



## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, February 20, 2023**

**Kersey Library**

**332 3<sup>rd</sup> St, Kersey, CO 80644**

**5:00 p.m.**

**This is also streamed virtually by GoToMeeting.**

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

<https://www.mylibrary.us/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.

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

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

**If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: [https://hpld.formstack.com/forms/board\\_questions](https://hpld.formstack.com/forms/board_questions)**

*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. January 9, 2023 Special Session Meeting Minutes
  - b. January 9, 2032 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

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

- 2.1 LINC Opening Overview (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Lincoln Park Library Building Next Steps (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 IGA – List of Services 2023 (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Board Portal and Orientation Discussion (Information) - Dr. Matthew Hortt, HPLD Executive Director

## **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. March 20, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

## **4.0 BOARD COMMENTS**

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

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

- 5.1 C.R.S. § 24-6-402(4) (b) Receiving legal advice on specific legal questions from an attorney – CCRD Finding
- 5.2 C.R.S. § 24-6-402(4) (e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators – Grover IGA

## **6.0 ADJOURNMENT**

### Upcoming meetings:

March 20, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
HPLD Administration Building, 2650 W. 29<sup>th</sup> St., Greeley, CO 80631



## **BOARD OF TRUSTEES**

### **DRAFT - Executive Session Minutes**

**Monday, January 9, 2023**

**HPLD Administration Building**

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

**4:30 p.m.**

#### **1.0 OPENING OF MEETING AT 4:33PM**

##### **1.1 Roll Call**

All were Present unless noted:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee

Secretary/Treasurer/Region 6: Joyce Smock

Region 1: Trustee Teresa Curtis attended virtually

Region 2: Trustee Gerri Holton attended virtually

Region 4: Trustee Nick Nakamura

At Large Trustee: Jana Caldwell

Quorum was established.

Legal Counsel William Garcia

Staff: Dr. Matthew Hott

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

##### **1.2 Approval of Agenda**

**MOTION** to approve the agenda: Trustee Jana Caldwell

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

##### **1.3 Public Comment**

No Public Comment

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

### **2.1 Executive Session for the purpose of:**

- a. Discussion concerning Dr. Matthew Hortt's employee contract

**MOTION** to enter Executive Session under C.R.S. § 24-6-402(4) (f)

Pursuant to section 24-6-402(4) of the Colorado Revised Statutes, I move that we enter into executive session for the sole purpose of discussing Personnel matters, specifically Dr. Matthew Hortt's contract: Trustee Nick Nakamura

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** 6:0

*Once in Executive Session, Chair Poncelow Read:*

An executive session meeting of the Board of Trustees of the High Plains Library District is being convened at 4:33p.m. on January 9, 2023 for the sole purpose of discussing Personnel matters as authorized by [§ 24-6-402(4)(f)]. Attending are Chair Ken Poncelow; Vice-Chair Mary Heberlee; Secretary/Treasurer Joyce Smock; Trustees Jana Caldwell, Teresa Curtis, Gerri Holton, and Nick Nakamura; Legal Counsel William Garcia; and Dr. Matthew Hortt.

## **3.0 ADJOURNMENT AT 5:06 p.m.** per Chair Poncelow's direction.



**BOARD OF TRUSTEES**  
**DRAFT - Regular Session Minutes**  
**Monday, January 9, 2023**  
**5:00 PM**  
**HPLD Administration Building**  
**2650 W. 29th St. Greeley, CO 80631**

**1.0 OPENING OF MEETING at 5:06pm**

**1.1 Roll Call and Pledge of Allegiance**

All were Present unless noted:

Chair/Region 3: Ken Poncelow

Vice-Chair/Region 5: Mary Heberlee was present until 6:28p.m.

At Large Trustee: Jana Caldwell

Region 1: Trustee Teresa Curtis (attended virtually)

Region 2: Trustee Gerri Holton (attended virtually)

Region 4: Trustee Nick Nakamura

Region 6: Trustee Joyce Smock

Quorum was established.

Legal Counsel William Garcia

Staff: Natalie Wertz, Dr. Matthew Hortt, Niamh Mercer, Rick Medrano, Kim Parker

Guests: Bridget Garcia, Tony Brewer

Chair Ken 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.*

During the Executive Session that was held prior to this meeting, it was suggested that the Regular Session Agenda be amended to add the approval of HPLD Executive Director's Contract to the action items.

**1.2 Approval of Agenda**

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

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

**1.3 Approval of Consent Agenda**

A. December 12, 2022 Regular Session Meeting Minutes

**MOTION** to approve the Minutes: Vice-Chair Mary Heberlee

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

B. December 12, 2022 Executive Session Meeting Minutes

**MOTION** to approve the Minutes: Trustee Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

1.1 The Good We Do

In December, HPLD added three new databases that focus on business development and entrepreneurship: one has classes on entrepreneurship, another is a business builder, and the third is an enhanced legal forms database.

The District also increased HOOPLA checkouts from four items per card each month to six.

1.5 Public Comment

No Public Comment

**2.0 ITEMS FOR INFORMATION/ACTION**

2.1 Contract for HPLD's Executive Director (Action) – Dr. Matthew Hорт, HPLD Executive Director

Legal Counsel William Garcia stated that a five-year employment contract for Dr. Hорт was presented to the Board in an Executive Session.

**MOTION** to accept the contract for Dr. Hорт as amended: Trustee Jana Caldwell

**SECOND:** Vice-Chair Mary Heberlee

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

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

Trustee Gerri Holton was reappointed to represent Region 2: Hudson, Keenesburg, Fort Lupton, and LaSalle. Nick Nakamura was appointed to represent Region 4: Greeley, Evans, and Garden City. Both are four-year terms that will expire on 12/31/2026.

2.3 Election of Board Officers (Action) – Dr. Matthew Hорт, HPLD Executive Director

Prior to this meeting, staff contacted the Trustees to learn what roles they were interested in. The following proposed slate of officers was a result of the Trustees' responses.

Proposed slate of officers:

- a. Chair Ken Poncelow
- b. Vice-Chair Mary Heberlee
- c. Secretary/Treasurer Joyce Smock

**MOTION** to accept the proposed slate of officers: Trustee Nick Nakamura

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

2.4 Selection of Board Committees (Action) – Dr. Matthew Hорт, HPLD Executive Director

a. Foundation

Trustee Teresa Curtis and Trustee Gerri Holton

- d. Finance
  - Trustee Joyce Smock and Trustee Nick Nakamura
- e. Governance
  - Vice-Chair Mary Heberlee and Trustee Jana Caldwell
- f. Construction Projects
  - I. LINC
    - Chair Ken Poncelow
  - II. Grover
    - Chair Ken Poncelow and Trustee Joyce Smock
  - III. DSS Archive
    - Chair Ken Poncelow and Trustee Jana Caldwell
  - III. Mead
    - Chair Ken Poncelow and Trustee Teresa Curtis

**MOTION** to approve the Committee assignments as discussed: Vice-Chair Mary Heberlee

**SECOND:** Trustee Nick Nakamura

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

- 2.5** Oath of Office & Ethics Policy (Action) - Dr. Matthew Horts, HPLD Executive Director  
 In accordance with Colorado Revised Statutes (C.R.S.) § 24-9-101, the office of Library Board Trustee qualifies as a ‘civil officer’, and is therefore required to take an Oath of Office per C.R.S. 32-1-901. The Trustees stood and raised their right hands and read the oath under the leadership of Legal Counsel William Garcia.

Legal Counsel also led them in the reading and signing of the Ethics Policy.

- 2.6** LINC Transition Timeline (Action) - Dr. Matthew Horts, HPLD Executive Director  
 LINC Library Innovation Center will open in May and the Lincoln Park Library (LP) will be decommissioned. Staff are planning the transition from the current facility to LINC. The transition timeline is listed in the [Board Packet](#). It is worthy to note that LP will be closed on March 13 - 14, then will reopen as a Public Computer Center from March 15 through April 28. The anticipated opening date for LINC is May 13.

Also, because the Centennial Park Library is going through construction and needs work done on the floors and restrooms, the construction team has requested that the library be closed for 2½ weeks in February.

**MOTION** to approve both the closure of Centennial Park Library for 2½ weeks and the LINC Transition Timeline, with the exception of watching the usage of the LP PCC before determining a decommissioning date: Trustee Jana Caldwell

**SECOND:** Trustee Joyce Smock

**DISCUSSION:** None

**VOTE:** Unanimously approved, 6:0

- 2.7** Lincoln Park Property (Action) - Dr. Matthew Horts, HPLD Executive Director and Natalie Wertz, HPLD Finance Manager

The Finance Committee recommended that the District evaluate the feasibility of selling the current Lincoln Park Library property. After discussion, the recommendation was changed to receive board direction.

**Board Direction:** The Board was not ready to take action to sell the property, and therefore directed staff to begin gathering information. Chair Poncelow instructed Natalie

Wertz to get an appraisal to allow the Finance Committee to look at options.

- 2.8** Town of Grover IGA (Information) - Dr. Matthew Hорт, HPLD Executive Director  
Legal Counsel has been working with the Town of Grover on the IGA, but has not received a response from Grover's Legal Counsel yet. However, work is continuing to be done, such as Wember submitting an updated floor plan.

**Information only. No Board Action required.**

- 2.9** IGA – List of Services 2023 (Action) - Dr. Matthew Hорт, HPLD Executive Director  
The IGAs with the Member Libraries and Establishing Bodies include a list of services that can be agreed upon. The 2023 list of services has a number of changes being proposed. Staff will work with Legal Counsel on some **things**.  
Chair Poncelow recommended that IGAs be revised once per year, and only once per year; anything not on the IGA is the responsibility of the Member; no one gets into our computer system; and computer personnel are HPLD Branch employees, not Members' employees.  
**The discussion was tabled until next month.**

### **3.0 DIRECTORS REPORT**

- 3.1** Review Draft Agenda – Dr. Matthew Hорт, HPLD Executive Director

A. February 20, 2023

Add *Revised IGA List of Services* to the proposed Agenda, which is included in the [Board Packet](#).

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

Staff recently submitted the Foothills level application for the Baldrige Excellence Builder to RMPEX.

Dr. Hорт met with the Homebuilders Association and NOCO HBA, who provide curriculum in construction for high school students. They are interested in possibly opening that pathway through LINC's Innovation Center. The students will be able to supplement their school work and achieve certification, which is similar to a pre-apprenticeship, in nine aspects of construction.

Mary Heberlee left the meeting at 6:28pm.

Wes Bruce, creator of LINC's interactive installation will be in town and onsite from February through April.

Elena Rosenfeld, HPLD's Community Engagement and Strategies Manager, will release a survey to get community and staff feedback in preparation for the 2024 Strategic Plan. Trustees are invited to participate, and [staff will send them the link](#).

The Marcus Garvey Cultural Center at UNC will host an inaugural work day for MLK Day. There will be various ways to honor Dr. King through service and volunteer opportunities. Staff will send information to the Board.

### **4.0 BOARD COMMENTS**

- 4.1 Chairman's Report: Chair Poncelow reported that things are going well.
- 4.2 Secretary/ Treasurer Joyce Smock said we accomplished a lot tonight.
- 4.3 Other Board Members
- Trustee Jana Caldwell gave a shoutout to the School District 6 Board of Education, who is



having a hard time with its Board meetings.

- Trustee Nick Nakamura reported that he is excited to work with the Board on the big projects that are being done.
- Teresa Curtis gave a big thank you to Matthew Hortt, Natalie Wertz, and Mary Roberts for the Finance Board work they did. She said she was looking forward to being a part of the Foundation Committee.

Legal Counsel Bill Garcia: Weld Community Foundation has a podcast called *Weld Found* and subtitled *When Water Flows Uphill*, which is a four-part interview with Wes Bruce. Congratulations to the Board for all the community interest in the LINC project.

HPLD Foundation Director Niamh Mercer reported that good things are going on, and she welcomed Trustee Teresa Curtis to the Foundation Board.

Natalie Wertz, HPLD Finance Manager, thanked Trustee Teresa Curtis for serving on the Finance Committee and said she was looking forward to working with the new committee.

Rick Medrano, MOVE Manager, told that HPLD will be at the MLK celebration at UNC. Three Librarians will be there with the pop-up vehicle that will hold a special collection, and a couple of storytimes will be done.

## **5.0 ADJOURNMENT at 6:37pm.**

There being no further business before the Board of Trustees,

**MOTION** to adjourn the meeting: Trustee Joyce Smock

**SECOND:** Trustee Jana Caldwell

**DISCUSSION:** None

**VOTE:** Unanimously approved, 5:0

### Upcoming meetings:

February 20, 2023 5:00 p.m., Kersey Library, 332 3<sup>rd</sup> St., Kersey, CO 80644



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 20, 2023
Type of item: Action
Subject: LINC Transition Timeline
Presented by: Dr. Matthew Horts, HPLD Executive Director
Recommendation: Staff is recommending the Board approve the updated LINC Transition Timeline.

### ***Background***

The Board approved the initial timeline for the transition from Lincoln Park to LINC during the January 2023 Board Meeting. Since the approval, the date for the moving of books and other materials to LINC has had to be adjusted and pushed back by roughly two weeks.

### ***Considerations***

- The original timeline proposed the closure of the Lincoln Park Library and its transition to a Public Computing Center to occur between March 13<sup>th</sup>-15<sup>th</sup>
- Under the new timeline this will occur between April 3<sup>rd</sup>-5<sup>th</sup>

### ***LINC Transition Timeline***

- Critical Lincoln Park/LINC Dates
- January 3 – Job Posting for Librarian, LA, and Innovation Technician
- February 24 – Job Posting for Pages
- February & March - Interviews
- March 1 – March 14 – LMS, Pages and other staff shelve Opening Day Collection @ LINC
- March 27 – Innovation Technician Onboarding
- March 31 -- All Programs and Storytimes will end at LP.
- March 31 – Must have belongings in boxes for Movers. Critical!
- **April 3 – LP Closed. Staff put books on moving shelves.**
- **April 4 – LP Closed. Movers will be taking things to LINC.**
- **April 5 – LP becomes PCC (Public Computer Center). Staff split time between LP & LINC.**
- April 5 through April 7 – Staff shelve books at LINC.
- April 15 – Book Brigade from Double Tree to LINC.
- April 24 to April 28 – CP & LP staff shelve Genealogy at LINC
- April 28 – LP Final Day Open as PCC
- May 1 to May 12 – Staff training and prep for opening
- May 13 – Grand Opening (still tentative)

### ***Recommendation***

Staff is recommending the Board approve the updated LINC Transition Timeline.



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 20, 2023
Type of item: Information
Subject: Lincoln Park Library Building Next Steps
Presented by: Dr. Matthew Horts, HPLD Executive Director, Natalie Wertz, Finance Manager
Recommendation: Information only, no Board action to be taken

### ***Background***

During several meetings, the Finance Committee has discussed recommending the sale of the current Lincoln Park property. With the construction of LINC nearing completion, the Finance Committee is recommending that the Lincoln Park property 1010-1012 11th Avenue Greeley be offered for sale. During the January 2023 Board Meeting, staff was directed to have an appraisal conducted, and this is in process. Staff have received multiple inquiries regarding a possible sale of the property as well as a possible lease option. Staff are asking if the Board would consider possibly leasing the building as an option?

### ***Recommendation***

Information only, no Board action to be taken



# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 20, 2023
Type of item: Action
Subject: IGA – List of Services 2023
Presented by: Dr. Matthew Horts, HPLD Executive Director
Staff is recommending the Board review the list of services, then approve the list of services. Provide direction on the stipulation and direct staff to share the official list with the Member Libraries and Establishing Bodies

### ***Background***

In 2020, the District, Member Libraries, and the Establishing Bodies negotiated and signed an updated IGA continuing the relationship between the entities. The IGA automatically renews annually and can only be changed by written agreement by both parties involved. As part of the agreement, the District will work with the Member Libraries to provide an annual list of services that the District will provide. An original list was developed and included with the 2020 IGAs. It was mutually agreed that the list did not need to be updated in 2021 and 2022. Staff and the Member Libraries have been working on developing an updated list of services for 2023. The changes that were made are outlined below.

### ***Considerations***

23. Regular onsite IT visits focused on follow up, open tickets, and on the ground issues with the Executive Director, IT Manager, and or Engineer

24. Develop agreed upon Service Level Agreements

42. Establishment of a separate network and network equipment that is managed and overseen by local staff or an outside firm that would set up and support locally purchased equipment.

Benefits of the second network:

- Ability to handle local storage
- Limit vulnerability to cloud-based storage
- Support locally purchased tech
- Eliminate the need for IT reset on locally purchased tech
- District to reimburse costs (needs to be discussed further)

43. Information Technology calls for service and support of all equipment, in conjunction with local IT staff and contractors

71. Evaluate and determine how to expand the Patron Incident Tracking System (PITS) to all Libraries – The decision point will be a local access vs Districtwide, if Districtwide we will need to work together to define mutually agreed upon procedures for handling banned and trespassed patrons

74. Expanded district orientation for new Member Directors and staff (Including Technology, Department and Service Orientation as well as a District Tour. This will also include a New Hire Checklist and welcome email. It may be managed through a Learning Management System, LMS)

106. Life Accelerator Services: Funding, purchase, installation, configuration, and support for Introductory, Basic & Advanced Life Accelerator technology and equipment as defined by the District Standard (See attached standards for 2023 and Q&A)

106A. HPLD is willing to reimburse Libraries and support the standard equipment that has already been purchased by the Libraries. If this is desired, the licenses will need to be transferred to HPLD.

Additionally, it was requested that some items be pulled from the List of Services and shown in a secondary document entitled HPLD Requests:

**HPLD Requests**

1. Provide approved library budget as part of larger municipal budget upon approval and adoption
2. Provide audited financial statements when approved and adopted by Library and Municipal Boards
3. The District can only support and guarantee technology that is purchased and managed by the District IT Staff. The District cannot guarantee the functionality or continued operation of nonstandard equipment that is purchased by the Libraries
4. IT Services will require managing access to IT equipment (i.e. room controls) – Will need to be revisited if a second network is established

A request was also made that it is stipulated that:

Following purchase and installation of technology/hardware, said equipment is the property of the Member Libraries. The software that the District provides, and holds the licenses on, is the property of the District and if there is a disillusionment, the Member Libraries will retain the equipment and the District will remove the software and licenses.

***Recommendation***

Staff is recommending the Board review the list of services, then approve the list of services. Provide direction on the stipulation and direct staff to share the official list with the Member Libraries and Establishing Bodies



**Addendum B**

## Library Services

\_\_\_\_\_ [name of library]  
Effective \_\_\_\_\_ through December 31, 2023

To be reviewed annually

<b>Services</b>	<b>Provided by District</b>	<b>Provided by Member Library</b>
<b>Collections</b>		
<b>Access to all materials at all libraries participating in High Plains Library District</b>		
<b>1.</b> 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		
<b>Materials purchasing/centralized order management</b>		
<b>2.</b> Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing		
<b>3.</b> Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals		
<b>4.</b> Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf		
<b>5.</b> Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals)		
<b>6.</b> Collections department provides funding, purchasing and maintenance of Specialty Checkout Equipment and provide assistance with booking software		
<b>Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services</b>		
<b>7.</b> Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards		
<b>Courier service to transport library materials Monday through Saturday</b>		
<b>8.</b> Courier schedule maintenance for North and South routes		
<b>Licensing, maintenance, and access to online databases and search software</b>		
<b>9.</b> Negotiate prices for database and electronic resource access (included eBooks and databases)		
<b>10.</b> Staff database training upon request		
<b>11.</b> Patrons and staff receive technical troubleshooting and support		
<b>Interlibrary Loan (ILL) and Prospector services</b>		
<b>12.</b> ILL department will use OCLC or other supporting tools to locate and borrow an item not in our catalog for patrons/residence of HPLD		
<b>13.</b> ILL staff responds to member patron requests and work with staff to resolve any problems		
<b>Access to collection development tools and resources to build collections</b>		
<b>14.</b> Advice from the collection development department when questions arise		
<b>15.</b> Access to online ordering tools		
<b>16.</b> Support for collection analysis		
<b>Cataloging services</b>		
<b>17.</b> Original cataloging provided for any item purchased by a Member Library that is not found within the OCLC catalog		

18. Copy cataloging provided for any item already in the HPLD catalog or available from the current bibliographic utility		
<b>ILS data maintenance</b>		
19. Bibliographic Services staff will update ILS databases including deleting bibliographic records with no holdings		
20. Maintain the integrity of the ILS database through regular authority control, subject heading updates and patron purges		
21. 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		
22. Advice and support from trained MLS catalogers		
<b>Information Technology</b>		
23. Regular onsite IT visits focused on follow up, open tickets, and on the ground issues with the Executive Director, IT Manager and or Engineer		
24. Develop agreed upon Service Level Agreements		
<b>Core IT service solutions</b>		
25. ILS: Funding, procurement, installation, administration and all required support for the Integrated Library System and add on services		
26. OPAC: Funding, procurement, installation, administration and all required support for the public catalog		
27. Email services: Funding, procurement, installation, administration and all required support		
28. MyLibrary: Funding, design, code development, installation, administration and all required support		
29. Online Payment Services: Funding, procurement, installation, administration and all required support		
30. Telecirc: Funding, procurement, installation, administration and all required support		
31. Intranet: Funding, procurement, installation, administration and all required support		
32. Storage, backup and recovery services: Funding, procurement, installation, administration and all required support		
33. Mobile catalog: Funding, procurement, installation, administration and all required support		
34. Self-Checks: Funding, procurement, installation, administration and all required support		
35. Reporting and data support for all IT services		
36. RFID Pads: Funding, procurement, installation, administration and all required support		
37. Automated Materials Handler: Funding, procurement, installation, administration and all required support in accordance with Library District standards		
38. Smartbadges: Funding, procurement, administration and all required support for device and included apps in accordance with Library District standards		
39. Badging System: Funding, procurement, installation, administration and all required support		
40. Training in person and online training videos covering technologies support by HPLD for staff and patrons		

<b>Staff connectivity services</b>		
41. 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		
42. Establishment of a separate network (Physical & Wireless) and network equipment that is managed and overseen by local staff or an outside firm that would set up and support locally purchased equipment. <del>Cost will be split between the libraries and district 50/50.</del> Benefits of the second network: <ul style="list-style-type: none"> <li>• Ability to handle local storage</li> <li>• Limit vulnerability to cloud-based storage</li> <li>• Support locally purchased tech</li> <li>• Eliminate the need for IT reset on locally purchased tech</li> <li>• District to reimburse costs (needs to be discussed further)</li> </ul>		
43. Information Technology calls for service and support of all equipment, in conjunction with local IT staff and contractors		
44. Security camera hardware, software installation and support in accordance with Library District standards. (Cameras at: Entry/Exits, outside bathrooms and at service desks)		
45. Circuit funding, purchase, installation, configuration and support		
46. HPLD access services funding, purchase, installation, configuration and support (remote access)		
47. Infrastructure cabling funding, purchase, installation, and support		
48. Phone Services in hardware, software installation and support in accordance with Library District standards		
49. Mobile Application (forthcoming): Funding, procurement development and support in accordance with Library District Standards		
<del>50. Phone connection for Fire System: Funding, procurement, installation, administration and all required support</del>		
<b>Internet connectivity for public (including Wi-Fi)</b>		
51. 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.)		
<del>52. Circuit funding, purchase, installation, configuration and support (Duplicate</del>		
52. Access services funding, purchase, installation, configuration and support		
<b>Staff and public client equipment</b>		
53. Purchase of all client (ILS) equipment needs **required for support** as mutually agreed upon		
54. Configuration, testing, installation and support for all staff and public client (ILS) equipment as mutually agreed upon		
<b>Staff and public client software (is required due to licensing requirements)</b>		
55. Operating system: Funding, purchase, testing, configuration, installation and support		

56. Productivity solutions: Funding, purchase, testing, configuration, installation and support (Office suite)		
57. Antivirus and other security tools: Funding, purchase, testing, configuration, installation and support		
58. Public use management: Funding, purchase, testing, configuration, installation and support		
59. Public print service management: Funding, purchase, testing, configuration, installation, and support		
60. Web filtering: Funding, purchase, testing, configuration, installation and support		
61. Public freeze software: Funding, purchase, testing, configuration, installation and support		
62. Web lock down software (for pacs): Funding, purchase, testing, configuration, installation, and support		
63. Automated deployment services: Funding, purchase, testing, configuration, installation, and support		
64. Removal or recycling of computer and IT equipment		
<b>Finance and Administration</b>		
<b>Tax collection, distribution, and payments in the same proportion as collected by HPLD.</b>		
65. Ongoing updates on property taxation for budgeting purposes		
66. Property tax allocation payment made to Members at same percentage rate as the HPLD receives from the Weld County Treasurer		
<b>Friends and Foundation</b>		
67. Access to Foundation consulting and training sessions on fundraising activities including sponsorship, capital campaigns, planned giving, etc.		
68. Assistance with grant reviews, applications, and writing for grants of any size		
69. 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. <b>(Add Copy of Gift Acceptance Policy)</b>		
<b>Incident Tracking</b>		
70. Evaluate and determine how to expand the Patron Incident Tracking System (PITS) to all Libraries – The decision point will be a local access vs Districtwide, if Districtwide we will need to work together to define mutually agreed upon procedures for handling banned and trespassed patrons		
<b>Management of Debt Collect Services</b>		
71. Debt collect service management including trainings and consulting with Debt Collect Service Vendor		
<b>Human Resources Support</b>		
72. Access to advertising posting position vacancies on the HPLD website		
73. Expanded district orientation for new Member Directors and staff (Including Technology, Department and Service Orientation as well as a District Tour. This will also include a New Hire Checklist and welcome email. It may be managed through a Learning Management System, LMS)		
74. Human Resources Consulting as requested		
75. Provides access to HPLD Sub Pool		

<b>76. Access and including in all HPLD Training</b>		
<b>77. Access to In-house training and HPLD-sponsored workshops, seminars, orientations, Staff Day and roundtables</b>		
<b>78. Inclusion in and invitation to HPLD All Staff Day</b>		
<b>Project management services</b>		
<b>79. Provide consultation with contractors</b>		
<b>Member/District services coordination</b>		
<b>80. Participation on HPLD committees, task forces and projects (Duties Include: participate in planning, execution of program or service and evaluation)</b>		
<b>Continuing education</b>		
<b>81. High Plains Library District will provide funding, contingent upon annual Board approval for continuing staff education and professional development</b>		
<b>Compilation of Annual Public Library statistical report</b>		
<b>82. Compile and report library statistics for Public Library Annual Report, all other statistics provided as requested</b>		
<b>83. Compile and report library monthly statistics, master stats file and more</b>		
<b>84. Advise Member libraries of pending changes in data needs</b>		
<b>Legal inquiry</b>		
<b>85. Serve as the point of contact for subpoenas or legal inquiries for ILS data</b>		
<b>HPLD name badge</b>		
<b>86. Name badge for new staff – Includes name and title</b>		
<b>Research Tools</b>		
<b>87. District survey and research services that will include Member service areas; Including demographics available via staff intranet</b>		
<b>Outreach Services</b>		
<b>Multicultural services</b>		
<b>88. Outreach department partners with Member libraries to provide Multicultural services to patrons</b>		
<b>89. Provide computer class support including curriculum, training, and referrals</b>		
<b>Mobile services to schools or other gathering places in member service area</b>		
<b>90. Outreach works with Member Libraries to provide services to locations in the Member service area</b>		
<b>Public Computer Centers (PCC)</b>		
<b>91. PCCs located in member service areas: Johnstown (Milliken), Ault (Nunn &amp; Pierce)</b>		
<b>92. PCC installation, maintenance and management in mutually agreed upon locations, executed through IGA or MOU and in accordance with agreement</b>		
<b>Public Information/Programming</b>		
<b>Spaces web calendar and room reserve</b>		
<b>93. Provide support for Member Library's events calendar available through the District's website</b>		
<b>94. Provide support for each Member Library to utilize patron-initiated room reservations available through the District's website as requested</b>		
<b>Templates for promotional materials</b>		
<b>95. Include member libraries on any collaborative promotional materials when appropriate and available</b>		

<b>Coordination of district-wide events and programming</b>		
<b>96.</b> 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		
<b>Library cards</b>		
<b>97.</b> Design, produce and disseminate library cards for all libraries within HPLD		
<b>Advertising &amp; Marketing</b>		
<b>98.</b> Funds and places advertisements in phone books, newspapers and various northern Colorado publications		
<b>99.</b> Access to Community Relations and Marketing Department Services (including large format printer)		
<b>Virtual Services</b>		
<b>100.</b> Staffing/management/support and funding of all calls that come into the 1-888-861-READ (7232) number		
<b>101.</b> Staffing /management/support and funding of online communication services such as chat and email		
<b>Facilities</b>		
<b>102.</b> Access to District Owner's Representative Services as requested		
<b>103.</b> Facilities consulting, and advice as requested		
<b>Life Accelerator (Formerly Training Bureau)</b>		
<b>104.</b> Support and use of the Life Accelerator staff and services		
<b>105.</b> Life Accelerator Services: Funding, purchase, installation, configuration, and support for Introductory, Basic & Advanced Life Accelerator technology and equipment as defined by the District Standard (See attached standards for 2023 and Q&A)		
<b>105A.</b> HPLD is willing to reimburse Libraries and support the standard equipment that has already been purchased by the libraries. If this is desired, the licenses will need to be transferred to HPLD.		

<b>HPLD Requests</b>		
1. Provide approved library budget as part of larger municipal budget upon approval and adoption		
2. Provide audited financial statements when approved and adopted by Library and Municipal Boards		
3. <del>Post all notices and hold all meetings in accordance with sunshine laws</del>		
4. <del>Access to systems and services outlined above is contingent upon compliance/adherence for defined processes, procedures, and standards. Failure to comply compliance/adherence for defined processes, procedures and standards may result in service interruptions and delays</del> The District can only support and guarantee technology that is purchased and managed by the District IT Staff. The District cannot guarantee the functionality or continued operation of nonstandard equipment that is purchased by the Libraries		
5. IT Services will require <del>managing</del> access to IT equipment (i.e. room controls) — <del>Will need to be revisited if a second network is established</del>		





# HIGH PLAINS LIBRARY DISTRICT

## BOARD OF TRUSTEES COMMUNICATION

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Meeting date: February 20, 2023
Type of item: Information
Subject: Board Portal and Orientation Discussion
Presented by: Dr. Matthew Hortt, HPLD Executive Director
Recommendation: Information only, no Board action to be taken

### ***Background***

As part of the onboarding process and continual training, the District has established a Board portal. Over the time it has been in use, some of the Trustees have had issues accessing the portal and less than optimal user experiences. Staff is asking for feedback on the Board portal and onboarding, so we can streamline the experience for the Trustees.

### ***Recommendation***

Information only, no Board action to be taken





## **BOARD OF TRUSTEES**

### **Regular Session Agenda**

**Monday, March 20, 2023**

**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.mylibrary.us/hpldboardmeetings>. To view the Board meeting online, use this link and select the date of the meeting you want to join. If you have public comments, you may submit questions at the time of signing up for the meeting. All participants will be muted.

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

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

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

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

#### **1.0 OPENING OF MEETING**

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
  - a. February 20, 2023 Executive Session Meeting Minutes
  - b. February 20, 2023 Regular Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

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

- 2.1 LINC Opening Information (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.2 Lincoln Park Library Building Next Steps (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Centennial Park Library Remodel Contract (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.4 Grover IGA (Action) – Dr. Matthew Hortt, HPLD Executive Director
- 2.5 Strategic Plan Update (Information) - Dr. Matthew Hortt, HPLD Executive Director

### **3.0 DIRECTORS REPORT**

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
  - a. April 17, 2023 RS
- 3.2 District Updates – Dr. Matthew Hortt, HPLD Executive Director

### **4.0 BOARD COMMENTS**

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

### **5.0 ADJOURNMENT**

#### Upcoming meetings:

April 17, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session  
Carbon Valley Regional Library, 7 Park Avenue, Firestone, CO 80504

## Quarter 4 Report: October - December 2022

Notes:  
Data with n/a is being tracked differently for 2022 versus 2021

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

Service	Current Quarter (Q4)	Previous Quarter (Q3)	Change from Prior Quarter	Same Quarter Prior Year (2021)	Change from Prior Year (2021)	Data Confidence
Borrower Activity - # of patrons using services (average per month)	25,449	26,859	-5%	23,892	10%	High
Materials Sharing - Physical Materials	248,847	290,529	-14%	250,488	7%	High
Materials Sharing - eMaterials	83,718	85,871	-3%	77,449	3%	Medium
Materials Sharing - Library Bundles	7	12	-42%	10	-38%	High
Public Technology - Computers Total Hours Used	21,006	22,729	-8%	15,726	55%	High
Public Technology - Printing: - # of Jobs	68,726	74,280	-7%	59,314	56%	n/a
Public Technology - Copying: # of Jobs	21,823	24,140	-10%	24,242	43%	n/a
Public Technology - Mobile Printing: # of jobs*	5,664	6,186	-8%	2,750	162%	High
Programming - Number of Programs*	756	778	-3%	n/a	n/a	Medium
Programming - Number of Attendees*	10,828	11,737	-8%	n/a	n/a	Medium
Specialty Checkouts - Branches	184	307	-40%	188	35%	Medium
Specialty Checkouts - Members	26	26	0%	26	0%	Medium
Community Spaces - Gate Count*	196,072	193,234	1%	151,770	55%	Low
Meeting Room Reservations	1,271	1,075	18%	675	345%	Medium
Personalized Services - Book a Librarian*	366	303	21%	310	-2%	High
Personalized Services - Personalized Reading Lists (PRL)*	27	17	6%	9	59%	High
Personalized Services - Proctoring	19	18	6%	12	196%	High

### Associate Director of Public Services

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

- We continue to work on the Centennial Park refresh and are discussing the timeline
- Discussed the demographics of Mead and how they will impact the collection parameters
- Helped out on the Collection Development Librarian hire

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

- The punch list walks of LINC begin, where we go through the building and identify anything that needs repairing, cleaning, or fixing in any way.
- We will start interviewing for some of the LINC positions
- We have purchased 5 virtual reality headsets from TransferVR. These are career-based and allow the user to try out tasks (for instance, changing the oil for a car) from a variety of industries to see if it's a career they might like to pursue. We'll have the Implementation Training in February and sometime after that we'll start rolling this out for staff/patrons.

### Carbon Valley Operations

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

- Carbon Valley Regional Library total circulation in 2022 increased by 9,395 as compared to 2021.
- Planning is underway for the 15th anniversary event on Thursday, March 30, 3:00-7:00pm.
- Over 100 kids participated in the Martin Luther King Jr. Helping Hands community project.

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

- The new Modern Romantics Book Club launches on February 2.
- The weekly English Conversation Hour begins on February 7.

### Erie Branch Operations

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

- Erie hosted sled dog Noggin and her human, Karen Land, former participants in the Alaskan Iditarod – 107 people.
- Erie began hosting a book club for third through fifth graders called Erie Bookworms.
- 52 people have signed up for 1,000 Books Before Kindergarten since rolling out the new program at the beginning of the year.

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

- We have begun planning for our 15th Anniversary Celebration, which will tentatively be held April 22nd.
- Erie will be partnering with the AARP again this year to provide tax assistance on Mondays and Fridays until mid-April by appointment.

### Riverside Branch Operations

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

- January policy and procedure to staff focused on Specialty Checkout Policy.
- Training for librarian substitutes
- Monthly meeting with the City of Evans staff
- Attended the City of Evans Business Round Table discussion with community members

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

### **Collections Operational Work**

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

- ILS fiscal close was completed. We can now order and invoice with 2023 funds.

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

- Allocation of state grant funds; spending can begin.
- Coordinating with vendors for delivery of the LINC opening day collection directly to LINC after shelving installation.

### **CRM Operational Work**

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

- Holiday program promotions
- LINC marketing planning
- CV and Erie anniversary content collection
- Translator job position finalized

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

- Translator specialist job posting
- Experience Pass promotion
- Work on LINC area signs, genealogy, book brigade, grand opening planning

### **Facilities Operational Work**

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

- Completed work orders including afterhours calls
- Completed building disinfecting at all locations
- Attended Centennial Park, LINC and Admin expansion project meetings
- Attended Excellence Coordinator and safety meetings
- Replaced rooftop split system unit in IT room at Farr
- Completed snow removal all locations and attended snow team meetings
- Started scheduling 2023 CIP projects
- Assisted with security guard scheduling including patrolling restrooms for drug use
- Completed MOVE vehicle inspections/maintenance including facilities truck services
- Started obtaining construction costs for Carbon Valley Nature Play space

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

- LINC move in preparations including cleaning, disinfecting and facilities services
- Complete ongoing work orders
- Attend construction project meetings including prep work to start Centennial Park renovations project
- Continue building disinfecting at all locations
- Continue MOVE vehicle inspections and maintenance including facilities truck
- Attend Excellence Coordinator meetings and complete trainings

- LINC mechanical/plumbing trainings including moving LINC back stock items to storage container at Admin
- Monitor and possibly test restrooms for meth
- Complete construction costs for Carbon Valley Nature Play space/classroom
- Continue scheduling and starting 2023 CIP projects including roof replacement at Centennial Park, carpet replacements at several buildings, parking lot maintenance and interior painting at Admin and various landscaping projects to name a few
- Complete solar panel maintenance at Farr and Centennial Park locations

## Finance Operational Work

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

- Working on 2022 year-end and preparing for audit
- Baldrige EC meeting and BBO work
- Year-end filings - deliver W2s, prepare 1099s
- Sales tax filings with state and cities
- HPLD finance committee meeting and HPLDF&F finance committee meeting
- Economic outlook webinar
- Met with FirstBank
- Ordered some items for LINC and met with Melissa Beavers about LINC
- Met with Rebecca Beckley new PSS at Erie
- Continuing professional education

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

- Work on 2022 year-end and preparing for audit
- Baldrige EC meeting and BBO work
- GFOA WPFN mentorship meeting

## Friends & Foundation Operational Work

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

- Opened application for Friends & Foundation Associate position. Began the interview process in late January.
- Held first quarterly one on one meetings with 2023 Funding Project leads.
- Held first monthly one on one meetings with Branch Volunteer Coordinators
- Ongoing preparations for Friends & Foundation Board of Directors Q1 meeting in February including meeting materials, committee work, and onboarding.
- Grant management for open NEA, IMLS, Buell Foundation, Weld Trust projects. Grant applications to WD Farr, Walmart and Dollar General Literacy Foundation.
- Preparation for web launch of sponsorship packet and media kit to support identified District programs and services.

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

- Q1 Friends & Foundation Board meeting
- Sponsorship packet and media kit go live on website
- Ongoing funding project support including sponsor solicitations and grant writing



## Human Resources Operational Work

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

- Total Employees- 267\*
- Open Positions - 16
- Job Applications Received - 353
- New Hires - 2
- Resignations - 1
- Training Requests - 69

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

- **What's Coming Up in the next 30 days?**
- LINC hiring
- Newly budgeting positions hiring

## Information Technology & Innovation Operational Work

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

- Sierra and Encore upgrades complete
- Baldrige Foothills application submitted
- LINC
  - Phone lines for fire/safety installed and tested 'ok' for elevator/AOR connection
  - Circuits installed
  - PA speakers, security cameras, wireless access points, AV throughout all in process
  - Client computers prepped and pending delivery
  - Printers/copiers on order
  - Working on remaining several items still needing order
  - Smartbadges being setup
  - From process side working to help prep up training for new staff
  - Gaming setup in process (concept for final review)
  - Working with Life Accelerator to support process (systems setup, reservations, etc.....)
  - Sort on order
  - Self-checks ordered and received
  - Support server/tools machine prepped and ready
- Fort Lupton
  - Cabling in process
  - Circuit on order - currently scheduled for install on March 1
  - AV on order
  - Delivered book drops to site
  - Client computers prepped and pending delivery
  - Printers/copiers on order
  - Smartbadges on order
  - Just starting some installation of security cameras and wireless access points
  - From process side working to help prep up training for new staff
  - Working with Life Accelerator to support process (systems setup, reservations, etc.)
  - Pending - final direction on services for current location to determine impact to circuits, equipment.

- Eaton
  - Provided 2 new AWE units
  - Installed 2 laptop computers
  - Added phone service for more staff (4), in process will roll out Feb
  - General
- 2022 Impact Report compiled
- Q4 Quarterly Report compiled

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

- LINC -
  - Delivery and start installation of all equipment
  - Sort installation week of Feb 20
  - Self-check setup and delivery to site
  - Client equipment installed
  - Network and core items operational
  - Work starts on AV wall mount configurations
  - Finalize large display and get on order
- Fort Lupton
  - Circuit installation
  - Continued infrastructure and core setup
  - Final installation of computers there is tentatively looking like April timeframe)
  - Work replacement book drop topic due to damage
  - Order misc displays (beyond meeting space
- CP - pending final details, support for CP project to start (details, orders, ...)
- General
  - Support LRS data collection
  - Continue support of trainer to compile content and get into LMS to support training that can be reused/completed independently and self paced
  - Support of Life Accelerator service to build/configure needed system and software to support
  - ERATE process starts for 2023 - 2024 year

### **MOVE Operational Work**

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

- MOVE route evaluations and feedback collection from staff finished. Mobile Services Supervisor and MOVE Manager will evaluate site attendance averages and staff feedback and make necessary changes to scheduled community routes.
  - In 2022 HPLD funded Citizenship Classes through the IRCNoCO helped 52 students naturalize into US Citizens!
  - Final Widening the Window session wrapped up. Twenty-seven children and adults participated in HPLDs second series of the family bookclub focused on critical conversation and introspection on race and how identity shapes lived experience.

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

- 4 MOVE Staff will present full day conference workshop: Outreach Librarianship: A Valuable Key to Equitable, Diverse, and Inclusive Patron Services at the 4th Joint Conference of Librarians of Color in Tampa February 7th, 2023.
- Outreach Librarian, Carolyn Valencia will present: How Wide is Your Window? A Thoughtful Approach to Family EDI Programming—focusing on programs like the Widening the Window Series at the 4th Joint Conference of Librarians of Color in Tampa February 8th, 2023.
- Will be hiring 2 fulltime staff (1 librarian and 1 Library Associate) for the Events and Experiences Department to support the PopUp Library Vehicle and several district-wide events.
- The 3rd Annual Valentine's Day Valentine Card Exchange will take place. Immigrant families connected to the HIPPIY Community Partner will exchange cards with several assisted living communities—offering a critical opportunity for these isolated populations to feel connected to the larger community

### **Community Engagement & Strategies Operational Work**

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

- Work on enabling St Vrain Valley School District (SVVSD) student IDs as limited HPLD cards continues to move forward. A test set of false student data was sent from SVVSD and was successfully uploaded into our system. SVVSD has identified Erie Middle School as the test site within our District. They are currently inviting parents and guardians to decide whether to opt into the program. SVVSD estimates that the end date for this opt-in period will be February 3, 2023.
  - Once completed, they will send the student information to HPLD's IT department. We will then have 2-weeks to upload the information and confirm all is in good order. Meanwhile Patron Services Supervisors and key staff at the Erie Community Library and Carbon Valley Regional Library are assessing potential ramifications and challenges that need to be addressed to make the process as smooth as possible for students and staff. We anticipate a late-February to early-March for when the students can start using their IDs to borrow a limited number of physical items and access online services.
- Legislation Tracking: Colorado's 74th Legislative Assembly convened on January 9th with strong Democratic control in both the House and Senate. As noted during the Northern Colorado Legislative Alliance update, the interests of these legislators are diverse and there may be just as much disagreement between legislators as when there is a more diverse mix of political affiliations. As of January 30th, there have been some bills introduced that may impact the District in terms of construction requirements and hiring practices. There are also some potential opportunities as bills focused on increasing access to adult education and workforce training are also being introduced.
  - A key item of note is that our own Senator Barbara Kirkmeyer, who represents Senate District 23, was selected to replace Senator Bob Rankin on the Joint Budget Committee..
- Ideas for 2024 Priorities: HPLD Staff, Board of Trustees, and community partners have been invited to submit their thoughts on 2024 priorities for HPLD based on community needs and opportunities. This input will be reviewed for decision-making during the next few months.

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

- St Vrain Valley School District Student IDs as Limited HPLD Library Cards: While there might be a delay that changes when HPLD staff will start seeing St Vrain Valley students using their school IDs, it is most likely that we will have uploaded or will be in the process of uploading the data of students whose parents/guardians have opted into the project. During this school year, the focus will be on stabilizing the technical aspects of the service and making service access as easy and streamlined as possible. Assuming we continue into the 2023-24 school year, we will start assessing whether the project is sustainable and something that can be offered to other school districts served by our locations.

## **SERVICES**

### **Service – Materials Sharing**

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

- Tested the second version of the mobile app. Sent back for more revisions.
- Sierra update

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

- Testing of third version of mobile app.
- Creating training documents for materials sharing

### **Service – Personalized Services**

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

- Meeting with Barb
- In preparation for new LINC staff and for ongoing onboarding needs - Jan & Feb focus on training materials to include in LMS
- I put together the following
- Resources
  - Book a Librarian Tech help service guide
  - Book a librarian request form
  - Book a librarian statistic Personalized Reading List Training
  - Personalized Reading List Brochure
  - Personalized Reading list Form
  - Readers Advisory 1
  - Readers Advisory 2
  - RATForce tip sheet
  - RA Boot Camp Class Outline
  - Proctoring Policy See policy manual pg. 117
  - Proctoring request form

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

- February meeting

## Service - Specialty Checkouts

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

- Soft launch of experience passes on Jan 9th – patrons can now reserve these passes

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

- 34 upcoming reservations for experience passes
- Marketing and flyers to go out to libraries
- Adding Museo de las Americas pass
- Reviewing training materials for LMS system
- Reviewing theft map and theft process