



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

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - A. October 4, 2021 Regular Session Meeting Minutes
- 1.4 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Writer in Residence, Dr. Melanie Peffer's Book Presentation (Information) – Niamh Mercer HPLD Foundation Director
- 2.2 Anti-discrimination Statement (Action) - Dr. Matthew Hортt, HPLD Executive Director
- 2.3 Policy Amendments (Action) - Tony Brewer, Patron Experience Specialist
 - A. Interlibrary Loan
 - B. Specialty Checkout
 - C. Programs
 - D. Collection Development
 - E. Donations
- 2.4 IGA Discussion (Information) - Dr. Matthew Hортt, HPLD Executive Director

3.0 DIRECTORS REPORT

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

- A. December 13th, 2021 Executive Session
- B. December 13th, 2021 Regular Session
- C. December 13th, 2021 Special Session
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
- 3.3 Chairman’s Report

4.0 BOARD COMMENTS

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

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

- A. Receiving legal advice from an attorney on specific legal questions:
Carbon Valley and Erie roofing issues, Signature Author Series contract, and reconsideration process

6.0 ADJOURNMENT

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



BOARD OF TRUSTEES
DRAFT - Regular Session Minutes
Monday, October 4, 2021
5:00 PM

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

1.0 OPENING OF MEETING at 5:05

1.1 Roll Call and Pledge of Allegiance

Chair Ken Poncelow
Vice-Chair Mary Heberlee
Secretary/Treasurer Mary Roberts
Trustee Teresa Curtis - excused
Trustee Gerri Holton
Trustee Joyce Smock
Trustee Jana Caldwell

Legal Counsel William Garcia

Staff: Natalie Wertz, Dr. Matthew Hортt, Kim Parker

Chair 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 to approve the agenda: Vice-Chair Mary Heberlee
SECOND: Trustee Jana Caldwell
VOTE: Unanimously approved, 6:0

1.3 Approval of Consent Agenda

- A. September 9, 2021 Special Session Meeting Minutes
 - B. September 20, 2021 Regular Session Meeting Minutes
- MOTION** to approve the Minutes: Secretary/Treasurer Mary Roberts
SECOND: Trustee Joyce Smock
VOTE: Unanimously approved, 6:0

1.4 Public Comment

No public comment

2.0 ITEMS FOR INFORMATION/ACTION

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

A 2021 budget amendment has been proposed because of a more rapid escalation of the LINC Library and Innovation Center budget, unexpected conditions on the Kersey Library project, and unforeseen insurance costs for the Riverside Library. The proposed expenses total \$6,434,200.00: \$6,000,000.00 for LINC, \$400,000.00 for the Kersey Library, and \$34,200.00 for Riverside. The requested increase for LINC is a shifting of funds from the 2022 budget to 2021, not an additional funding request for the project. Details can be found in the [Board Packet](#), starting on page 11.

MOTION to open a Public Hearing: Trustee Jana Caldwell
SECOND: Vice-Chair Mary Heberlee
VOTE: Unanimously approved, 6:0

The Public Hearing opened, there was no public comment.

MOTION to close the Public Hearing: Trustee Gerri Holton

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 6:0

The Hearing closed at 5:12p.m.

MOTION to approve the budget amendment: Secretary/Treasurer Mary Roberts

SECOND: Vice-Chair Mary Heberlee

VOTE: Unanimously approved, 6:0

2.2 Proposed 2022 Budget (Information) - Dr. Matthew Hortt, HPLD Executive Director, and Natalie Wertz, Finance Manager

The preliminary valuations from the County Assessor indicate that property tax revenues may be down by almost 22% next year, which could create a deficit of almost \$18,000,000. The recommendation has been made to allow for the LINC project, Centennial Park Library remodel, and maintain a quality level of services. The District plans to give merit increases to staff and maintain the Mill Levi at 3.177. The Finance Committee has recommended removing the Grover project. Additionally, the District was just informed that roofs at the Carbon Valley Regional Library and Erie Community Library need replaced, and any expenses to the District have not been added to the budget. Staff will look into the matter. All in all, for 2022, there will be more cash out than in, and the deficit will come out of reserves.

The revenue and expenditure forecast through 2029 predicts that, except for next year, revenues will be greater than expenditures. Included in the predictions are future expenditures of \$1,200,000 per year in additional operating expenses, such as additional salaries, when LINC opens.

Regarding Grover, Chair Poncelow met with a company from Ft. Morgan to look at building options. A steel building with a glass front, 24'X24', would cost \$200,000 to \$250,000. It would be self-serve with computers and restrooms. The bookmobile could stop there and do programming. Without a restroom, the cost would be \$100,000 to \$150,000. Trustee Smock also talked to another contractor who could do a building for approximately \$150,000. Trustee Holton pointed out that the District has found that low-touch doesn't work, and having staff there will be better. Dr. Hortt added that Grover needs meeting space and books.

The Finance Committee had recommended dropping the Grover project because all estimates were coming in at around \$1,000,000. Between now and December, Dr. Hortt will follow the leads and get estimates. FF&E expenses as well. Using local contractors will save money. The options will be considered before December and a decision will be made then about whether to pull it from the budget or not.

MOTION to accept the 2022 proposed budget and schedule a Public Hearing: Vice-Chair Mary Heberlee

SECOND: Secretary/Treasurer Mary Roberts

VOTE: Unanimously approved, 6:0.

3.0 DIRECTORS REPORT

3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
A. November 15th, 2021

3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director
One hundred eighteen people attended a very successful opening of the Kersey Library.

Fifty people attended the ground breaking for LINC, including 2 county commissioners. There has been great support from Greeley.

Recruitment for the Region 6 Board Trustee is closed, and interviews are scheduled for October 22nd.

3.3 Chairman's Report

Secretary/Treasurer Mary Roberts and Library Manager Melissa Beavers spoke at the ground breaking for LINC, and both did an excellent job. Matt also did a great job. Trustee Joyce Smock spoke at the Kersey Library grand opening. Rosa Granado and Raeann Miller did a great job planning the Kersey event. Both events were very nice. They were short and succinct. The statement was made 'the only government agency that makes everyone happy'.

Chair Poncelow also asked if the Board could get note cards for them to use to recognize staff in the libraries who are doing good work.

4.0 BOARD COMMENTS

Vice-Chair Heberlee: She enjoyed both events, which went really well. She's proud of the strides we are making. And she thanked Natalie for all her work on the budget.

Secretary/ Treasurer Mary Roberts: We have a Board that functions as a Board should function: we can work together and have healthy discussions, and Committees do their part. I appreciate being a part of it.

Trustee Gerri Holton attended a Weld County Youth Employment meeting, and the libraries were all over it, because of all they do for youth. It highlighted the connectivity of the libraries and makes her proud.

Trustee Jana Caldwell showed the *Weld County in Photos* book by John Fielder. Fielder will present the book on the big screen at the Union Colony Civic Center on Nov. 3rd. Dr. Hорт added that the District has four copies on order.

Chair Poncelow said it would be nice to promote this event in the libraries. Trustee Caldwell added that maybe a program that travels to each facility. Secretary/ Treasurer Mary Roberts said he's such a supporter of community, etc. Dr. Hорт wrapped up the discussion by adding that the Community Foundation's annual fundraiser highlights John Fielder this month and the District has purchased a table. The Board members are invited to attend.

Trustee Joyce Smock appreciates the new Kersey Library. She was interested in the people who commute to Kersey and the people who went there for the grand opening. It was a really good hot dog!

Joyce Smock and Dr. Hорт reported that HPLD Foundation's golf tournament will be held on Friday.

Legal Counsel William Garcia said he was at the grand opening of the Kersey Library, and it is a lovely library.

- 5.0 **ADJOURNMENT** at 6:35pm
MOTION to adjourn the meeting: Trustee Jana Caldwell
SECOND: Trustee Joyce Smock
VOTE: Unanimously approved, 6:0

Upcoming meetings:

November 15th, 2021 5:00 p.m., Lincoln Park Library, 1012 11th St, Greeley, CO 80631

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 15, 2021
Type of item: Information
Subject: Introduction of 2021 Writer in Residence Dr. Melanie Peffer
Presented by: Niamh Mercer HPLD Foundation Director
Recommendation: Information only, no Board Action to be taken.

Background

Dr. Melanie Peffer is a writer, speaker, researcher, and educator originally from Pittsburgh, PA. She has lived in Greeley for the last five years.

Dr. Peffer is affiliated with the University of Colorado Boulder as a researcher in the Institute of Cognitive Science and teaches introductory biology as part of the Health Professionals Residential Academic Program. Over the last ten years, she has taught biology to a variety of audiences and researched how people learn and understand science, particularly biology. She also frequently writes on topics ranging from motherhood in STEM to science communication.

Dr. Peffer is author of the best-selling book, *Biology Everywhere: How the science of life matters to everyday life*. *Biology Everywhere* is a journey through the science of life as told through our daily experiences. She was invited to speak on *Biology Everywhere* at TEDxCU in April 2021 and collaborated with TED-ED to produce a lesson based on *Biology Everywhere*.

She plans to spend her residency working on a children's spin-off series. In the children's book, we follow the path of a small child exploring the biology in their immediate environment in Weld County. The children's book would target children in late elementary grades when children begin to read to learn (rather than learn to read). This is also an age when groups underrepresented in the sciences, such as girls, begin to feel less like a scientist and lose interest in the sciences.

Since the book series presents a child exploring their immediate environment, one shared by children living in Weld County, children will identify with the main character and be able to readily apply what they are learning to their lives. This increases the appeal of the content, fostering continued interest in reading, positive views about science, and a sense of belonging in our community.

When not writing, Dr. Peffer enjoys playing her flute and piccolo and enjoying all that Colorado has to offer in the great outdoors with her husband and son.

Recent Publications and videos

(Molecular) *Biology Everywhere* - <https://lifeology.io/molecular-biology-everywhere/>
How rethinking biology can positively change your life - <https://youtu.be/5pxzj6WLuBw>
Uncovering the Brains Biggest Secrets - <https://youtu.be/iQqSKfPop28>

Recommendation

Information only, no Board Action to be taken.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 15, 2021
Type of item: Action
Subject: Anti-discrimination Statement
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Staff recommend the Board review, approve, and adopt the Anti-discrimination Statement.

Background

Over the last few years, the High Plains Library District and the High Plains Library District Foundation have seen an increase in requests for proof of an Anti-discrimination Statement from funders and grantors. To answer these requests, staff had provided a copy of the District's Patron Rights and Responsibilities Statement and the Equal Employment Opportunity Statement from the District's Employee Manual. In most cases this has been sufficed, however, to meet the increased requests, staff have prepared a draft statement for approval and adoption by the Board. Having an approved statement will make the grant and RFP process more efficient.

Proposed Statement

The High Plains Library District does not discriminate and provides equal library access and employment opportunities regardless of age, sex, sexual orientation, gender identity, marital status, race, color, religion, national origin, disability, genetic information, or any other status protected by law.

We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job.

Access to the library and library materials are free for all and for everyone's enjoyment. The High Plains Library District supports the rights of all patrons to:

- * Have a clean, comfortable safe and pleasant environment
- * Have free and equal access to information
- * Receive friendly, courteous and respectful service
- * Privacy for patron records and use of the library except for instances detailed in Colorado Revised Statute 24-90-119
- * Use the library without discrimination
- * Use the library undisturbed without threat of harm, invasion of property, or interference (in accordance with library policies, regulations, and the law)

Recommendation

Staff recommend the Board review, approve, and adopt the Anti-discrimination Statement.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 15, 2021
Type of item: Action
Subject : Policy Manual amendments: (1) Interlibrary Loan, (2) Specialty Checkout, (3) Programs, (4) Collection Development, (5) Donations
Presented by: Patron Experience Specialist Tony Brewer tbrewer@highplains.us
Recommendation: Adoption of the policy recommendations

Background

With these policies, we are nearing completion of the District’s Policy Manual and Procedure Manual. Most of the policies for this session relate to the collection.

Interlibrary Loan

This is a new policy. Interlibrary Loan has been a library service for many years, but this is the first time there has been a policy. The policy identifies who is eligible to use the service and the principles the District follows in borrowing and lending materials from other libraries. Amendments made to the policy after review by the Governance Committee appear in blue. Thanks to staff members Collection Resources Manager Rebecca Libersat and Interlibrary Loan Supervisor Pat Libera for assistance in composing this policy.

Specialty Checkout

This is a new policy. This service was first offered in 2018. Similar to Interlibrary Loan, it outlines who can use the service and the principles of this service. Note: the policy contains a statement that Specialty Checkout service will be denied if a patron has more than three abandoned holds. Although this policy is being approved now, this new practice will not take effect until January 2022. Amendments made to the policy after review by the Governance Committee appear in blue. Thanks to Outreach Manager Brittany Raines for assistance in developing this policy.

Collection Development

This is an update to the current policy. Most of the changes are cosmetic. The current policy was written a few years ago and didn’t align with the arrangement in the rest of the manual. The Policy Manual is divided into sections like Facilities and Services, with a variety of policies within those sections. The Collection Development section was really one policy. Accordingly, staff has separated the current information into distinct policies. Thanks to Collection Resources Manager Rebecca Libersat for assistance in developing this policy.

Programs

This is an update to the existing policy. The current policy is very brief. In examining policies of other libraries, staff felt that this policy should include more information about the principles used in the District in developing and presenting programs. Thanks to Library Manager Melissa Beavers for assistance in developing this policy.

Donations

The Board approved this policy earlier this year. It is being brought back because there are a few elements staff would like to add to the policy. In particular, the current policy doesn’t include anything about in-kind donations. There is also a brief addition concerning naming and un-naming of facilities. And there is a distinction between

gifts and donations added. The changes are highlighted in blue. Thanks to Foundation Director Niamh Mercer for assistance in updating this policy.

Staff recommendations

The recommendation is for the Board to approve these five policies.

Interlibrary Loan policy

The High Plains Library District networks with other libraries in the state and nation to lend and borrow materials. This is called interlibrary loan.

This networking is important for these reasons:

- It allows a resident to request library resources not owned by the District.
- It extends the volume of materials available to patrons beyond what can be provided in any local collection.
- It allows patrons to access materials that may be rare or out of print.

The District primarily uses two services for accessing these materials:

- Statewide, the District is a participant in the Prospector network.
- Nationally, the District uses OCLC WorldCat.

The term interlibrary loan is used in two ways: (1) it can be used *generally* to refer to any items outside of the District's holdings; or (2) it can be used *specifically* to refer to items that cannot be obtained from the Prospector region and require staff intervention to obtain the items from libraries outside of the Prospector region.

The District follows the national interlibrary loan code.

Who can use the service

- The patron must have or obtain a Resident status library card.
- Non-residents (CLC library card) must request interlibrary loans or Prospector items from their home library.
- Limited card or e-access patrons must provide photo ID and address verification to obtain resident status.
- The patron may not have fines or fees on their account in excess of \$7.50.

Prospector

- The Prospector network includes libraries in Colorado and Wyoming.
- Patrons may request Prospector items directly through the Prospector link in the District catalog. Prospector requests are fulfilled by a participating lending library without requiring approval by District staff.
- There are no fines for Prospector items, but there are fees if a Prospector item is lost.
- Items that cannot be found in the District collection or Prospector can be requested through the Interlibrary Loan service.
- [Prospector is the preferred source for materials before using the Interlibrary Loan service.](#)

Interlibrary loan borrowing

- The District does not charge a fee for the service, but lending libraries sometimes charge a fee which is passed on to the patron. If this is the case, the patron will be contacted by the District prior to borrowing the material to confirm they are willing to pay the fee.
- Materials owned by the District cannot be requested through interlibrary loan unless the only copies are lost or missing.
- Patrons may make requests directly through the WorldCat link in the Prospector catalog, by completing an online interlibrary loan form, by telephone, or by email. Requests are reviewed by staff before being approved for fulfillment, as the District may elect to purchase the item instead of borrowing from another library.
- [Interlibrary Loan staff does make the effort to redirect items requested through Interlibrary Loan that can be obtained from District libraries or Prospector.](#)
- A patron can have up to five active requests at a time.
- Due dates for interlibrary loan items are determined by the lending library. There are no renewals for interlibrary loan items.
- Fines are \$1.00 per day for overdue interlibrary loan items.
- If an interlibrary loan item is overdue, no other requests are processed.
- If an interlibrary loan item is lost or damaged, District borrowing privileges are suspended until the fee is resolved.
- For items borrowed and returned, the patron must wait 30 days before requesting the same item again.
- The length of time to obtain an interlibrary loan varies, depending on whether a lending library can be located, the location of the library and whether the item is on the shelf. The District will contact a patron if unable to obtain the item in a timely manner.
- Items not picked up within one week of the date of arrival will be returned to the lending library.
- Interlibrary loan privileges may be suspended if a patron does not pick up three interlibrary loan items consecutively or within a six-month period.

Interlibrary loan lending

- The lending period for interlibrary loan materials requested by other libraries is six weeks, with one renewal permitted.
- The District will not [lend new items purchased in the past six months](#), downloadable electronic materials such as e-books or e-audiobooks, microfilm, newspapers, or book bags.
- Requests to photocopy magazines, journals, or genealogical materials will be completed in compliance with United States copyright laws.
- Borrowing libraries are liable for the cost of lost or damaged materials.

Websites:

- [Mylibrary.us – Prospector, Interlibrary Loan, and Purchase Suggestions](#)
- [Mylibrary.us – Interlibrary Loan help](#)
- [Interlibrary Loan Code for the United States](#)

Other policies:

- Circulation policy
- Scope of Collection policy
- Criteria for Collection policy
- Copyright policy
- Genealogy Collection policy

Self-published Works policy
Fines and Fees policy
Service Delivery policy

Procedures:

HPLD Sierra Service Desk Circulation Guide

Policy History	Interlibrary Loan
2021 – Nov 15	New. The District has had interlibrary loan as a service for many years, but this is the first time it was added as a policy.
Reviewed by	Collection Resources Manager

Specialty Checkout policy

In addition to items typically found in a library collection, the District has a service for lending equipment and specialty items. This service is different in these characteristics:

- Expensive equipment
- Limited supply
- Calendar-based – a patron reserves the item for specific dates
- Restricted as to who can check out these materials

Members and branches

Specialty checkout items are available in selected District branches and member libraries. This means that access is broadly spread throughout the District’s geographic areas.

Items included

The District regularly evaluates the types of items in the Specialty Checkout collection, so these can change. Here are the items currently available:

- Laptops with portable hotspots
- Portable hotspots
- Telescopes
- Projectors
- Colorado State Park passes

Who can borrow

Patrons who wish to borrow specialty checkout items must meet the following requirements:

- Have a resident library card (photo ID and address verification required). This service is not available to patrons with a non-resident (CLC), limited, or e-access card.
- Have a current email address
- Be at least 18 years of age
- Have less than \$7.50 in fines and fees on the account

- Bring photo ID and library card to check out an item

Terms of agreement

- Items check out for seven days.
- A patron is allowed up to two reservations per month, per item type.
- A patron can only check out one of each item type at a time.
- The patron making the reservation must pick up and return the item.
- It is preferred to return the item to the library from which it was checked out.
- Overdue charges are \$20 per day
- Full replacement cost may be charged for unreturned items
- A patron will be denied use of the Specialty Checkout service if they have more than three abandoned holds of any item. [An abandoned hold is defined as an item that has not been picked up within the 24-hour pick up window. This does not include cancelled holds by patron or staff.](#)

Reasons for restrictions

This service is necessarily more restrictive than other items in the library collection. The items are expensive and there is a limited supply. In addition, the system is calendar-based. For the service to work, it is critical that items are picked up and returned on time.

Related documents

Websites:

- [Mylibrary.us – Specialty Checkouts](#)
- [Specialty Checkouts Quick Guide](#)

Other policies:

- Fines and Fees policy
- Circulation policy
- Service Areas Outside of the District
- Service Delivery

Procedures:

- Fines and Fees procedures
- HPLD Sierra Service Desk Circulation Guide
- Infested Materials
- Suspension Guidelines
- Weather Closures procedure

Policy History	Specialty Checkout
2021 – Nov 15	New. Describes who can use the service, what the service includes, terms of agreement, and the reasons for restrictions.
Reviewed by	Collection Resources Manager, Associate Director of Public Services

Programs policy

High Plains Library District programs are grounded in the District's mission and vision:

Mission: "Helping build community"

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

Authority

The High Plains Library District Board of Trustees and Executive Director establish the policies that govern the District. The Executive Director has ultimate responsibility for program offerings, operating within established policies. The Executive Director delegates the design, development and delivery of programs to the staff, who operate within the essential principles, criteria and objectives outlined in this policy.

Scope of programs

A program is defined as an activity or event in a group setting intended to meet needs or interests of a target audience and build relationships between participants and the library.

Each program has a targeted audience that is generally age-related – children, teens and adults. Programs may also be multigenerational. Programs include lectures, discussion groups, computer classes, book clubs, community forums, visual and performance art, storytimes, interactive demonstrations, continuing education or major community-wide events.

The public can also provide their own programs, provided the program complies with the District Meeting Rooms policy. The District does not promote these private programs.

Essential principles

- Programs are intended to reinforce the District's mission in "helping build community", to contribute to the District vision to "give access to answers for every question" and to meet strategic plan objectives such as skill-building.
- As expressed in the District Meeting Rooms policy, all library-sponsored activities are free and open to the public. Library programs are sometimes targeted toward age-specific audiences.
- Programs should promote the library's collection and resources and should consist of the same wide range of topics, stories and perspectives that are offered in the collection.
- Program topics should reflect community interests and should not be intended to persuade participants to a particular point of view.
- As with other District services, minors' access to programs is the responsibility of their parents or legal guardian.
- The District reserves the right to not schedule a program and/or cancel a scheduled program. Programs may also be cancelled due to weather, low registration or absence of the presenter.
- Programs may require advanced registration to ensure that adequate supplies and resources are available.
- Views expressed by a program presenter or participant do not constitute District endorsement. This also applies to online programs.
- No right of privacy exists relating to your passive or active participation in a public meeting.

- The District, in its collections, meeting rooms and programs, supports the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.
- In order to make the most efficient and effective use of financial and staff resources, programs will be planned for the upcoming year.

Criteria

Among the criteria considered when making decisions about a specific program will be the following:

- Degree of alignment with District mission, vision and strategic plan
- Community needs and interests
- Cost and budget
- Service area demographics
- Provides a forum for sharing of different perspectives
- Offers training and assistance with new technologies
- Fosters a love for reading and learning
- Fosters community awareness
- Safety and security of customers and staff
- Accuracy and timeliness of topic
- Supplementing or extending information found in library collections
- Promoting the library and encouraging use of its resources
- Presentation quality
- Presenter background and qualifications in content area
- Historical, cultural or educational significance
- Age appropriateness of content
- Availability of program space
- Availability elsewhere

The District does not provide:

- Programs of a purely commercial nature or those designed for the solicitation of business for third parties
- Programs that specifically support or oppose any political party, candidate or ballot measure
- Programs that support or oppose a specific religion. Programs may address religious themes to educate or inform, but will not promote or proselytize a particular religious conviction

Objectives

Each program will have a written plan that clearly defines goals, intended audiences, objectives and outcomes.

Library programs will be designed and delivered to provide learning experiences that meet at least one of the following outcomes:

- Participant gains awareness of the library's resources and services
- Participant gains new knowledge
- Participant develops a skill
- Participant gains exposure to new ideas and/or diverse perspectives

Presenters

Library programs may be developed and presented by staff, or by hired program professionals. Generally, programs for children and teens are developed by staff; programs for adults generally use hired program professionals.

The District draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present public programs.

Program professionals can submit requests to the District. These are considered using the criteria described in this policy.

In accordance with the Meeting Rooms policy, a library-sponsored event may collect funds to cover the cost of materials use, especially when the materials are given to a participant for their use.

The District may approve the sale of materials by a program professional as part of a library-presented program. This is in accordance with the Soliciting, Free Speech and Fundraising policy exception concerning organizations with which we partner.

Controversy

In pursuit of the District mission and vision (“Helping build community” and “High Plains Library District gives access to answers for every question”), it is inevitable that some topics may be controversial or that a given program may offend some patrons. The District follows these principles:

- Programs are selected in accordance with the criteria and objectives listed above.
- On controversial topics, the District aims to present programs that encourage or assist community dialogue by including a variety of perspectives, or acknowledging other perspectives.
- While controversy is not avoided, the District does not present programs that are intentionally inflammatory or polarizing in the community.
- Responsibility for the exposure of minors to library programs rests with their parents or legal guardians.

Reconsideration

- The District welcomes expression of patron opinions about its programs, as this information can help identify gaps in offerings. Decisions related to the addition and deletion of programs will not be made solely based on customer feedback, but will be considered along with other relevant information gathered about the program.
- A patron who wishes to have a program reconsidered can do so following the procedure outlined in the District’s Programming Manual.

Accessibility

Pursuant to the Americans with Disabilities Act, accommodations for persons with disabilities will be made in accordance with applicable federal, state and local laws, policies, guidelines, directives and procedures.

Related documents

Websites:

- [American Library Association Library Bill of Rights](#)
- [American Library Association Freedom to Read Statement](#)

[American Library Association Freedom to View Statement](#)
[MyLibrary.us Program Signup](#)

Other policies:

- Meeting Rooms policy
- Sponsorship policy
- Service Delivery

Procedures:

- High Plains Library District Programming Manual
- Meeting Room procedures

Policy History	Programming
2010 – Feb 15	New. Sections titled “Programming Policy” and “Programming Guideline.” The policy outlines program priorities and the guideline describes how programming priorities are set.
2012 – Feb 12	Revision. Amended the Guideline to include additional criteria for program proposals and added a statement to include provision of interpreter services.
2014 – Mar 17	Revision. Amended Policy. Previous policy focused on literacy. New policy emphasizes programs will fulfill civic role and positioning library as a cultural center and community gathering place.
2015 – Apr 24	Revision. Deleted Guideline. Policy rewritten to emphasize patron experiences and library as center for growth and development of new ideas.
2021 – Nov 15	Revision. Expanded significantly to include essential principles, criteria, objectives, authority, reconsideration and accessibility.
Reviewed by	Associate Director of Public Services

COLLECTION DEVELOPMENT

Scope of Collection policy

Collection development at the High Plains Library District is founded on the principles of intellectual freedom and equal access for all.

To meet the needs of the library's diverse community, the library strives to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills.

The three basic supporting documents used to achieve these principles are the American Library Association's [Freedom to Read Statement](#), the [Freedom to View Statement](#), and the [Library Bill of Rights](#).

Physical collection

The District selects and supports access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public, while recognizing the needs of special population groups in the community. The collection provides an assortment of new and popular materials while retaining depth through a balanced variety of subjects in formats suitable to a variety of learning and recreational interests and skills.

Materials are purchased in the most appropriate and available format. Examples of the varieties of physical formats collected include books, magazines, and newspapers in print, and audiovisual materials such as DVDs, Blu-rays, books on CD, and music CDs.

The District regards its physical collection as one shared or "floating" collection that is distributed among the branch locations. When a circulating item is returned to one branch it is shelved at the library where it is returned. Mobile Services collections are housed separately from the general collection and are not shared among branches.

Online collection

The online collection, like the physical collection, reflects diverse viewpoints and needs of the community. Electronic formats selected include databases, e-books, e-audiobooks, e-magazines, and both downloadable and streaming video and music. Duplication of titles among different online delivery formats is minimized.

Special collections

The District purchases and maintains materials on the history of Weld County and Colorado that are of broad appeal and that will be a part of our regular floating collection.

In addition, the District maintains a Local History collection that is not shared among locations, consisting of adult nonfiction titles highlighting the histories of our communities and Colorado area to provide easy access for students, researchers, and history lovers. This diverse collection focuses on a special interest in developing areas pertaining to underrepresented and marginalized groups in Colorado history.

Genealogical materials include family histories, genealogies of local families, local newspapers, and cemetery records, and are housed in the Genealogy collection located in Greeley, Colorado. This collection is not shared among locations.

The District promotes access to archival materials through partnerships with local and county museums as well as historical and genealogical societies. Weld County stories are captured in digital audio format via Weldcast. Access to these stories is available through the District website.

Cooperative networks

The District participates in cooperative interlibrary loan networks, including the Prospector system of libraries in Colorado and Wyoming and WorldCat, the nationwide OCLC network. This expands the range of materials available to District users beyond what can be provided in any local collection while minimizing the purchase of materials expected to be infrequently used or of a low level of demand.

Related documents

Websites:

- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [American Library Association Library Bill of Rights](#)

Other policies:

- Interlibrary Loan policy
- Specialty Checkout policy
- Criteria for Collection policy
- Copyright policy
- Genealogy Collection policy
- Self-published Works policy
- Donations policy
- Circulation policy

Procedures:

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Material Reconsideration procedure

Policy History	Scope of Collection
1991 – July	Earliest known version. Titled “Materials Selection.” Includes sections on Objectives, Responsibility for Selection, General Criteria for Selection, Freedom of Selection, Challenged Materials, Gifts and Special Collections, Disposal of books and non-print materials (weeding).
2004 – Apr	Retitled “Collection Development Policy.” Includes most of what is in 1991 version, but has added section on “Weld Library District Donation Policy” and includes gifts of money and volunteering.

2007 – Feb 19	Revision. Includes many of same titles as in earlier versions, but significantly expanded narrative and topics. Sections on “Disposal of Materials” and “Challenged Materials” moved to Collection Development policy “Retention” and “Reconsideration” respectively. A “Reconsideration Form” is in the appendix to Policy Manual.
2009 – Feb	Revision. The 2007 version is shortened. Has been broken out into “Collection Development Policy”, “Collection Development Guideline” and “Collection Development Procedure.”
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.
2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2014 – Mar 17	Added wording to the “Collection Selection FAQ”: works created by local author or musician are given special consideration.
2015 – Apr 24	Collection Selection FAQs amended: District does not accept replacement editions in place of lost or damaged items.
2018 – Aug 20	Major revision. Retains some of former policy, but most of entire section is added or rewritten. Eliminated the “Collection Development Policy”, “Collection Development Guideline”, “Collection Selection FAQ” and added sections on Online Collection, Special Collections, Cooperative Networks, Guidelines for Authors.
2021 – Nov 15	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Copyright, Genealogy Collection, and Self-published works.
Reviewed by	Executive Director, Collection Resources Manager

Criteria for Collection policy

Selection criteria

- Contemporary significance or popular interest
- Local significance of the author, creator, or subject of the work
- Reputation and qualifications of the author, creator, or publisher of the work
- Quality of content, including accuracy, timeliness, and literary/artistic merit as indicated by positive attention from critics and reviewers
- Relation to existing collections and other materials on the subject
- Cost, availability, and library materials budget
- Space required relative to the value the item contributes to the collection
- Suitability of format or physical form for library use

Materials need not meet all criteria to be selected. Recommendations for purchase from staff or the public are considered, with the criteria noted above being applied. Textbooks or other curriculum-related materials will be acquired only in subject areas where there is little or no material in any other format or where they substantially add to the collection.

The same general criteria apply to the selection of print and audiovisual materials. Some additional criteria are considered in the selection of digital formats:

- Ease of use
- Accessibility for multiple concurrent users and/or remote users
- Comparison of content and price with other available formats
- Accuracy and frequency of updates
- Technical requirements and compatibility with existing equipment and systems
- Technical support and training
- Licensing fees and agreements

Withdrawal criteria

The physical collection is continually evaluated for sustained value and usefulness. Items are withdrawn if they meet certain criteria:

- Damaged or poor condition
- Infrequency of use of a particular copy
- Number of copies exceeds level of demand
- No longer relevant to the needs and interest of the community
- More space required for newer materials
- Available elsewhere, including online or through resource sharing networks
- Out of date, inaccurate, or replaced by newer edition

Related documents

Websites:

- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [American Library Association Library Bill of Rights](#)

Other policies:

- Scope of Collection policy
- Interlibrary Loan policy
- Specialty Checkout policy
- Genealogy Collection policy
- Self-published Works policy
- Donations policy

Procedures:

- Collection Development procedure
- Donation procedure
- Material Reconsideration procedure

Policy History	Criteria for Collection
1991 – July	Earliest known version. Was a section within “Materials Selection” policy.
2012 – Feb 12	The “Collection Development Procedure” is moved to Procedures Manual.

2013 – Feb 18	Added “Collection Development Statement” and “Collection Selection FAQ.”
2018 – Aug 20	Included as part of “Collection Development Policy.”
2021 – Nov 15	Redesign of this section to align with the style of the rest of the manual. Broken out into separate policies for Scope of Collection, Criteria for Collection, Self-published works
Reviewed by	Executive Director, Collection Resources Manager

Copyright policy

The High Plains Library District provides access to works that have legal protections for the creators of those works through copyright, licensing, patent, or trademark registrations.

The District will not knowingly purchase nor actively support access to bootlegged, pirated, or otherwise stolen content.

Rights and responsibilities of those wanting to duplicate content

Those wanting to copy, print, or otherwise duplicate works take personal responsibility to respect the rights of those who created them. Copyright details as outlined in copyright law under Title 17 of the United States Code are posted on library copiers/printers.

Those duplicating works assuming protection from “Fair Use” should know that they can be held liable for copyright infringement by the courts. To minimize risk, those copying materials under “fair use” should consider all of the following four factors:

- For what purpose is this being used? For example, is the use for commercial purposes or nonprofit educational purposes?
- What is the nature of the work? It is not likely to be deemed fair use if it is someone else’s private correspondence or if it is widely available in a copyrighted form. The courts most strongly protect creative efforts such as fiction, music, poetry, feature films, and other creative works.
- What is the amount and the substantiality of the portion being copied? Copying a small piece of the work can be deemed not fair use if that piece was critical to the purpose of the work. Meanwhile, a satire can be protected even if it uses a large portion of the original work.
- What is the effect of the use upon the potential market for or value of the copyrighted work? If the work is widely available through market avenues and a substantial or pivotal portion of the work is wanted, it is best to purchase the work.

Licensing protecting corporate interests

Online content and data access are usually obtained through licensing contracts. Signing a contract or clicking on a button saying one "accepts" the terms and conditions may mean that the user has agreed to not have access to copyright exemptions, as the contract takes priority over law.

Licensing protecting library services

The District does purchase Public Performance rights licenses for movie and music use in library spaces. In addition, the District maintains a collection of materials that are purchased for professional use, as physical items better align with the First Sale Doctrine of copyright law.

Fair use does not cover potential patent or trademark infringement.

Intellectual property owners concerned about copyright infringement

Those who believe their intellectual property has been copied in a way that constitutes copyright infringement, please submit a [High Plains Library District Comment, Suggestion or Question form](#). Please note in the form that this is for the Collection Resources Manager.

For a complaint to be valid under the Digital Millennium Copyright Act (DMCA), the following must be provided in writing:

- A physical or electronic signature of a person authorized to act on behalf of the copyright owner;
- Identification of the copyrighted work that is claimed to have been infringed;
- Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the library to locate the material;
- Information reasonably sufficient to permit the District to contact the complainant, such as an address, telephone number, and email address;
- A statement that there is a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement made under penalty of perjury that the above information is accurate and that the complainant is the copyright owner or is authorized to act on behalf of the owner.

UNDER FEDERAL LAW, KNOWINGLY MISREPRESENTING THAT MATERIAL OR ACTIVITY IS INFRINGING MAY BE SUBJECT TO CRIMINAL PROSECUTION FOR PERJURY AND CIVIL PENALTIES, INCLUDING MONETARY DAMAGES, COURT COSTS, AND ATTORNEYS' FEES.

Please note that this procedure is exclusively for notifying the District that copyrighted material has been infringed and is intended to comply with the District's rights and obligations under the DMCA, 17 U.S.C. §512, but does not constitute legal advice. The complainant should contact an attorney regarding rights and obligations under the DMCA and other applicable laws.

District action on copyright infringement claims

The High Plains Library District does not take responsibility for the public's actions.

If a complaint regards District use of content for the District's purposes, the complaint will be reviewed with the District's legal counsel to determine appropriate action.

If the District receives notice from our Internet service provider that their services are being used to steal the intellectual property of others, the District will make a best effort to block that person from accessing the services. The patron in question can work with the library to discuss options.

Related documents

Websites:

[U.S. Copyright Office, Copyright Law, Limitations on Fair Use](#)
[Copyright Advisory Office at Columbia University, Fair Use](#)
[Digital Millennium Copyright Act, 17 U.S.C. 512 \(“DMCA”\)](#)
[High Plains Library District – Comment, Suggestion or Question form](#)

Other policies:

Scope of Collection policy
Criteria for Collection policy
Genealogy Collection policy
Self-published Works policy
Patron Rights and Responsibilities statement
Internet Use policy

Procedures:

Copyright procedure
Photography and Video Recording procedure
Art Accession form

Policy History	Copyright
2012 – Feb 12	Copyright is included in “Collection Development Statement.” Added that the District will operate within provisions of corporate licensing agreements (in addition to United States copyright laws.)
2019 – Sept 16	Major revision. Definition of fair use; steps when one believes District has violated copyright; what District does when there are public violations
Reviewed by	Executive Director, Associate Director of Public Services

Genealogy Collection policy

Genealogy collections should begin with available local history materials and local records for the community which the library serves. For the District, this includes all of Weld County and the town of Erie.

These collections include such items as family histories and genealogies of local families, any vital records available (births, deaths, wills, probate, etc.), local newspapers, maps of the area, cemetery records, county histories, collections of historical importance to the area, and access to the Master File Index. These items may be found in various formats, including microform, print, and digital.

The purpose of the collection is to support basic research needs of the community served, based on ethnic and religious backgrounds and countries of origin, while representing the majority, if not all, of patrons in the area.

The majority of this collection does not circulate and as such, has unique policies regarding its growth and maintenance.

Selection criteria

The following criteria are considered when adding materials to the collection:

- Geographic relevance
- Families of local interest
- Accuracy and ease of use of item
- Price, availability, and condition
- Digital access

Donations

Gifts and donations are important supplements to the collection. The library will accept gifts of materials relating to local families, local history, all of Weld County and Erie, and possibly Colorado in general. We will only accept items in good condition.

Collection maintenance

Genealogy resources are not weeded as aggressively as the regular library collection. Items may be replaced by newer editions or copies as they become available. Items in extremely poor condition may be removed for preservation.

Related documents

Websites:

- [American Library Association Freedom to Read Statement](#)
- [American Library Association Freedom to View Statement](#)
- [American Library Association Library Bill of Rights](#)

Other policies:

- Scope of Collection policy
- Criteria for Collection policy
- Interlibrary Loan policy
- Copyright policy
- Self-published Works policy
- Donations policy
- Circulation policy

Procedures:

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Material Reconsideration procedure

Policy History	Genealogy Collection
2019 – Sept 16	New. Written because there are aspects of genealogy collection not applicable to other parts of collection
Reviewed by	Executive Director, Collection Resources Manager

Self-published Works policy

The library primarily purchases books published by commercial publishers that fit the library's selection criteria and priorities for selection. The District may also acquire self-published books or e-books when they include content that fits the library's collection and meets the selection criteria listed in the collection development policies.

E-books must either be available through the District's established e-book partners to be considered for the collection or donated to the library as a file in EPUB format, along with a signed license agreement.

The District gives strong consideration to local authors, and to works that have received a positive review in one or more of the major library review journals (e.g., Library Journal, Booklist, Publishers Weekly, etc.) or major local publications like the Greeley Tribune.

Email

Self-published authors wishing to recommend their works for addition to the library collection are encouraged to contact the Collection Development Department using the [High Plains Library District Comment, Suggestion or Question](#) form. The following information should be included:

- Basic information about the book: title, author, ISBN, publisher, date of publication, number of pages, and price.
- Link to the book's website and links to reviews or other coverage in the news media, if available.
- Brief description of the book, its intended audience and information about how or where to buy it.

Mail

Authors should not submit a review copy for consideration. Fliers or promotional materials may be mailed to the following address:

High Plains Library District
Attn: Collection Resources Manager
2650 W 29th Street
Greeley, CO 80631

Due to the volume of submissions, the District is not always able to notify an author if an item has been added to the collection or not. Authors may check the District catalog at Mylibrary.us to see if their titles are listed.

Review copies

If a review copy is sent to the District, it will not be returned and it is subject to our collection criteria. If it is added to the collection it will appear in our catalog. Materials that are not selected will be repurposed – resold for fundraising, recycled, or put to other uses.

Related documents

Websites:

[American Library Association Freedom to Read Statement](#)
[American Library Association Freedom to View Statement](#)
[American Library Association Library Bill of Rights](#)

[High Plains Library District – Comment, Suggestion or Question form](#)
[MyLibrary.us](#)

Other policies:

- Interlibrary Loan policy
- Copyright policy
- Criteria for Collection policy
- Genealogy Collection policy
- Donations policy

Procedures:

- Collection Development procedure
- Copyright procedure
- Donation procedure
- Material Reconsideration procedure

Policy History	Self-published Works
2018 – Aug 20	Included as part of “Collection Development policy” and titled “Guidelines for Authors.”
2021 – Nov 15	Broken out into a separate policy.
Reviewed by	Executive Director, Collection Resources Manager

Donations policy

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

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

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

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

[This policy and its companion procedure use the term donation, as distinguished from a gift. Gifts are typically given to an individual, whereas donations are given to an organization.](#)

Funding

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

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

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

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

Large monetary donations may receive additional recognition when appropriate. Additional donor recognition will be agreed upon by the Executive Director, Foundation Director and donor. The donation acknowledgement will reference any special recognition that applies. The District cannot guarantee that the names will be posted in perpetuity. [The District follows an established procedure for naming and un-naming of facilities or spaces within a facility. This procedure is defined in the District's Donation procedure.](#)

Volunteering time

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

In-kind goods

[Individuals from the community may wish to contribute goods in support of the District. The Foundation has a consistent procedure for acknowledging in-kind donors in a timely manner. See also the Foundation's Gift Acceptance Policy.](#)

Intellectual property

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

Real estate property and landscaping

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

Books and audiovisual materials

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

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

Periodicals

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

Tax implications

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

Donations by the District

The District also *gives* donations to other organizations:

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

Related documents

Websites:

[MyLibrary.us – Ways to Give to the District](#)
[Fact sheet on District Policy on Used Books](#)
[Technology Donations Application form](#)
[Colorado Gives Day District page](#)
[Foundation Gift Acceptance Policy](#)

Other policies:

Artwork policy
High Plains Library District Foundation policy
Meeting Rooms policy
Collection Development policy – Genealogy Collection
Member Project Funding policy
Sponsorship policy

Procedures:

- Donation procedure
- Artwork procedure
- Art Accession form
- Art Deaccession/Transfer form
- Sponsorship procedure
- Facilities Master Plan

Policy History	Donations
1991 – July	Earliest known version. Titled “Gifts and Special Collections.” Includes gifts of money; emphasis is on gifts of books and other materials.
2004 – Apr	Revision. Broken out into sections on Books and other materials, monetary donations, volunteering.
2007 – Feb 19	Revision. Added a section on “Donor Recognition” about naming portions of the library after individuals or organizations.
2009 – Feb	Revision. Broken into sections on “Gifts and Donations Policy”, “Gifts and Donations Guideline” and “Gifts and Donations Procedure.”
2012 – Feb 12	“Gifts and Donations Procedure” moved to Procedures Manual.
2015 – Apr 24	Addition. Donations of historical or genealogical significance require an agreement which gives District the right to duplicate the content.
2021 – Jan 18	Revision. This revision collects in one place information about the various types of donations accepted by the District. It consolidates the “Gifts and Donations Policy and Guideline” into one “Donations Policy.” It updates the previous policy to reflect that the District now accepts donations of materials (books etc.) on a limited basis. There is also a section added on donations of the District to other organizations that was not in the previous version.
2021 – Nov 15	Revision. Added sections on in-kind goods; distinctions between gifts and donations; naming of facilities; food for fines section adjusted
Reviewed by	Executive Director, Collection Development Manager

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 15, 2021
Type of item: Information
Subject: IGA Discussion
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: This item is for information only, no Board action to be taken.

Background

The Inter-Governmental Agreements between the District and each of the Member Libraries were agreed upon and signed on various dates in 2020. The agreements clarify that they will be reviewed annually and that all changes to the document be mutually agreed upon. If no changes are made to the agreements, they automatically renew annually. Addendum A outlines the list of services provided by the District; this list can be updated by mutual agreement without impacting the full IGA.

Proposed Statement

- Staff have reviewed the IGA and do not see any need to propose any changes to the document
- An addition has been made to Addendum A to reflect access to the Creative Technologist's services
- The new Addendum A will be shared with the Member Libraries for agreement and updates
- The IGAs will automatically renew

Recommendation

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

Addendum A

Library Services

_____ [name of library]
Effective _____ through December 31, 2022
To be reviewed annually

Services	Provided by District	Provided by Member Library
Collections		
Access to all materials at all libraries participating in High Plains Library District		
1. The District has over 2,728,788 items, accessible to anyone who has an active HPLD library card in good standing including items in the Specialty Checkout Collection		
Materials purchasing/centralized order management		
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.		
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.		
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.		
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).		
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services		
6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards		
Courier service to transport library materials Monday through Saturday		
7. Courier schedule maintenance for North and South routes		
Licensing, maintenance, and access to online databases and search software		
8. Negotiate prices for database and electronic resource access (included eBooks and databases)		
9. Staff database training upon request		
10. Patrons and staff receive technical troubleshooting and support		
Interlibrary Loan (ILL) and Prospector services		
11. ILL department will use OCLC or other supporting tools to locate and borrow an item not in our catalog for patrons/residence of HPLD.		
12. ILL staff responds to member patron requests and work with staff to resolve any problems.		
Access to collection development tools and resources to build collections		
13. Advice from the collection development department when questions arise.		
14. Access to online ordering tools		
15. Support for collection analysis		
Cataloging services		
16. Original cataloging provided for any item purchased by a Member Library that is not found within the OCLC catalog.		

17. Copy cataloging provided for any item already in the HPLD catalog or available from the current bibliographic utility.		
ILS data maintenance		
18. Bibliographic Services staff will update ILS databases including deleting bibliographic records with no holdings.		
19. Maintain the integrity of the ILS database through regular authority control, subject heading updates and patron purges.		
20. Collection Resources Manager negotiates discounts for all processing supplies including RFID tags and barcodes. Additional custom labels can be purchased through the Bibliographic Services department at cost and billed to the Member Library		
21. Advice and support from trained MLS catalogers		
Information Technology- Core IT service solutions		
22. ILS: Funding, procurement, installation, administration and all required support for the Integrated Library System and add on services		
23. OPAC: Funding, procurement, installation, administration and all required support for the public catalog		
24. Email services: Funding, procurement, installation, administration and all required support		
25. MyLibrary: Funding, design, code development, installation, administration and all required support		
26. Online Payment Services: Funding, procurement, installation, administration and all required support		
27. Telecirc: Funding, procurement, installation, administration and all required support		
28. Intranet: Funding, procurement, installation, administration and all required support		
29. Storage, backup and recovery services: Funding, procurement, installation, administration and all required support		
30. Mobile catalog: Funding, procurement, installation, administration and all required support		
31. Reporting and data support for all IT services		
32. Training on technologies support by HPLD		
33. Online training videos for staff and patrons		
Staff connectivity services		
34. Network equipment funding, purchase, configuration, installation and support in accordance with Library District standards. All hardware, software, equipment including cabling, servers will be provided. All new equipment will come with a hands-on demo and training.		
35. Information Technology calls for service and support of all equipment		
36. Security camera hardware, software installation and support in accordance with Library District standards. (Cameras at: Entry/Exits, outside bathrooms and at service desks).		
37. Circuit funding, purchase, installation, configuration and support		
38. HPLD access services funding, purchase, installation, configuration and support (remote access)		
39. Infrastructure cabling funding, purchase, installation, and support		
Internet connectivity for public (including Wi-Fi)		

40. Network funding, equipment purchase, configuration, installation and support. Hardwired fiber staff networks minimum speed (40M)* Public network minimum speed (20M)* Provide Libraries with 6-month usage and speed reports (*These speed guaranteed as provided by local internet service providers and contingent upon the continued service of these providers.)		
41. Circuit funding, purchase, installation, configuration and support		
42. Access services funding, purchase, installation, configuration and support		
Staff and public client equipment		
43. Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon		
44. Configuration, testing, installation and support for all staff and public client (ILS) equipment as mutually agreed upon		
Staff and public client software (is required due to licensing requirements)		
45. Operating system: Funding, purchase, testing, configuration, installation and support		
46. Productivity solutions: Funding, purchase, testing, configuration, installation and support (Office suite)		
47. Antivirus and other security tools: Funding, purchase, testing, configuration, installation and support		
48. Public use management: Funding, purchase, testing, configuration, installation and support		
49. Public print service management: Funding, purchase, testing, configuration, installation and support		
50. Web filtering: Funding, purchase, testing, configuration, installation and support		
51. Public freeze software: Funding, purchase, testing, configuration, installation and support		
52. Web lock down software (for pacs): Funding, purchase, testing, configuration, installation and support		
53. Automated deployment services: Funding, purchase, testing, configuration, installation and support		
54. Removal or recycling of computer and IT equipment		
Finance and Administration		
Tax collection, distribution, and payments in the same proportion as collected by HPLD.		
55. Ongoing updates on property taxation for budgeting purposes		
56. Property tax allocation payment made to Members at same percentage rate as the HPLD receives from the Weld County Treasurer. [1]		
Finance and Administration Requests		
57. Provide approved library budget as part of larger municipal budget upon approval and adoption		
58. Provide audited financial statements when approved and adopted by Library and Municipal Boards.		
59. Post all notices and hold all meetings in accordance with sunshine laws		
60. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.		

61. Assistance with grant reviews, applications, and writing for grants of any size.		
62. Acceptance of large or unusual donations on behalf of a member library pending the donation is in line with the Foundation's mission and gift acceptance policy and pending the acceptance of a gift agreement. (Add Copy of Gift Acceptance Policy)		
Management of Debt Collect Services:		
63. Debt collect service management including trainings and consulting with Debt Collect Service Vendor.		
Human Resources Support		
64. Access to advertising posting position vacancies on the HPLD website		
65. District orientation for new Member Directors and staff (Including Technology orientation and District Tour)		
66. Human Resources Consulting as requested		
67. Provides access to HPLD Sub Pool		
68. Access and including in all HPLD Training		
69. Access to In-house training and HPLD-sponsored workshops, seminars, orientations, Staff Day and roundtables		
70. Inclusion in and invitation to HPLD All Staff Day		
Project management services		
71. Provide consultation with contractors		
Member/District services coordination		
72. Participation on HPLD committees, task forces and projects (Duties Include: participate in planning, execution of program or service and evaluation)		
Continuing education		
73. High Plains Library District will provide funding, contingent upon annual Board approval for continuing staff education and professional development		
Compilation of Annual Public Library statistical report		
74. Compile and report library statistics for Public Library Annual Report, all other statistics provided as requested		
75. Advise Member libraries of pending changes in data needs		
Legal inquiry		
76. Serve as the point of contact for subpoenas or legal inquiries for ILS data		
HPLD name badge		
77. Name badge for new staff – Includes name and title		
Research Tools		
78. District survey and research services that will include Member service areas; Including demographics available via staff intranet		
Outreach Services		
Multicultural services		
79. Outreach department partners with Member libraries to provide Multicultural services to patrons.		
80. Provide computer class support including curriculum, training, and referrals		
Mobile services to schools or other gathering places in member service area		
81. Outreach works with Member Libraries to provide services to locations in the Member service area.		
Public Computer Centers (PCC)		

82. PCCs located in member service areas: Johnstown (Milliken), Ault (Nunn & Pierce)		
83. PCC installation, maintenance and management in mutually agreed upon locations, executed through IGA or MOU and in accordance with agreement		
Public Information/Programming		
Spaces web calendar and room reserve		
84. Provide support for Member Library's events calendar available through the District's website.		
85. Provide support for each Member Library to utilize patron-initiated room reservations available through the District's website as requested		
Templates for promotional materials		
86. Include member libraries on any collaborative promotional materials when appropriate and available.		
Coordination of district-wide events and programming		
87. Coordinate special events and programs in which branch and Member Libraries choose to participate in. Including the District vehicle participation, scheduled through the Library Districts' Outreach Department.		
Library cards		
88. Design, produce and disseminate library cards for all libraries within HPLD.		
Advertising & Marketing		
89. Funds and places advertisements in phone books, newspapers and various northern Colorado publications.		
90. Access to Community Relations and Marketing Department Services (including large format printer)		
Virtual Services		
91. Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number		
92. Staffing /management/support and funding of online communication services such as chat and email		
Facilities		
93. Access to District Owner's Representative Services as requested		
94. Facilities consulting, and advice as requested		
Creative Technologist		
95. Support and use of the Creative Technologist (Once hired, provide staff and public trainings on technology, equipment and specific skills; TBD)		



BOARD OF TRUSTEES

Executive Session Agenda

Monday, December 13, 2021

HPLD Administration Building

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

4:30 p.m.

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 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Executive Session for the purpose of:
 - a. Discussion concerning Dr. Matthew Hortt's performance appraisal

3.0 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

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.

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>

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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
- 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

Special Session Agenda

Monday, December 13, 2021

HPLD Administration Building

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

6:15 p.m.

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
- 1.2 Approval of Agenda
- 1.3 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Introductions of Trustees and Member Library Boards and Directors – Dr. Matthew Hott, HPLD Executive Director
- 2.2 General discussion of Intergovernmental Agreements (IGAs)
- 2.3 LINC Presentation

3.0 BOARD COMMENTS

- 3.1 Chair Report
- 3.2 Vice-Chair
- 3.3 Secretary/Treasurer
- 3.4 Committees
- 3.5 Other Board Members

4.0 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

Quarter 3 Report: July- September 2021

Service	Current Quarter (Q3)	Previous Quarter (Q2)	Change from Prior Quarter	Same Quarter Prior Year (2020)	Change from Prior Year (2020)	Data Confidence
Borrower Activity - # of patrons using services (average per month)	35,047	23,396	49%	22,644	54%	High
Materials Sharing - Physical Materials	282,987	247,779	14%	245,065	15%	High
Materials Sharing - eMaterials	80,852	80,590	.3%	88,284	-8%	Medium
Public Technology - Computer Total Hours Used	15,659	12,952	20%	11,391	37%	High
Public Technology - Printing: - # of Jobs	66,784	55,258	20%	n/a	n/a	n/a
Public Technology - Copying: # of Jobs	19,627	21,132	-7%	n/a	n/a	n/a
Public Technology - Mobile Printing: # of jobs*	3,832	2,200	74%	122	3040%	High
Programming - Number of Programs*	612	518	18%	230	166%	Medium
Programming - Number of Attendees*	9,757	6,867	42%	2,504	289%	Medium
Specialty Checkouts - Branches	213	147	44%	41	419%	Medium
Specialty Checkouts - Members	26	28	-7%	n/a	n/a	Medium
Community Spaces - Gate Count*	132,318	94,797	39%	65,803	101%	Low
Meeting Room Reservations	244	n/a	n/a	n/a	n/a	Medium
Personalized Services - Book a Librarian*	373	308	21%	188	98%	High
Personalized Services - Personalized Reading Lists (PRL)*	12	7	71%	6	16%	High
Library Bundles*	11	12	-8%	n/a	n/a	High
Proctoring*	12	n/a	n/a	n/a	n/a	High

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

Notes

- Libraries open with limited services, reduced capacity starting July 1, 2020
- Library Bundles - New service started February 2021 (branch)
- Summer Reading Adventure runs from May 30 - August 8, 2021

- Proctoring service reinstated July 2021
- Member Libraries began Specialty Checkout service November 2, 2020

Observation: Data reflects returning to normal service levels

Associate Director of Public Services

What's Happened in the last 30 days?

- We began weekly construction meetings for LINC
- Posted the Erie Library Manager hire
- Completed Listening Tours for the following libraries: Riverside, Lincoln Park, Centennial Park, and Farr
- Created goals for Branch Services for the 2022 Budget Narrative
- Participated in interviews for the Specialty Checkout Clerk and Bibliographic Services Clerk positions

What's Coming Up in the next 30 days?

- Listening Tours continue, with the Executive Team visiting Erie, DSS, and MOVE.
- Erie Library Manager hire: we are currently waiting for candidates to complete video interviews and will be scheduling in-person interviews near the end of the month.

Carbon Valley Operations

What's Happened in the last 30 days?

- Library Associate, Jana Teal and MOVE Librarian, Bridget Parker promoted HPLD services at Miner's Day in Frederick.
- Patron comment: "Excellent customer service and wonderful employees!"
- Adult Services Librarian, Talia Hofacker, hosted the Colorado Water Mini Film Fest with speakers from the Town of Firestone, Northern Water, LRE Water, and the Colorado Climate Center.

What's Coming Up in the next 30 days?

- The Carbon Valley Regional Library will be hosting the Town of Firestone Art and Music Show on Oct. 1, followed by a month-long exhibition of community art.
- MOVE librarian, Bridget Parker, Children's Services Librarian, Ellen Kulick, and Library Manager, Melanie Goldman, will be giving out treats with a Room on the Broom theme at Halloween Safe Night in Firestone on October 29th.

Centennial Park Operations

What's Coming Up in the next 30 days?

- Bethany Lanphere and Layne McCaleb worked to compile materials for a job resource display. We've received many compliments on how comprehensive and useful it is. An employment specialist from North Range Behavioral Health said, "With this display, I've hit the jackpot!" Links to the resources are available online for any branch to use.

- The paving project is complete at CP! Traffic lines are painted and there is less traffic confusion. Landscaping in and around the library will be completed next year, according to the City.

What's Coming Up in the next 30 days?

- We've decorated the children's area for Halloween and are following up with a series of Halloween movies, programs and fun.
- Teen-tober begins with weekly events for teens, including poetry, crafts and more!
- A new concrete project is underway to make the raised sidewalk up to code, secure and repair handrails, as well as make one of our emergency exits accessible.

Erie Branch Operations

What's Happened in the last 30 days?

- Several staff attended CALCON 2021 and made some great connections. Staff shared notes with each other to grow the department together. One of our Library Associates Julia Thomas-Glennon co-presented on services to seniors.
- We had our first afterhours program since 2019. 31 people came and participated in 90's Trivia Night.
- Lisa Varra, Adult Services Librarian, attended Erie's Biscuit Day with MOVE Librarian Jake Neil. They interacted with 491 people and signed up 16 people with library cards.

What's Coming Up in the next 30 days?

- ECL hopes to have our Makerspace open to the public by end of October
- We will attend Miner's Blast, Boo on Briggs, and a chamber event to interact with our community
- Erie will host our Second Annual Juried Kid's Art Show October 2nd, at 5:30pm.
- We are hosting a bookmark contest for children K-5th grade from Oct 4-Oct 22. Winners will have their HPLD branded bookmarks on display at the library for patrons to take and will receive a small bundle to share with their family and friends.

Lincoln Park Branch Operations

What's Happened in the last 30 days?

- Library Manager Melissa Beavers presented a talk, " Yes!Sparks: Experiment, Learn, Repeat" at CALCON on Friday, September 10
- Lincoln Park Library staff helped Weld Project Connect, 2-1-1 Community Outreach with a community service project by signing 250 thank you cards.
- Lincoln Park Library is now fully staff. A 20-hour week LA has been hired.
- Staff enthusiastically attended LINC groundbreaking. This was huge day for staff, and they cannot wait for what the future brings.

What's Coming Up in the next 30 days?

- Lincoln Park Library found space to store diapers and will be joining the other locations in providing free diapers to patrons.

Riverside Branch Operations

What's Happened in the last 30 days?

- 9/8 - Vaccination Clinic – 8 vaccinations received
- Seeing a steady increase in the following: Gate count, Computer usage, Wi-Fi usage, print jobs, copies, and mobile print jobs.
- 9/18 - Riverside hosted the Writer in Resident Event on September 18th.
- Mural in Children's Room is going up
- Preparation for Heritage Days with the City of Evans
- 9/22 - Listening tour for staff with Senior Leadership Team

What's Coming Up in the next 30 days?

- Mural in Children's room to be complete

Collections Operational Work

What's Happened in the last 30 days?

- Opening day materials for new Kersey library were purchased, received, delivered and shelved, along with additional items transferred from other branches.

What's Coming Up in the next 30 days?

- Results of diversity audit will be posted on My High Plains for staff review.
- Collection Development librarians will begin analysis of results (postponed by Kersey opening day project).

CRM Operational Work

What's Happened in the last 30 days?

- Kersey opening
- LINC groundbreaking
- Tribune interview LINC
- Fall Food Drive promotion
- LINC documentation - videos and pics have begun

What's Coming Up in the next 30 days?

- Freegal promo
- LINC documentation
- Safe zone logo placement
- Project connect printing/promotion
- UNC Business student project for LINC
- LINC agtech Entrepreneurial class
- Working with news outlets for LINC awareness
- Meet with Marketing consultant Aileen Barry – LINC awareness campaign begins

Facilities Operational Work

What's Happened in the last 30 days?

- Completed concrete entrance replacement at Carbon Valley.
- Obtained permit to begin south sidewalk reconstruction work at Centennial Park.
- Partnered with City of Greeley to install non potable water line for irrigation at Centennial Park with no costs for library.
- Obtained bids/estimates for Centennial Park renovations work for 2022.
- Completed moving Tribune newspaper archives to Admin building for storage.
- Completed removing all furniture and misc items at Tribune building to begin demo work.
- Completed moving/assembling furniture and shelving and delivered book collection to Kersey for opening.
- Completed roof assessments for all locations including rusted steel roof decking at Carbon Valley and Erie.
- Attended construction meetings for Kersey and LINC.
- Updated City of Evans for yard clean ups, landscape needs and exterior repairs at Riverside.

What's Coming Up in the next 30 days?

- Begin south sidewalk reconstruction at Centennial Park.
- Replace concrete drain pans in parking lot and complete asphalt overlay at Centennial Park including a restripe of parking lot.
- Redesign north and west emergency exits at Centennial Park and in compliance with ADA codes.
- Install tail gate lift on facilities truck.
- Begin prepping for fall and cold weather.
- Continue with LINC project including construction meetings.
- Performance appraisals for myself and my staff.
- Hire a replacement Facilities Tech.
- Repair damaged steel decking on roofs at Carbon Valley and Erie.

Foundation Operational Work

What's Happened in the last 30 days?

- Submitted Buell Foundation Early Childhood Development, Littler Youth Fund, and Gates Family Foundation grant applications.
- Managed Links for Literacy tournament preparations.
- Distributed Technology Donations in collaboration with ITI.

What's Coming Up in the next 30 days?

- Links for Literacy Golf Tournament 10/8
- Meet with Library Managers to discuss upcoming Friends project
- Planning End of Year giving campaign
- Meet with Friends, Fundraising, Nomination committees

Function - Community Engagement & Strategies

What's Happened in the last 30 days?

- Working with MO gurus to host indicator on best tool for gathering and working with data. The test version was sent to partner agencies through our partnership with United Way, Weld County. Partners are being asked to share the survey with their staff to complete. Each target group receiving the survey has its own ID which will allow tracking of changes of opinion per group.
- Partner Assessment - one of the most solid showing of support from an agency is a letter stating that they find value in our collaborative efforts. To that end, a form letter is being drafted as an easy way to share support. The form is prepared so that agencies may:
 - Describe their mission and how they serve their populations
 - Explain how partnering with the District adds value to their efforts
 - Give permission for the District to share the letter as a way to promote itself as an active member of the community and/or in support of pursuing funding opportunities.
- Partnership Interactions Tracking - identified start time for Foundation to use ServiceCloud to track work with partner agencies.

What's Coming Up in the next 30 days?

- Library Confidence Indicator - Review if the data received, more tweaking if needed, work on release of the finalized version to identified groups.
- Partner Assessment - Distribution to known partners once final approval is received, work with District staff to identify missed organizations and associations. Discuss and work through any concerns or complaints shared by organizational representatives. Prepare for possible reciprocal requests for letters of support.
- Partnership Interactions Tracking - Additional identified partner agencies and organizations added to ServiceCloud. Foundation staff start training on the system near the end of the month.

HR Department Operational Work

What's Happened in the last 30 days?

Total Employees- 254*

Open Positions- 5

Job Applications Received - 46

New Hires - 5

Resignations - 4

Training Requests - 46

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

What's Coming Up in the next 30 days?

- Employees complete self-appraisal portion of Annual Reviews
- Listening tours continue
- Training Specialist duties transition from Kim to Marcia

MOVE Operations

What's Happened in the last 30 days?

- Resumed Bookmobile Stops at Pawnee (Grover), Prairie (New Raymer) and Briggsdale
- Started Salida del Sol Community Bookmobile Stop
- Delivered book deposits to Milliken, Hoff (Keenesburg) and CCA (Keenesburg)
- Added Monday and Wednesday Lending Library Hours
- Hired VL LA position
- Completed 3 CSL Outreach Training sessions
- Delivered 2 CALCON conference presentations (Tim, Carolyn, and Amy)
- Hosted USCIS training for HPLD staff, IRC staff and IRC volunteers

What's Coming Up in the next 30 days?

- Deliver book deposit to Chappelow
- Deliver 5 CSL Outreach Training sessions
- Deliver 1 ABOS conference presentation (Lynde)
- Deliver 3 ABOS poster presentations (Brittany, Lynde and Megan)
- Hosting RMOIG meeting
- Complete P.A. Reviews
- Q3 MOVE Feedback and VL Reports

SERVICES

Service - Educational Programming

What's Happened in the last 30 days?

High Plains Library District celebrated several American Library Association and national events through passive and active programming:

- Library Card Month (September)
- Banned Books Week (September 26 to October 2)
- Hispanic Heritage Month (September 15 to October 15)

Here some other key programming highlights:

- Storytimes returned to the remaining branches in September.
- More 350 children and adults attended one or more storytime district wide.
- HPLD's Writer-in-Residence Dr. Melanie Peffer was the featured guest at the Biology Block Party: Discovering Science in our Community held at Riverside Library and Cultural. 30 people attended.
- 22 Mom Kits were distributed at Riverside.
- Riverside Snack Club had 16 participants.
- Paws to Read at Riverside had 14 attendees.
- 13 teens attended Switch and Stitch at Riverside.
- 31 people at Erie participated in Random Fandom Trivia: 90's Pop Culture.

- 20 to 22 kids attend Chess Club weekly in Erie during September.
- Fun with Fractals at Erie had 14 participants
- Centennial Park's Fluffy Sheep Take and Make were given to 27 people.
- 19 people participated in Bam! It's Spice Thyme at Centennial Park.
- Kevin Cook Presents - A Naturalist's To-Do List hosted by Farr had 8 attendees.
- 145 Waffle Garden Kits were given out at CVRL.
- 13 children participated in CVRL's Who Dirtied the Water?
- Build a Bug at CVRL at 22 attendees.

What's Coming Up in the next 30 days?

- Libraries will be hosting a variety of Fall and Halloween events
- Songwriting Workshop with Mary Claxton of The Burroughs 10/5/2021 7:00 PM - 8:00 PM at Centennial Park Library
- Partnership program with UNC: Spinning Out of ConTROLL: Let's Get Reel @ Michener Library 10/20/2021 6:30 PM - 8:30 PM

Service – Materials Sharing

What's Coming Up in the next 30 days

- We continue to revert back from COVID procedure to normal procedures, including:
- Curbside calls at all locations except Riverside will start going through Virtual Library.
- We will reduce the total number of items individual patrons can check out from 100 to 50 (we had increased it when we had limited availability for patrons to visit the library).

Service - Meeting Rooms

What's Happened in the last 30 days?

- Began measuring technology usage in our meeting rooms for future discussions. Measuring from September 1 – November 30.

Service - Personalized Service

What's Happened in the last 30 days?

- Rita worked on measures for BAL, PRL, genealogy, and proctoring.
- Met to determine levels for each Personalized services
- Attended TIC meeting
- BAL service Guidelines have been updated and posted on MHP

What's Coming Up in the next 30 days?

- Scheduled meeting with Executive Director to discuss future of Genealogy.
- Create a grid with locations, capacity and hours for each service
- Schedule next EC meeting

Service - Public Technology

What's Happened in the last 30 days?

- Staff tracking issues with Mobile Printing for continuous improvement
- EC for Public Technology has left the organization, working on filling role

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Routed 2 State Park backpacks to Milliken and Keenesburg
- Finalized list of top 5 items with costs
- Reviewed training material for corrections related to barcode authenticity, instead of email
- Created new video on laptop kits to reflect inclusion of mifi units

What's Coming Up in the next 30 days?

- Review finalized list of top 5 items to add to collection
- Develop abandoned hold procedure, and supporting documents
- Correct training material for corrections related to barcode authenticity, instead of email

Associate Director of Public Services

What's Happened in the last 30 days?

- We have begun live video interviews for the Erie Library Manager position
- Listening Tours continue, at Erie, DSS, and MOVE
- LINC meetings continue, for construction, Children's Playscape, and the recording studio

What's Coming Up in the next 30 days?

- Our final Listening tour: Carbon Valley
- Work on Performance Appraisals

Carbon Valley Operations

What's Happened in the last 30 days?

- Librarian, Talia Hofacker and Library Associate, Sharmaine Martinez did a fantastic job working with the Town of Firestone on the Art and Music Show, which had seventy-five attendees.
- Carbon Valley hosted a Weld County Free Mobile Covid-19 testing unit in the parking lot.
- Library Associate, Jana Teal, started the evening storytime, Wiggle Worms: Yoga Storytime, for families who cannot attend on weekday mornings.

What's Coming Up in the next 30 days?

- The Carbon Valley Dinosaur-themed Early Literacy Fair is Wednesday, November 10.
- The new Café flooring installation will begin in November.

Centennial Park Operations

What's Coming Up in the next 30 days?

- HPLD's Food Drive for this year is complete. Anecdotally, it seems that the branches had a good response to the drive, with many from the community donating. This drive, plus the District 6 summer lunch partnership, the Period Party Packs and the Diaper Bank partnership has really highlighted our library's unique role in helping to fill these needs. These services are awesome, and invaluable to our patrons!

What's Coming Up in the next 30 days?

- "Wild Things at the Library" will be a program highlighting some fascinating creatures like bearded dragons, tarantulas and more. This program stems from a partnership with Wild Things, a local pet store. Other partnerships and programs coming up include "Paint and Take: Nerd Edition" which is a partnership with the Nerd Store, in downtown Greeley. We're excited for these partners who provide their expertise, through our libraries, to engage with the community.
- Sarah Oliva and Ana Pedraza will be attending the REFORMA National Conference online this month. This year's theme is "Somos el cambio" or "We Are the Change". Congratulations to Ana who applied for and was awarded a scholarship to attend!

- In support of the El Movimiento exhibition at the University of Northern Colorado, the High Plains Library District is proud to present a special screening of the documentary, "Symbols of Resistance," happening at Farr Regional Library.

Erie Branch Operations

What's Happened in the last 30 days?

- ECL's Inaugural Bookmark Contest completed with 86 submissions. Staff are voting on their favorites on 4 grade categories (Pre-K, K-1st grade, 2nd-3rd, 4th 5th) which will be printed and distributed as real bookmarks at the library
- Attended CAL Makerspace Group meeting to formalize processes and procedures for the space. Completed final tool training for staff and began identifying a program plan.
- Nearing 2019 circulation and active borrower stats.
 - Active Borrowers
 - 14% decrease from 2019 (Jan-Sept)
 - 30% increase from 2020 (Jan-Sept)
 - Total Circulation
 - 11% decrease from 2019 (Jan-Sept not including April)
 - 46% increase from 2020 (Jan-Sept not including April)

What's Coming Up in the next 30 days?

- Teen spy night afterhours program Nov. 12 5pm-7pm
- ECL will participate in the Bag Recycling Challenge through May 1st
- A collection of Board Games will soon circulate to the community to attract new users
 - These board games were donated by several community gamers to give them a second life.

Farr Branch Operations

What's Coming Up in the next 30 days?

- Farr will host several movie events as part of the Go West Film Festival the week of November 7.

Lincoln Park Branch Operations

What's Happened in the last 30 days?

- On October 1, artist Wes Sam Bruce met with Lincoln Park staff to present his vision for the installation for LINC. It was unlike any meeting ever experienced by staff, and everyone left energized and hopeful for the project.
- Staff were able to open 6 more computers for the public, which is significant in LP's limited space. Patrons are thrilled.
- LP cohorts have visited the LINC construction site. Staff will be visiting every 3 to 4 weeks while demolition is happening to see the fast changes. Visits will slow down when the visible changes slow down.

What's Coming Up in the next 30 days?

- Lincoln Park Library will become part of the Diaper Distribution partnership with United Way of Weld County. This will be a great benefit to LP patrons, and staff are excited that storage space was found to be able to participate.
- LP's Early Literacy will be happening on Saturday, November, 13

Riverside Branch Operations

What's Happened in the last 30 days?

- Posted and interviewed for open Library Materials position and Posted for 20 hour LA position
- Food drive started
- Finance over to do asset management walkthrough.
- Mural in children's room is complete

What's Coming Up in the next 30 days?

- Complete, submit and meet with staff to go over Performance Appraisals
- Monthly meetings with Direct reports

Collections Operational Work

What's Happened in the last 30 days?

- Performed quarterly ILS data maintenance to delete canceled orders, withdrawn items, and records without holdings attached.

What's Coming Up in the next 30 days?

- Order processing supplies for the next year, including barcodes and RFID tags.
- Order VOX books (picture books with an attached audio player, similar to Wonderbooks) to supplement children's audio offerings.

CRM Operational Work

What's Happened in the last 30 days?

- Community Foundation Spread the Good Luncheon
- Snapchat added to social media
- Met with Aileen Berry - Marketing consultant
- LINC photo/video documentation
- October Newsletter
- MLK sponsor confirmed
- Rocky Mountain Parent contract renewal

What's Coming Up in the next 30 days?

- Winter Reading Program
- YES!sparks promotion
- Holiday newsletter
- CO gives promotion

Facilities Operational Work

What's Happened in the last 30 days?

- Completed south sidewalk reconstruction work at Centennial Park.
- Completed landscaping work along 23rd avenue at Centennial Park and installation of non-potable irrigation water.
- Completed roof assessments at all locations including roof failures at Carbon Valley and Erie.
- Ordered PPE's all locations.
- Sanitized buildings including when new Covid cases confirmed.
- Began annual performance reviews for Facilities department.
- Facilities Tech resigned.
- Completed irrigation winterizations at all locations.
- Annual adjustments of HVAC for fall/winter temps.
- Completed move out and cleanup of former Kersey library location.
- Translated for Spanish speaking employee including retirement procedures, 401K withdrawal, annual performance review and employee handbook.

What's Coming Up in the next 30 days?

- Empty and move Conex storage container from Kersey to LINC.
- Complete an RFP for asphalt re-lay and concrete drain pan replacement work for Centennial park parking lot.
- Conduct an independent investigation of roof failures for Carbon Valley and Erie libraries and prep for any emergency roof repairs.
- Set up snow removal services for all locations including Kersey (LINC will be serviced by GH Phipps).
- Complete cost analysis for projected renovation work at Centennial Park library.
- Complete annual performance reviews for Facilities department.
- Continue building sanitizing for Covid.
- Screen and hire a Facilities tech.

Finance Operational Work

What's Happened in the last 30 days?

- Continued work on 2022 budget
- Presented 2021 budget amendment to the board and filed with the state
- Completed self-assessment for performance appraisal
- Visited branch libraries
- Completed required safety training
- Participated in cybersecurity webinars presented by PFM and 1stBank
- Completed insurance renewal work with assistance from Flood and Peterson

What's Coming Up in the next 30 days?

- Continue work on 2022 budget and prepare to present the budget to the board at the December 13 meeting
- Final valuations to be released by county assessors in late November or early December
- Complete performance appraisal for Accounting Technician
- HPLD Finance committee and HPLD Foundation Finance committee meetings
- Taking vacation during Thanksgiving week
- Start preparing for year-end

Foundation Operational Work

What's Happened in the last 30 days?

- Raised \$31,950 in gross revenue at the 2021 Links for Literacy Golf Tournament
- Met with Library Managers to discuss upcoming Friends project
- Continued planning end of year giving campaign
- Engaged with Weld Gives Collaborative to assist local nonprofits with their social media content to be posted on Weld Gives Collaborative Facebook page
- Received \$2,760 in grant funds from the Littler Youth Fund for Signature Author Series

What's Coming Up in the next 30 days?

- Begin Employee Giving/Appreciation campaign
- Begin end of year giving campaign
- Continue social media chair collaboration with Weld Gives Collaborative
- Attend Weld Gives Virtual Rally on 11/30
- Foundation Committee meetings and Board interviews
- Q4 Foundation Board meeting 11/15

Function - Community Engagement & Strategies

What's Happened in the last 30 days?

- The 2nd test version of the Library Confidence Indicator has been sent to United Way of Weld County where it will be distributed to partner agencies in mid-November. Due to the timing, data from this test will be available in December at the soonest. Thanks goes to Barb Wright-Wisner and Susan Staples who moved the survey from Survey Monkey to Formstack. They also helped ensure that responses can be tracked by grouping - for example the partner agencies will be one group while people who respond through our website (once that option goes live) will be its own group. The survey is available at: https://hpld.formstack.com/forms/feedback_lci_mylibrary.
- Work on the Partnership Tracking efforts continue. This month, I am adding organizations and companies who support fundraising efforts to our tracking software while Foundation staff start their transition to this tool to track and assess interactions.

- Presentations and programs were a fun addition to this month. In addition to participating in two of the MOVE/Colorado State Library programs out outreach services, I participated in a storytelling program at a senior facility in Northglenn, and am in the process of planning a quick storytelling as part of a UNC Library's staff morale team's luncheon.

What's Coming Up in the next 30 days?

- As part of the Healthy Aging Collective Impact effort, I will be participating in a number of facilitated listening sessions to learn about the improvements are wanted by aging community members. This listening tour is within the Evans, Garden City, and Greeley areas as these community formally joined the AARP Age Friendly Community initiative. As other Weld County communities join, the Collective Impact group will strive to work with them.
- I will be visiting the Estes Valley Library to talk about assessing partnership opportunities this month as a result of participating in one of the October MOVE/Colorado State Library's Outreach series sessions.

HR Department Operational Work

What's Happened in the last 30 days?

Total Employees- 261*

- Open Positions- 7
- Job Applications Received - 88
- New Hires - 6
- Resignations - 4
- Training Requests - 31

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

What's Coming Up in the next 30 days?

- Performance Appraisals
- Benefits Renewal

ITI Department Operational Work

What's Happened in the last 30 days?

- Cybersecurity training released to staff
- Completed first round of asset database information collection
- Facilities support
- Setup new Kersey location
- Decommissioned old Kersey location
- Setup Eaton
- Continued work on LINC plans
- Program\org support
- New online conversation support
- Research of Oculus, specialty checkout items, ticket software, social tools, ...

What's Coming Up in the next 30 days?

- Asset inventory - complete branches
- Sierra upgrade and related product updates (November 11)
- Facilities support - continued (note continue to hit shipment delays)
- Finish Kersey, Eaton pending parts
- RMPEX - event and cohort detail planning
- Content management review and planning (SharePoint refresh)

MOVE Operations

What's Happened in the last 30 days?

- [PopUp Feedback Report Q3](#)
- [VL Report Q3](#)
- [MOVE Dashboard, updated through Q3](#)
- Attended Weld Project Connect as a Service Provider
- Delivered book deposits to Chappelow
- Completed CSL Trainings: [Outreach Foundations](#), [Mobile Services](#), [Outreach Services](#), [Virtual Services](#), [Event Services](#), [Community Conversations and Feedback Loop](#), [Community Partnerships](#), [Collecting Data in Outreach and Community Assessment](#), and Outreach Advocacy
- Hosted Rocky Mountain Outreach Interest Group (RMOIG) at DSS
- Staff attended and presented at ABOS

What's Coming Up in the next 30 days?

- MOVE Listening Session
- Start transcription of interviews for MO Better Project
- Complete P.A.s

SERVICES

Service - Educational Programming

What's Happened in the last 30 days?

- The High Plains Library District had a successful month of programming with a wide variety of events for all ages. Programming occurred as a mixture of in-person programs, online programs, and Take & Makes. Please note rooms are still operating at a reduced capacity to allow for social distancing.

Here are some highlights:

- 156 people attended 2nd Annual Juried Kids Art Show at Erie Community Library.
- 75 people attended the Firestone Art & Music Show held at Carbon Valley Regional Library
- More than 300 people enjoyed one of HPLD's storytimes in October.
- 75 people participated in the 21 Day Read Aloud Challenge at Erie Community Library.

- Spinning Out of ConTROLL: Let's Get Reel @ Michener Library (HPLD/UNC partnership) - 32 attendees
- Kevin Cook Presents - A Naturalist's To-Do List - 8 attendees
- Kersey Book Club - 5 attendees
- Book Lover's Book Club at Erie - 9 attendees
- Centennial Park's Cross Stitch Monthly Take & Makes - 25 participants
- John A. Daly Author Event/Riverside Readers - 13 attendees
- Money Matters: Medicare Options (CVRL Online event) - 33 attendees
- Mom Kits at Riverside - 23 kits distributed
- Riverside Snack Club - 26 attendees
- Songwriting Workshop with Mary Claxton of The Burroughs @ CP - 9 attendees
- ECL's Sunset Safari Painting (Grades 3-5) – 13 attendees
- ECL's Pumpkin Painting (Grades K-2) - 41 attendees
- Carbon Valley Quilters - 17 attendees
- How to Cook Healthy Meals Without Really Cooking (Erie online event) - 21 attendees
- Tea & Scones with the British Bash (CP Online event) - 13 attendees
- Lincoln Park's Art From the Page: Pumpkin Edition - 10 attendees
- Worley the Wizard: Happy Halloween at CP - 2 sessions for a total of 41 attendees
- Carbon Valley LEGO club - 17 attendees
- Book Binding @ Lincoln Park Library - 9 attendees
- On the Road to Reading Early Literacy Fair: Dinosaurs @ Farr - 18 attendees
- CSU Extension: Fruit Trees for Colorado's Front Range (CP Online event) - 27 attendees
- CP's Paint and Take: Nerd Edition - 13 attendees
- CVRL's Creepy Canvas Art - 17 attendees
- Family Night at Riverside - 18 attendees
- Riverside Halloween Crafternoon -25 attendees

What's Coming Up in the next 30 days?

- In November, there will be a variety of holiday programming at all libraries.
- The travelling district-wide Literacy Fair will move to Lincoln Park Library.
- Storytimes will continue to be held at all locations.

Service – Materials Sharing

What's Happened in the last 30 days?

- N/A - we didn't meet this month

What's Coming Up in the next 30 days

- Upgrade to Sierra on 11/11/21

Service - Meeting Rooms

What's Happened in the last 30 days?

- Reviewed Meeting Room reservations since re-opening in September.
 - September Reservations
 - Total Reservations - 173
 - Staff Reservations - 86
 - Public Reservations - 87
- ITI working with vendor for the Erie Meeting Room for a solution to install issue.

What's Coming Up in the next 30 days?

- Evaluating Public Online Meeting Room service
- Discuss possibility of utilizing occupancy sensors for the rooms that are not reservable to gather data

Service - Personalized Service

What's Happened in the last 30 days?

- Meeting was canceled, nothing new to report
- Proctoring Formstack was updated on My Library website

What's Coming Up in the next 30 days?

- Meeting scheduled with Executive Director to discuss future of Genealogy.
- Schedule next EC meeting
- Determine key processes for personalized services
- Determine training needs to add to 2022 training calendar

Service - Public Technology

What's Happened in the last 30 days?

- Updating Pharos servers
- Working on content wording for web on Mobile Printing for better clarity
- Ongoing conversations about formula/tool for deciding computer numbers per building
- Process ready to test for getting help for public printer/photocopiers and supplies

What's Coming Up in the next 30 days?

- Begin discussing furniture standards for public computing

Service - Specialty Checkouts

What's Happened in the last 30 days?

- Corrected training documents and informed staff of update to LibEquip for barcode verification
- Reviewed and made corrections to SCO policy
- Reviewed final list of items to add at EC meeting

What's Coming Up in the next 30 days?

- Document review and training creation for abandoned holds process, projected start of process January 2022
- Determine how many items we can add from final list for 2022