



BOARD OF TRUSTEES

Regular Session Agenda

Monday, November 13, 2023

5:00 p.m.

LINC Library Innovation Center

501 8th Ave, Greeley, CO 80631

This is also streamed virtually by GoToMeeting and 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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If you wish to address the Board via Public Comment, please attend the meeting in person. If you are unable to attend in person, you can submit public comments to the Board prior to the Board meeting via Formstack: https://hpld.formstack.com/forms/board_questions

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

1.0 OPENING OF MEETING

- 1.1 Roll Call and Pledge of Allegiance
- 1.2 Approval of Agenda
- 1.3 Approval of Consent Agenda
 - a. October 9, 2023 Regular Session Meeting Minutes
 - b. November 2, 2023 Special Executive Session Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Rocky Mountain Performance Excellence Recognition (Information) - Michael S. Gratz, RMPeX Executive Director
- 2.2 Programming Policy Revision (Action) - Dr. Matthew Horts, HPLD Executive Director
- 2.3 Trustee Appointments (Information) - Dr. Matthew Horts, HPLD Executive Director

- 2.4 2024 Holiday Schedule (Action) – Dr. Matthew Hortt, Executive Director
- 2.6 2024 Board Meeting Calendar (Action) - Dr. Matthew Hortt, HPLD Executive Director
- 2.7 Construction Updates (Information) - Dr. Matthew Hortt, HPLD Executive Director
- 2.8 Intergovernmental Agreement List of Services with Member Libraries (Information) – Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. December 11, 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 – Lochbuie Claim
- 5.2 C.R.S. § 24-6-402(4)(b) Receiving legal advice on specific legal questions from an attorney – Erie Boundaries

ADJOURNMENT

Upcoming meetings:

December 11, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Ave, Greeley, CO 80631



Draft - BOARD OF TRUSTEES

Regular Session Minutes

Monday, October 9, 2023

5:00 p.m.

**LINC Library Innovation Center
501 8th Avenue, Greeley, CO 80631**

1.0 OPENING OF MEETING AT 5:02 P.M.

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee

Secretary/Treasurer Joyce Smock was excused

Trustee Jana Caldwell

Trustee Teresa Curtis was excused

Trustee Gerri Holton was excused

Trustee Nick Nakamura

Quorum was established.

Legal Counsel William Garcia

HPLD Staff: Dr. Matthew Hортt, Kim Parker, Natalie Wertz, Eric Ewing

Guest: Steve Teets

Chair Ken Poncelow read the following statement into record:

High Plains Library District 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 Nick Nakamura

DISCUSSION: None

VOTE: 3:0

1.3 Approval of Consent Agenda

- a. September 18, 2023, Regular Session Meeting Minutes

MOTION to approve the consent agenda: Trustee Nick Nakamura

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: None

VOTE: 3:0

1.4 The Good We Do

Dr. Hortt shared information about the District's All Staff Day, which was held on October 6th. He also showed one of the Lightning Talks that was presented by staff members: *Library of the Future*.

1.5 Public Comment

Steve Teets promoted Weld Project Connect and recommended that staff volunteer. He also asked when CP's remodel will be completed. Dr. Hortt answered that completion was expected around the first of the year.

2.0 ITEMS FOR INFORMATION/ACTION

2.1 Preliminary Budget (Action) – Natalie Wertz, HPLD Finance Manager

Natalie Wertz gave an overview of the proposed 2024 budget, which the Finance Committee has reviewed and is recommending approval of. She added that the figures do not include the impact of Proposition HH if it passes in the November election. The proposed budget can be seen in the [Board Packet](#).

MOTION to accept the proposed budget and schedule the public hearing and final vote for the December 11, 2023 board meeting, along with scheduling a secondary public hearing on December 29, 2023 to certify the mil levy in case Proposition HH passes:

Vice-Chair Mary Heberlee

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: 3:0

2.2 Executive Director Annual Performance Appraisal (Information) – Eric Ewing, HPLD Human Resources Associate Director

D. Hortt introduced Eric Ewing, who explained the process and timeline for this year's performance appraisal.

Information only. No action required.

3.0 DIRECTORS REPORT

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

- a. November 13, 2023 RS

Dr. Hortt told of the change in location from Centennial Park Library to LINC, because of the status of construction at C.P., and went through the current agenda.

- 3.2 District Updates – Dr. Matthew Horts, HPLD Executive Director
The District received updates from Grover. The property has been referred to a Title company, and Closing is expected to be later in October.

DSS construction planning meetings have kicked off.

The sale of the Lincoln Park property continues to move forward.

Staff discovered that as Erie has annexed land on the Boulder County side, they have not automatically made it part of the District. As a result, staff members have looked at what's been annexed over the last 15 years and found approximately 1,200 parcels of land. There will be more information to come.

Board interviews are scheduled for October 20th at LINC from 1:00 to 5:00p.m. Sixteen applications were received.

The Colorado Court of Appeals just issued a decision on a Gunnison County case and ruled that any identifying information on a request for reconsideration must be redacted from public record. It won't change HPLD's processes.

4.0 BOARD COMMENTS

4.1 Chair Report

4.2 Vice-Chair Mary Heberlee said she is proud of what we are accomplishing.

4.3 Other Board Members

Nick Nakamura reported that 900 people were given free dental services at COMOM, Colorado Mission of Mercy's free dental days, which were held in Greeley on September 22 and 23. He thanked the District for supporting and promoting the event. He also highlighted Matt and staff for helping to facilitate and attending in the Colorado Workforce Development Conference in Weld and Larimer Counties.

ADJOURNMENT AT 5:46 P.M.:

There being no further business,

MOTION to adjourn the meeting: Vice-Chair Mary Heberlee

SECOND: Trustee Nick Nakamura

DISCUSSION: None

VOTE: 3:0

Upcoming meetings:

December 11, 2023, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library, 501 8th Avenue, Greeley, CO 80631

HPLD Board Secretary/Treasurer
Joyce Smock

Recording Secretary
Kim Parker



BOARD OF TRUSTEES

DRAFT - Special Executive Session Minutes

Thursday, November 2, 2023

4:00p.m.

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

1.0 OPENING OF MEETING AT 4:03PM

1.1 Roll Call and Pledge of Allegiance

All were Present unless noted:

Chair Ken Poncelow

Vice-Chair Mary Heberlee arrived at 4:05

Secretary/Treasurer Joyce Smock attended online

Trustee Jana Caldwell

Trustee Teresa Curtis attended online

Trustee Gerri Holton attended online

Trustee Nick Nakamura attended online

Quorum was established.

Legal Counsel William Garcia attended online

HPLD Staff: Dr. Matthew Hortt, Natalie Wertz, Kim Parker

Guest: Nick Berryman attended online

1.2 Approval of Agenda

MOTION to approve the agenda: Trustee Jana Caldwell

SECOND: Secretary/Treasurer Joyce Smock

DISCUSSION: None

VOTE: Unanimously approved, 7:0

1.3 Public Comment

No public comment

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

- 2.1 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. - Lincoln Park Library building property

MOTION to enter Executive Session under C.R.S. § 24-6-402(4) - Pursuant to section 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. - Lincoln Park Library building property

MOTION: Trustee Jana Caldwell

SECOND: Trustee Nick Nakamura

DISCUSSION: NONE

VOTE: Unanimously approved, 7:0

An Executive Session meeting of the Board of Trustees of the High Plains Library District convened on November 2, 2023 for the sole purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators. - Lincoln Park Library building property. Attending were Chair Ken Poncelow, Vice-Chair Mary Heberlee, Secretary/Treasurer Joyce Smock, Trustee Jana Caldwell, Trustee Teresa Curtis, Trustee Gerri Holton, Trustee Nick Nakamura, Legal Counsel William Garcia, Nick Berryman, Natalie Wertz, and Dr. Matthew Hortt.

During the executive session, the Board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4). The Board did not adopt any policy, position, resolution, rule, regulation, or take any formal action. The executive session meeting was adjourned at 4:39pm and reconvened in special session.

3.0 CONCLUSION OF EXECUTIVE SESSION AND ADJOURNMENT OF SPECIAL SESSION AT 4:39PM

There being no further business,

MOTION to adjourn the meeting: Trustee Jana Caldwell

SECOND: Vice-Chair Mary Heberlee

DISCUSSION: NONE

VOTE: Unanimously approved, 7:0

HPLD Board Secretary/Treasurer
Joyce Smock

Recording Secretary
Kim Parker

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Information
Subject: Rocky Mountain Performance Excellence Recognition
Presented by: Michael S. Gratz, RMPEX Executive Director
Recommendation: Item for information only, no action to be taken

Background

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

Considerations

- The Malcolm Baldrige National Quality Award is the highest level of national recognition for performance excellence that a U.S. organization can receive
- RMPEX is a member of the Alliance for Performance Excellence, which supports the efforts of the Baldrige Performance Excellence Program across the USA
- There are four levels of state award recognition, and HPLD was recognized at the first level in August 2021
- Organizations desiring to apply for recognition by the National Baldrige Performance Excellence Program (BPEP) must first demonstrate achieving excellence by being recognized at the Peak Level by RMPEX

Recommendation

Item for information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Action
Subject: Programming Policy Revision
Presented by: Dr. Matthew Horts, Executive Director, & Bill Garcia, Legal Counsel
Recommendation: The Governance Committee has made a recommendation for one edit to the policy. Staff recommend two options. <ul style="list-style-type: none">• The Board review the edit and approve and adopt the policy as proposed• The Board review the edit and consider this change as part of the policy review schedule in 2024

Background

The HPLD Programming Policy was revised on November 15th, 2021; it included significant changes and updates. Following the change, some concern was expressed regarding the change. Staff reached out to the American Library Association's Office of Intellectual Freedom and received some feedback that was planned to be incorporated during the next review of the policy. Under legal advice, the District decided not to review the policy until the threat of legal action had passed. The legal issue has been resolved and during a mediation session a recommendation to add the verbiage recommended by the Office of Intellectual Freedom was made. On September 18th, 2023, the Board approved and adopted the proposed changes. During this same meeting, the Board referred one line in the policy to the Governance Committee for review and possible edits. Staff meet with the Governance Committee and the Committee has made a recommended edit to the section in the policy. The edited language is found in red the policy below.

Considerations

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 breadth and depth 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.
- Programming procedures are separate and apart from this policy.

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
- Programming is to be non-partisan and inclusive of a full variety of community perspectives
- When practicable, the Harwood model is to be used to ensure that programming decisions are driven by community input and needs
- Input from the Public Library Association regarding best practices to be considered
- Inclusive and diverse programming is encouraged

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 Activities 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.~~
- The District may present programs that are provocative of discussion, but not intentionally inflammatory.
- 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
Soliciting, Free Speech and Fundraising Activities policy
Sponsorship policy
Service Delivery

Procedures:

High Plains Library District Programming Manual
Meeting Room procedures

Policy History	Programs
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.
2023 – Sep 18	Executive Director & Legal Counsel
2023 – Sep 18	Policy approved and adopted by Board

Recommendation

The Governance Committee has made a recommendation for one edit to the policy. Staff recommend two options.

- The Board review the edit and approve and adopt the policy as proposed
- The Board review the edit and consider this change as part of the policy review schedule in 2024

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Information
Subject: Trustee Appointments
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Item for information only, no action to be taken

Background

Our Region 3 Trustee Ken Poncelow & At-Large Trustee Jana Caldwell's Board Terms are set to end on December 31st, 2023. The recruitment/selection process was conducted per the Board bylaws earlier this year and requests for ratifications have been sent to our Establishing Bodies.

Considerations

- The Selection Committee unanimously recommended that Michael Wailes be appointed to the HPLD Board to serve as the Region 3 Trustee, and that Deana Lemos-Garcia be appointed to the HPLD Board to serve as the At-Large Trustee.
- The ratification process for both candidates is underway

Recommendation

Item for information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Action
Subject: Proposed 2024 Holiday Schedule
Presented by: Dr. Matthew Hорт, HPLD Executive Director
Recommendation: Staff recommend that the board approve the proposed holiday schedule for 2024

Background

Each year the Board of Trustees approves the holidays for the forthcoming year, which results in the Branch Libraries and the DSS & Administration offices being closed.

In lieu of closing, the Branch Libraries and DSS & Administration offices remain open in honor of Presidents' Day. The Branch Libraries and DSS & Administration offices also remain open on Juneteenth Day. Staff are provided a "floating holiday" for these two holidays.

Staff is also proposing a date for All-Staff Day.

Recommendation

Staff recommend that the board approve the proposed holiday schedule for 2024



2024 Holiday Schedule

The libraries will be closed on the following dates:

Paid Holidays

Full-time employees and part-time employees who work at least 20 hours per week will receive holiday pay or another day off if scheduled to work that day. Holidays should be used in the same pay period they are earned.

- **Monday, January 1 – New Year's Day**
- **Monday, January 15 – Martin Luther King Jr. Day**
- **Monday, May 27 – Memorial Day**
- **Thursday, July 4 – Independence Day**
- **Monday, September 2 – Labor Day**
- **Monday, November 11 – Veteran's Day**
- **Thursday, November 28 – Thanksgiving**
- **Tuesday, December 24 – Christmas Eve Day**
- **Wednesday, December 25 – Christmas Day**

All-Staff Day

The libraries will be closed, so staff can attend All-Staff Day

- **Friday, October 22 – All-Staff Day**

Unpaid Holidays

The libraries will also be closed or closing early, but employees will not receive holiday pay:

- **Sunday, March 31 (Easter)**
- **Wednesday, November 27, at 5:00 pm (Thanksgiving Eve)**
- **Tuesday, December 31, at 5:00 pm (New Year's Eve)**

Floating Holidays:

Full-time employees and part-time employees who work at least 20 hours per week employees will receive two (2) floating holidays in lieu of Presidents' Day and Juneteenth Day, to be taken any time during the calendar year.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Action
Subject: 2024 Board Meeting Calendar
Presented by: Dr. Matthew Horts, Executive Director
Recommendation: Staff recommend that the board consider and approve the 2024 Board Calendar as presented and direct staff to notice accordingly

Background

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

Considerations

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

The Board Meeting Calendar is contingent upon the Holiday/Closure Schedule that the Board approves in agenda Item 2.5. The decision on the Holiday/Closure Schedule may affect the January & February Board Meetings.

Recommendation

Staff recommend that the board consider and approve the 2024 Board Calendar as presented and direct staff to notice accordingly



Notice of High Plains Library District Board Meeting Schedule for 2024

Notice is hereby given that meetings of the High Plains Library District Board of Trustees for the calendar year 2024 will be held on the following dates, times, and locations.

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Address</u>
Regular Session Monday, January 8	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631
Regular Session Monday, February 19	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631
Regular Session Monday, March 18	5:00 p.m.	Centennial Park Library	2227 23rd Ave. Greeley, CO 80631
Regular Session Monday, April 15	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631
Regular Session Monday May 20	5:00 p.m.	Glenn A. Jones, M.D. Memorial Library	400 S. Parish Ave. Johnstown, CO 80534
Regular Session Monday, June 17	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631
Regular Session Monday, July 15	5:00 p.m.	Erie Community Library West meeting room	400 Powers St. Erie, CO 80516
Regular Session Monday, August 19	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631
Regular Session Monday, September 16	5:00 p.m.	HPLD Administration	2650 W. 29th St. Greeley, CO 80631
Regular Session Monday, October 7	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631
Regular Session Monday, November 18	5:00 p.m.	Eaton Public Library	132 Maple Ave. Eaton, CO 80615
Regular Session Monday, December 9	5:00 p.m.	LINC Library Innovation Center	501 8th Ave. Greeley, CO 80631

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

Complete Board meeting packets are available at <http://www.hpldtrustees.us/>.

Persons desiring notification of special meetings of the Board of Trustees should advise the Executive Assistant for the Board of Trustees of his or her desire.

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Information
Subject: Construction Updates
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: Item for information only, no action to be taken

Background

HPLD has 5 construction projects planned for 2024. They include:

- Grover Library Build
- Mead Library Build
- DSS Expansion & Archive Build
- Farr Regional Library Remodel
- Carbon Valley Regional Library Remodel

Considerations

- Grover Library Build
 - Town of Grover has transferred the 4 lots to the District
 - Updated architecture has been developed and has been priced within budget
- Mead Library Build
 - HPLD, Town of Mead and the Mountain View Fire District are working on a development agreement between all 3 parties
 - A public meeting to review the site plan is being scheduled for late November/ early December
 - Design meetings have begun
- DSS Expansion & Archive Build
 - Design meetings have begun
- Farr Regional Library Remodel
 - Planning will begin in January 2024
- Carbon Valley Regional Library Remodel
 - Planning will begin in January 2024

Recommendation

Item for information only, no action to be taken

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting date: November 13, 2023
Type of item: Information
Subject: Intergovernmental Agreement List of Services with Member Libraries
Presented by: Dr. Matthew Hott, 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. The Addendum outlines the list of services provided by the district; this list can be updated by mutual agreement without impacting the full IGA.

Considerations

- Staff have reviewed the List of Services and made some edits to the list
- Edits include:
 - 123. Revisit IGA in 2025
 - 124. Spend 2024 continuing to develop the list of services to reflect how member libraries can opt into and out of services and determine the effect on budgets
 - Tech section has been separated into public tech and staff tech. Some of the items are repeated in both to allow for opting out of staff tech. All items from the 2022 list are present, the numbers may have changed.
- The new version of the Addendum has been shared with the Member Libraries
- Member Libraries have requested some considerations
- The IGAs will automatically renew

Recommendation

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



BOARD OF TRUSTEES

Regular Session Agenda

Monday, December 11, 2023

5:00 p.m.

LINC Library Innovation Center

501 8th Ave, Greeley, CO 80631

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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 13, 2023 Regular and Executive Sessions Meeting Minutes
- 1.4 The Good We Do
- 1.5 Public Comment

2.0 ITEMS FOR INFORMATION/ACTION

- 2.1 Events and Experiences update (Information) – Andromeda D’Angelo Stanfield
- 2.2 Introduction of new Trustees (Information) – Dr. Matthew Hortt, HPLD Executive Director
- 2.3 Final Budget Overview (Action) – Natalie Wertz, HPLD Finance Manager, and Dr. Matthew Hortt, HPLD Executive Director
 - a. Resolution 23-3, Adopt Budget
 - b. Resolution 23-4, Appropriate Sums of Money
 - c. Resolution 23-5, Set Mill Levy, Weld County
 - d. Resolution 23-6, Set Mill Levy, Boulder County
- 2.4 HPLD Vision & Values Review (Action) - Dr. Matthew Hortt, HPLD Executive Director

3.0 DIRECTORS REPORT

- 3.1 Review Draft Agenda – Dr. Matthew Hortt, HPLD Executive Director
 - a. January 8, 2024 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)(f) Personnel Matters – Matthew Hortt’s Performance Appraisal

6.0 ADJOURNMENT

Upcoming meetings:

January 8, 2024, 5:00p.m.: HPLD Board of Directors Meeting - Regular Session
LINC Library Innovation Center, 501 8th Ave, Greeley, CO 80631

Associate Director of Public Services

What's Happened in the last 30 days?

- Initial run-through of Person in Charge training, to find and correct any bugs
- Work on Performance Appraisals
- Continued work on Centennial Park Refresh

What's Coming Up in the next 30 days?

- We are beginning the design process for both the DSS Expansion and the Mead Library.
- Phase II of the refresh is beginning, with the Children's Area. The Teen Room and Adult Area are looking great!

Carbon Valley Operations

What's Happened in the last 30 days?

- Workforce and Development Librarian, Marie Kaufman, attended the Carbon Valley Chamber of Commerce Education Committee meeting on October 25.
- The space themed Early Literacy Fair had 66 attendees on Friday, October 20.
- The month-long Firestone Art Exhibit at Carbon Valley Regional Library ended on October 26. Over thirty artists participated with sixty-two pieces of art.

What's Coming Up in the next 30 days?

- Adult Services Librarian, Diana Grover, and Workforce Development Librarian, Marie Kaufman, will exhibit HPLD services at the Carbon Valley Chamber Non-profit Showcase on November 9.

Erie Operations

What's Happened in the last 30 days?

- Debbie Quakenbush started as Erie's new teen librarian. Before coming to Erie, she was a teen librarian in Arizona and a substitute librarian with the district. She started her career at High Plains, and we welcome her back,
- Kristin, our children's librarian, partnered with NASA to bring moon rocks to the different libraries in High Plains which attracted more than 300 visitors.

What's Coming Up in the next 30 days?

- Erie will be hosting the Colorado Farm House Cheese Company for a tasting and talk about cheese on November 14th at 6:30pm.
- The town of Erie will be erecting three sculptures between the library and the community center on November 6th as a part of their first public art project.

Farr Operations

What's Happened in the last 30 days?

- In early October, Farr hosted a traveling display from Zonta which advocates for an end to gender-based violence.
- University Middle Schools 6th grade class took their annual tour of the library during the week of October 8.
- The Early Literacy Fair was successful with 104 people attending. Graduate students from UNC's Department of Psychology participated by having two tables with STEAM activities and engaged with the children.
- Playdate Cafe which provides an opportunity for preschool children to socialize and caregivers and parents to network has seen steady attendance. Attendance has ranged from 25 attendees to 54.
- Two Halloween themed programs for adults had solid attendance. Spookifying Paintings had 15 participants and Spell Jars had 25.

What's Coming Up in the next 30 days?

- November 1 Pasta Derby for teens at 4 p.m.
- Readers' Theater for elementary-aged children on Thursdays at 4 p.m.
- Sustainable Holidays (part 1) for adults at 5:30 p.m. on November 30.

Riverside Operational Work

What's Happened in the last 30 days?

- Providing after school snack program for kids 0 – 18
- Staff working on performance appraisals
- Supporting Patron while CP is under construction

What's Coming Up in the next 30 days?

- Performance Appraisal meetings with Staff
- Benefits meeting

Collections Operational Work

What's Happened in the last 30 days?

- CR Manager Rebecca Libersat and Collection Development Librarian Victoria Boone attended CALCON.

What's Coming Up in the next 30 days?

- Interviewing and hiring Collection Development Librarian
- Evaluating educational electronic resources for test prep, certification, and general learning.

Facilities Operational Work

What's Happened in the last 30 days?

- Completed work orders for all locations.
- Completed cleaning at all locations including supply orders.
- Completed MOVE vehicle inspections and maintenance.
- Trained facilities tech.
- Attended Safety meetings, Construction meetings, Excellence coordinator meetings, Admin building expansion meeting and Mead kick off meeting.
- Completed winterizations for all locations including irrigation sprinklers.
- Assisted with Lincoln Park sale including buyers inspection and requests.
- Scheduled solar panel removal and storage and scheduled roof replacement at Centennial Park library.
- Completed parking lot maintenance at admin building.
- Completed HVAC maintenance and boiler repairs including RFP for the replacement of 4 roof top units at admin building.
- Scheduled installation of wall protections at Erie children's area and study rooms as part of the 2024 CIP project.
- Assisted with NASA space tree, Moon rocks and Art and Music programs.
- Completed annual Performance appraisals for custodians, facilities techs including executive director's evaluation.
- Completed tree trimming on all trees at Farr.
- Roof maintenance all locations.
- City of Kersey irrigation pump replacement and water lines repairs.

What's Coming Up in the next 30 days?

- Complete work orders including warranty work orders at LINC.
- Complete MOVE vehicles maintenance and inspections.
- Construction meetings for Centennial Park, Admin building expansion and Mead library.
- Generator automatic transfer switch replacement at Kersey.
- Roof replacement and solar panel reinstallation at Centennial Park.
- Assist with sale of Lincoln Park building and buyers inspection requests.
- Assist with additional security camera installations at LINC.
- Design a state-of-the-art facilities garage including equipment and vehicle estimates.

Finance Operational Work

What's Happened in the last 30 days?

- Work on 2024 budget
- Work on insurance renewal
- Attended Flood & Peterson Annual Symposium
- HPLDF&F Finance Committee meeting - reviewed requests for board designated funds
- HPLDF&F board meeting
- Attended HPLD staff day
- FirstBank security forum
- GFOA WPFN mentoring program

What's Coming Up in the next 30 days?

- Work on 2024 budget
- GFOA WPFN mentoring program

Friends & Foundation Operational Work

What's Happened in the last 30 days?

- Staff Day 10/6
- Innovation Luncheon on 10/17
 - 45 guests
 - 6 staff working the event
 - Gross total raised as of 10/30, \$16,650
- Q4 Board meeting preparations
 - Finance Committee Meeting and Executive Committee meeting
- End of Year Fundraising
 - 250 Colorado Gives Day post cards were sent to donors from the last three years
 - Copy writing for appeal letters, employee giving posts, Facebook and email blasts

What's Coming Up in the next 30 days?

- Q4 Board Meeting
- End of Year Fundraising 11/1-12/31
 - Colorado Gives Day 12/5
 - Fundraising Goal \$5,000
 - Desired Outputs:
 - As a result of this event, we will see a 85% retention rate for recurring donors.
 - As a result of this event 15% will be new donors.
 - As a result of this event 15% of recurring donors will increase their gift from their last.
 - As a result of this event 30% of donors will complete a donor survey.

Human Resources Operational Work

What's Happened in the last 30 days?

- Total Employees- 282*
- Open Positions - 7
- Job Applications Received - 58
- New Hires - 5
- Resignations - 3
- Training Requests - 32

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

What's Coming Up in the next 30 days?

- Performance Reviews

Information Technology & Innovation Operational Work

What's Happened in the last 30 days?

- Platteville circuit upgrade
- CP Remodel Support (move, store, setup temp equipment)
- Planning work
- DSS - more refresh work complete (upstairs closet, 10 computers)

What's Coming Up in the next 30 days?

- Continued support of CP Remodel
- CP Smartbadge turnover
- CVR refresh (pending schedule coordination)
- Eaton circuit upgrade scheduled for 10.7
- NPPL - upgrade pending site direction
- Scheduling/work for AV based on room reservation (LINC, FTL)

Community Engagement & Strategies Operational Work

What's Happened in the last 30 days?

- **Thriving Weld's Healthy Mind & Spirit:** The Thriving Weld's Healthy Mind & Spirit committee is pursuing grant funds for a publicity campaign aligned towards fighting loneliness. The priority age groups are teens and older adults. A campaign has been drafted and the promotional pieces are being introduced to the target populations for feedback. Elena Rosenfeld was able to share the drafted PR items while at a Changing the Narrative program and shared feedback with committee members.
- **Conferences:** Elena Rosenfeld attended CALCON in her role as Colorado's representative to the Mountain Plains Library Association and was asked to serve as a member of the Legislative Committee panel on Saturday, October 14th. She also presented on the importance of collaboration at the New Mexico Library Association conference with representatives from Aims Kiefer Library and UNC Libraries.
- **Building a Better Organization:** Elena Rosenfeld attended a RMPex Baldrige Inspire program with Barb Wright-Wisner. While the program was not focused on specific actions, there were details and insights that HPLD should find useful as we continue on our path for improvement.

What's Coming Up in the next 30 days?

- **State Demography Summit:** The State's Demography Office will be hosting their annual summit on Friday, November 3rd. Elena Rosenfeld will be attending and will share any interesting information about Weld County predictions.

SERVICES

Service – Meeting Rooms

What's Happened in the last 30 days?

- Starting district inventory list of portable meeting room technology.
- Decided with ITI, CRM, and Programming ECs to move forward with LibCal Meeting Reservations and Events Calendar as replacements to Spaces and SignUp.

What's Coming Up in the next 30 days?

- Customize new LibCal platforms.
- Create training documents for staff and patrons.

Service – Personalized Services

What's Happened in the last 30 days?

- EC meeting canceled.
- Updating the Personalized reading list request forms
- November TIC classes posted.

What's Coming Up in the next 30 days?

- EC meeting

Service - Programming

What's Happened in the last 30 days?

Date	Program	Attendance	Location
10/7/23	Family Science: Outer Space	127	LINC
10/14/23	A Partial Eclipse of the Sun	125	Centennial Park
10/12/23	Get Solar Eclipse Ready	68	Erie
10/11/23	Farr Playdate Café	53	Farr

Quarter 1 Report: July - September 2023

Notes:

Data with n/a is being tracked differently for 2023 vs 2022

*data does not include member activity except for Specialty Checkouts as services may differ or data is not centrally recorded

Service	Current Quarter (Q3)	Previous Quarter (Q2)	Change from Previous Quarter	Same Quarter Previous Year	Change from Previous Year	Data Confidence
Borrower Activity: Number of patrons using services (average per month)	30,208	28,804	5%	26,859	12%	High
Materials Sharing: Physical Materials	296,989	294,732	1%	290,529	2%	High
Materials Sharing: eMaterials	95,288	90,233	6%	85,871	11%	High
Public Technology - Computers: Total Hours Used	26,561	24,462	8%	22,729	17%	High
Public Technology - Printing: Number of print jobs	73,513	76,877	-4%	74,280	-1%	High
Public Technology - Copying: Number of copy jobs	26,419	24,810	6%	24,140	9%	High
Public Technology - Mobile Printing: Number of print jobs	6,655	6,382	4%	6,186	7%	High
Programming: # of Programs (does not include MOVE)	1,078	948	14%	778	38%	Mid
Programming: # of Attendees (does not include MOVE)	19,906	15,987	25%	11,737	70%	Mid
Specialty Checkout: Branches	241	242	-1%	209	15%	High
Specialty Checkout: Members	54	70	-22%	27	100%	High
Community Spaces: Gate Count	239,678	229,458	4%	193,234	24%	Low
Meeting Room: # of Reservations	2,330	1,620	44%	1,075	116%	High
Personalized Services: Book a Librarian (BAL)	317	399	-21%	303	4%	Mid
Personalized Services: Personalized Reading Lists (PRL)	14	14	0%	17	-17%	High
Personalized Services: Proctoring	13	19	-32%	18	-28%	High
Life Accelerator: # of reservations	827	332	149%	N/A	N/A	High

Observations - Quarter 3

Service

Life Accelerator

- Service added in May
- Q2 Stats are for May & June

Meeting Rooms

- LINC rooms added in May
- Total of 12 patron reservable rooms
- Total of 9 staff only reservable rooms

Programming

- Stats for Q2 include Summer Reading Adventure

Specialty Checkout

- Seven different Experience Passes added in January