



BOARD OF TRUSTEES
Regular Session Agenda
Monday March 16, 2020
High Plains Library District Administration Building
2650 W. 29th St, Greeley, CO 80631
5:00 p.m.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - A. February 10, 2020 Regular Session Minutes
- 1.4 Public Comment

2.0 ITEMS FOR DISCUSSION/ ACTION

- 2.1 COVID-19 Library Services Plan (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Programming/ Annual Calendar (Discussion) – Marjorie Elwood, HPLD Associate Director of Branch Services
- 2.3 New Positions/Budget Adjustment (Discussion) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Board Devices/ Emails (Discussion) – Dr. Matthew Hortt, HPLD Executive Director
- 2.5 RFP for Self- Check Machines (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.6 Ad Hoc Policy Committee (Action) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agendas– Dr. Matthew Hortt, HPLD Executive Director
 - A. April 6th
 - B. April 20th
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

4.0 BOARD REPORTS/ COMMENTS

- 4.1. Chairman’s Report
 - A. Downtown Building
 - B. IGA Updates
- 4.2. Vice-Chair
- 4.3. Secretary/ Treasurer
 - A. Finance Committee
 - i. Treasurer Report March 2020
 - ii.. Monthly Balance January 2020
 - iii. Income Statement January 2020
- 4.4. Committees
 - A. Foundation
- 4.5 Other Board Members

5.0 ADJOURNMENT

*Upcoming meetings: **March 16th, 6:00 p.m.** HPLD Board of Directors Meeting- Executive Session, HPLD Administration Building, 2650 W. 29th St., Greeley, CO 80631*



BOARD OF TRUSTEES
DRAFT: Regular Session MINUTES
Monday February 10, 2020
Farr Regional Library
1939 61st Ave., Greeley, CO 80634
5:00 p.m.

1.0 OPENING OF MEETING 5:12 pm

1.1 Roll Call and Pledge of Allegiance
Guests; Brenda Carns, William Garcia

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

Staff; Niamh Mercer, Abby Yeagle. James Melena, Tony Brewer, Elena Rosenfeld, Brittany Raines, Marjorie Elwood, Rosa Granado, Natalie Wertz, Matthew Hottt and Kathy Webb

Chairman Poncelow read the following statement into record:

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

1.2 Approval of Agenda

MOTION: Vice-Chair Heberlee
SECOND: Trustee Damsma
DISCUSSION: None
VOTE: Unanimously approved; 7:0

1.3 Approval of Consent Agenda

- A.** December 9, 2019 Regular Session Minutes
- B.** December 9, 2019 Executive Session Minutes
- C.** January 13, 2020 Regular Session Minutes
- D.** January 27, 2020 Special Session Minutes
- E.** January 27, 2020 Executive Session Minutes

Trustee Caldwell had a correction to item D, in regard to the Vision Statement. The statement should read, "... has access to give answers to every question."



MOTION: Secretary/Treasurer Roberts moved to approve the Consent Agenda with the correction to item D

SECOND: Trustee Holton

DISCUSSION: None

VOTE: Unanimously approved; 7:0

1.4 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Draft MOU United Way of Weld County (Action)

Dr. Matthew Hortt, HPLD Executive Director presented on the item, explaining that we are one if over sixty organizations working with United Way.

MOTION: Trustee Caldwell motioned to approve the signing of the MOU as presented

SECOND: Trustee Holton

DISCUSSION: Discussion was held and conversation centered on how the to support United Way in the Community, but not duplicate their efforts.

VOTE: Unanimously approved; 7:0

2.2 Draft RFP for Architect for the Tribune Bldg. (Action)

Dr. Matthew Hortt, HPLD Executive Director, presented in this item stating that the project covers sixty to eighty thousand square feet and could cost nineteen million dollars to complete.

Discussion was held regarding Wember's role in the RFP process and possible discrepancies in the contract, reflecting both forty-five and thirty days. It was agreed the proper allotment was forty- five days.

Trustee Caldwell expressed concern that draft contracts presented should reflect detail. Trustee Holton asked for an explanation on the abbreviation of FFE. And Chairman Poncelow answered that it reflected about Furniture, Fixtures and Equipment, respectively.

MOTION: Trustee Damsma moved to release RFP with corrections made as noted and place, Secretary/ Treasurer Roberts, and Chairman Poncelow on the RFP committee to determine architects for the Tribune Building remodel

SECOND: Vice-Chair Heberlee

DISCUSSION: No Further discussion

VOTE: Unanimously approved; 7:0

2.3 Oath of Office & Ethics Policy (Action)



Dr. Matthew Hортt, HPLD Executive Director presented this topic as well. Last Board Meeting the HPLD Board indicated that they would like their signed ethics statements and oaths of office placed on the High Plains Library District (HPLD) website, for the Oath of Office to be administered by their attorney, Bill Garcia, and for a copy of their Oaths to be framed and presented to them at a subsequent opportunity.

Two copies of the Oath of Office were distributed to each Board member, one for framing and one for the official record and to be placed on the website. Bill Garcia then administered the Oath of Office. Ethics Policies were also distributed and signed for the record and to be placed on HPLD's website.

2.4 Discussion Regarding Devices/ Emails (Action)

Dr. Matthew Hортt, Executive Director of HPLD lead the discussion.

Discussion was held regarding emails, tablets provided to the Board and calendar management. Topics regarding legal issues were presented and the item tabled for further review. It was agreed that the item would be reviewed again after Dr. Hортt spoke to the IT items about possible solutions and legal counsel had the opportunity to review the topic in detail.

2.5 Foundation Committee Members (Action)

Again Dr. Matthew Hортt, HPLD Executive Director and Bill Garcia, legal counsel presented on this matter.

Discussion was held regarding the HPLD Foundation Board composition and the vacancy left by Trustee Grand's departure. Currently the Foundation Bylaws call for 5 Board members, and between 2 and four 4 community members to compose the Board. It was decided that Chairman Poncelow and Trustee Damsma (Foundation Board President) would look at options and present to the Board again at a later date.

2.6 IGA Meeting Committee (Action)

Dr. Matthew Hортt confirmed the IGA meeting with municipal attorneys, town administrators and Board members representing the municipal libraries within our District would be held February 24th at 5:30 pm at Carbon Valley Regional Library and asked if Trustee Damsma and Chairman Poncelow would still be available to represent the District.

Trustee Holton stated she would be in attendance representing the Fort Lupton Library, and therefore the meeting would need to be noticed. Fort Lupton School District would not be in attendance.

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda, March 16th



Dr. Matthew Hорт reviewed a draft of the proposed March 16th agenda with the Board, as enclosed in the Board Packet.

Discussion arose regarding, from the February meeting. Dr. Brown did not present at Erie. The Board concluded that they were glad they were open on Martin Luther King Jr. Day to bring awareness to the civil right movement and progress since most schools in the area were closed.

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

Dr. Hорт presented highlights from the February Board Report. The full report was enclosed in the Board Packet.

3.3 Chairman's Report

Chairman Poncelow stated that he and Dr. Hорт would be meeting with city officials later in the month to discuss Greeley's homelessness and possible safety concerns at the new Tribune Building. He also outlined his hopes for the upcoming IGA discussion on February 24th.

4.0 BOARD COMMENTS

Vice-Chair Heberlee exciting that discussion was being held in New Raymer about a possible PCC in the future.

Secretary/ Treasurer Roberts mentioned did we get the library email from Cindy Osborne through her District email (via Formstack) and wondered why not mention was made in the Board Report that she had accepted a position at the Nebraska Library Council. Roberts wished Ms. Osborne well and thanked her for her distinct service to HPLD.

Trustee Holton announced that the Fort Lupton Library Board had received training from the State Library Board from Crystal Schmipf. Suggested that HPLD consider such training from the State and/or Jamie LaRue, a previous HPLD employee.

Trustee Smock asked for clarification on the New Raymer project. Dr. Hорт that he would be scheduling a meeting with representatives from New Raymer in early March 2020.

Trustee Damsma had no report.

Trustee Caldwell remarked that she was disappointed MLK Day festivities at Erie were cancelled but praised Library Manager Joanna McNeal for her efforts and hospitality as she was provided a detail tour of the facility prior to the renovation.



5.0 ADJOURNMENT 7:07 p.m.

There being no further business before the Board,

MOTION: Trustee Damsma moved to adjourn

SECOND: Trustee Caldwell

VOTE: Unanimously approved; 7:0

*Board Secretary/ Treasurer
Mary Roberts*

*Board Recording Secretary
Kathy Webb*

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2020
Type of item: Action
Subject: COVID-19 Library Services Plan
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend option 1 or 2

Background

The outbreak of the COVID-19 Virus has created interruptions to our everyday life operations. The High Plains Library District is currently closed to the public pending the decision the Board Makes tonight. The Districts Administrative Team has met and proposed three recommended courses of action. Regardless of the action, staff have doubled the allowed number of items that can be borrowed via Hoopla. We will provide virtual storytimes and other digital and virtual services. Keeping the buildings open will violate the CDC Guidelines of no congregation of 10 or more people.

Option 1

- Continue the closure of the Libraries to the public. Send all staff home with pay for the 3 weeks – until April 6th.

Consideration

- This option will result in a cost of \$460,000-\$470,000 in salaries
- This option stays in line with the action of most of the Libraries throughout the country and with CDC Guidelines

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Option 2

- Continue the closure of the Libraries to the public, maintain rotating schedule of staff. Having 2-3 people in a building for 1-2 hours a day to check in materials, then go home. Staff who can work from home will, but will be included in the rotation

Consideration

- This limits staff numbers and time in the building, while allowing returned materials to be checked in
- This also falls within CDC Guidelines, but is not as protective of staff
- CDC Guidelines are now limiting groups to 10 people or less

Option 3

- Continue the closure of the Libraries to the Public, have staff work regularly scheduled hours

Consideration

- This is how the District has operated over the last few days
- This will result in more than 10 people in a building at one time and violate the CDC Guidelines

Recommendation

Staff recommend option 1 or 2

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2020
Type of item: Information
Subject: Annual Programming Calendar
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: This item is for information only the staff do not have a recommendation.

Background

Per Board Direction Staff prepared a annual programming calendar. We recently convened a District-wide Programming Committee (branches and outreach staff, as member libraries have their own programming initiatives), led by Melissa Beavers, Centennial Park Library Manager. Melissa has had considerable experience leading system-wide programming in former positions and assembled a diverse group of employees, with representatives from each library and outreach, for each age range of services provided, and from a variety of positions (Library Associate, Librarian, and Library Manager).

The newly created Programming Committee will be collaborating with stakeholders to establish a dynamic, inclusive, and diverse programming plan that highlights the efforts of our talented programming staff through the district. Staff creativity will continue to be encouraged by planning programs that are of interest to the local community, but that may not be on the District-wide plan.

Although the efforts to develop a district-wide annual programming plan are new, an established pattern of reoccurring programs, national library trends, recognized multicultural months, and American Library Association Celebrations have served as a foundation for our annual programming.

Considerations

These are some conventions that are used to establish our calendar:

- One-time programs are added to the calendar 60 days in advance.
- Storytimes are generally scheduled for 8-week intervals with a one-week break in between sessions (2-week break over the winter holidays)
- Reoccurring events are scheduled in 6-month or one-year intervals on Spaces (our program/events planning software)

For annual planning there are many sources consulted. Currently, we are not requiring staff to pick a date for a one-time program a full year in advance, but we can predict what types of programs will be happening every year. Once library program catalogs are established, select programs could be scheduled annually. Due to variables such as staffing, performer availability, and short-notice opportunities, not all programming can be scheduled a year in advance. But the following are some possible programs that can be predicted. (Note: This is by no means an exhaustive list of all of the programs we put on, nor of the events we participate in.)

Annual Programming Calendar

March 2020

March is: Women's History Month

- Outreach will be marking this by focusing on Women and Science.

Large events/programs:

Early Literacy Fair – All libraries take a turn hosting a fair throughout the school year from September to May. For this school year, the theme is *On the Road to Reading*. Upcoming fairs:

- Riverside -- March 5th, 9:30 - 11:30am
- Centennial Park – May 11th, 9:30 - 11:30am

Community Events/Festivals

- March 26th – The Pop-Up vehicle/staff will be at the 8th Grade Career Fair at Island Grove Event Center

April 2020

April boasts: Earth Day and is also:

- Celebrate Diversity Month/Autism Awareness Month, which Outreach will be focusing on.
- National Poetry Month, sponsored by the Academy of American Poets. Various HPLD libraries will be doing programs and displays, such as Centennial Park's "An Afternoon with Ally Eden", a nationally known slam and performance poet.
- Money Smart Week® - April 4-11. Many of HPLD libraries participate by hosting Money Matters programs or doing displays. UNC has partnered with us in the past for programming during this week.
- One Book 4 Colorado – April 13-25. The goal of this statewide event is to encourage early literacy by giving every 4-year-old in Colorado a book selected by Colorado librarians. This year's selection is "The Little Red Fort" by Brenda Maier with pictures by Sonia Sanchez. In addition to giving the book to 4-year-olds who visit the libraries, HPLD librarians will be visiting area preschools to present a special storytime and hand out copies of the book. (Branch, Member libraries, and Outreach participate in this program.)
- National Library Week - April 19-25. Centennial Park has activities planned all week long.

Community Events/Festivals:

- April 11th – Branch staff, Outreach staff, and Pop-Up vehicle/staff will be at the United Way Children's Festival at Island Grove Event Center
- April 11th – Carbon Valley Library staff will be at the Carbon Valley Rotary Easter Egg Hunt

May 2020

May is:

- Older American Month, which Outreach will be focusing on
- Choose Privacy Week - May 1-7. The Programming Committee will discuss options for all libraries, such as displays.
- Screen Free Week - May 4-10. Many libraries will be doing events, passive programming, and displays. Even HPLD's social media will be going dark during one day during this week (date TBD) to show our commitment to the Screen Free promise.
- Children's Book Week – May 4-10 & November 9-15 – by the Children's Book Council. The 2020 theme is *Read. Dream. Share. and there are display opportunities for May and program possibilities for November.*

Large events/programs:

- May 2nd – Lincoln Park Library will be presenting a program for Children’s Day/El día de los niños
- Summer Reading Adventure – May 17th through August 9th. The theme this year is “Imagine Your Story” and registration begins May 17th, with programming and prize redemption beginning May 31st and June 1st, respectively.

Community Events/Festivals

- May 16th – The Pop-Up vehicle/staff will attend the Erie Hot Air Balloon Festival.
- May 16th – Carbon Valley Library staff will have a booth at Frederick’s DIY Day.

June 2020

June is: Pride Month/GLBT Book Month™

- The American Library Association is discussing a name change (from GLBT Book Month to something else) to be more reflective of the current LGBTQAI+ community. The Programming Committee will be planning District-wide inclusive events and Outreach will be participating in PFLAG’s Pride Picnic again this year.

Large events/programs:

- Summer Reading Adventure programming continues

Community Events/Festivals

- June 12th - Firestone Food & Flick Friday. Pop-Up vehicle/staff, as well as Carbon Valley Library staff
- June 20th – Outreach staff will participate in World Refugee Day
- June 28th – Outreach staff will attend the Pride Picnic
- Frederick Farmers Markets – Carbon Valley will staff one of these, date TBD
- Mead Summer Block Party – date TBD
- Mead Summer Concert/Movie series – Outreach will staff one of these, date TBD

July 2020

Large events/programs:

- Summer Reading Adventure programming continues

Community Events/Festivals

- Tentatively July 3rd – Naturalization Ceremony at Centennial Village Museum
- July 9th – Outreach staff will be at Evans Splash Day
- July 10th – Collaborative Outdoor Inclusive Play Event at Aven’s Village Playground. The Pop-Up vehicle/staff and Outreach staff will be in attendance.
- July 18th – Frederick’s Chainsaws and Chuckwagons – Carbon Valley Library staff will have a booth.
- July 24th – Firestone Food & Flick. Carbon Valley Library staff and the Pop-Up vehicle/staff will have a booth.
- Kersey Splash Day – date TBD

Invitation to the Board of Trustees:

Trustees are invited to attend the Naturalization Ceremony, tentatively scheduled for Friday, July 3rd, at Centennial Village Museum. Details to follow.

August 2020

Large events/programs:

- August 1st – High Plains Chautauqua (of which HPLD is a sponsor) is August 3-6. The evening events are held on the Aims Campus in the big tent. Daytime events are scheduled throughout Greeley. Farr Library will host the pre-event film and discussion on Saturday, August 1.

Community Events/Festivals

- August 14th – Outreach staff will attend Houstons Gardens Community BBQ
- August 21st – Outreach staff will bring the Bookmobile to the UNC Welcome Week event
- District 6 Community Kickoff – date TBD
- Evans Splash Day – date TBD
- Farmworker Appreciation Day Picnic – date TBD
- Grover Day – date TBD
- St Vrain Valley School District New Teacher Orientation – date TBD

Invitation to the Board of Trustees:

- *Trustees are invited to attend the High Plains Chautauqua pre-event film and discussion, on Saturday, August 1st, at the Farr Library. Details to follow.*

Autumn 2020

- Teen Read Week – currently being re-envisioned by the Young Adult Library Services Association (YALSA, a division of the American Library Association). When the new dates are announced Teen Force will coordinate programming District-wide.
- Teen Tech Week – currently being re-envisioned by YALSA. When the new dates are announced Teen Force will coordinate programming District-wide.

September 2020

September 15 through October 15 is: National Hispanic Heritage Month

Large events/programs:

- Library Card Sign-up Month. Libraries have done individual events and drives to increase library sign-up in the past. The Programming Committee will be working with CRM to make this a District effort.
- September 8th – International Literacy Day, sponsored by the United Nations Educational, Scientific and Cultural Organization (UNESCO). Options for programming or displays will be discussed by the Programming Committee.
- September 19th – Yes!Fest, at the Greeley Recreation Center.
- September 27th through October 3rd – Banned Books Week. Efforts will be coordinated through the Programming Committee.

Community Events/Festivals

- September 12th – Mead Sugar Beet Festival – Pop-Up staff/vehicle will have a booth
- September 18th - Evans Heritage Days – Outreach and Pop-Up staff will attend
- September 19th – Erie Biscuit Day – Pop-Up vehicle/staff will be in attendance
- September 19th – Frederick Miners Day – Carbon Valley Library staff will have a booth
- Kersey Days – date TBD

Invitation to the Board of Trustees:

- *Trustees are invited to attend Yes!Fest on Saturday, September 19th, at the Greeley Recreation Center. Details and an invitation to follow.*

October 2020

Large events/programs:

- Firestone Art & Music Show at Carbon Valley Library – date TBD

Community Events/Festivals

- October 3rd – Miners Blast (Erie)
- October 16th – Project Connect at Island Grove Event Center
- October 17th – Multicultural Festival at the UNC Campus Commons
- October 24th – Boo on Briggs (Erie), with the Pop-Up vehicle
- October 30th – Firestone Halloween Safe Night, with the Pop-Up vehicle
- Evans Trick or Treat – date TBD

November 2020

November is: American Indian Heritage Month

Large events/programs:

- Picture Book Month. Displays will be coordinated District-wide
- Trans Awareness Week - November 13-19. Some libraries will be doing displays and programming to support inclusivity.
- City-wide celebration for *Día de Los Muertos* (community partner- Greeley Creative District)
- International Games Week – dates TBD. Efforts will be coordinated through the Programming Team

Community Events/Festivals

- November 19th – Foundation and Carbon Valley staff will present at the Carbon Valley Chamber of Commerce Non-Profit Showcase Luncheon.
- College Goal Sunday – date TBD

December 2020**Large events/programs:**

- December 31st – Noon New Year's Eve (Multiple locations)
- An Evening on the Polar Express – Multiple locations, dates TBD
- Hour of Code – Multiple locations, dates TBD

Community Events/Festivals

- December 4th – Evans Holiday Lighting Celebration
- December 5th – Carbon Valley Holiday Festival
- Kersey Holiday Festival – date TBD
- Mead Light Parade – date TBD

January 2021**Large events/programs:**

- City-wide MLK celebration (community partners- UNC's Marcus Garvey Cultural Center, City of Greeley's Humanities Dept., Loveland Events Committee, and Immigrant and Refugee Center)

February 2021

February is: Black History Month

Large events/programs:

- Teen Tour - will be moving to February in response to a survey sent out to teen educators that indicated they would prefer February.

March 2020

Large events/programs:

- Signature Author event

April 2020

Large events/programs:

- Project Connect for the South County

Recommendation

This item is for information only, the staff do not have a recommendation.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2020
Type of item: Information
Subject: New Positions/ Budget Adjustment
Presented by: Dr. Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager
Recommendation: Staff do not have a recommendation this item is for information and discussion only

Background

With the expected growth of the District and continued negotiations on the IGAs with the Member Libraries, staff have identified a number of needed positions that were not anticipated during the initial budget process for 2020. These potential positions are:

- Training Bureau (2)
- Innovation Center Manager
- Programming Coordinator
- Human Resources Position focused on recruitment, communication and onboarding

Considerations

At this time staff feel that our approved budget can absorb the additional salary and benefits of the proposed positions, however if unexpected expenses arise, the District would need to approve a budget amendment later this year. This process would follow the complete budgeting process including:

- Publicly advertising and posting the budget amendment
- Holding a public hearing
- Approving the budget amendment
- Filing the amended budget with the State

Recommendation

Staff do not have a recommendation this item is for information and discussion only.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2020
Type of item: Action
Subject: Board Devices/ Emails
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff do not have a recommendation this item is for information and discussion only.

Background

The Board tablets were distributed just about a year ago and it is time to assess to see if the devices meet their intended need and were of value to the Trustees. This item was discussed at our February Meeting and staff have brought back options to the Board for more discussion. Having consulted with the Information Technology and Innovation (ITI) Department and our legal counsel.

Option 1

- Continue using the devices as is and have a channel to contact the Information Technology and Innovation Department for support

Option 2

- Post all documents on the HPLD Website and send a push notification via text when items have been uploaded and are ready to view
- Update highplains.us Board passwords so that they can be used via Outlook on any device. Under this option, the Board Email would be managed the same way as all staff email. It will also require the ITI Department to manage the passwords and add levels of complexity.

Recommendation

Staff do not have a recommendation this item is for information and discussion only.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2020
Type of item: Action
Subject: Self-check RFP Approval
Presented by: Dr. Matthew Hortt, Executive Director and Natalie Wertz, Finance Manager
Recommendation: Staff Recommend that the RFP be awarded to Bibliotheca and staff be authorized to negotiate a contract for the new self-check machines.

Background

The High Plains Library District currently has 27 self-check machines throughout the district. On average the machines are 10 years old. The newest units are 5 years old. The machines are approaching the end of their life cycle and are experiencing technical issues. These issues are resulting in downtime and patron and staff discontent.

Following the release of the RFP the District received proposals from MK and Bibliotheca.

Considerations

Staff evaluated the proposals based upon the following criteria;

- **Overall Patron Experience/Seamlessness**
- **Tech Support/It Integration**
- **Integration with Current Products.**
- **References from Current Customers**
-

Based upon the evaluation the total scores were: **MK: 193** **Bibliotheca: 211**

The full scoring sheet is attached. The justification is based upon; patron and staff familiarity with Bibliotheca software and hardware, the size and ability of the company to provide support, minimal cost differences between proposals and positive references. Paper copies of both proposals will be available for review at the Board Meeting.

Recommendation

Staff recommend awarding the RFP to Bibliotheca and authorize staff to negotiate a contract for the purchase new self-check machines to replace our existing units. In addition to the replacement of the existing units we recommend the purchase of an additional self-check for Glenn Jones Memorial Library. The high usage of the machines support the recommendation.

Vendor **MK Solutions Bid**

<u>Criteria #</u>		<u>Weight</u>	<u>Rating 1-10</u>		
1	Overall Patron Experience/Seamlessness	25%	10	2.5	
2	Tech Support/It Integration	25%	8	2	
3	Cost	20%	8	1.6	
4	Integration with Current Products	20%	8	1.6	
5	References from Current Customers	10%	8	0.8	
1	Overall Patron Experience/Seamlessness	25%	9	2.25	
2	Tech Support/It Integration	25%	8	2	
3	Cost	20%	9	1.8	
4	Integration with Current Products	20%	7	1.4	
5	References from Current Customers	10%	7	0.7	
1	Overall Patron Experience/Seamlessness	25%	10	2.5	
2	Tech Support/It Integration	25%	7	1.75	
3	Cost	20%	8	1.6	
4	Integration with Current Products	20%	8	1.6	
5	References from Current Customers	10%	7	0.7	
1	Overall Patron Experience/Seamlessness	25%	8	2	
2	Tech Support/It Integration	25%	8	2	
3	Cost	20%	7	1.4	
4	Integration with Current Products	20%	6	1.2	
5	References from Current Customers	10%		0	
1	Overall Patron Experience/Seamlessness	25%	10	2.5	
2	Tech Support/It Integration	25%	8	2	
3	Cost	20%	8	1.6	
4	Integration with Current Products	20%	8	1.6	
5	References from Current Customers	10%	8	0.8	
		TOTAL	100%	193	39.9

Vendor Bibliotheca Bid

<u>Criteria #</u>		<u>Weight</u>	<u>Rating 1-10</u>		
1	Overall Patron Experience/Seamlessness	25%	9	2.25	
2	Tech Support/It Integration	25%	9	2.25	
3	Cost	20%	9	1.8	
4	Integration with Current Products	20%	9	1.8	
5	References from Current Customers	10%	9	0.9	
1	Overall Patron Experience/Seamlessness	25%	10	2.5	
2	Tech Support/It Integration	25%	8	2	
3	Cost	20%	9	1.8	
4	Integration with Current Products	20%	9	1.8	
5	References from Current Customers	10%	8	0.8	
1	Overall Patron Experience/Seamlessness	25%	10	2.5	
2	Tech Support/It Integration	25%	8	2	
3	Cost	20%	8	1.6	
4	Integration with Current Products	20%	10	2	
5	References from Current Customers	10%	8	0.8	
1	Overall Patron Experience/Seamlessness	25%	9	2.25	
2	Tech Support/It Integration	25%	7	1.75	
3	Cost	20%	7	1.4	
4	Integration with Current Products	20%	9	1.8	
5	References from Current Customers	10%		0	
1	Overall Patron Experience/Seamlessness	25%	10	2.5	
2	Tech Support/It Integration	25%	10	2.5	
3	Cost	20%	8	1.6	
4	Integration with Current Products	20%	10	2	
5	References from Current Customers	10%	8	0.8	
		TOTAL	100%	211	43.4

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: March 16, 2020
Type of item: Action
Subject: Ad Hoc Policy Committee
Presented by: Dr. Matthew Hортt, Executive Director
Recommendation: Appoint Trustees to the IGA Committee

Background

During the January Meeting of the Board of Trustees, direction was given to establish an Ad Hoc Committee for Policy Review as needed. Staff have been working on updating policies include: Pandemic Response and 1st Amendment Audit. These policies will be ready to be reviewed by the Board at our April meeting. Per our process, they need to be reviewed and recommended by a Policy Committee made up of two of the trustees.

Recommendation

Staff is recommending the Board appoint Trustees to the Ad Hoc Policy Committee.



**BOARD OF TRUSTEES
Draft Work Session Agenda
Monday April 6th, 2020
High Plains Library District Administration Building
2650 W. 29th St., Greeley, CO 80531
5:00 p.m.**

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Public Comment

2.0 ITEMS FOR DISCUSSION – Dr. Matthew Hорт, HPLD Executive Director

- 2.1 Building a Better Organization
- 2.2 Baldrige
- 2.3 Strategic Plan Update

3.0 ADJOURNMENT

Upcoming meetings:

April 20th, 5:00 p.m. HPLD Board of Directors Meeting- Regular Session, Centennial Park Library, 2227 23rd Ave., Greeley, CO 80634

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



BOARD OF TRUSTEES

Draft Regular Session Agenda

Monday April 20, 2020

Centennial Park Library

2227 23rd Avenue, Greeley, CO 80634

5:00 p.m.

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - A. March 16, 2020 Regular Session Minutes
 - B. March 16, 2020 Executive Session Minutes
 - C. April 6, 2020 Work Session Minutes
- 1.4 Public Comment

2.0 ITEMS FOR DISCUSSION/ ACTION

- 2.1 Dedication of the Tribune building / upcoming celebration of HPLD 35th anniversary
- 2.2 Construction Updates
(new construction Mead, Kersey, Erie expansion being underway, Centennial Park & CVRL remodels)
- 2.3 Announce IGAs being finalized and signed
- 2.4 PLAR Report
- 2.5 Introduce of new Staff
- 2.6 Policy Updates

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agendas– Dr. Matthew Horts, HPLD Executive Director
 - A. May 18th
- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director

4.0 BOARD REPORTS/ COMMENTS

- 4.1 Chairman's Report
 - A. Downtown Building Committee
- 4.2 Vice-Chair
- 4.3 Secretary/ Treasurer
 - A. Finance Committee
 - i. Treasurer Report
 - ii. Monthly Balance
 - iii. Income Statement
- 4.4 Committees
 - A. Foundation Committee
- 4.5 Other Board Members

5.0 ADJOURNMENT

Upcoming meetings:

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

HPLD Board Report: March 16, 2020
Eaton Public Library; Eaton, CO

<p>Administrative Office Executive Director: Dr. Matthew Hорт</p>	<ul style="list-style-type: none"> • Matt attended the Public Library Association Conference in Nashville • Matt meet with members of the Friends of New Raymer regarding their Mercantile building project and the possibility of placing a public computing center at the location • The Lincoln Park Library was closed due to Bed Bugs on 3/4 and 3/5/2020. Exterminators were brought in to spray and remediate. The building was rendered safe to occupy again and was reopened on 3/6/2020. We will continue to monitor the situation. • Coronavirus Update, the District has distributed: <ul style="list-style-type: none"> • Bleach Wipes, Hand Sanitizer and Surgical Masks • We have also advised staff to follow the recommendations of the CDC and State Health Agencies, and avoid shaking hands and to regularly wash hands and limit touching your face • We have urged staff if they are sick to stay home and remain home for 24-48 hours after fever has ended. • We are currently reviewing and updating all pandemic and emergency policies already in place and are prepared to close libraries and make staffing adjustments if staff become infected
<p>Associate Director, Public Service: Rosa Granado (Outreach)</p>	<p>Outreach:</p> <p>Book Mobile Visits;</p> <ul style="list-style-type: none"> • Stoneham: 1st & 3rd Wednesday 8:15-9:15 • Prairie School: 1st & 3rd Wednesday 9:30-12:30 <ul style="list-style-type: none"> ○ New Raymer book drop and check it the 1st Wednesday of the month • Briggsdale School: 1st & 3rd Wednesday 1:30-3:15 <ul style="list-style-type: none"> ○ PCC in Briggsdale: 3:15 ○ After school STEM Club at the Briggsdale Community Library: Every Friday from April 3-May 8 • Grover School: 1st and 3rd Thursdays from 8:30-11:00 • Carr: 1st & 3rd Monday 2:30-3:30 <p>Adult Programming</p> <ul style="list-style-type: none"> • Public Recurring (Closed Groups) <ul style="list-style-type: none"> • Pints and Pages (6:00- 7:30): 3/10, 4/14, 5,12 • Children’s Programming • Public Recurring <ul style="list-style-type: none"> • The Pines at Southmoor (Afterschool STEAM Programming) <ul style="list-style-type: none"> ▪ 3/11: Rainbow Science ▪ 3/25: Optical Illusions and Tricks ▪ 4/8: Troll Bookmarks ▪ 4/22: Earth Day ▪ 5/13: Minecraft: Sticker Mosaic ▪ 5/27: SRA Kickoff Party • Public <p>Kersey</p> <p>Public Programs</p> <ul style="list-style-type: none"> ▪ Kersey Board Game Club (4:00-5:00): 3/7, 3/14, 3/21, 3/28, 4/4, 4/11, 4/18, 4/25, 5/2, 5/9, 5/16, 5/23, 5/30 ▪ Book Club (6:00-7:30): 3/11, 4/8, 5/13, 6/10,

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	<ul style="list-style-type: none"> ▪ Teen Book Club (3:00-4:00): 3/21, 4/18, 5/16 ▪ Recurring Adult Programming (5:00-6:00) <ul style="list-style-type: none"> ○ 3/25: Scrapbooking ○ 4/29 Cookbook Design ○ 5/27: BINGO <p>District Wide</p> <ul style="list-style-type: none"> • 3/26: 8th Grade Career Fair • 4/11: Children’s Festival at Island Grove
<p>Associate Director, Public Services: Marjorie Elwood (Branches)</p>	<p>Carbon Valley</p> <p>March:</p> <ul style="list-style-type: none"> • March 25th, 11:15-12 – Kid Tips: Join a local pediatrician for a short discussion about different kids' health topics. Afterwards, ask any questions you might have about your kids' health or development <p>April:</p> <ul style="list-style-type: none"> • We continue to participate in the Carbon Valley Rotary Easter Egg hunt – Saturday, April 11th, from 11-3. Staff from Carbon Valley will give out goodies to children. • April 18th, 11-1 – Beginning Watercolor: Join us to create a watercolor painting with step-by-step instructions. Taught by local artist Kristi Arzola. • April 23rd, 6-7 – Money Matters: Do the side hustle: Are you considering a Side Hustle to make money outside of your regular job? This seminar will cover a variety of options that can bring in more cash for the short term or possibly become your new entrepreneurial business! <p>May:</p> <ul style="list-style-type: none"> • CVR staff will be at Frederick’s DIY Day – Saturday, May 16th, 8-noon. • May 28th, 6-7 – Money Matters: Estate Planning Basics: Come and learn about Wills, Powers of Attorney, Trusts, Probate, property titles, and much more. This presentation is designed to help you understand the basics of estate planning and how it could affect you and your family. <p>June:</p> <ul style="list-style-type: none"> • June 4th, from 5:30-6:30, Children’s staff will be presenting a storytime and/or a family activity at the Counseling Center at Carbon Valley Open House <p>Centennial Park</p> <p>March:</p> <ul style="list-style-type: none"> • Library Manager Melissa Beavers will be part of Greeley GEAR UP’s Youth Leadership Summit (YLS) Selection Committee on March 30th from 1-4 pm to select the top four YLS participants who will go to Washington D.C. <p>April:</p> <ul style="list-style-type: none"> • <i>Find Your Place at the Library</i> during Library National Week with a variety of events. Monday, April 20th, Family Fort Building 10am to 8pm; Tuesday, April 21st, Family Game Extravaganza 3pm to 6pm; Wednesday, April 22nd, Paint and Sip for adults from 6:00pm to 7:30pm; Thursday, April 23rd, Bullet Journaling for adults 6:00pm to 7:30pm; Friday, April 24th, Magic Sand for kids from 3:30pm to 4:30pm. There will also be a Scavenger Hunt and small giveaways all week long. • Celebrate National Poetry Month with nationally renowned slam and performance poet, Ally Eden, on Sunday, April 26th, from 2pm to 3pm. <p>May:</p>

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- On the Road to Literacy will be held on Tuesday, May 5, 9:30 – 11:30 am. The theme for this year's Literacy Fair is Nursery Rhymes.

Erie

April:

- April 22nd, 6:00 PM - 7:00 pm – Hiking with Kids - Erie, Colorado mom, teacher, and writer Courtney Johnson presents information about hiking with kids. Courtney will share the ups and downs of taking children out on the trail. She will provide practical tips for parents based on her experience hiking with her daughter, family and friends while writing *The Best Utah Children's Hikes*.
- April 29th, 6 – 7:30 p.m. – Mother's DIY with your guy: Attention guys! Are you looking for a creative Mother's Day gift? Bring the kids to make a craft that mom will be sure to love!

May:

- May 12th, 6:00 - 7:45 p.m. – Small Business Development Center Business startup seminar
- May 21st, 6:30 – 8 p.m. – Local History Series: Researching Colorado records – seminar held at the Erie Community Center

June:

- June 9th, 6:00 – 7:45 p.m. – Small Business Development Center Website Design seminar

Farr

April:

- April 17th, 10:30 a.m. – Design Thinking for Entrepreneurs by Google
- April 24th, 1 p.m. – Holocaust Observance Movie (“Monkey Business”)

May:

- May 14th through June 4th – Baby Chicks at the Library (incubation and hatching)
- May 21st, 4 p.m. – Embryology presented by CSU Extension (grades 3-6)
- May 28th, 6-8 p.m. – Summer Reading Adventure kick-off party (families)

June:

- June 4th, 4-6 p.m. – Zombie Make-up (teens)
- June 5th, 10:30 a.m. – Fairytales for Tots (children)
- June 10th, 1-3 p.m. – Animals of the Wizarding World (K-5th grade)
- June 12th, 6-7:30 p.m. – Ghost Stories presented by Rocky Mountain Paranormal Society
- June 17th, 2-4 p.m. – Discover the Wizard in You

Lincoln Park

March:

- March 17th, 3:30-4:30 p.m – Glow Fest: Laser Light Production - Immerse yourself in a demonstration of laser lights used in concert venues and production stages around the world! Explore the vast capabilities of this cutting-edge visual tech!

April:

- April 2nd, 4-5:30 p.m. – Independence! #Adulting: How to Buy a Car
- April 21st, 6-7 p.m. – Tips from a Dementia Caregiver

May:

- In May, the Lincoln Park Library will be joining the District in Summer Reading Adventures registration and kick-off party.
- May 7th, 4-5:30 p.m. – Independence! #Adulting: College 101 – Finding the Right School

Riverside

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	<p>March:</p> <ul style="list-style-type: none"> • March 17th, 2:30 PM - 3:30 PM – Top Hogs: Come see John Vincent and his amazing, comedy-filled trick pig show. It's action packed and fun for the entire family! Don't miss it! • March 19th, 11:00 AM - 12:00 PM – Project Lifesaver: Emergency Vehicles: Come explore an ambulance, firetruck, and police car... and meet the important people who keep us safe! <p>April:</p> <ul style="list-style-type: none"> • April 18th, 2:00 PM - 3:00 PM – Healthy Snack Fun: Learn to make some fun HEALTHY snacks... and eat them, too! • April 23rd, 3:00 PM - 4:00 PM – Tips from a Dementia Caregiver: Learn how to take care of yourself or a loved one with dementia, tips to relieve caregiver stress, and when to consider hiring professional help, from award-winning author, Linda Osmundson. • April 24th, 1:00 PM - 4:00 PM – Jumanji Escape Room: Escape from Jumanji! You and four of your friends have 60 minutes to crack the codes and get out. • April 27th, 2:00 PM - 3:00 PM – School's Out, Library's In: Recycled Art: Have fun making a unique art piece with recycled materials. <p>May:</p> <p>May 10th, 1:15 PM - 4:15 PM - Join us for Portraits with your Mom on Mother's Day. Stephanie Burchett will be taking your family's photo. Digital images will be emailed for patrons to print.</p>
<p>CRM Manager: James Melena</p>	<ul style="list-style-type: none"> • HPLD Newsletter – currently conducting a survey – both internal to staff and external to patrons on what they want in our newsletter and how they want it structured – articles, event listings, by regional, interest, etc. • Website redesign – Working with our web developer to refresh our website. Developer is currently working on some options - we've narrowed down to 3. We should have new live website by end of Q3 or beginning of Q4. • James currently developing internal and external all-encompassing HPLD marketing plan. Updated Mission and Vision will be reflected in that plan. • Interviews began 3/5 to fill vacant Graphic Design position within the Department
<p>Collection Development Manager: Open</p>	<ul style="list-style-type: none"> • We are recruiting for the Collection Resources Manager position.
<p>Facilities Manager, Bob Arellano</p>	<ul style="list-style-type: none"> • Roof repairs complete throughout the District except for Farr which is almost completed • Erie expansion project/construction start up – ongoing. • New downtown location design team selection – ongoing. • Kersey library – mold and air quality testing. • Kersey new location – ongoing. • Replaced facilities truck. • Scheduled Security guard selection interviews for Lincoln Park and Centennial Park libraries. • Repair/patch parking lots at Erie and Carbon Valley. • Facilities begins maintenance, safety inspections, service and cleaning of all Outreach vehicles. • Hired a new Facilities tech (Brent Olson).

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	<ul style="list-style-type: none"> • Changed cleaning services at Erie, Carbon Valley and Kersey libraries (standardized services/one cleaning service for all locations). • Transitioning to non-potable water for irrigation (landscape) at Farr, Centennial Park and Admin building. • Add a workspace for new associate director.
<p>Finance Manager: Natalie Wertz</p>	<ul style="list-style-type: none"> • Continued preparation for the audit. Auditors will be on site for fieldwork March 16 to 27. • Continued work on financial section of PLAR. • Met with the Finance Committee on February 13 and discussed schedule and plans for the year. • Met with other Colorado library finance officers on February 21. The group meets quarterly and discusses accounting standards and issues impacting library finance. • Held the annual meeting of the Weld Library Finance Corporation on February 25 to report on the payoff of the certificates of participation and the 2020 capital budget. • Met with representatives from Public Trust Advisors to review economic outlook for 2020 and portfolio results for 2019. Per the report, US economic growth is expected to slow in 2020 (estimating about 2% growth) and expecting the Federal Reserve to cut interest rates 2 to 3 times within the next year.
<p>Foundation Director: Abby Yeagle</p>	<ul style="list-style-type: none"> • Strategic Plan: Literacy- Increase awareness of the ways in which literacy builds a stronger community <ul style="list-style-type: none"> ○ Writer in Residence applications closed March 9. The 2020 resident will be announced April 1. ○ Began gathering feedback on Writer in Residence and ways to expand its reach. ○ Presented on Writer in Residence at HPLD Staff Day. • Strategic Plan: Aspiration- Programming that encourages crucial conversation and civil discourse <ul style="list-style-type: none"> ○ Pursuing NEA’s Challenge America grant for the 2021 Signature Author event. • Strategic Plan: Aspiration- Skills-based development <ul style="list-style-type: none"> ○ Secured the City of Greeley as the venue sponsor for the 2020 Yes!fest (valued at \$2,500). • Strategic Plan: Unity- Staff collaboration <ul style="list-style-type: none"> ○ Applied for funds from the Bessie Minor Swift Foundation to support remote programs at Glenn A. Jones MD Memorial Library during renovations. • Strategic Plan: Literacy- Support our community to achieve literacy goals Soliciting donations for Summer Reading Adventure incentives. Coordinating volunteers to aid in the preparation and packing of SRA incentives.
<p>Human Resources Associate Director: Eric Ewing</p>	<ul style="list-style-type: none"> • <u>Unity – Building Leaders – GROWS</u> <p>The 360-appraisal instrument successfully completed the first round of collecting feedback and is currently providing weekly coaching via email to our 35 Managers and Supervisors. We had a 76% participation rate (174 employees out of 230). The software produces a report showing company-wide results which identified Management’s strengths and opportunities for improvement.</p> <p>The strengths identified are:</p> <p>Development: I feel my manager encourages my development in my current role.</p>

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	<ul style="list-style-type: none"> • Employee development (learning new skills and having new experiences) is one of the strongest predictors of employee engagement, which leads to all sorts of performance improvements. • As employees learn new skills within their existing roles, they increase the breadth of their contributions, adding to the bench strength of the organization. • Employee development allows leaders to delegate more, shifting focus away from execution and towards driving strategy and engagement. <p>Inclusivity: I feel my manager considers my opinions.</p> <ul style="list-style-type: none"> • Feeling that their opinions are considered is a major driver of employee engagement, which has a huge impact on performance. • When individuals feel valued, they tend to interact more effectively with their colleagues, supporting productive collaboration and team unity. • Considering multiple perspectives almost always leads to better decision making. <p>The greatest opportunities for improvement identified are:</p> <p>Team Cohesion: I feel my manager helps strengthen my relationships with other team members.</p> <ul style="list-style-type: none"> • Relationships with coworkers are among the most powerful drivers of engagement. Team leaders have great influence on those relationships, for better or worse. • The relationships between people are strongly influenced by the principles and norms of the culture. • Helping to establish trust between your team members impacts how they collaborate, including how they prioritize the needs of others. <p>Change: I feel my manager provides clear plans for adapting to changes when they occur.</p> <ul style="list-style-type: none"> • “Change is the only constant in life,” was coined more than 2,000 years ago, yet it’s even more true today, and change management has never been more important. • Human beings tend to resist change because of uncertainty aversion, so change efforts need strong leadership and role modelling. • Providing clear plans for adapting to change is among the most powerful steps a leader can take towards helping a team manage it successfully.
<p>IT & Innovation Manager: Susan Staples</p>	<ul style="list-style-type: none"> • Completed equipment refresh 2020 for the Farr location • Started transition to new fax service • Completed introductory meetings (Meeting 1) with management staff on Building a Better Organization • Prepped old equipment for Foundation donation to local organizations • Purchased and prepping all equipment for member onboarding to Specialty Checkouts (and replacement of old Spec Checkout equipment) • Basic security awareness training initiated

High Plains Library District
Treasurer's Report
Board meeting March 16, 2020

Finance Committee Activity

February 13 – Finance committee met. We discussed the plan and schedule for the year. One of the goals for 2020 is to have the committee review and update finance policies.

February 25 – Dr. Hortt and Natalie Wertz met with Bruce Broderius and Alex Craig for the annual meeting of the Weld Library Finance Corporation. They discussed the payoff of the certificates of participation in December 2019 and the capital budget and capital projects planned for 2020.

Significant Events / Transactions

February 10 – Purchased a 2019 GMC 2500 pickup from Weld County Garage for the facilities department to replace the 2007 GMC Sierra pickup. The 2007 GMC Sierra was traded in on the new pickup.

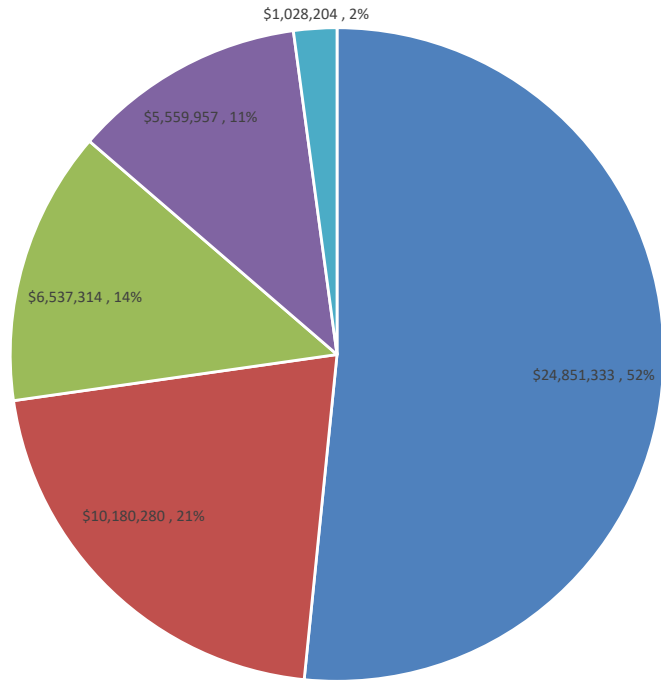
Financial overview

January 2020 – revenues included almost \$232,000 in property taxes and almost \$210,000 in specific ownership taxes. The investment portfolio had a good month with almost \$64,000 in unrealized gains. Total revenue in January was 1.14% of the annual budget and expenditures were 3.02% of the annual budget.

High Plains Library District
Balance Sheet - General Fund
Date Prepared: 2/12/2020

	January 31, 2020	January 31, 2019	Comments
<u>ASSETS</u>			
Cash	\$ 19,988	\$ 133,516	Capital assets (P,P, & E) used in governmental activities are not financial resources and therefore are not reported in the funds.
Investments:			
ColoTrust	\$ 24,851,333	\$ 23,258,428	
CSIP	\$ 10,180,280		
U.S. Treasuries	\$ 6,537,314	\$ 5,982,369	
U.S. Instrumentalities	\$ 5,559,957	\$ 7,987,360	
Corporate Bonds	\$ 1,028,204	\$ -	
Receivables:			
Property taxes - current month	\$ 216,491	\$ 185,078	
Property taxes	\$ 44,827,431	\$ 33,763,746	
Specific Ownership taxes	\$ 209,560	\$ 210,960	
Other	\$ 83,568	\$ 112,027	
Total Assets	\$ 93,514,126	\$ 71,633,484	
<u>LIABILITIES</u>			
Accounts Payable	\$ 134,193	\$ 165,914	LT liabilities are not due and payable in the current period and therefore are not reported in the funds.
Accrued Expenses	\$ 181,394	\$ 157,986	
Total Liabilities	\$ 315,587	\$ 323,900	
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Deferred Property Taxes	\$ 44,827,431	\$ 33,763,746	
<u>FUND BALANCE</u>			
Beginning Fund Balance (unaudited)	\$ 49,341,765	\$ 38,572,997	
Net Income (Loss)	\$ (970,657)	\$ (1,027,159)	
Ending Fund Balance	\$ 48,371,108	\$ 37,545,838	
Total Liabilities and Fund Balances	\$ 93,514,126	\$ 71,633,484	

High Plains Library District
Investments
January 31, 2020



■ ColoTrust ■ CSIP ■ U.S. Treasuries ■ U.S. Instrumentalities ■ Corporate Bonds

**HIGH PLAINS LIBRARY DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
AND PROJECTED ENDING FUND BALANCE
BUDGET AND ACTUAL -- GENERAL FUND
For the Period Ended January 31, 2020
8.3%
prepared February 12, 2020**

Note: Conditional formatting in the % of YTD, % of Actual, and 2019 / 2018 Actual columns is on a red to green scale for revenues and green to red scale for expenditures. Green is favorable variance. Red is an unfavorable variance.

	Current Month				Year To Date					Year End				Prior Year	
	Actual	Budget	Variance Favorable (Unfavorable)	% of Annual Budget	Actual	Budget	Variance Favorable (Unfavorable)	% of YTD Budget	% of Annual Budget	Projected Revenues/ Expenditures	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget	2019 January YTD	2019 / 2018 Actual
REVENUES															
General property taxes	231,887	180,176	51,711	0.51%	231,887	180,176	51,711	129%	1%	45,043,922	45,043,922	-	100.00%	185,078	125%
Specific ownership taxes	209,560	166,667	42,893	10.48%	209,560	166,667	42,893	126%	10%	2,000,000	2,000,000	-	100.00%	210,960	99%
Earnings on investments	92,424	15,833	76,591	48.64%	92,424	15,833	76,591	584%	49%	190,000	190,000	-	100.00%	93,798	99%
Fines and fees	5,229	5,000	229	8.72%	5,229	5,000	229	105%	9%	60,000	60,000	-	100.00%	5,707	92%
Grant revenue	-	-	-	0.00%	-	-	-	#DIV/0!	0%	72,519	72,519	-	100.00%	62,591	0%
Other income	724	667	57	9.05%	724	667	57	109%	9%	8,000	8,000	-	100.00%	1,814	40%
Total revenues	539,824	368,343	171,481	1.14%	539,824	368,343	171,481	147%	1%	47,374,441	47,374,441	-	100.00%	559,948	
EXPENDITURES															
Salaries and wages	581,293	784,402	203,109	6.18%	581,293	784,402	203,109	74%	6%	9,412,825	9,412,825	-	100.00%	572,625	102%
Employee benefits	100,576	124,249	23,673	6.60%	100,576	124,249	23,673	81%	7%	1,524,878	1,524,878	-	100.00%	89,990	112%
Medical (Health, Dental, Vision) Insurance	209,185	158,136	(51,049)	11.22%	209,185	158,136	(51,049)	132%	11%	1,863,740	1,863,740	-	100.00%	185,981	112%
Workers' compensation	67,037	87,000	19,963	77.05%	67,037	87,000	19,963	77%	77%	87,000	87,000	-	100.00%	63,655	105%
Bank service charges	158	175	17	7.52%	158	175	17	90%	8%	2,100	2,100	-	100.00%	177	89%
Minor equipment/furniture <\$5k	1,150	8,218	7,068	1.17%	1,150	8,218	7,068	14%	1%	98,612	98,612	-	100.00%	36	3194%
Janitorial supplies	3,615	3,917	302	7.69%	3,615	3,917	302	92%	8%	47,000	47,000	-	100.00%	3,356	108%
Operating supplies	3,109	13,268	10,159	1.95%	3,109	13,268	10,159	23%	2%	159,218	159,218	-	100.00%	2,096	148%
Bib processing supplies	74	17,136	17,062	0.04%	74	17,136	17,062	0%	0%	205,636	205,636	-	100.00%	303	24%
Postage	2,115	3,052	937	5.78%	2,115	3,052	937	69%	6%	36,622	36,622	-	100.00%	5,185	41%
Printing	-	1,733	1,733	0.00%	-	1,733	1,733	0%	0%	20,800	20,800	-	100.00%	-	#DIV/0!
Memberships	3,614	1,687	(1,927)	17.86%	3,614	1,687	(1,927)	214%	18%	20,239	20,239	-	100.00%	2,115	171%
Public relations	1,007	9,242	8,235	0.91%	1,007	9,242	8,235	11%	1%	110,900	110,900	-	100.00%	4,603	22%
Programs	1,276	10,000	8,724	1.06%	1,276	10,000	8,724	13%	1%	120,000	120,000	-	100.00%	114	1119%
Electric	16,228	20,071	3,843	6.74%	16,228	20,071	3,843	81%	7%	240,850	240,850	-	100.00%	11,498	141%
Water and sewer	1,034	3,153	2,119	2.73%	1,034	3,153	2,119	33%	3%	37,836	37,836	-	100.00%	478	216%
Natural gas	7,840	3,595	(4,245)	18.17%	7,840	3,595	(4,245)	218%	18%	43,137	43,137	-	100.00%	2,011	390%
Phones	19,153	21,132	1,979	7.55%	19,153	21,132	1,979	91%	8%	253,585	253,585	-	100.00%	5,192	369%
Disposal services	360	2,317	1,957	1.29%	360	2,317	1,957	16%	1%	27,802	27,802	-	100.00%	1,457	25%
Professional contracts	98,809	108,357	9,548	7.60%	98,809	108,357	9,548	91%	8%	1,300,285	1,300,285	-	100.00%	187,841	53%
Gas, motor oil, lubricants	-	1,708	1,708	0.00%	-	1,708	1,708	0%	0%	20,500	20,500	-	100.00%	-	#DIV/0!
Repair and maintenance - building	4,699	39,908	35,209	0.98%	4,699	39,908	35,209	12%	1%	478,900	478,900	-	100.00%	24,671	19%
Repair and maintenance - vehicles	315	1,542	1,227	1.70%	315	1,542	1,227	20%	2%	18,500	18,500	-	100.00%	-	#DIV/0!
Repair and maintenance - office equip	409	12,572	12,163	0.27%	409	12,572	12,163	3%	0%	150,862	150,862	-	100.00%	52	787%
Repair and maintenance - computer	9,800	29,423	19,623	2.78%	9,800	29,423	19,623	33%	3%	353,075	353,075	-	100.00%	47,951	20%
Repair and maintenance - on-line computer	86,107	11,325	(74,782)	63.36%	86,107	11,325	(74,782)	760%	63%	135,895	135,895	-	100.00%	72,438	119%
Repair and maintenance - other equipment	1,693	19,800	18,107	0.71%	1,693	19,800	18,107	9%	1%	237,600	237,600	-	100.00%	715	237%
Tuition reimbursement	-	15,000	15,000	0.00%	-	15,000	15,000	0%	0%	40,000	40,000	-	100.00%	(450)	0%
Travel & mileage	3,731	5,268	1,537	5.90%	3,731	5,268	1,537	71%	6%	63,214	63,214	-	100.00%	2,877	130%
In-house training	2,000	6,333	4,333	2.63%	2,000	6,333	4,333	32%	3%	76,000	76,000	-	100.00%	-	#DIV/0!

Meetings	-	797	797	0.00%	9,897	8,483	(1,414)	9.72%	9,897	8,483	(1,414)	117%	10%	101,800	101,800	-	100.00%	2,384	415%
Out-of-house training & conferences	9,897	8,483	(1,414)	9.72%	9,897	8,483	(1,414)	9.72%	9,897	8,483	(1,414)	117%	10%	101,800	101,800	-	100.00%	2,384	415%
Treasurer's fee	3,248	2,806	(442)	0.46%	3,248	2,806	(442)	0.46%	3,248	2,806	(442)	116%	0%	701,500	701,500	-	100.00%	2,776	117%
Books	1,765	49,833	48,068	0.30%	1,765	49,833	48,068	0.30%	1,765	49,833	48,068	4%	0%	598,000	598,000	-	100.00%	1,490	118%
Newspapers/Periodicals	485	3,875	3,390	1.04%	485	3,875	3,390	1.04%	485	3,875	3,390	13%	1%	46,500	46,500	-	100.00%	24,880	2%
Ebooks	-	8,333	8,333	0.00%	-	8,333	8,333	0.00%	-	8,333	8,333	0%	0%	100,000	100,000	-	100.00%		#DIV/0!
Compact discs	-	3,750	3,750	0.00%	-	3,750	3,750	0.00%	-	3,750	3,750	0%	0%	45,000	45,000	-	100.00%		#DIV/0!
Software	73,068	26,686	(46,382)	22.82%	73,068	26,686	(46,382)	22.82%	73,068	26,686	(46,382)	274%	23%	320,232	320,232	-	100.00%	15,900	460%
DVD/BluRay	-	14,583	14,583	0.00%	-	14,583	14,583	0.00%	-	14,583	14,583	0%	0%	175,000	175,000	-	100.00%		#DIV/0!
Other expense	28	448	420	0.52%	28	448	420	0.52%	28	448	420	6%	1%	5,375	5,375	-	100.00%		#DIV/0!
Electronic resources	51,034	40,333	(10,701)	10.54%	51,034	40,333	(10,701)	10.54%	51,034	40,333	(10,701)	127%	11%	484,000	484,000	-	100.00%	118,675	43%
Platform Fees	11,000	1,571	(9,429)	0.00%	11,000	1,571	(9,429)	0.00%	11,000	1,571	(9,429)	700%	58%	18,850	18,850	-	0.00%	11,000	100%
Insurance	81,309	92,000	10,691	88.38%	81,309	92,000	10,691	88.38%	81,309	92,000	10,691	88%	88%	92,000	92,000	-	100.00%	69,507	117%
Equipment Rentals	-	83	83	0.00%	-	83	83	0.00%	-	83	83	0%	0%	1,000	1,000	-	100.00%		0%
Lease/rental expense	-	-	-	#DIV/0!	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	-	-	-	-	-	#DIV/0!
Total operating expenditures	1,458,221	1,777,300	319,079	7.33%	1,458,221	1,777,300	319,079	7.33%	1,458,221	1,777,300	319,079	82%	7%	19,886,438	19,886,438	-	100.00%	1,533,646	
Capital outlay																			
Equipment/furniture >\$5k	8,084	65,800	57,716	3.04%	8,084	65,800	57,716	3.04%	8,084	65,800	57,716	12%	3%	265,800	265,800	-	100.00%		
New computers & other technology	-	12,917	12,917	0.00%	-	12,917	12,917	0.00%	-	12,917	12,917	0%	0%	155,000	155,000	-	100.00%	1,088	
Capital improvements	774	1,632,018			774	1,632,018	1,631,244		774	1,632,018	1,631,244	0%	0%	19,584,220	19,584,220	-	100.00%	13,750	
Total capital outlay	8,858	1,710,735	70,633	0.04%	8,858	1,710,735	1,701,877	0.04%	8,858	1,710,735	1,701,877	1%	0%	20,005,020	20,005,020	-	100.00%	14,838	
Transfers out																			
Debt service lease 2006 & 2010	-	-	-		-	-	-		-	-	-			-	-	-			
Total transfers out	-	-	-		-	-	-		-	-	-			-	-	-			-
Tax distribution																			
Tax distribution to member libraries	43,402	40,390	(3,012)	0.43%	43,402	40,390	(3,012)	0.43%	43,402	40,390	(3,012)	107%	0%	10,097,211	10,097,211	-	100.00%	38,623	
Total tax distribution to member libraries	43,402	40,390	(3,012)	0.43%	43,402	40,390	(3,012)	0.43%	43,402	40,390	(3,012)	107%	0%	10,097,211	10,097,211	-	100.00%	38,623	
Total expenditures	1,510,481	3,528,425	386,700	3.02%	1,510,481	3,528,425	2,017,944	3.02%	1,510,481	3,528,425	2,017,944	43%	3%	49,988,669	49,988,669	-	100.00%	1,587,107	
EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURES	(970,657)	(3,160,082)	558,181		(970,657)	(3,160,082)	2,189,425		(970,657)	(3,160,082)	2,189,425			(2,614,228)	(2,614,228)	-		(1,027,159)	
FUND BALANCE																			
Beginning Fund Balance	49,341,765				49,341,765				49,341,765					49,539,215	49,539,215			38,343,913	
Ending Fund Balance	48,371,108				48,371,108				48,371,108					46,924,987	46,924,987			37,316,754	