP was great, we signed two families up for 1000 books before kindergarten and library cards. This was all in Spanish, which was made easier with Spanish speaking staff. Another Spanish speaking patron said it's been so nice to see the library add Spanish speaking staff. He said he comes in much more often now because he knows someone will be there to help him.

What's Coming Up in the next 30 days?

- From Mallory- I'd like to share kudos to the Children's Services Group for their efforts at the partnership with Weld County United Way to distribute diapers. It's been a team effort, and from my observations so far, this is a highly used and impactful service for the families that participate.

Erie Branch Operations

What's Happened in the last 30 days?

- We started our teen volunteer program. Currently 4 volunteers who come in weekly for 2hrs each. They work on creating content to share on the HPLD Instagram (spine poetry, blackout poetry, art), shelving and organizing the collection, sorting Legos, and stuffing welcome packets.
- Teen Spy night was a hit! 17 attended and we have a collection of great pictures if interested let us know!
- Kicked off our month-long Adult Art Show. We have 5 exhibitors with some beautiful pieces. Feedback has been positive from the community and we hope to have another in May 2022

What's Coming Up in the next 30 days?

- Board game collection begins public circulation Dec. 1. There has been a tremendous amount of interest from the community, with several questions about when and how to check out the items displayed as a teaser each day. We had one patron tell us she would be here at 9am sharp on the 1st so she is sure to get the game she wants!
- Staff have begun planning goals and projects for next year
- CLUB (makerspace) soft opening week of Dec. 5th. We are planning a grand opening in January, after we refine the process and staffing of the new major addition to ECL's service offerings

Farr Branch Operations

What's Coming Up in the next 30 days?

- Farr Regional hosted the Go West Film Festival's "High Noon" movies and discussions the week of November 7.
- Students and staff from Harold S. Winograd K-8 School recognized Farr as one of the community's local heroes and helpers with a book, The Door, appreciation notes from 4th graders, and a small gift.
- As a kick-off for HPLD's "We Share Our Thanks," Farr and Virtual Library staffs were treated to a staff luncheon provided by the HPLD Foundation on November 10.

What's Coming Up in the next 30 days?

- Farr will participate in the District-wide YesSparks Winter Steam Challenge beginning December 17.
- Crafterschool on December 8 at 3:30 p.m. featuring Gnomes as the craft.
- Kevin Cook's 2021 Nature Series concludes with "Here Kitty, Kitty, Kitty! Where Are You?" on December 2 from 12-1:30 pm
- Picture Book Launch Party for Biology Adventures on the River by HPLD Writer in Residence Melanie Peffer on December 11 at 3 p.m.

Lincoln Park Branch Operations

What's Happened in the last 30 days?

- Lincoln Park Library became part of the Diaper Distribution partnership with United Way of Weld County. About 15 people have benefitted from the program during Lincoln Park's first month.
- LP's Early Literacy Fair occurred Saturday, November 13. Kids and parents alike loved the theme of Dinosaurs.
- Artist Wes Sam Bruce and his two videographers interviewed Library Manager Melissa Beavers for the film that will be in his LINC installation.

What's Coming Up in the next 30 days?

- Vice President of Exhibit Services for Denver Children's Museum Jonathan Goldstein, who is leading the design for LINC children's exhibits will be meeting with the LINC Design Team and doing a LINC site visit on Thursday, December 9.
- Wes Sam Bruce is meeting with Lincoln Park Staff virtually on December 10 to discuss programming ideas that connect to his installation.

Collections Operational Work

What's Happened in the last 30 days?

- Ordered Vox Books for children's collection: 2 copies each of 64 titles

What's Coming Up in the next 30 days?

- End of year supply orders are still in process (RFID tags, barcodes, processing supplies)
- We are wrapping up ordering from the 2021 budget and prepping for fiscal close in Sierra

Finance Operational Work

What's Happened in the last 30 days?

- Continued work on 2022 budget
- Performance appraisal work
- Insurance renewal work
- Benefit renewal meetings with Human Resources
- Completed government finance survey for US Census Bureau

What's Coming Up in the next 30 days?

- Submitting the mill levy certification to the county assessors
- Filing the 2022 budget with the state
- Submitting the 2022 budget to the GFOA budget award program
- Preparing for year end

Foundation Operational Work

What's Happened in the last 30 days?

- Received a \$50,000 IMLS ARPA grant award. Funds will be used to support the Building Community through Workforce Development project. The project includes hiring a Creative Technologist and purchasing workforce development program equipment.
- Received \$50,000 Weld Trust Grant Award. Funds will be used to support program equipment for the Building Community through Workforce Development project.
- Rescheduled Foundation Board of Directors Q4 Regular Session due to attendance.
- Began end of year giving campaign and employee appreciation/giving campaign.

What's Coming Up in the next 30 days?

- Foundation Board of Directors Q4 Regular Session 12/06/2021.
- Colorado Gives Day 12/07/2021.
- Writer in Residence Book Launch 12/11/2021 at Farr Regional Library.
- Submit WD Farr grant report for YES!sparks Take and Make Kits.
- Begin Marketing for 2022 Writer in Residence application.

Function - Community Engagement & Strategies

What's Happened in the last 30 days?

- Annual Survey: A draft version of the survey is being developed with the target release date of late-January/early-February to avoid the holidays and the back-to-school chaos.
- The Healthy Aging Collective Impact Listening Tour was completed this month. Much of what was shared mirrored the top concerns listed in survey responses. The next steps are getting sub-committees organized to start determining how to address those issues and inviting key community members to the table.
- Library Confidence Indicator: The 2nd test was sent to partner agencies in mid-November. As of Nov 29th, we have received 3 responses. The low response is likely due to the holidays although it could also be due to the request being made through United

Way of Weld County's mailing list where the request may be lost in the midst of other update information. If more responses are not received in the next week, I will send requests directly to partner agencies rather than through United Way.

- Partnership Tracking: The process to prepare Foundation to go live on the system continues on schedule.

What's Coming Up in the next 30 days?

- Annual Survey: Work will continue on developing the survey. The goal is to identify questions that should be on all surveys in addition to targeted questions based on the programs and services that are of interest to our patrons and that will best help leadership determine where time and funds need to be allocated.
- Library Confidence Indicator: MOVE Staff will begin learning the Partnership Tracking System with the goal of going live in February 2022.
- Most of the Collective Impact groups will be taking a break in December which will allow me more time to focus on preparing for the District's 2022 priorities in Building a Better Organization (BBO) efforts.

MOVE Operations

What's Happened in the last 30 days?

- ABOS Article, [How Connections and Partnerships Can Reach Beyond Outreach](#), Christina Hernandez
 - Carolyn Valencia won 2021 Educator Award presented by the Hispanic Women of Weld County
 - Reviewing GED and ESL sections of HPLD's website

What's Coming Up in the next 30 days?

- Partner Tracking Training in Salesforce for MOVE librarians and supervisors
- PLA webinar proposal submission for MO Better Project
- Attend Holiday events in Evans, Carbon Valley area and Mead
- Review suggestions for potential Erie service area Bookmobile stop
- Evaluating Partner Sharing Equipment

SERVICES

Service - Educational Programming

What's Happened in the last 30 days?

- District-wide Programming Highlights:
 - More than 500 parents and children in participated in HPLD story times.
 - 275 people collectively attended the 7 showings for the Go west Film Fest, which is co-sponsored by the High Plains Library District.
 - Cross Stitch Monthly Project Series 29 Kits distributed at Centennial Park Library
 - CP's Online Short Story Discussion Club - 5 people

- Family Fun Saturday at Lincoln Park Library 25 in attendance for 4 programs in November
- Bam! It's Spice Thyme! 19 Kits distributed at Centennial Park Library
- 48 people CVRL's On the Road to Reading Early Literacy Fair: Dinosaurs
- Money Matters: Secrets of the Credit Score Online 14 people
- LEGO Club Erie Community Library 17 people
- Centennial Park PAWS to Read 12 people
- Riverside Snack Club 20 kids
- CVRL Book Lover's Book Club 13 adults
- Carbon Valley Quilters 18 people
- ECL's 2021 Hour of Code: Star Wars 15 people
- CP Wild Things at the Library! 27 people
- CP's Paint and Take: Nerd Edition 10 kids
- Lincoln Park Library celebrates Día de los Muertos 16 people
- You Got This: Life Skills for Independent Living (CP) 9 teens
- Erie's Teen Spy Night 11/12/2021 17 teens
- Fun & Games in the Kitchen: Holiday Edition (Online Program) 17 people
- CVRL Super Smash Bros. Showdown 15 people

What's Coming Up in the next 30 days?

- The High Plains Library District will participate in the nationwide program called The Hour of Code, which is held annually in December. Here is more information: [Join the largest learning event in history, December 6-12, 2021 \(hourofcode.com\)](https://www.hourofcode.com).

Service – Materials Sharing

What's Happened in the last 30 days?

- Sierra upgrade on 11/11 went smoothly
- PSS group (Erin Neufeld and Ruth Trask) are updating the Circulation Manual to reflect the changes in the upgrade

What's Coming Up in the next 30 days

- Looking at what District-wide training is needed that pertains to Material Sharing (eg. Sierra, Encore, sorters, Interlibrary Loan, Prospector, self-check machines, circulation).

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Reviewed quantity of items to be added to SCO for 2022
- SCO Policy was developed approved

What's Coming Up in the next 30 days?

- Create instructions for banning patrons
- Release instructions for banning patrons
- Order items to be added to SCO