



**HPLD FOUNDATION
REGULAR SESSION
September 5, 2019
DSS Conference Room
2650 W 29 St, Greeley, CO 80631
11:30 AM**

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Pledge of Allegiance
- 1.3 Approval of Agenda (Action)
- 1.4 Approval of Minutes (Action)
 - A. June 17, 2019 Work Session
 - b. August 23, 2019 Special Session
- 1.5 Public Comment

2.0 ITEMS FOR ACTION

- 2.1 Foundation 2019 – 2024 Strategic Plan (Action)
- 2.2 Whistleblower's Policy (Action)
- 2.3 MOU between HPLD and Foundation (Action)
- 2.4 Bylaws Amendments (Action)

3.0 FINANCE REPORT – Natalie Wertz, Finance Manager

4.0 FOUNDATION DIRECTOR'S REPORT – Abby Yeagle, Foundation Director

- 4.1 2018 Annual Report
- 4.2 SAS Fundraiser
- 4.3 AmeriCorps VISTA

5.0 BOARD COMMENTS

6.0 ADJOURNMENT



HPLD FOUNDATION

WORK SESSION

June 17, 2019

Nantes Public Library

703 Birch Street, Gilcrest, CO 80623

3:00 PM

1.0 OPENING OF MEETING

1.1 Meeting called to order at 3:10PM

Present: Chair John Damsma, Vice Chair Gerri Holton, Secretary/Treasurer Bob Grand, Director Joyce Smock, Director Mary Roberts, Director Alan Lott
Staff: Foundation Director Abby Yeagle, Executive Director Matthew Hottt, Development Associate Niamh Mercer, Executive Assistant Kathy Webb

1.2 Pledge of Allegiance

1.3 Approval of Agenda (Action)

Foundation Director Yeagle suggested adding Nomination Committee Meeting to Section 2.3.

Motion: Secretary/Treasurer Grand moved to approve the agenda with the addition of Nomination Committee Meeting to Section 2.3.

Second: Vice Chair Holton

Vote: Unanimously approved, 6:0

1.4 Approval of Minutes (Action)

A. 4/15/19 Regular Session

B. 5/24/19 Special Session

Motion: Secretary/Treasurer Grand moved to approve both the 4/15/19 Regular Session and 5/24/19 Special Session minutes.

Second: Director Lott

Vote: Unanimously approved, 6:0

1.5 Public Comment

No public comment.

2.0 ITEMS FOR ACTION / INFORMATION

2.1 Event Update

Foundation Director Yeagle informed the Board that Links for Literacy sponsor solicitation is underway. Ten have confirmed their support, with one doubling their sponsorship. The tournament will be held at Eaton Country Club on September 13 from 7:00AM-1:00PM. Yeagle invited the Board to attend the event. The Meet the Resident Event at WeldWerks Brewing Company on May 24 was successful. WeldWerks donated \$350, \$1 per draft sale, to the Writer in Residence program. Current and past residents attended the event and worked with staff to promote the program. Representatives from United Way and the Community Foundation Serving Greeley and Weld County have made positive remarks regarding the event. Foundation Director Yeagle informed the Board of several upcoming Foundation events including: the Greeley Arts Picnic July 27-28, Barnes and Noble Book Sale

Fundraiser with Jaydine Rendall August 3, and the Signature Author Event Fundraiser in collaboration with the Community Grief Center on November 10.
Director Smock requested a schedule of events to be sent to the Board after the meeting.

- 2.2** Colorado Nonprofit Association Essentials in Governance Excellence
Foundation Director Yeagle informed the Board of the opportunity to attend the Colorado Nonprofit Association Essentials in Governance Excellence training on June 25 in Denver, from 9:00AM-12:00PM. Yeagle noted that each Board member must confirm their attendance by end of business day June 19.
Chair Damsma asked if the Colorado Nonprofit Association limits the number of individuals that may attend from a single organization. Foundation Director Yeagle will confirm the organization limit with the Colorado Nonprofit Association.
- 2.3** Set Q3 Committee Meetings
- A. Strategic Planning
After consideration, the Committee chose to meet at 10:00AM on July 9 at DSS.
 - B. Bylaws and Policy Proposed same dates.
After consideration, the Committee chose to meet at 1:00PM on July 10 at DSS.
 - C. Finance Confirmation
Committee members confirmed that they would meet at 3:00PM on August 19 at Riverside Library and Cultural Center.
 - D. Nomination
After consideration, the Committee chose to meet on at 2:00PM on July 10 at DSS.

3.0 STRATEGIC PLAN OVERVIEW

Foundation Director Yeagle stated that the Strategic Plan Task Force would meet on July 9 to advance upon today's discussion. Afterwards, Yeagle will create a draft of the Foundation Strategic Plan to be presented at the Foundation Board of Director's Third Quarter Meeting. Upon approval, the plan will be reviewed by the Board of Directors quarterly.

Foundation Director Yeagle asked if the Board had reviewed the data.
The Board felt that it was a good collection of data, with a wide perspective.
Chair Damsma noted that many community members do not know about the Foundation.

Director Roberts asked Foundation Director Yeagle if the Foundation was the PR Department.
Foundation Director Yeagle informed the Board that CRM is the District's PR department.
Secretary/Treasurer Grand Bob noted that PR should be included in the District restructure and Foundation strategic plan.

SWOT

Foundation Director Yeagle began a Foundation SWOT analysis with the Board.

The Board noted several strengths: good direction, great staff, affiliation/relationship with the District, programs, new facilities, current facilities, and 1,000 Books Before Kindergarten.

The Board felt that weaknesses included: not reaching underserved audiences, leadership definition, staffing (as we grow), liquidity of the District (why support?), lack of distinction from the District, lack of a reasonable ask, District identity, lack of diversity in donor base (need tiered giving that enables more to give), and lack of a publicity.

The Board identified several opportunities: staff buy in, campaign with a clear goal (sellable), corporate support (oil, gas, ag, space), more flexibility than the District, community building, Friends

(every library), and a District wide volunteer program.

The Board identified threats including: other sources of information, misunderstanding of the value of libraries, changing perceptions, community participation, possible loss of oil and gas revenue, awareness/visibility, competition with other nonprofits, rising property taxes, and community interest.

The Board discussed staff needs and determined that the addition of the VISTA should be adequate for the Foundation's current needs.

Director Roberts suggested a focus on capital funding and shared that the AIMS Community Foundation raised \$4 million for a new facility. Secretary/Treasurer Grand noted that the AIMS system has a strong presence in Greeley and Loveland, therefore a Greeley-Centric "our college" perspective. Because of this, the AIMS Community Foundation had a greater opportunity for naming rights. Directors Lott and Roberts agreed that the Foundation is suited for capital campaigns and stated that operations are difficult to fund.

Secretary/Treasurer Grand would like the Foundation to pursue agriculture and space programs, in addition to oil and gas. Chair Damsma asked Secretary/Treasurer Grand if and how many space programs are in Weld County. Secretary/Treasurer Grand stated that space clubs are in Northern Colorado, Larimer, and Boulder. Executive Assistant Webb said that Ball Aerospace owns property in Weld County. Chair Damsma noted that in several years oil and gas revenue would eventually decrease. Secretary/Treasurer Grand disagreed and informed the Board that he met with the State Treasurer and feels that the state will see an increase in oil and gas revenue. A recent study states that oil production has increased due to significantly productive oil wells. Member libraries could see a 5-15% increase in revenue, while Branch libraries could see a 5-7% increase.

Chair Damsma asked if rising property taxes are a challenge and if the Foundation's identity is self-sustaining. Secretary/Treasurer Grand and Director Lott said that the Foundation should not be self-sustaining. Chair Damsma stated that the District will always need to pay Foundation salaries.

Director Roberts redirected the Board to challenges. Roberts asked the Board to consider how not having a Foundation would affect the District. Roberts noted that there is a lot of "high paid brain power" here and reminded the board of the recent resignation. The Board discussed the recent resignation. Foundation Director Yeagle informed the Board that she reached out to the former board member and will report back to the Board when she has updates.

Secretary/Treasurer Grand stated that he would like to see a Friends group at each library. Director Roberts would like the Foundation to focus on Friends of the Library with a Volunteer Coordinator, eventually leading to a rich volunteer program. Roberts noted that it is difficult to get the community to donate to the HPLD Foundation and serve on the Foundation Board of Directors. Roberts noted that difficulty doesn't mean that it shouldn't be done, but would like to consider another scenario that fits with the HPLD strategic plan and objectives. Roberts noted that a challenge is questioning if the District should even have a Foundation. Roberts stated that the Foundation has funds and therefore shouldn't be dismantled but put on the "back burner".

Secretary/Treasurer Grand stated that we must do both. Grand noted that the Foundation is currently in transition and that dismantling it would cause it to lose momentum and impact its ability to serve the community. Director Roberts stated that she does not know how the Foundation effects the strategic plan and questioned if every entity needs a Foundation with an endowment. Secretary/Treasurer Grand reaffirmed the importance of a strategic plan and stated that we must define what the Foundation is. Director Roberts recommended placing the Foundation on hiatus until the strategic plan is in place to which Secretary/Treasurer Grand disagreed.

Chair Damsma noted that the Foundation is organized as a 501c3. Damsma also directed the Board's attention to the 2014-2016 strategic plan and to the fact that the purpose of today's meeting was to create a new plan. Foundation Director Yeagle asked to transition towards a discussion about the Foundation's mission. Chair Damsma directed the Board to keep this conversation in mind and move onto a discussion regarding mission.

Mission

Foundation Director Yeagle read the current Foundation mission statement and purpose as written in the organization's Article of Incorporation and prompted the Board to consider why the Foundation exists.

The Board discussed the District's financial health before the oil and gas boom. They noted that the District struggled financially and was forced to take loans to build new locations. Though Chair Damsma felt that the Foundation relieved some of the financial strain during this period, Secretary/Treasurer Grand stated that the Foundation was Greeley centric and did not have a sizable income.

The Board considered the Foundation's mission and discussed why the Foundation exists. The Board would like the Foundation to continue to further the mission of HPLD, sustain and create library programs, serve the underserved, inspire, guard and support libraries.

Foundation Director Yeagle asked the Board what the ultimate outcome of the Foundation is. Chair Damsma stated that the Foundation should function at a grassroots level. It should share the District's personality with the community. He noted that the current Foundation does not support the District's evolution and that the Foundation should be the action arm of the District. Secretary/Treasurer Grand disagreed with Chair Damsma and noted that if the Foundation were the action arm there would be no clear distinction between the Foundation and District. Chair Damsma continued to say that the Foundation needs to be more involved, integrated and take initiative.

Director Roberts asked if the District could accept a funds without the Foundation. Foundation Director Yeagle noted that the Foundation's 501c3 status allows the District to accept an array of funding that would be otherwise unavailable. Director Roberts stated that the Board should keep the Foundation with some of the focus discussed during the meeting and begin to build a volunteer and Friends group. Roberts noted that the Foundation should manage the Friends and volunteers because library staff cannot manage them. Secretary/Treasurer Grand agreed that library staff do not have the time to manage volunteers. Executive Director Horrt noted that a strong volunteer base leads to lifelong volunteers who engage in planned giving.

Foundation Director Yeagle stated that the Foundation should not only increase funding but, should increase awareness, advocacy and love of libraries. Vice Chair Holton would like the Foundation to highlight the intersection between everyday and library life.

Vice Chair Holton stated that the Foundation should attend community events and cultivate relationships. Secretary/Treasurer Grand said that the District needs to determine who will go to community events, on a Branch, Foundation and staff level. Grand continued to say that the Board needs to determine who the Foundation is and what we do. Grand added that it is unfair for staff to not know what is going on and where they should be.

Foundation Director Yeagle asked if the Board had drafted a mission statement. Chair Damsma read the mission as stated in 2014-16 strategic plan. Damsma would like to include cultivating information inspiration and entertainment through engagement in the new mission. The Board agreed that the Foundation's mission is to support the District and that the District and Foundation currently have the same mission. Foundation Director Yeagle asked to table the mission conversation and move

onto Funding Priorities.

Funding Priorities

Foundation Director Yeagle directed the Board's attention to the list of possible funding priorities and asked what they viewed as top strategic focuses.

The Board identified several potential funding priorities: early literacy, serving underserved and disadvantaged communities, literacy, the Downtown Greeley Library, collaborating with local community organizations.

Director Roberts suggested that the Foundation could continue to exist, and a committee could meet to distribute funds to collaborative community organizations. The Board discussed various funding sources and potential community partners.

Foundation Director Yeagle informed the Board that she will summarize the meeting's notes and present them to the Strategic Plan Task Force. After the Task Force's meeting, Yeagle will create a draft of the Strategic Plan to present during the Third Quarter Meeting.

4.0 BOARD COMMENTS

Director Lott stated that the Foundation's purpose is not to raise money to support the library. It is unrealistic to raise a multi-million dollar endowment. Boots on the ground will make an impact based on community-essed needs.

Secretary/Treasurer Grand asked if the Board really needs a monthly financial report from the Foundation. It could be quarterly.

Vice Chair Holton agreed with Director Lott, the Foundation should be about impact not money. Holton stated that it is a good time to be a library.

Director Smock appreciated the format of the meeting and looks forward to having a specific of what the Foundation does.

Director Roberts stated that it is helpful to get "all of the cards on the table", as it helped the Board get down to the basics. Roberts appreciated the staff work that went into the meeting and the amount of Board participation.

Chair Damsma noted that the Board had a thorough discussion about the Foundation's "why" and purpose. Damsma noted that it was a difficult conversation and applauded both the Board and staff's professionalism.

5.0 ADJOURNMENT

Motion: Vice Chair Holton

Second: Director Smock

Vote: Unanimously approved, 6:0

Meeting adjourned at 4:33PM

Secretary/Treasurer

Date

Recording Secretary

Date



HPLD FOUNDATION

Special Session

August 23, 2019

Voice Conference

High Plains Library District Support Services

2650 W 29th St, Greeley, CO 80631

3:00 PM

1.0 OPENING OF MEETING

Meeting called to order at 3:04PM.

1.1 Roll Call:

Present: John Damsma, Gerri Holton, Bob Grand, Joyce Smock, Alan Lott

Absent: Mary Roberts

Staff: Foundation Director Abby Yeagle, Development Associate Niamh Mercer,

Foundation VISTA Christian Welch

1.2 Approval of Agenda (Action)

Foundation Director Yeagle recommended amending the agenda to include section 2.2

Rescheduling of Finance Committee Meeting:

Motion: Director Smock moved to accept the agenda as amended.

Second: Vice Chair Holton

Vote: Unanimously approved, 5:0

1.3 Public Comment

No public comment.

2.0 ITEMS FOR ACTION

2.1 Rescheduling of Third Quarter Meeting (Action)

Motion: Secretary/Treasurer Grand moved to reschedule the Third Quarter meeting on September 5, 2019 at 11:30AM.

Second: Director Smock

Vote: Unanimously approved, 5:0

2.2 Rescheduling of Finance Committee Meeting

The Finance committee agreed to meet on September 5, 2019 at 11:00AM.

3.0 BOARD COMMENTS

No board comments.

Foundation Director Yeagle informed the Board that they will vote to amend the Bylaws to allow the Board to conduct official business face-to-face or without a meeting through electronic voting, via audio or video conferencing or via email.

4.0 Adjournment

Motion: Secretary/Treasurer Grand moved to adjourn the meeting.

Second: Vice Chair Holton

Meeting adjourned at 3:11PM

Secretary/Treasurer Grand

Date

Recording Secretary

Date



The Foundation Board will consider an array of perspectives regarding the purpose and future direction of the Foundation when developing a strategic plan. Primary perspectives that will be considered include: feedback from HPLD staff across the District, recommendations from the Kellogg Organization's 2016 feasibility study and stakeholder interviews, the District's strategic plan, and the suggestions of the Board and Strategic Planning Task Force.

Library Staff Perspective

Source: Meetings with key staff at all branches and members

- Funding needs: capital projects and improvements, expanding service to underserved populations
- Looking to expand our service of underserved populations, multilingual populations, young parents, young professionals
- Most not comfortable discussing the Foundation with patrons
- Patrons are unaware the Foundation exists
- Most staff do not understand how the Foundation serves the District and do not think that it benefits patrons
- Several mentions of interest in an art show or art related fundraiser (Taste of Art)
- Volunteers: most have 10 or less regulars, mostly irregular volunteers and students looking for community service opportunities, no volunteer descriptions, feel that a District volunteer coordinator is essential, branches do not solicit volunteers, little administrative oversight
- Interest in Friends focusing on advocacy or book sales, concerns about extra staff time and labor, limited space, disagreements between Friends and staff
- Foundation Strengths: support of 1000BBK, Writer in Residence, Foundation's staff openness and willingness to try new things, 1000BBK and early literacy, the endowment, the fact the District has an established Foundation
- Foundation Weaknesses: lack of staff education, lack of staff buy in, unclear purpose for the Foundation, do not think the Foundation serves those in need, lack of connection to staff, District is well-funded, competing with other organizations for funds
- Opportunities: Writer in Residence, endowment, library lovers within the community, can bridge the gap between DSS and the libraries, build community partnerships, support from local businesses, patrons are invested in their library
- Threats: Foundation must partner not compete, helping low income patrons feel connected to their libraries, lack of awareness internally and externally

External Perspective

Source: The Kellogg Organizations Inc National and International Fundraising Counsel's Philanthropic Feasibility Study

- Visibility
 - High Plains Library District Foundation's number one challenge is visibility
 - Public awareness of the Foundation's existence and current programs needs to be achieved by increasing its visibility
 - Must reach out and significantly expand its visible and community-connected volunteer force and recruit a band of Library champions
 - 50% of interviewees did not know that the High Plains Library District had a Foundation
 - Develop a distinct HPLDF branding, develop platforms to recognize and promote the Foundation's uniqueness apart from the Library District
 - Utilize Foundation events to promote awareness

- Case for Support
 - A strengthened and motivating Case for Support is critical
 - Misperceptions must be addressed concerning the excess funds that are perceived to exist but have not been utilized by the District or Foundation
 - The greatest potential hurdles for gifts: the perception that the Library doesn't need more money
 - Display how the organization will use philanthropic support in a meaningful and impactful way
 - Foundation has not been effective in marketing the need and utilization for more funds
 - "The Foundation has not demonstrated a clear, urgent, and compelling need for an endowment"
 - "The Foundation must be clear why my taxes don't cover future planning costs"

- Board
 - Clarifying the role of Foundation Board members, address Foundation Board size, composition, and representation
 - The dual roles of serving on the Library and Foundation Board were not productive and created a confused perception because of the overlapping nature of those roles
 - Board development and expansion should include more corporate representation and clarification of what member's fundraising roles, responsibilities, and accountabilities
 - "The Board is not a fundraising Board"
 - "Some Foundation Board members are not comfortable serving on both the District and Foundation Boards"
 - "We have to connect with more people who can fundraise and have that prior experience"

District Perspective

Source: District 2019-2024 Strategic Plan, Meeting with Matt

- “The District and Support Services will support Branch and Member Libraries in service to the community and their service area”
- “Develop a volunteer program that will become the base for a Friends of the Library group and advisory committees”
- “Develop a digital marketing plan for social media engagement and advertising”
- “Develop and build a county-wide destination library in the downtown Greeley area”
- “Use the marketing plan to inform the public as to the District as a valuable investment”
- “Curate collections and offer programs that are representative of the cultures and nationalities of the populations in each service area
- “Bring structure of District in alignment with our processes and goals”
- Excellence (Colorado Principle and Practices Seals of Excellence, GuideStar Platinum Seal of Transparency)
- Focus on advocacy, advertising, promotion, and building community buy-in (beyond \$)
- Funding priorities: capital (Innovation Center), endowment, workforce development, literary arts, programs that reach underserved populations, programs of significant impact / District-wide programs, programs donors want to support
- Focus on awareness campaign, internal and external marketing

Internal Perspective

Source: Suggestions from the Foundation Board’s Strategic Planning Task Force (Directors Holton, Roberts, and Lott)

- Focus on communicating why libraries are important
- Focus on community-building aspects of the strategic plan
- Define funding priorities, show use of funds and impact
- Determine process for District applying for funds
- Foundation needs a clear fundraising goal and call to action
- Focus on the Innovation Center
- Foundation needs a clear call to action that is in support of, but separate from, the District
- Foundation should focus on larger projects instead of smaller District pieces



High Plains Library District Foundation

Strategic Plan 2019 - 2024

Introduction

The strategic plan of the HPLD Foundation incorporates the ideas of the Foundation Board of Directors, the District, library staff, and external stakeholders concerning the development of the Foundation. Ongoing review and adjustments will ensure that the Foundation's work remains on-task and relevant.

Mission

The mission of the High Plains Library District Foundation is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness and advocacy for the libraries of the High Plains Library District.

Funding Priorities

- Downtown Greeley Library and Innovation Center
- Capital growth District-wide
- Programs supporting education and literacy among underserved populations (identified in collaboration with HPLD Outreach)
- Writer in Residence and the literary arts
- High-impact District-wide programs (Signature Author Series, Summer Reading Adventure, Teen Tour, etc)

Strategic Focus Areas

Volunteer Engagement

Strategy

Develop a District-wide volunteer program to serve as the basis of a Friends group

Tactics

- Assess current volunteer assets and needs across the District
- Research different structures for Foundations and Friends
- Design volunteer policy, including positions, application process, etc
- Hire Volunteer Coordinator
- Begin District-wide implementation of volunteer engagement strategy
- Train District staff on how to utilize and work with volunteers
- Identify volunteer leadership as potential Friends, start Friends interest meetings
- Connect volunteers across the District through appreciation and training events

Awareness

Strategy

Raise awareness of and advocate for the Foundation, the District, and the importance of libraries

Tactics

- Develop a presence in communities across the District, focusing on strategic locations
- Add annual gala in partnership with Erie library to annual event calendar
- Focus on smaller promotional events (festivals, pubs, restaurants, coffee houses, etc)
- Rebrand the Foundation to create a distinct but complimentary identity from the District
- Implement social media strategy and digital marketing plan
- Work with District to create coordinated marketing plan consistent with District branding
- Launch *I Love My Library* campaign, highlighting the extensive impact libraries have on our communities

Philanthropy

Strategy

Prepare the Foundation to move towards major and planned giving by developing an annual fund and a broad, enduring base of supporters

Tactics

- Create a clear and compelling case for support
- Implement donor stewardship plan and moves management strategy
- Increase donor communication and outcome-oriented reporting through quarterly newsletter
- Add quarterly donor newsletter, highlighting stories of impact
- Build community trust through accountability by pursuing the GuideStar Platinum Seal of Transparency and the Colorado Nonprofit Excellence in Principles & Practices Recognition
- Focus on donor acquisition by growing current events calendar, adding additional annual events outside of Greeley

Capital Campaigns

Strategy

Support the development of a Downtown Greeley library and Innovation Center to benefit all of Weld County and Colorado

Tactics

- Lead Foundation and District leadership in multi-million dollar capital campaign
- Develop a comprehensive case for support and outcome statement for capital campaigns
- Assess feasibility of campaign, assessing current donor base and testing case for support
- Acquire tax credits for the project, including Enterprise Zone Contribution Project status and Child Care Tax Credit
- Engage community partners in support of the campaign
- Create capital campaign menu, highlighting projects across the District and areas for involvement

Community Engagement

Strategy

Cultivate relationships with non-profit partners, corporate sponsors, funders, and community stakeholders

Tactics

- Develop annual sponsorship opportunities and media kit
- Prospect corporate sponsors, focusing on oil and gas, agriculture, and tech industries
- Support Weld County non-profits and further philanthropy county-wide through partnership with the Weld Gives Collaborative
- Build connections with Weld organizations that support education and literacy
- Continue partnering with Weld County nonprofits on programs and events

Program Support

Strategy

Continue to expand Foundation programs and Foundation-supported District programs

Tactics

- Add publishing component to the Writer in Residence program
- Continue to support past residents through consortium, promotion, programming menu, and publishing support
- Explore options to engage diverse populations through the residency and share the wide array of stories in our community
- Secure funds for multi-lingual nursery rhyme books and storytimes
- Identify additional District programs for Foundation support as needed

Internal Leadership

Strategy

Prepare staff and the board to lead the Foundation towards strategic goals

Tactics

- Recruit new Foundation board members
- Offer board trainings and retreats to position the directors as Foundation ambassadors
- Revive the Foundation's staff liaison program
- Engage District staff in Foundation programs and events
- Establish Foundation presence in the branch libraries
- Develop District-wide procedures for grants management and donation tracking
- Support staff in smaller solicitations and grants, developing an internal understanding of funding processes and empowering them to fundraise
- Consult member libraries on fundraising efforts including grants, campaigns, unique / sizeable gifts, and the use of the Foundation's 501c3 status



<h2>Mission</h2>	<p><i>The mission of the High Plains Library District Foundation is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness and advocacy for the libraries for the High Plains Library District.</i></p>
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<h2>Funding Priorities</h2>	<ul style="list-style-type: none"> • Downtown Greeley Library and Innovation Center • Capital growth District-wide • Programs supporting education and literacy among underserved populations (identified in collaboration with HPLD Outreach) • Writer in Residence and the literary arts • High-impact District-wide programs (Signature Author Series, Summer Reading Adventure, Teen Tour, etc)
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Philanthropy

Prepare the Foundation to move towards major and planned giving by developing a broad, enduring base of supporters

Tactics

- Create a clear and compelling case for support
- Implement donor stewardship plan and moves management strategy
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Capital Campaigns

Support the development of a Downtown Greeley library and Innovation Center to benefit all of Weld County

Tactics

- Lead Foundation and District leadership in multi-million dollar capital campaign
- Develop a comprehensive case for support and outcome statement for capital campaigns
- Assess feasibility of campaign, assessing current donor base and testing case for support
- Acquire tax credits for the project, including Enterprise Zone Contribution Project status and Child Care Tax Credit
- Engage community partners in support of the campaign
- Create capital campaign menu, highlighting projects across the District and areas for involvement

Community Engagement

Cultivate relationships with non-profit partners, corporate sponsors, funders, and community stakeholders

Tactics

- Develop annual sponsorship opportunities and media kit
- Prospect corporate sponsors, focusing on oil and gas, agriculture, and tech industries
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- Continue partnering with Weld County nonprofits on programs and events

HPLD FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: September 5, 2019
Type of item: Action
Subject : Whistleblowers Policy
Presented by: Foundation Bylaws and Policy Committee (John Damsma, Joyce Smock)
Recommendation: Adoption of policy

Background

In the current version of the 990, Part VI, Section B focuses on “policies not required by the Internal Revenue Code”. These policies are valuable measures for ensuring sound governance and demonstrating it to donors and the public. The section asks if the organization currently has a variety of policies in line with best practices. Although a “no” answer holds no penalty, it can paint the organization in an unfavorable light to supporters and potential donors.

While completing the 2018 990, the Foundation was able to answer “yes” to having all of the listed policies except for the “Whistleblowers policy”. In order to demonstrate our commitment to high standard governance practices, it is the recommendation of the Bylaws and Policy Committee that the Foundation Board adopt a Whistleblower’s policy

Policy

The policy presented is a standard Whistleblower’s Policy based on suggestions and sample wording from the National Council of Nonprofits. It has been edited by the Bylaws and Policy Committee and reviewed by legal counsel.

Recommendation

It is the recommendation of the Foundation Bylaws and Policy Committee to adopt the proposed Whistleblower’s Policy.



High Plains Library District Foundation Whistleblowers Policy

The Foundation requires its directors and employees to observe high standards of ethics in the conduct of their duties and responsibilities. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Foundation can address and correct inappropriate conduct.

Responsibility to Report

It is the responsibility of all directors, employees, and volunteers to report any concerns about violations of the Foundation's conflict of interest policy or suspected violations of law or regulations.

Report Procedure

Any director, employee, or volunteer with concerns are encouraged to submit their concerns in writing directly to the Foundation Director. All complaints about unethical or illegal conduct will be investigated and resolved through an impartial third-party. The Foundation Director will advise the Foundation Board of all complaints and their resolution and will report on compliance activity.

No Retaliation

It is against the values of the Foundation to retaliate against any director, employee, or volunteer who in good faith reports an ethics violation or suspected violation of law. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline.

Confidentiality

Suspected violations may be submitted on a confidential basis by the complainant. Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Acting in Good Faith

Anyone filing a written complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation. Any allegations that prove not to be substantiated and have been made maliciously or knowingly to be false will be viewed as a disciplinary offense.

Signature

Date

HPLD FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: September 5, 2019
Type of item: Action
Subject : MOU between HPLD and Foundation Revisions
Presented by: Foundation Bylaws and Policy Committee (John Damsma, Joyce Smock)
Recommendation: Approval of Revisions (to be approved by HPLD Board of Trustees)

Background

In compliance with Agreement 14 in the MOU between HPLD and the Foundation that “the Library and Foundation agree that this Agreement will be reviewed on annual basis”, the Bylaws and Policy Committee reviewed the MOU and proposed the following revisions.

Revisions

Introduction

Revise the IRS designation to reflect the Foundation’s current status as a 509(a)1 non-profit organization.

Agreement 12

Add “literary programs” as an approved area for endowment fund disbursements. Add that the percentage of annual disbursements will be “mutually agreed upon” to ensure both parties are aware of endowment disbursements.

Recommendation

It is the recommendation of the Foundation Bylaws and Policy Committee to approve the proposed revisions to go to the District Board of Trustees for review.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this 19th day of August, 2019 by and between the BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT ("the Library") and the HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS ("the Foundation"), a Colorado non-profit corporation exempt from taxation pursuant to Internal Revenue Code Section 501(c)(3), as well as Section 509(a) 3 509(a) 1 of the Internal Revenue Code. ~~as a Type II supporting organization both parties of Greeley, Colorado.~~ On August 19th, 2019, the Library and Foundation entered into a Memorandum of Understanding to describe the manner in which they would collaborate and provide assistance to one another for the benefit of the Library.

Recitals

A. The Foundation was formed October 25, 2000 to "cultivate information, inspiration and entertainment for our communities by raising funds to sustain and create literacy programs, collection development, technology upgrades and capital improvements for our libraries."

B. Consistent with its stated mission, the Foundation provides financial support through its operations for the benefit of the Library.

C. The Library has provided and will, subject to adequate funding, continue to provide assistance to the Foundation to facilitate its operation, endowment growth and the fulfillment of its stated mission.

Agreements

NOW, THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes:

I. OPERATIONS

1.0 Office space. The Library will furnish office space sufficient to operate the Foundation. The Foundation will comply with Library policies in its usage of such space.

2.0 Computer usage; office equipment; Foundation website section. The Library will furnish the Foundation a computer, basic IT services, telephones and reasonable usage of office equipment, such as copiers and fax. The Library will also maintain the Foundation website section, with the understanding that the Foundation will be responsible for submitting changes and updates to the Library's website team in a timely fashion.

3.0 Assistance in financial reporting and maintenance of fundraising records. The Library will assist in the Foundation's cash management, accounting and financial reporting. The Library will provide software to manage Foundation fundraising records and will assist with data processing of those records. Both entities will be responsible for the proper procedural tracking,

accuracy, reconciliation of records in accordance with accounting and nonprofit fiduciary best practices.

4.0 Marketing and volunteer activities. The Library Public Information staff will assist the Foundation with marketing support, as needed. The Foundation will in-turn align all marketing with the strategic purposes of the Library marketing plans and functions.

5.0 Personnel. The Library will hire a Director on behalf of the Foundation. The Library will make such hire, after careful consideration of the recommendations of the Foundation's Executive Committee, and in accordance with the policies and procedures of the Human Resources department of High Plains Library District. The parties acknowledge that the Foundation's Director will be a district employee subject to the policies of the district's Human Resources Department, including those pertaining to compensation. The Executive Director of the High Plains Library District will supervise the Director, who shall direct the operations of the Foundation in consultation with the Foundation's board of directors.

6.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 5.0 of this Agreement. The Foundation will be responsible for operating expenses relating to fundraising activities, including the costs of postage, large copy jobs, and consumable office supplies used in those activities.

II. FOUNDATION RESPONSIBILITIES

7.0 Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

8.0 Compliance with legal and regulatory requirements. The Foundation will engage in an annual financial review and prepare necessary government reports at its own expense, including Form 990. The Board will comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations. The Director will inform the Executive Director of compliances on a regular basis.

III. FUNDRAISING AND GRANTMAKING

9.0 Restricted, unrestricted and endowment gifts made to the Foundation; gifts made to the Library. All restricted and unrestricted gifts made by donors to the Foundation and all gifts made to the Foundation's endowment by donors will follow the guidelines outlined in the Board of Directors policy on Gift Acceptance. Upon acceptance these gifts will be retained and managed by the Foundation. The following provisions shall apply to gifts made to the Library:

9.0.1 Statutory obligations with respect to gifts made to the Library that will receive potential tax benefit. Pursuant to (CRS § 15-1-1103-1109; CRS § 6-16-11(1)(i)),

the Board of Directors of the Foundation has exclusive control over the assets of the Foundation and contributing assets. Donated funds must;

- (a) be clearly categorized as unrestricted, temporarily restricted or permanently restricted in the organization's financial statements and communications in accordance with the donor or grantor wishes/stipulations.
- (b) follow applicable federal, state, and local laws particularly disclosure requirements for donors (*CRS § 6-16-105, 105.3*)

9.0.2 Restricted gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library shall follow the Gift Acceptance Policy of the Foundation, a copy of which is publicly available at www.mylibrary.us/Foundation.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Trustees of the Library has determined that it will best serve the interests of the Library for unrestricted gifts to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements. The Library agrees to notify the Foundation, through its Director, or, in the absence of a Director, the Foundation's President, when it has received and accepted an unrestricted gift. The Foundation and the District will refer to and follow Policies and Procedures for Gift Acceptance.

10.0 Restricted gifts. All gifts restricted for a specific library service may be initially authorized by the Library Executive Director, subject to Library Board of Trustees approval when required under Library and Foundation policies, specifically the Gift Acceptance Policy, and then accepted by the Foundation.

11.0 Management of funds for benefit of Library. The Foundation Board of Directors and Director will manage the proceeds of the Foundation according to bylaws, gift acceptance policy, spending and investment policies, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation. The parties agree that the Foundation will continue to contract with the contracted investment services provider for investment and reporting services relating to all such funds.

12.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds for the endowment for the long term financial sustainability of the District. The Foundation Board will on an annual basis approve a disbursement from the endowment fund to the Library for collection development, technology upgrades, capital improvements, and literary programs for our libraries, equal to a mutually agreed upon percentage, predetermined by the Board of Directors, of the corpus of the endowment.

IV. MISCELLANEOUS PROVISIONS

14.0 Annual review and amendment of Agreement. The Library and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.

15.0 Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of the Library and the Foundation.

16.0 Governing law. This Agreement shall be governed by Colorado law.

In witness whereof, the parties have hereunto set their hands:

BOARD OF TRUSTEES OF THE
HIGH PLAINS LIBRARY DISTRICT

BOARD OF DIRECTORS OF THE
HIGH PLAINS LIBRARY DISTRICT
FOUNDATION

By: _____
Name, Chair

By: _____
Name, Vice-Chair

HPLD FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: September 5, 2019
Type of item: Action
Subject : Bylaw Amendments
Presented by: Foundation Bylaws and Policy Committee (John Damsma, Joyce Smock)
Recommendation: Approval of Amendments

Background

In adherence with nonprofit best practices and Principles and Practices for Nonprofit Excellence in Colorado, the Foundation Bylaws and Policy Committee reviews the bylaws annually to amend them as needed to reflect organizational growth and development. After considering an array of feedback, including suggestions from staff and legal counsel and review of best practices, the committee proposes the following edits to the Foundation's bylaws.

Section 2 Number and Tenure of Board

The committee proposes editing the number and tenure of the board to read "a minimum of two (2) shall be current members of the HPLD Board of Trustees". This would allow flexibility in the number of District Trustees who must serve on the Foundation Board and would permit anywhere from two to nine Trustees to serve on the Foundation Board.

The change would also allow for more community members to join the board (up to 7). Allowing more community members to be elected to the Foundation Board of Directors would:

- Engage library lovers in our community through volunteer leadership (per the strategic plan).
- Help establish and build community partnerships.
- Bring diverse perspectives, connections, skills, and interests to the Foundation board.

An increased number of community members serving on the Foundation Board of Directors would also:

- Bring the Foundation into alignment with best practices for Library Friends and Foundations.
- Decrease administrative confusion and difficulties for staff and board members.

Section 6 Voting Procedure

The committee proposes editing voting procedure to allow official business to be conducted "without a meeting through electronic voting" and "via email". Currently, the Foundation Board is only able to conduct official business if "all persons participating in the meeting can hear each other simultaneously". This change would allow the Foundation Board to take action via email for smaller or immediate items (ex. amending the annual meeting schedule).

Section 11 Removal

The committee proposes clarifying that absences must be "unexcused" to warrant good cause for removal. They also suggest adding refusal of the Foundation's Whistleblower Policy as good cause.

Recommendation

It is the recommendation of the Foundation Bylaw and Policy Committee to adopt the proposed amendments.

Pueblo City-County Library District Foundation

Two District trustee representatives who serve as presidents of the Foundation board (not in leadership positions on District board)

7 - 9 members

Also has a separate Friends of the Library

Denver Public Library Friends Foundation

No District commissioners on the Foundation board

20 members

Has merged friends and foundation

Friends of Arapahoe Libraries

No District trustees on the Friends board

8 members

No Foundation

Pikes Peak Library District Foundation

1 District trustee representative on the Foundation board + an advisory council?

15 members

Also has separate Friends of the Library

Jefferson County Library Foundation

1 District Trustee representative on the Foundation board

12 members

Friends of JCPL is a program of the Foundation and managed by Foundation

Douglas County Libraries Foundation

No District trustees on the Foundation board

7 members (appointed?)

No Friends group

Friends of the Lafayette Library Foundation

1 District trustee representative on the Friends board

11 members

Mesa County Libraries Foundation

2 District trustee liaisons on the Foundation board

9 members

Also has a separate Friends of the Library

Estes Valley Friends and Foundation

No District Trustees on the Foundation board

11 members

Merged Friends and Foundation

**BYLAWS OF
HIGH PLAINS LIBRARY DISTRICT FOUNDATION
(A NONPROFIT CORPORATION)**

ARTICLE I – NAME

The name of this Corporation is HIGH PLAINS LIBRARY DISTRICT FOUNDATION (hereinafter referred to as "the Corporation").

ARTICLE II – OFFICES

The principal offices of the Corporation shall be maintained at such locations, as the Board of Directors shall, by a majority vote from time to time, direct. The office shall be at 2650 W. 29th Street, Greeley, Colorado, 80631.

ARTICLE III – DIRECTORS

Section 1 General Power

The business and affairs of the Corporation shall be managed by its Board of Directors.

Section 2 Number and Tenure of Board

The Board of Directors shall consist of not less than seven (7) nor more than nine (9) members. ~~Five (5) or more members will comprise a majority of the corporation's Board of Directors.~~ A minimum of two (2) shall be current members of the HPLD Board of Trustees and the remaining Directors shall be elected or appointed from the community at large. The term of the initial Board of Directors may be varied somewhat to achieve the membership goal of that Board, in terms of numbers.

Section 3 Meetings

Regular meetings of the Board of Directors shall be held at such times as determined by the Board and upon call by the Chairman, at least annually. Written notice or email of such meeting shall be sent to the members of the Board of Directors, at least one (1) week prior to the annual meeting.

Section 4 Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the Chairman or a majority of the Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place within the State of Colorado as the place for holding any special meeting of the Board of Directors so called.

Section 5 Notice

Notice of any special meeting shall be given at least three (3) days previously thereto by written notice, emailed or sent by courier to each member. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for any express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

Section 6 Voting Procedures

Fifty-five Percent (55%) of the Board of Directors, one of whom must be an officer, shall constitute a quorum for the transaction of business at any scheduled meeting of the Board of Directors.

The Directors may conduct official business face-to-face or without a meeting through electronic voting, via audio or video conferencing or via email. ~~or via conferencing, at which all persons participating in the meeting can hear each other simultaneously.~~ The agenda shall be established by the Chairman of the Board, the Vice-Chairman, the Foundation Director and the Executive Director of the District.

Section 7 Manner of Acting

The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. The Board may also act through consent minutes without a meeting, providing the minutes are signed by a majority of the Directors including the Chairman.

Section 8 Vacancies

Vacancies shall be filled for the remainder of the unexpired term as soon as possible at any regular or special meeting of the Board of Directors.

Section 9 Compensation

Directors shall not receive any stated salary for their services.

Section 10 Powers

All the corporate powers, except such as are otherwise provided for in these Bylaws and in the laws of the State of Colorado, shall be and are hereby vested in and shall be exercised by the Board of Directors. The Board of Directors may, by general resolution, delegate to the committees of their own number or the administrators of the Corporation such powers as they may see fit.

Section 11 Removal

A Director may be removed only by a majority vote of all foundation members, but only upon a showing of good cause. Good cause shall include: failure to attend three consecutive regular board meetings unexcused or ongoing failure to attend board meetings; criminal, fraudulent or otherwise illegal activity; refusal to sign High Plains Library District Foundation's conflict of interest policy and or whistle blower policy.

ARTICLE IV- OFFICERS

Section 1 Number

The Officers of the Corporation shall be a Chairman, a Vice-Chairman, a Secretary / Treasurer and such other officers as the board deems necessary.

Section 2 Election and Term of Office

Trustees shall serve concurrently with their HPLD Trustee board terms as members of the Foundation board as appointed. Terms of non-trustee board members shall be three (3) years, with no more than two (2) terms concurrently served.

Section 3 Removal

Any officer may be removed by a vote of the Board whenever, in the Board's judgment, the best interests of the District will be served thereby.

Section 4 Vacancies

Vacancies shall be filled for the remainder of the unexpired term as soon as possible at any regular or special meeting of the Board of Directors.

Section 5 Chairman

The Chairman shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He shall preside at all meetings of the Directors. He may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments, that the Board of Directors has authorized to be executed, except in cases in which the signing and execution thereof shall be expressly delegated by the directors or by these bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed; and in general, shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Directors from time to time.

Section 6 Vice-Chairman

In the absence of the Chairman or in the event of his inability or refusal to act, the vice-Chairman shall perform all the duties of the Chairman. When so acting, the vice-Chairman shall have all the powers of and be subject to all the restrictions upon the Chairman. The vice-Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman or by the directors.

Section 7 Secretary / Treasurer

The Secretary / Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation from any source whatsoever and oversee the deposit and expenditure of all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these bylaws. The Secretary / Treasurer shall in general perform all the duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the Chairman or the Board of Directors.

Section 9 8 Pronouns -Singular Plural and Gender Specific

Unless the context requires otherwise, words denoting the singular may be construed as denoting the plural and vice-versa, and words denoting a certain gender may be construed as denoting such other gender as is appropriate.

ARTICLE V - COMMITTEES

Section 1 Appointments

The Board of Directors from time to time shall appoint whatever committees the Board deems necessary.

Section 2 Corporation Chairman as Ex-Officio Member

The Chairman of the Corporation shall be an ex-officio member of all committees, with voting privileges, and shall be notified of all committee meetings.

Section 3 Reports

The Foundation Director shall be required to submit to the Board of Directors a written financial report and update as to general activities, at least annually.

ARTICLE VI- CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1 Contracts

The Board of Directors shall authorize any officer(s), or agent(s), to enter into any contract or execute and deliver any instruments in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2 Loans

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors, at a meeting of the Board of Directors at which a majority of the Board of Directors is present. Such authority may be general or confined to specific instances.

Section 3 Checks Drafts etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer(s), or agent(s) of the Corporation and in such manner as shall from time to time be determined by resolution of the directors.

Section 4 Deposits

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VII- FISCAL YEAR

The fiscal year of the Corporation shall commence on January 1st of each year and end on December 31st of the same year.

ARTICLE VIII- WAIVER OF NOTICES

Whenever any notice whatsoever is required to be given under the provisions of these bylaws, or under the provisions of the Articles of Incorporation, or under the provision of the law under which this Corporation is organized, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX-AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Board of Directors at any meeting of the Board of Directors at which a majority of the Board of Directors is present, one of whom must be an officer.

ARTICLE X – INDEMNIFICATION

In consideration for the services provided to the **HIGH PLAINS LIBRARY DISTRICT FOUNDATION** by its officers, directors and staff, the **HIGH PLAINS LIBRARY DISTRICT FOUNDATION** undertakes to defend all claims and indemnify its officers, directors and staff from any and all liability, loss or damage, the officers, directors and staff may suffer as a result of claims, demands, costs or judgments against them arising out of and in the scope of their duties and activities as officers, directors and staff members of the **HIGH PLAINS LIBRARY DISTRICT FOUNDATION**.

ARTICLE XI- CONTRIBUTIONS AND DEPOSITORIES

Section 1 Contributions

Any contribution, bequest or gift made to the **HIGH PLAINS LIBRARY DISTRICT FOUNDATION** or its Board of Directors shall be accepted or collected and deposited only in such manner as shall be designated by the Board of Directors.

Section 2 Depositories

The Board of Directors shall use the depositories used by the HPLD Board of Directors as long as such depositories are located within the County of Weld, State of Colorado, are authorized to transact business by the State of Colorado and are federally insured. All checks exceeding the amount of \$5000 and orders for the payment of money from said depositories shall bear the signature of at least two (2) authorized individuals. These two (2) individuals shall be the Chairman and the Secretary or other directors as approved and authorized by the Board of Directors. In addition, the Board of Directors may, in its discretion, designate an ex-officio Board member to be an authorized signatory on the Corporation's checking account.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure, by Sturgis, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by the Articles of Incorporation, these bylaws, or by special rules of procedure adopted by the Board of Directors.

Attested by:

HPLD Foundation Chair

Date

HPLD Foundation Secretary / Treasurer

Date

High Plains Library District Foundation

STATEMENT OF ACTIVITY

January - July, 2019

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	1,825.00
43451 UnRestricted Donations	4,363.40
Total 43400 Donations	6,188.40
47000 Sales	20.00
47008 Book Sales - Foundation	1,687.37
47010 Flash Drive Sales	132.00
47015 Sales of Foundation Promotional Items	220.00
Total 47000 Sales	2,059.37
47200 Special Events Income	146.67
47230 Writers in Residence	350.00
47240 Links for Literacy	11,050.00
Total 47200 Special Events Income	11,546.67
47400 Grants	
47401 Operating	28,500.00
Total 47400 Grants	28,500.00
47500 Earnings on Investments	56,274.45
47600 Interest and Dividend Income	4,034.55
Total Revenue	\$108,603.44
GROSS PROFIT	\$108,603.44
Expenditures	
60900 Professional Fees	4,000.00
60901 Membership	246.66
Total 60900 Professional Fees	4,246.66
62100 Contract Services	
62110 Accounting Fees	2,318.54
62150 Outside Contract Services	8,525.00
Total 62100 Contract Services	10,843.54
62800 Special Events Expense	50.00
62890 Links for Literacy	500.00
Total 62800 Special Events Expense	550.00
65000 Operations	10.00
65040 Supplies	1,164.28
65050 Bank Charges	4.41
Total 65000 Operations	1,178.69
65400 HPLD Foundation Grants	25,500.00
68300 Travel and Meetings	
68310 Conference, Convention, Meeting	1,450.30
Total 68300 Travel and Meetings	1,450.30
Total Expenditures	\$43,769.19

	TOTAL
NET OPERATING REVENUE	\$64,834.25
NET REVENUE	\$64,834.25

High Plains Library District Foundation

STATEMENT OF FINANCIAL POSITION

As of July 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 FirstBank	14,011.89
11000 Investments	
11001 Stifel Nicolaus	435,964.54
11002 Colotrust	37,240.56
Total 11000 Investments	473,205.10
Total Bank Accounts	\$487,216.99
Total Current Assets	\$487,216.99
TOTAL ASSETS	\$487,216.99
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	474,792.72
32000 Unrestricted Net Assets	-52,409.98
Net Revenue	64,834.25
Total Equity	\$487,216.99
TOTAL LIABILITIES AND EQUITY	\$487,216.99

HIGH PLAINS LIBRARY DISTRICT FOUNDATION
STATEMENT OF ACTIVITY
BUDGET TO ACTUAL

For the Period Ended July 31, 2019
58.3%
prepared August 6, 2019

Note: Conditional formatting in the % of YTD Budget and % of Annual Budget is on a red to green scale for revenues and green to red scale for expenses. Green is favorable variance. Red is an unfavorable variance.

	Jan - July Actual	Jan - July Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
REVENUES								
Donations - Restricted	1,825	5,000	(3,175)	37%	1,825	10,000	(8,175)	18%
Donations - Unrestricted	4,363	8,750	(4,387)	50%	4,363	24,000	(19,637)	18%
Earnings on Investments	60,309	8,750	51,559	692%	60,309	15,000	45,309	402%
Special Events Income	11,547	7,000	4,547	165%	11,547	85,500	(73,953)	14%
Grant revenue	28,500	20,000	8,500	143%	28,500	45,000	(16,500)	63%
Other income	2,059	1,850	209	111%	2,059	4,100	(2,041)	50%
Total revenues	108,603	51,350	57,253	211%	108,603	183,600	(74,997)	59%
EXPENSES								
Professional Fees	4,247	1,575	(2,672)	270%	4,247	3,000	(1,247)	142%
Contract Services	10,843	14,200	3,357	76%	10,843	16,800	5,957	65%
Special Events Expenses	550	1,000	450	55%	550	44,800	44,250	1%
Operations	1,179	21,175	19,996	6%	1,179	41,300	40,121	3%
HPLD Foundation Grants	25,500	2,450	(23,050)	1041%	25,500	4,000	(21,500)	638%
Travel and Meetings	1,450	1,500	50	97%	1,450	1,500	50	97%
Capital Campaign	-	-	-	#DIV/0!	-	20,000	20,000	0%
Total expenses	43,768	41,800	(1,968)	104%	43,768	131,400	87,631	33%
Increase (Decrease) in Net Assets	64,834	9,450	55,384		64,834	52,200	12,634	

High Plains Library District Foundation

CHECK DETAIL January - July, 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 FirstBank						
01/28/2019	Check	4286	Eaton Country Club		R	-500.00
				2019 Links for Literacy Tournament Deposit		500.00
02/05/2019	Check	4287	High Plains Library District		R	-73.95
				Refund Procurement Card Activity		-73.95
02/25/2019	Check	4289	High Plains Library District		R	-1,500.00
				Flood and Peterson Sponsorship for Staff Day		500.00
				Connie Willis Donation for Lincoln Park		-1,000.00
02/28/2019	Check	4291	Arts Picnic		R	-50.00
				41st Annual Arts Picnic NonProfit Organization Application		50.00
03/04/2019	Check	4292	High Plains Library District		R	-135.00
				SOS Registration for Abby Yeagle		60.00
				Attorney Fee for Attending Board Meeting		75.00
04/03/2019	Expenditure	4293	Kiwanis Club of the Rockies		R	-46.66
				membership Abby Yeagle		46.66
04/12/2019	Check	4294	High Plains Library District		R	-521.68
				membership Colorado planned giving		105.00
				stickers for tech donations		16.68
				legal - Coan, Payton, and Payne		400.00
04/16/2019	Check	4295	Laura Brashear		R	-1,000.00
				Writer in Residence stipend #1		1,000.00
05/02/2019	Check	4296	United Way of Weld County		R	-3,800.00
				2nd Half of VISTA fee		2,000.00
				Summer Associates (\$600 X 3)		1,800.00
05/02/2019	Check	4297	High Plains Library District		R	-287.35
				Coan Payton and Payne		150.00
				Office Depot sticker paper for HPLD Foundation stickers		42.35
				AFP membership dues		95.00
05/13/2019	Check	4298	Anderson & Whitney, CPA's		R	-4,000.00
				December 31, 2018 - Audit Financial Statements		4,000.00
05/20/2019	Check	4299	Laura Brashear		R	-1,000.00
				Writer in Residence May 2019 Stipend		1,000.00
05/22/2019	Check	4300	Niamh Mercer		R	-100.00
				Petty Cash for Meet the Resident Event		100.00
06/04/2019	Check	4301	High Plains Library District		R	-222.57
				Meeting Supplies for Writer in Residence		85.66
				Supplies		101.52
				Supplies		25.75
				Supplies for Board Meeting		9.64

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/11/2019	Check	4302	Laura Brashear	June Stipend - Writer in Residence	R	-1,000.00 1,000.00
07/22/2019	Check	4303	High Plains Library District	Secretary of State Registration Fee Coan, Payton and Payne - Telephone call with Abby Yeagle Capital Campaign Conference Foundation Merchandise 1000 Books Before Kindergarten	R	-2,382.94 10.00 100.00 1,295.00 808.78 169.20
07/23/2019	Check	4304	Laura Brashear	Writer in Residence Stipend	R	-1,000.00 1,000.00
07/23/2019	Check	4305	Abby Yeagle	Greeley Arts Picnic Petty Cash	R	-100.00 100.00

"cultivating information, inspiration and entertainment for our communities by raising funds to support the libraries of the High Plains Library District"

2018 FINANCIALS

Revenue	Undesignated Assets
\$55,144.26	\$44,644.44
Expenses	Endowment Assets
\$106,659.24	\$378,804.15

FUNDRAISING ACTIVITIES

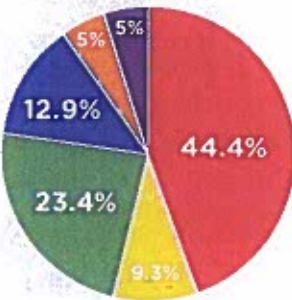
Links for Literacy	Temple Hoyne Buell Foundation Grant
\$28,450	\$20,000
KaBOOM! Grant	Colorado Gives Day
\$15,000	\$4,025

THANK YOU TO OUR 2018 TOP SPONSORS

Flood and Peterson	OtterCares Foundation
United Power	Greeley Tribune
Mister Money	Eckstine Electric
Richmark	FirstBank
Briggsdale Gas & Go	NoCoCU

2018 SOLICITATION ANALYSIS

Events:	\$28,450
End of Year:	\$5,966
Grants:	\$15,000
Employee Giving:	\$8,299.86
Monthly Gifts:	\$3,200
Sales:	\$3,230.59



RIVERSIDE PLAY SPACE

Thanks to the support of KaBOOM!, community donors, and volunteers with the Kiwanis Clubs of Greeley and the Rockies, the Foundation completed the Riverside Library and Cultural Center play space in Spring of 2018. Children of all ages in the Evans community now have access to outdoor play at their local library in the form of unique balancing and climbing equipment. The play space debuted with a community celebration featuring story time on the play equipment, arts and crafts, and outdoor games.



PLAY SPACE FUNDING

KaBOOM! Grant Funding
\$15,000
Designated Donations
\$26,486.76
Foundation Contribution
\$22,094.24



1,000 BOOKS BEFORE KINDERGARTEN EXPANSION

The Foundation secured \$20,000 in funding from the Temple Hoyne Buell Foundation to support the expansion of the 1,000 Books Before Kindergarten program to reach at-risk children outside of the District's reach by partnering with North Range Behavioral Health's family programs. The expansion allowed over 800 book bags to be distributed to new families, reaching approximately 1,300 children. HPLD continues to distribute materials throughout our community through partner organizations including: Women and Infant Children (WIC), Weld County Health (WCH), One Book for Colorado, Centennial Board of Cooperative Educational Services (CBOCES), Immigrant Refugee Center (IRC), United Way Bright by Three Home Visits, North Range Behavioral Health, Home Instruction for Parents of Preschool Youngsters (HIPPI), Parents as Teachers (PAT), Colorado Early Education Network (CEEN).

1000

BOOKS BEFORE KINDERGARTEN



"The High Plains Library District Writer in Residence Program is a wonderful symbiosis. The residency provides an opportunity for writers to have time to write while also contributing to the community through library programs and events." - Julia McSherry

WRITER IN RESIDENCE

Julia McSherry was selected by a volunteer panel to serve as the Foundation's third Writer in Residence. Julia worked on her memoir / cookbook *Catch and Devour* and launched her website and blog during residency. The book discusses her relocation from New Orleans to Greeley after Hurricane Katrina. Julia loves the West and works to capture some of the charm afforded by the unique agriculture, high plains and mountain landscape of northern Colorado. The narrative before and after recipes tells stories related to cooking, farm life, sustainability, healthy growing and eating and slow rather than fast food. Excerpts from *Catch and Devour* can be found on her blog www.juliamcsherry.com.



TECH DONATIONS

The Foundation helps give back to our community by facilitating the District's donation of gently used technology to local charitable organizations. In 2018, the Foundation distributed 57 desktops and 14 laptops to 15 different non-profits across Weld County.

To learn more about the Foundation and how you can help support our libraries, visit mylibrary.us/foundation.

foundation@highplains.us
970-506-8565
2650 W 29th St, Greeley, CO 80631



IMPACT BY THE NUMBERS

2,500 CHILDREN



Over 2,500 children reached through early literacy efforts as part of 1,000 Books Before Kindergarten.

307 DONATIONS



307 pieces of used technology including desktops, laptops and iPads donated to over 58 Weld County nonprofits since 2016.

\$21K SPONSORSHIP



\$21,000 raised in sponsorship for Links for Literacy.

80 APPLICANTS



80 applicants reached by the Writer in Residence program, fostering diverse local content in our community.

SAS 2019 Foundation Fundraising Event Snapshot

Synovite GARTH STEIN

SPECIAL SCREENING OF
The Art of Racing in the Rain

November 10, 2019 5:00 - 8:00 pm

Pre-Event at Grand George Off-Track Thoroughbred Casino, Colorado

Join us for the first time in the history of the film as we bring you the special screening of the film "The Art of Racing in the Rain" featuring the voice of Garth Stein. This special screening is a unique opportunity to see the film in a special setting. The film is a heartwarming story of a dog named Enzo who witnesses the life of his owner, a veterinarian named Zeno, and how he learns to love life in the rain. The film is a beautiful and touching story that will leave you with a sense of hope and inspiration.

General Admission: \$50
Includes movie and movie sign, 2x 12oz soft drink, 1st seating priority

6:45 pm - 7:30 pm - Meet and Greet with Garth Stein
8:15 pm - Entertainment and Auctions - 50% off their regular and special
9:30 pm - Special Photo Sign - The Art of Racing in the Rain
10:00 pm - Movie and movie sign, 2x 12oz soft drink, 1st seating priority

Synovite Sports and Health
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Fax: (970) 656-1558

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COMMUNITY OVER CENTRUM
FUNDATION

11 x 17 poster

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Event Screenshot

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Sponsor Levels Flyer

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Quarter Page Handout

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