

**INTERGOVERNMENTAL AGREEMENT CONCERNING LIBRARY SERVICES BETWEEN
THE HIGH PLAINS LIBRARY DISTRICT AND THE TOWN OF JOHNSTOWN**

This Intergovernmental Agreement Concerning Library Services (“Agreement”) is made on this ___ day of _____, 2020 (“Effective Date”), by and between the High Plains Library District (“Library District”), a Colorado library district, and the Town of Johnstown, a Colorado home rule municipal corporation (the “Town”), (each a “Party” and collectively the “Parties”).

RECITALS

WHEREAS, the Library District was created by the legislative acts of the Town of Ault, the Town of Eaton, the Town of Hudson, the City of Fort Lupton, the City of Greeley, the Weld County School District Re-8 and the County of Weld, known collectively as the “Establishing Entities;”

WHEREAS, the Town of Johnstown and the Town of Platteville did not establish the Library District, but agreed to participate, and are known collectively as “Participating Entities;”

WHEREAS, for purposes of this Agreement, the Establishing Entities and Participating Entities shall be known collectively as the “Governing Authorities” or singularly as a “Governing Authority;”

WHEREAS, the Governing Authorities, by the legislative acts of their governing bodies, opted to retain title to and ownership of their local libraries and the assets of such libraries and to maintain local control by and through a local library board of trustees;

WHEREAS, in exchange for library services provided by the Library District to the local libraries of the Governing Authorities, the Library District retains a portion of the property tax revenue derived from the service area of each Governing Authority;

WHEREAS, to clarify the library services that the Library District will provide to the local library of each Governing Authority, and, more specifically for purposes of this Agreement, the library services that the Library District will provide to the Town’s public library, the Glenn A. Jones M.D. Memorial Library (“Johnstown Library”), operating by and through the Town, during each calendar year, and the process by which such services will be provided, the Parties desire to enter into this Agreement;

WHEREAS, on February 18, 2009, the Town and the Library District entered into an Agreement Concerning Participation in the High Plains Library District, which, among other revisions, amended the agreement executed between the Parties, or predecessors to the Parties, on November 4, 1985 and the Modification Agreement executed between the Parties, or predecessors to the Parties, on or about January 15, 2001;

WHEREAS, the Town and the Library District have determined that it is mutually beneficial to amend the Agreement Concerning Participation in the High Plains Library District dated February 18, 2009; and

WHEREAS, to effectuate the foregoing, the Parties desire to enter into this Agreement.

AGREEMENT

NOW, THEREFORE, for and in consideration of the promises and mutual agreements contained herein, the Library District and the Town hereby agree as follows:

1. Recitals. The Recitals are incorporated into this Agreement as if fully set forth herein.

2. Library Services. On or before October 1 of each calendar year, the Library District shall provide the Town with a list of the library services that will be available for the following calendar year to the Johnstown Library (“Library Services”). The list of services shall be in substantially the same form as set forth on Addendum A, attached hereto and incorporated herein by reference (“List of Services”). The List of Services may be amended from time to time, but the Library District may not diminish or reduce the Library Services available to the Johnstown Library absent the Town’s written consent. On or before November 1 of each calendar year, the Town shall return the List of Services to the Library District with the selection of Library Services for the following calendar year. On and after January 1 of the following calendar year, the Library District shall provide the selected Library Services to the Johnstown Library. If the Town does not return the List of Services to the Library District, the Library District shall continue to provide the then-current Library Services to the Johnstown Library.

3. Modified Library Services During a Calendar Year. During any calendar year, upon the written request of the Town to the Library District to modify the services, the Library District may modify the Library Services that are provided to the Johnstown Library during such calendar year.

4. Library Services for the 2020 Calendar Year. For purposes of the 2020 calendar year, within ten (10) days of the execution of this Agreement, the Town shall provide a completed List of Services to the Library District and the Library District shall thereafter provide the Library Services to the Johnstown Library.

5. Tax Revenue Sharing. The Parties shall share tax revenue as follows:

a. The Library District shall provide to the Town two-thirds (2/3) of the property tax proceeds collected by the Library District from the mill levy applied by the Library District to the Johnstown Library’s service area, defined as the boundaries of the Weld County School District RE-5J, except all land within the corporate limits of the Town or outside of Weld County (“Service Area”). The remaining one-third (1/3) of the property tax proceeds shall be retained by the Library District to, among other uses, provide the Library Services to the Johnstown Library. On or before October 15th of each calendar year, absent extraordinary circumstances, the Library District shall provide written notification, if by electronic mail with a read receipt, to the Town of the anticipated amount of property tax revenue to be paid for the subsequent calendar year. Within twenty (20) days of receipt of property tax revenue from the Weld County Treasurer, the Library District shall remit payment to the Town.

b. The Town shall allocate two-thirds (2/3) of the property tax proceeds collected for library purposes within the corporate limits of the Town to the Johnstown Library. The remaining one-third (1/3) of the property tax proceeds collected for library purposes within the corporate boundaries of the Town shall be allocated to the Library District to, among other uses, provide the Library Services to the Johnstown Library. On or before October 15th of each calendar year, absent extraordinary circumstances, the Town shall provide written notification, if by electronic mail with a read receipt, to the Library District of the anticipated amount of property tax revenue to be paid for the subsequent calendar year. Within twenty (20) days of receipt of property tax revenue from the Weld County Treasurer, the Town shall remit payment to the Library District.

c. Notwithstanding the foregoing, and without modifying the proportional sharing of the tax revenue (2/3 to 1/3 split), the Parties may, in their discretion, deviate from the distribution of tax

revenue sharing set forth above by offsetting the payment that the Town is required to provide to the Library District from the payment that the Library District is required to provide to the Town.

6. Modification of Boundaries. The Town and the Library District hereby agree that properties within the Library District’s Service Area that are subsequently, or have been, annexed into the Town shall be removed from the Library District’s Service Area and boundaries. The parties shall jointly effectuate the foregoing by submission of the requisite documents to the Weld County Board of County Commissioners. Upon exclusion, the Library District shall receive funding from the excluded properties based on the tax revenue sharing set forth above.

7. Term. The initial term of this Agreement shall be from the Effective Date through December 31, 2020, and it shall automatically renew for one-year terms on January 1st of each calendar year. This Agreement may be updated, modified, revised, renegotiated or terminated at any time by mutual consent and in writing by the Library District and the Town. In the alternative, the Town, in its sole discretion, may cease participation in the Library District by providing ninety (90) days written notice to the Library District.

8. Library Plan. The Library District has developed a comprehensive plan, setting forth its broad policy objectives and understandings (“Library Plan”). A copy of the Library Plan is attached hereto and incorporated herein by reference as Addendum B. Within three months of the execution of this Agreement, the Johnstown Library shall prepare a similar plan for its library and provide such plan to the Library District.

9. Notices. Notices required herein, including delivery of the List of Services, shall be sufficient if personally delivered, sent by certified mail or sent by electronic mail delivery upon acknowledgment of receipt of the electronic mail by the intended recipient, addressed as follows, which addresses may be amended from time to time by written notice:

To the Library District: High Plain Library District
Attn: Executive Director
2650 W. 29th Street
Greeley, CO 80631
Email: MHortt@highplains.us

To the Town: Town of Johnstown
Attn: Town Clerk
450 S. Parish Avenue
Johnstown, CO 80534
Email: dseele@townofjohnstown.com

Johnstown Library
Attn: Library Director
400 S. Parish Avenue
Johnstown, CO 80534
Email: KPlumb@highplains.us

10. Entire Agreement. This Agreement shall contain the entire understanding of the Parties. This Agreement may not be changed without an agreement in writing signed by the Library District and the Town. This Agreement is binding upon and inures to the benefit of the Parties, their successors, assigns, and representatives.

11. Mediation. Prior to commencement of litigation, any disagreement between the Library District and the Town with respect to this Agreement shall be referred to a third-party mediator. If the Parties are not able to agree upon a mediator, the mediation shall be conducted at the Judicial Arbiter Group in Denver, Colorado. The cost of the mediation shall be split equally between the Parties.

12. Severability. If any portion of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unconstitutional, such determination shall not affect the validity of the remainder of the Agreement. If the validity, legality, constitutionality or performance of any portion of this Agreement is impeded or otherwise affected by any change in pertinent law or order of court, it is the desire and intent of the Parties to perform and comply with this Agreement as nearly as possible according to its spirit and expressed intent until the Parties agree in writing to changes consistent with and in accordance with the change in law or court order, as applicable.

13. Choice of Law; Venue. This Agreement is made under and is to be construed and enforced in accordance with the laws of the State of Colorado. The Parties agree that all judicial actions or proceedings arising in connection with this Agreement shall be heard in the District Court of Weld County.

14. Headings. The headings in this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

HIGH PLAINS LIBRARY DISTRICT BOARD

ATTEST:

By: _____
Secretary

By: _____
President

TOWN OF JOHNSTOWN

ATTEST:

By: _____
Diana Seele, Town Clerk

By: _____
Gary Lebsack, Mayor

Addendum A
 Glenn A Jones Memorial M.D. Library
 Library Services
 Calendar Year _____

Services	Provided by District	Provided by Member Library
Collections		
Access to all materials at all libraries participating in High Plains Library District		
1. The District has over 2,728,788 items, accessible to anyone who has an active HPLD library card in good standing including items in the Specialty Checkout Collection (Delivered by end of 1 st Quarter 2020)		
Materials purchasing/centralized order management		
2. Collection department will order on behalf of the Member Library and be billed monthly. Discounts realized through large volume purchasing.		
3. Collection development staff coordinate/create/maintain/update standing order plans for books and periodicals.		
4. Provide list of available periodicals, research and order titles as requested. Work with vendor when problems arise with subscription deliveries on member behalf.		
5. Collection Resources Manager negotiates discounts for all vendors used by the department (book, media and periodicals).		
Materials processing/standardized processing for items purchased /cataloged through Bibliographic Services		
6. Items ordered through Bibliographic Services will receive barcodes, RFID tags, spine labels, mylar covers per district standards		
Courier service to transport library materials Monday through Saturday		
7. Courier schedule maintenance for North and South routes		
Licensing, maintenance, and access to online databases and search software		
8. Negotiate prices for database and electronic resource access (included eBooks and databases)		
9. Staff database training upon request		
10. Patrons and staff receive technical troubleshooting and support		
Interlibrary Loan (ILL) and Prospector services		
11. ILL department will use OCLC or other supporting tools to locate and borrow an item not in our catalog for patrons/residence of HPLD.		
12. ILL staff responds to member patron requests and work with staff to resolve any problems.		
Access to collection development tools and resources to build collections		
13. Advice from the collection development department when questions arise.		
14. Access to online ordering tools		
15. Support for collection analysis		
Cataloging services		
16. Original cataloging provided for any item purchased by a Member Library that is not found within the OCLC catalog.		

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

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

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

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

Addendum B

High Plains Library District Library Plan

EXCELLENCE

Strategy

Strive to become the first library in the nation to win the Baldrige Award for Excellence.

Governmental transparency creates trust in the community. In our pursuit of excellence, the High Plains Library District will be transparent and follow all Sunshine Law requirements and guidelines, including, but not limited to:

- Post Board Meeting Agenda and Packets and materials 72 hours before the meeting. In identified posting locations.
- Keeping, recording and Posting Board Meeting Minutes in accordance with Sunshine Laws.
- Making documents available online via www.mylibrary.us
- Following our Open Record Request Policy.
- Submitting a completed Colorado Public Library Annual Report by the annual deadline.
- Providing a District Annual report to the Board from Director and Library Managers.

ACCESS

Strategy

Every individual and community who contributes to the revenues of the District will have access to library services (website, catalog, and the products and services the District offers.)

District Library Locations

District libraries are established according to the Establishment of District Facilities Guideline as well as Colorado Public Library Standards. Operations are governed by the High Plains Library District Board of Trustees. Facilities are the property, by ownership or contract, of the High Plains Library District. The High Plains Library District adheres to an annual budget approved by the High Plains Library District Board of Trustees.

District libraries offer a full array of materials, services, and programs for people of all ages. Staff is employed by the District, participates in benefits and is governed by the policies of the District.

Member Libraries

Member Libraries were established according to the Colorado Library Law provisions in 1985 and have joined with other governmental units within Weld County for the purpose of creating the High Plains Library District. The Member Library receives a designated portion of the tax levy for local library service. The governing authority of the Member Library receives funds according to a formula established at the time of the agreement to create the District. The governing authority budgets and accounts for these funds.

A portion of the tax generated from the service area is retained by the District for the purpose of district-wide services.

Member Libraries have:

- A local governing authority responsible for the library's operations.
- Facilities that are owned and maintained by the local authority.
- Services and programs that are determined by the local board. The library participates in centralized services made available by the District and mutually agreed upon through IGA.
- Staff that is hired by the local ~~board~~ governing authority. Payroll, insurance, and benefits are the responsibility of the local governing authority.
- A service area that was established in the Intergovernmental Agreement that formed the District.
- Hours of operation that are defined by the local authority.

Outreach Services

Outreach Services are a connection point and foothold for High Plains Library District in areas that are not in close proximity to a physical library. Outreach Staff will become a part of the community through collaboration with community organizations and to extend library services into communities, neighborhoods and to individuals. Outreach Services use a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources. Collaborative efforts are prioritized to match the District's Strategic Plan with community efforts.

When focusing on services, Outreach staff works with a variety of organizations ranging from day care centers, preschools, and K-12 schools to recreational centers, senior centers and other organizations that serve as community meeting places, in order to provide library materials, programs and resources to areas where economic, geographic, linguistic, physical or other barriers hinder access.

Efforts include, but are not limited to, providing rotating deposit collections, bookmobile and Lobby Stops, supporting Public Computer Centers, partnering with local service organizations, and serving with organizations pursuing venues for getting information and materials to the community.

The District will continually monitor the changing needs of the High Plains Library District residents and modify services to best reach the most people in a cost-effective manner. Over the next 1-3 years, Outreach Services will shift from transaction interactions with individuals in the communities they serve to a more imbedded, relationship model. A model where we are not just sitting at a table at an event but being an active part of the community and participating in the event and community.

Outreach Service Area Definitions

Outreach Services extends library services and staff into communities, neighborhoods, and to individuals using a variety of methods to provide access to those who experience barriers to using traditional library facilities and virtual resources or those who might not otherwise consider using library services. Efforts include, but are not limited to, participating on board and committees, providing rotating deposit collections, making bookmobile stops, partnering with local service organizations, serving with organizations pursuing venues for getting information and materials to the community, and providing answers and resources online or over the phone.

Bookmobile/Lobby Stops

- Mobile Units may be scheduled to stop at locations that are beyond a reasonable travel distance from a library building location. Stops will be at community gathering locations. While schools, historically have been an ideal location since they serve as a population centers, this has been limited to only supporting students during school hours. New options are being considered.
- Services are provided on an individual basis rather than to a group, i.e., classroom. The most frequently requested books are carried in the Outreach collection. Staff fill special requests promptly using Interlibrary Loan (ILL) and Prospector when appropriate.

- Bookmobile/Lobby stop visits are scheduled at intervals no less than 3 weeks and of sufficient length to offer professional advisory service.

Deposit Sites

- The facility is not the property of the District. Maintenance and insurance are the responsibility of the group or agency providing the facility.
- Deposits may be in lieu of bookmobile service or to supplement a bookmobile stop service point.
- A collection of materials is provided by the District as a long-term loan. The size of this collection is determined by the number of patrons and the size of the facility. Deposits providing study facilities will be provided basic reference books. Short-term rotating collections may be provided to maintain vitality in the collection at the deposit. Selection of the materials will be made by the District staff, taking into consideration those requests of the local staff. Insurance covering the materials placed in the deposit is the responsibility of the District.

Public Computing Center Sites

In 2011, HPLD had established 11 Public Computing Centers (PCC) that were housed in partner organizations. This model allowed the HPLD to maximize our resources by opening multiple sites in a service area that spans more than 4,000 square miles using 2.5 FTE. Of these original centers, 5 are still active locations. While the technology in all locations are managed by the District ITI Staff, 2 are in Member service areas where the Directors decided to continue to support the patron experience aspect of the service.

The 5 locations include: a town hall, a recreation center, a homeless shelter, a support center for the differently-abled, and a former coffee shop.

Criteria for partner organizations include:

- Space for our computer stations, as well as a place for our utility computer and a secure locked box to house it
- Availability of at least 20 hours a week to patrons of all ages
- Established foot traffic pattern

PCC sites were set up to mirror our branch computers, so our patrons get the same software, database access, time limits, and user experience that a patron in a branch would. Book-a-Librarian, a formalized one-on-one appointment, services are also provided.

Materials delivery has been provided at one of our sites through a holds locker (it looks like a USPS box and allows patrons to pick up holds 24/7), and some simply have holds delivered to the staff on the site.

All staff instructors have prior experience in technology instruction.

Virtual Library

Virtual Library staff resolves circulation and service concerns, provides basic reader's advisory and reference services, and directs requests as appropriate. Staff manage communications through technology-based tools which includes, but is not limited to, CHAT, email, and phones.

Virtual Library staff participate in the development and management of online support tools such as video-based training.

Pop-Up Library

The Pop-Up Library’s purpose is to engage both users and non-users in a two-way conversation about their wants and needs. At strategically selected events the catalyst for these conversations will be the unique and dynamic experiences we provide. Participants will walk away having had a positive interaction with the library in a new way. The Pop-Up Library will serve as a marketing tool that allows us to be producers instead of takers. It will help move us towards our goal of changing people’s perceptions of libraries, by actively showing our relevancy and importance through listening to their needs and delivering based on those conversations.

Current Facilities (Per Demographer)

Library	Service Areas	Population by Municipalities Service area per County Demographer	Square Footage	Sq. Ft./Pop
HPLD Greeley Area	Greeley, Evans, Garden City, La Salle (District 6)	128, 492	92,300 sq. ft.	0.72 sq. ft/person
Northern Plains Public Library	Ault, Pierce, Nunn (Re-9)	6,387	6,000 sq. ft.	0.93 sq. ft/person
Platteville Public Library	Platteville, Gilcrest (Re-1)	7,457	11,500 sq. ft.	1.5 sq. ft/person
Glenn A Jones Memorial M.D. Library	Johnstown, Milliken (Re-5J)	25,807	13,000 sq. ft.	0.50 sq. ft/person
Hudson Public Library	Hudson, Keenesburg, Lochbuie (Re-3)	15,293	12,000 sq. ft.	0.78 sq. ft/person
Eaton Public Library	Eaton, Galeton (Re-2)	9,593	12,500 sq. ft.	1.3 sq. ft/person
Fort Lupton	Fort Lupton (Re-8)	14,463	16,500 sq. ft.	1.1 sq. ft/person

Cities, Towns, and Municipalities in the District Service Area

As defined by the Weld & Boulder County Assessors Offices:

- Evans (Served by the Riverside Library and Cultural Center)
- Erie (Served by the Erie Community Library)
- Firestone (Served by the Carbon Valley Regional Library)
- Frederick (Served by the Carbon Valley Regional Library)
- Garden City (Served by the Lincoln Park & Riverside Library and Cultural Center)
- Greeley (Served by the Farr Regional Library, Centennial Park Library, Lincoln Park & Riverside Library and Cultural Center)
- Kersey (Served by the Kersey Library)

PCC Location:

- Briggsdale Community Library
- Evans Community Complex
- Milliken
- Nunn Town Hall

Served by Outreach Services:

Grover (22 miles from a PCC, 44.5 miles from a physical library)
LaSalle (2.4 miles from a physical library)
Mead (10 miles from a physical library)
New Raymer (27 miles from a PCC, 50 miles from a physical library)
Stoneham (38 miles from a PCC, 61 miles from a physical library)

Possible expansion of services:

Keota (37 miles from a PCC, 59 miles from a physical library)

Member Service Areas

As defined by the Weld County Assessors Offices:

Northern Plains Public Library: RE-9 School Boundaries (Ault, Carr, Nunn & Pierce)

Eaton Public Library: RE-2 School Boundaries (Eaton & Galeton)

Fort Lupton School and Public Library: RE-8 School Boundaries (Fort Lupton, Aristocrat Acres, Wattenberg)

Hudson Public Library: RE-3J School Boundaries (Hudson, Lochbuie & Keenesburg)

Glenn A. Jones Memorial Library: RE-5J (Johnstown & Milliken)

Platteville Public Library: South Half of RE-1 School District (Platteville & Gilcrest)

STEWARDSHIP**Strategy**

Care for the facilities we have in a way that they will be the place where everyone wants to be.

Establishment of District Facilities Guideline

The High Plains Library District is committed to providing quality service to all district residents. To ensure that service is provided in an effective and efficient manner, the Board of Trustees will establish and observe service delivery guidelines. The following considerations identify the guidelines for the District (Branch) Facilities and provide are provided for informational purposes for the Member Libraries.

General Considerations

- The use of a library is significantly impacted by its location.
- The Board of Trustees is committed to constructing locations where community residents frequently and willingly go.
- The District will operate locations of four types: Regional Library, Large Library, Small Library, and Mini Library.
- Population, service hours per week, size in square footage, holdings available, number of computers available for public use, and the number of hours of programming per week will vary based on the population and demographics of the service area.

- The Board reserves the right to offer service at an expanded or contracted level than that shown in the Preliminary Assessment Tool whenever local conditions or available funding make variations desirable or necessary.
- In urban and suburban areas, libraries should be located so that most residents of the service area can drive to the library in 15 – 20 minutes. In rural areas, libraries should be located so that most residents of the area can drive to the location in 30 minutes.
- The ideal of the District is to provide library service to residents at all hours, and to pursue opportunities to leverage hours of availability beyond those provided by the traditional library. As technological advancements permit the provision of services without a physical facility, the District will continue to work toward that ideal. As identified in the strategic plan, the District will leverage technology to make a 24/7 self-service location a reality.
- The services offered at libraries will vary depending on the type of facility and the community served. Regional and large libraries will offer a greater variety of services and larger collections than those available at the small and mini libraries.
- Libraries may include specialized spaces such as but not limited to computer labs, digital media labs, story rooms, study rooms, conference rooms, flex spaces and makers spaces.
- Libraries constructed by the District will be a minimum of 6,000 square feet and serve a population of at least 5,000 people.
- It is the preference of The District to own property and facilities, however library services may be provided in leased or donated space.
- The High Plains Library District will actively pursue co-location when such an opportunity is the most efficient and effective way to provide library service. Co-location occurs when library service is provided from a space in a facility in which other entities also have their own designated space.
- The District prefers to own the property and the facility that will be used for the co-located library, rather than being a tenant in a facility owned by another party.
- Co-location opportunities will be considered with retail outlets, community services, and organizations such as: community center, recreation center, senior center, health clinic, retail center, supermarket, or other locations where all segments of the community will frequently and willingly go.
- The District may provide library service via Outreach Services.
- Facilities and remodeling projects will meet, at a minimum, LEED Silver certification standards.
- As much as possible, the District will integrate future proofing and plan for the expected community growth

Site Selection Criteria

The following criteria, listed in alphabetical order, will be used by the Board of

Trustees to determine sites for locations:

- **Accessibility:** The site will be easily accessible by car, bicycle, public transportation, and on-foot. The site will provide for a high degree of personal safety for people entering and leaving the building, especially at night. Natural or man-made barriers should not impede access to the site.
- **Acquisition cost:** The cost to purchase or lease the site will be within the District’s budget, and the price to be paid for the site should not exceed the fair market value of the site.

- **Availability:** The time required to acquire the site will not negatively impact the proposed project timeline.
- **Community assessment:** The site will be one that will be acceptable to the majority of the residents in the projected service area of the proposed location. Prior to the selection of a site for a library, the Board of Trustees will provide an opportunity for public comment about the proposed site.
- **Construction/Site development cost:** The site will enable the District to construct a branch without incurring significant additional costs to prepare the site for construction or to construct the location.
- **Environmental issues:** The site will enable the District to construct a library without incurring significant additional costs to mitigate prior soil contamination or other pre-existing environmental conditions such as poor drainage or unstable land formation. The site will not be located in a flood plain or on protected lands.
- **Legal Matters:** The site will enable the District to acquire the property and construct the library without incurring significant additional legal costs.
- **Parking:** The site will allow for adequate onsite parking for library users and library staff.
- **Projected or current population:** The site will consider how many people can be served within a reasonable distance from the proposed site.
- **Size and shape of the property:** The site will allow for the construction of an efficiently designed library. The site will allow for landscaping and required setbacks. The site will allow for expansion of the building and expansion of the parking lot.
- **Traffic:** The site will be close to the geographic and/or traffic center of the areas to be served. The site will consider both the positives and negatives of traffic. It should be near primary streets with the library located at the intersection if possible, and an area of high pedestrian traffic. But the nature of traffic should not be such as to discourage use of the library.
- **Visibility:** The site and the library will be visible from major streets or within the shared facility.

Current Facilities Guideline Chart

	Extra-Large	Large Branch	Medium Branch	Small Branch	Notes/Comments
Population Served	35,000+	15,000-35,000	8,000-15,000	5,000-8,000	Smaller Populations Served via Outreach
Service Hours Per Week	62+	62+	62+	20+	
Square Footage	34,315+	11,538-34,314	4,373-11,537	1,000-4,372	
Holdings	125,000+	80,000-125,000	25,000-80,000	3,000-12,000	
Public Computers	50+	30-49	10-29	4-10	Determined by space and need
Possible Unique Features	Courier, IT and Outreach Hub, Special	Special Collection, Large and	Special Collection, Small Meeting	Small Meeting Room, 24 Hour Option	

	Collection, Large Meeting Room and Flex Space, Board Room, 24 Hour Option	Small Meeting Rooms, 24 Hour Option	Rooms, 24 Hour Option		
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ASPIRATION

Strategy

Create programs and services that result in changed lives and a better community.

In accordance with the strategic plan, the District will shift from current program delivery methods to more skills based, multicultural and intergenerational programming. The District will partner with and bring in subject matter experts to aid with the shift and instruction. Doing so will help to build the community and make connections within and between groups as the diverse population continues to expand throughout the High Plains Library District Service area. This shift was in direct response to community input and feedback.

LITERACY

Strategy

Intensify our efforts in increasing the levels of literacy throughout the District.

As the District strives to build stronger community. We will focus on all types of literacy, conventional, cultural and digital. Being a place for civil discourse and crucial conversations.

UNITY

Strategy

Focus on building trust in District leadership, building leaders and increasing job satisfaction.

The District will continue to provide, collection, Information Technology PCC and Outreach support as requested and agreed upon through Intergovernmental Agreements with the Member Libraries. While working through this process, we encourage our Member Libraries and their ~~Boards~~ Governing Authorities to build and use similar service plan.

FINANCIAL STRENGTH

Strategy

An emphasis on economic and population forecasting and taking actions now to prepare for the future.

To maintain our financial strength, the District will work with the County Demographer and Assessors Office as well as financial advisors and consultants to project and prepare for the future. To make the proper projections we must document and understand our current and former financial position and make it possible. We will prepare and make available and encourage our Member Libraries to do the same:

- CAFR or Audited Financials

- Quarterly Unaudited Financial Reports
- List of Library Trustees