



**HPLD Foundation Board of Directors  
Regular Session  
December 6, 2021  
District Support Services  
2650 W. 29<sup>th</sup> St., Greeley, CO 80631  
4:00pm**

**This meeting will also be streamed virtually via GoToMeeting: <https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>**

You can also dial in using your phone.

United States: +1 (646) 749-3335

Access Code: 690-325-477

**1.0 OPENING OF MEETING**

- 1.1.** Roll Call and Pledge of Allegiance
- 1.2.** Approval of Agenda (Action)
- 1.3.** Approval of Minutes (Action)
  - 1.3.1. Regular Session May 17, 2021
  - 1.3.2. Regular Session August 16, 2021
- 1.4.** Public Comment

**2.0 ITEMS FOR ACTION/INFORMATION**

- 2.1.** Writer in Residence Update (Information)
- 2.2.** Nomination of New Directors (Action)
- 2.3.** Board of Directors Icebreaker (Information)
- 2.4.** 2021 Board Designated Fund Distribution (Action)
- 2.5.** 2020 Annual Report (Action)
- 2.6.** 2022 Foundation Budget (Action)
- 2.7.** 2022 Meeting Schedule (Action)

**3.0 FINANCE REPORT-Natalie Wertz, Finance Manager**

**4.0 FOUNDATION REPORT-Niamh Mercer, Foundation Director**

- 4.1.** Links for Literacy Update
- 4.2.** End of Year Campaign Update

**5.0 BOARD COMMENTS**

**6.0 ADJOURNMENT**

*Next Meeting: TBD*



HPLD Foundation Board of Directors  
Regular Session  
May 17, 2021  
Centennial Park Library  
2227 23rd Avenue, Greeley, CO 80634  
3:00pm

This meeting will also be streamed virtually via GoToMeeting <https://global.gotomeeting.com/join/337001181>

#### 1.0 OPENING OF MEETING at 3:10pm

##### 1.1. Roll Call and Pledge of Allegiance

Chair Gerri Holton  
Vice Chair Joyce Smock  
Director Andrea Kaumann  
Director Caleb Jackson - absent  
Director Julie Forland  
Director Mark Moody - absent  
Director Miranda Arens-Bennett - absent

##### Staff

Brittany Raines, Carolyn Valencia, Mallory Pillard, Dr. Matthew Hottt, Kim Parker, Niamh Mercer, Christina Hardman

##### Guests

Dr. Melanie Pepper

##### 1.2. Approval of Agenda (Action)

**MOTION** to approve the agenda: Director Smock  
**SECOND:** Director Kaumann  
**VOTE:** Unanimous approval, 4:0

##### 1.3. Approval of Minutes from March 22, 2021 meeting (Action)

**MOTION** to approve the minutes: Director Kaumann  
**SECOND:** Director Forland  
**VOTE:** Unanimous approval, 4:0

##### 1.4. Public Comment

No public comment

## 2.0 ITEMS FOR ACTION/INFORMATION

### 2.1. 2021 Writer in Residence Introduction (Information)

Dr. Melanie Pepper was selected by a volunteer committee to serve as the sixth HPLD Writer in Residence. Niamh Mercer shared information about the residency and Dr. Pepper, and the details can be found at <https://www.mylibrary.us/writer-in-residence/>. She is the best-selling author of *Biology Everywhere: How the Science of Life matters to everyday life*, and during her residency she plans to work on a spin-off book series for children in late elementary grades. She will also work with the HPLD Programming Committee to take programs to the libraries.

### 2.2. Board Designated Fund Update (Information)

Program managers Brittany Raines and Carolyn Valencia shared an update on the projects that received Board designated funds.

Brittany Raines shared nursery rhyme booklets in English and Spanish, and pointed out that similar booklets in Burmese, French, and Somali languages should arrive within days. The nursery rhymes in each book are native to that particular culture and language, and the Burmese, French, and Somali books include virtual reality videos. One thousand booklets and approximately 150 surveys per language will be distributed for each of these three languages, and six thousand five hundred Spanish booklets have already been distributed to the Branch Libraries and patrons.

Chair Holton complemented them on the wonderful project.

Carolyn Valencia updated the Board on the *Widening the Window* project. Staff is looking at changing the observation book from *Colors of Us* to *Our Skin*, because it is a newer, more relevant book than was originally planned. The books will provide tools for each person to be able to answer, “what do you do when you feel fear or shame?” and so on. Also, the group is finalizing the selection of a second facilitator, which the Greeley/Evans School District 6 may pay for.

### 2.3. Election of Secretary/Treasurer (Action)

During the March 22, 2021 Regular Session Board Meeting, the Board chose to wait to elect a Secretary/Treasurer until this meeting. Julie Forland volunteered.

**MOTION** to approve Director Julie Forland for Secretary/Treasurer: Director Smock

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

From this point forward, Director Forland will be referred to as Secretary/Treasurer.

### 2.4. Planned Giving Brand Estate (Action)

On August 14, 2013, the Foundation received \$11,389.23 from a planned giving gift from Shirley Brand’s estate. The Finance Committee recommends distributing the funds to the District after it was discovered that the funds are still sitting in the Foundation account. Shirley Brand had requested that the funds be used for the District’s general use, such as programming or staffing, rather than a designated fund, and that wish will be granted. The Foundation will follow their usual donation procedure with a thank you letter, etc.

**MOTION** to distribute the Brand Estate funds to the District: Secretary/Treasurer Forland

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

## **2.5. Ethics Policy (Action)**

It is crucial that all Directors conduct business on behalf of the High Plains Library District Foundation with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety. The Foundation Board of Directors currently do not have an ethics policy in place, unlike the HPLD Board of Trustees. Staff drafted an Ethics Policy based on the HPLD Board of Trustees' current policy. The Bylaws and Policy committee reviewed and approved the policy and recommended that the Foundation Board of Directors vote to approve it.

**MOTION** to adopt the Ethics Policy: Director Kaumann

**SECOND:** Secretary/Treasurer Forland

**VOTE:** Unanimous approval, 4:0

## **3.0 FINANCE REPORT-Natalie Wertz, Finance Manager**

Natalie Wertz provided a Finance report for the second quarter. Donations were \$3,000 higher than at this time in 2020, but there has not been a significant amount of activity yet. The Investment portfolio is doing well this year and is increasing in value, and the Balance Sheet portfolio is strong with about \$600,000 in it. Unearned revenue is grant money that has been received but not yet spent on its intended purpose; in this case it is grant money from Weld Trust and Help Now Colorado COVID relief fund.

## **4.0 FOUNDATION REPORT-Niamh Mercer, Foundation Director Niamh** provided a Foundation update for the second quarter.

### **4.1. Development Associate**

Christina Hardman is the new Development Associate. She will be instrumental in helping with the Links for Literacy golf tournament, grant research and writing, the donor database, and much more. Christina introduced herself.

### **4.2. Fundraising Update**

The second quarter was full of grant writing. A \$10,000 grant application was submitted to the National Endowment of the Arts for the 2022 Signature Author series. A \$100,000 application was submitted to the National Endowment of Humanities for 2022 District programming. A \$50,000 application will be submitted to the ALA COVID Library Relief fund for Hoopla expenses.

Dr. Matthew Horts, James Melena and Niamh met with the Weld Community Foundation to discuss the LINC capital campaign. The Community Foundation's MOU states that they will provide \$250,00 for the project, and HPLD Foundation staff is working on creating a matching campaign to raise funds for LINC. HPLD Foundation staff will also seek grant opportunities. Dr. Matthew Horts, Natalie Wertz, and Niamh met with a DOLA representative to discuss additional funding opportunities that are available and submitted a capital request application from the Gates Foundation.

The Links for Literacy golf tournament was moved to October 8th. The fundraising committee will meet this quarter to talk about opportunities with the golf tournament, including soliciting auction items, sponsorships, volunteering on the day of the tournament, or sitting on the golf committee. The Links for Literacy golf committee consists of Foundation staff, members of the Kiwanis Club of the Rockies, and interested Fundraising Committee members. They will meet soon.

#### **4.3. Friends Update.**

Dr. Matthew Hottt and Niamh completed the *Spark the Change* Volunteer Engagement training series in preparation for a Friends group. Matt and Niamh will meet with HR to discuss what that will look like as a District. The Niamh will meet with the Friends Committee later in the quarter. They will formally rebrand as the HPLD Friends and Foundation next year after Library Awareness Week. There will be a new website and they will be on social media.

#### **5.0 BOARD COMMENTS**

Chair Gerri Holton appreciated everyone's time. She liked the booklets and 'Widening the Window' update. She looks forward to the day when everyone can get together in person.

Director Joyce Smock thanked Director Julie Forland for volunteering for Secretary/Treasurer. And it's great to see Director Andrea Kaumann excited about things coming up. There is a lot going on in the Foundation, and they are taking steps forward. It will be interesting to see what next year looks like.

Director Andrea Kaumann was happy that the Friends committee will move forward.

Secretary/Treasurer Julie Forland was excited to learn about the examples of the nursery rhyme booklets in the multiple languages. She's also excited about her new position as Secretary/Treasurer.

#### **6.0 ADJOURNMENT at 4:04pm.**

**MOTION** to adjourn the meeting: Director Smock

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

*Next Meeting: Monday, August 16 District Support Services 2650 W. 29<sup>th</sup> St. Greeley, CO 80631, 3:00PM*



HPLD Foundation Board of Directors  
Regular Session  
August 16, 2021  
District Support Services  
2650 W. 29<sup>th</sup> St., Greeley, CO 80631  
3:00pm

This meeting will also be streamed virtually via GoToMeeting <https://global.gotomeeting.com/join/868574741>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 868-574-741

## 1.0 OPENING OF MEETING

**Meeting Began: 3:02 PM**

### 1.1. Roll Call and Pledge of Allegiance

Present: Gerri Holton

Present via voice conference: Joyce Smock, Julie Foreland, Andrea Kaumann, Caleb Jackson

Staff Present: Foundation Director Niamh Mercer, Executive Director Dr. Matthew Hortt, Finance Manager

Natalie Wertz, Development Associate Christina Hardman, MOVE Manager Brittany Raines, MOVE Librarian

Carolyn Valencia, District-wide Events and Experiences Supervisor Amy Ortiz, MOVE Librarian Tim Ruth

### 1.2. Approval of Agenda (Action)

**MOTION:** Vice Chair Smock moved to approve the agenda as presented

**SECOND:** Secretary/Treasurer Foreland

**VOTE:** 5;0 unanimously approved

### 1.3. Approval of Minutes (Action)

**MOTION:** Vice Chair Smock moved to approve May 17, 2021 Regular Session minutes as presented.

**SECOND:** Director Kaumann

**VOTE:** 5;0 unanimously approved

### 1.4. Public Comment

No public comment.

## 2.0 ITEMS FOR ACTION/INFORMATION

### 2.1. Board of Directors Icebreaker (Information)

The Board of Director's discussed why they love their library.

Chair Holton loves connecting with the community and believes the library is the heart of the community. She loves that there is information of what is happening in the community and that there is always a lot of activity.

Vice Chair Smock loves that there is easy access to a lot of information

Director Kaumann loves that whenever she visits, there are many intellectually stimulating things to do, and she can relax in front of a fire and get connected with things that she loves.

Secretary/Treasurer Foreland says that she loves the community feel and that they serve all ages and socioeconomic groups with access to books and computers.

Director Jackson agrees with all the above and loves that he can check out a state parks pass.

## **2.2. Board Designated Fund Update (Information)**

Brittany Raines MOVE Manager, Carolyn Valencia MOVE Librarian, Amy Ortiz District-wide Events and Experiences Supervisor, Tim Ruth MOVE Librarian provided updates on programming that received Board Designated funds in 2021.

Chair Holton asked how many families have signed up for the Widening the Window Family Book Club. Carolyn Valencia MOVE Librarian informed the board that they have 3 families and are looking for 5 more.

Chair Holton asked about the future of program and how it can be adapted for organizations like Boys and Girls Club and Girl Scouts. Valencia stated they want to grow the project for immigrant and refugee families, Indigenous populations, and LGBT groups.

Chair Holton stated this would be a great program to get Jason Reynolds involved in. Amy Ortiz informed the board that they are already working on his involvement.

## **2.3. Board Designated Fund Process and Quasi Endowment (Information)**

Foundation Director Niamh Mercer and Finance Manager Natalie Wertz shared a summary of the history of the Foundation's endowment and the process of spending the endowment. The Board of Director's discussed the Board Designated Fund Process and Quasi Endowment.

Vice Chair Smock stated that we have a lot of things that we are not aware of and that the money in the Foundation's Quasi Endowment should be spent to do something good. Chair Holton shared Smock's sentiments and wondered what other projects we could use it for. Foundation Director Mercer informed the Board that if they are interested in funding programs then they would recommend spending it in a less designated way. Programs like Widening the Window would benefit from undesignated funds for operating costs and facilitators. Undesignated funds would also benefit large capital projects in the future such as LINC.

Executive Director Dr. Hortt seconded Mercer's comment and added that funds from grants can be restrictive, and it would be a large help to LINC if funds are less designated. The designation creates an additional layer of complexity.

Chair Holton asked what the process for distributing the Quasi Endowment would look like. Foundation Director Mercer informed the Board that we would use the same process that is currently in place for distributing the Foundation's funds. The recipients would use the Foundation Support Form, then Mercer would bring it to Finance Manager Wertz and Dr. Hortt. From there, they would bring recommendations to Finance Committee and then bring it to the Board at the next meeting. Dr. Hortt noted that it would be good to have a variety of programs for more Foundation exposure. Chair Holton liked the innovation aspect of funding programs.

Vice Chair Smock shared that she would vote to make the funds undesignated. Dr. Hortt suggested we wait for the launch of the Friends program to begin raising a true Endowment as they could work towards the planned giving goal for the future. Chair Holton asked what the amount we could spend out would be. Foundation Director Mercer informed the Board that up to 5% could be spent out. Chair Holton would like to spend out the 5% and would be interested in exploring giving the money to programming for schools.

Secretary/Treasurer Foreland agreed with Dr. Hortt regarding the Friends campaigning for the Endowment and keeping the reserves for anything that may come up in the upcoming months.

Foundation Director Mercer shared with the Board that spending out the funds to the capital projects is a need and will have a lasting effect and that we are anticipating receiving grants for programming.

Vice Chair Smock asked if we are waiting to get more information. Mercer confirmed that we will have more information in the Q4 meeting.

## **2.4. Capital Project Updates (Information)**

Dr. Matthew Hortt, Executive Director, shared an update on District Capital Projects. The presentation featured photos of the renovated Kersey Library and digital composites of the new rooms of the library including meeting and teen rooms. He anticipated the grand opening being on September 25<sup>th</sup>. Dr. Hortt went over a presentation

of LINC. He went into the history of the Lincoln Library. He showed the Board photos of a rendering of LINC, both external and internal, and how the designs represent the features of the area such as water and rolling hills. He also stated that all the equipment, tools, and exhibits for LINC will be mobile so that it can travel to all the libraries in the District.

Chair Holton asked how Dr. Hottt would envision the Foundation's contributions to LINC be represented. Dr. Hottt informed the Board that general capital spending would be the most flexible. He stated that the innovation space or equipment for the innovation space would be at the Foundation's greatest benefit as then they could place a plaque acknowledging the contribution. Foundation Director Mercer will be presenting more information on the capital campaign in the Q4 meeting. Mercer also shared with the Board that they are still nailing down the details on how the donors will be recognized inside of LINC.

#### **2.5. Ethics Policy (Action)**

**MOTION:** Director Kaumann moved to approve the signing of the Ethics Policy.

**SECOND:** Secretary/Treasurer Foreland

**VOTE:** 5;0 unanimously approved

#### **3.0 FINANCE REPORT-Natalie Wertz, Finance Manager**

##### **3.1. Foundation 990 and Audit (Action)**

**MOTION:** Vice Chair Smock moved to approve the Foundation 990 and Audit.

**SECOND:** Secretary/Treasurer Foreland

**VOTE:** 5;0 unanimously approved

#### **4.0 FOUNDATION REPORT-Niamh Mercer, Foundation Director**

##### **4.1. Grants Update**

Niamh Mercer, Foundation Director, shared an update on the Foundation's 2021 grant efforts.

##### **4.2. Links for Literacy Update**

Mercer shared an update on the annual Links for Literacy Golf Tournament.

##### **4.3. Colorado Gives Day Update**

Mercer shared a Colorado Gives Day update.

##### **4.4. Friends Update**

Mercer shared an update on the future Friends group.

#### **5.0 BOARD COMMENTS**

Director Kaumann stated the Friends committee is optimistic about the launch of the Friends program in early next year

Secretary/Treasurer Foreland appreciated the Kersey and LINC presentation and it was valuable to her to see what the capital projects look like

Director Jackson was happy to hear about the different efforts that the board has funded

Vice Chair Smock was glad we're questioning the Quasi-Endowment's purpose and appreciates what Foundation Director Mercer and Finance Manager Wertz has done

Chair Holton commended the staff on the research done ahead of time and noted the ALA has a virtual conference the next day and has Trustee workshops. She also suggested CAL conference participation.

#### **6.0 ADJOURNMENT**

Motion to adjourn the meeting: Vice Chair Smock

Second: Secretary/Treasurer Foreland

Vote: Unanimous approval, 5:0

**Time Meeting Ended: 4:48 pm**

*Next Meeting: Monday, November 15 Lincoln Park Library 2650 W. 29<sup>th</sup> St. Greeley, CO 80631, 3:00PM*



# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 12/06/2021
Type of item: Action
Subject: Nomination of New Directors
Presented by: Niamh Mercer, Foundation director
Recommendation: Staff recommend that the Board move to accept the Nomination committee's recommendation.

### ***Background***

The Nomination Committee recommends that the following candidates be accepted to the HPLD Foundation Board of Directors:

- Brecken Arnold
- Kelley Carmichael Casey
- Melanie McGinn
- Eric Parrish
- Matthew Starr

### ***Staff Recommendation***

Staff recommend that the Board move to accept the Nomination committee's recommendation.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 12/06/2021
Type of item: Information
Subject: Board of Directors Icebreaker
Presented by: Gerri Holton, Chair
Recommendation: No action needed.

### ***Background***

Please share your favorite library memory.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 12/06/2021
Type of item: Action
Subject: 2021 Board Designated Fund Distribution
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Board vote to approve the Finance Committee's recommendation.

### **Background**

The Finance Committee recommends that the follow applicants receive Board Designated Funds:

#### **Widening the Window**

Program Lead Carolyn Valencia

Amount: \$1,000.00

#### **2022 Summer Reading Adventure**

Program Lead Amy Ortiz

Amount: \$2,500.00

#### **2022 Signature Author Series**

Program Lead, Amy Ortiz

Amount: \$2,500.00 contingent upon event occurrence.

#### **LINC**

Project Lead Matthew Hottt

Amount \$20,000.00

#### **Additional Notes**

The Foundation Finance Committee thanks the Eaton Public Library for their application requesting funding from the Board Designated Fund to install an art piece at the Eaton Public Library. After reviewing the applications the Foundation Finance Committee has declined to fulfill the request. We are supportive of the project and would be interested in providing funding in the future as the campaign progresses. We are also interested in assisting to raise funds for the project. The District has updated its' mission to Helping Build Community. We see this as an opportunity to build the Eaton Public Library Community by increasing interest and buy in from the patrons in Eaton. We would be happy to discuss further.

### **Staff Recommendation**

Staff recommend that the Board vote to approve the Finance Committee's recommendation.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 12/06/2021
Type of item: Action
Subject: 2020 Annual Report
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Board approve the prepared 2020 Annual Report.

### ***Background***

The Foundation creates an annual report once the audited financials have been approved by the Foundation Board. The 2020 audited financials were approved during the Foundation's Q3 Regular Session on August 16, 2021. Once approved, Foundation staff will share the 2020 Annual Report on the Foundation website and with donors. This document will also be used as an attachment within grant applications.

### ***Staff Recommendation***

Staff recommend that the Board approve the prepared 2020 Annual Report.

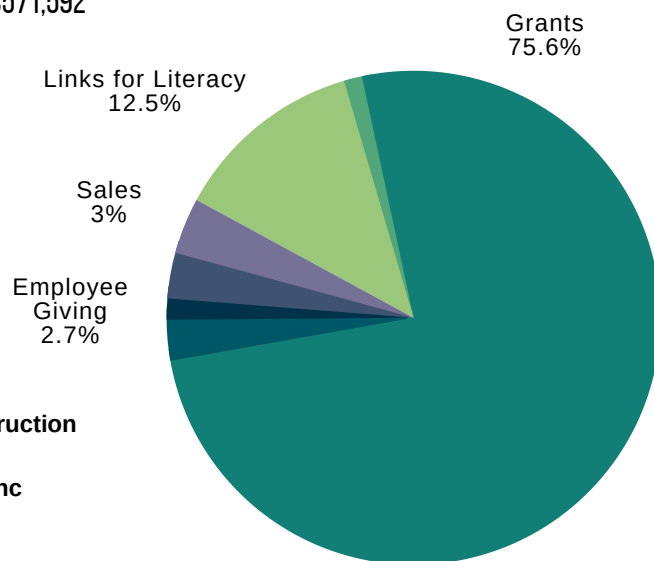
The mission of the High Plains Library District Foundation is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness and advocacy for the libraries for the High Plains Library District.

## 2020 FINANCIALS

Revenue	Expense	Undesignated Assets	Quasi Endowment
\$240,439	\$128,432	\$70,839	\$571,592

## 2020 SOLICITATION ANALYSIS

Links for Literacy \$29,029	Monthly Gifts \$3,195
End of Year \$2,750	Sales \$6,916
Grants \$174,900	Colorado Gives Day \$8,515
Employee Giving \$6,159	



## THANK YOU TO OUR 2020 TOP SPONSORS

Flood & Peterson	Briggsdale Gas & Go	KCI Krische Construction
Wember Inc.	United Power	FirstBank
Richmark Holdings, INC	Coyote's Southwestern Grill	FCI Constructors Inc
OtterCares Foundation	Bank of Colorado	
Eckstine Electric	GH Phipps Construction Company	

## BRIDGING THE DIGITAL DIVIDE

In order to decrease the digital divide and ensure all members of our community have access to essential online services, the Foundation supported the District's efforts to purchase 16 additional MIFI hotspots and to establish Community WIFI Access Points across our community. Access points have been installed at the Pine Meadows Apartments in the Island Grove area, the Villa Conchita apartments in the John Evans area, Anna Gemstadt Park, and the Kersey Mobile Home Park. These high-need neighborhoods were identified in partnership with Weld County School District 6 (as well as additional locations for future service) to have numerous low income students without WIFI in the home who are more likely to be impacted by the current health crisis. The Community WIFI Access Points are made possible thanks to our generous grantors, Help Colorado Now and the Weld Trust. The additional MIFI hotspot funding was generously provided by the 2020-2021 LSTA CARES Act Grant.



## FUNDING PRIORITIES

The Foundation focuses on five funding priorities including:

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

## WRITER IN RESIDENCE

2020 Writer in Residence Joshua Collier's goal for his residency was to create a book that encourages growth in STEM through engaging characters, historical relevance, and STEM projects that can be done at home. The story follows three friends and their unexpected adventure with a mysterious time traveler. A combination of Dr. Who and The Magic School Bus, this journey will test their ability to investigate, problem solve, and work as a team as they jump through history attempting to stop a mischievous adversary. Joshua also presented virtual STEM focused programs on the District's YouTube page that can be viewed at <https://youtu.be/SDm4t7xi0hE>. A portion of Joshua's residency was generously funded with support from the Colorado Creative Industries CO CARES grant and Union Pacific Foundation Community Spaces grant in addition to community donations.



TO LEARN MORE ABOUT THE FOUNDATION  
AND HOW YOU CAN HELP SUPPORT OUR  
LIBRARIES PLEASE VISIT  
[MYLIBRARY.US/FOUNDATION](http://MYLIBRARY.US/FOUNDATION)

### CONTACT

[FOUNDATION@HIGHPLAINS.US](mailto:FOUNDATION@HIGHPLAINS.US)  
970-506-8592  
2650 W 29TH ST.  
GREELEY, CO 80631

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 12/06/2021
Type of item: Action
Subject: 2022 Foundation Budget
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Board accept the Finance Committee's recommendation.

### ***Background***

The Foundation Finance Committee and Natalie Wertz, HPLD Finance Manager have reviewed the attached Draft 2022 Foundation Budget prepared by Niamh Mercer and recommend that the Board vote to approve the 2022 Foundation Budget.

### ***Staff Recommendation***

Staff recommend that the Board accept the Finance Committee's recommendation.

# DRAFT 2022 HPLD Foundation Budget

## 2022 Budget

<b>Revenue</b>	
<b>43400 Donations</b>	
43450 Restricted Donations	\$ 3,250.00
43451 UnRestricted Donations	\$ 10,000.00
43452 Vacation Donations	\$ 4,000.00
LINC Capital	\$ 910,000.00
Total 43400 Donations	<u>\$ 927,250.00</u>
<b>47000 Sales</b>	
47008 Book Sales - Foundation	\$ 6,000.00
47015 Sales of Foundation	
Promotional Items	\$ 200.00
Total 47000 Sales	<u>\$ 6,200.00</u>
<b>47200 Special Events Income</b>	
47240 Links for Literacy	\$ 30,000.00
47250 Colorado Gives Day	\$ 5,000.00
LINC Event	\$ 30,000.00
Total 47200 Special Events Income	<u>\$ 65,000.00</u>
<b>47400 Grants</b>	
47401 Operating	\$ 20,000.00
47402 Capital	\$ 50,000.00
Total 47400 Grants	<u>\$ 70,000.00</u>
47500 Earnings on Investments	\$ 25,000.00
47600 Interest and Dividend Income	\$ -
Total Revenue	<u>\$ 1,068,450.00</u>
Gross Profit	\$ 1,068,450.00
<b>Expenditures</b>	
<b>60900 Professional Fees</b>	
60901 Membership	\$ 500.00
60902 Marketing	\$ 2,000.00
Total 60900 Professional Fees	<u>\$ 2,500.00</u>
<b>62100 Contract Services</b>	
62110 Accounting Fees	\$ 11,000.00
62140 Legal Fees	\$ 300.00
62150 Outside Contract Services	\$ 21,000.00
Total 62100 Contract Services	<u>\$ 27,800.00</u>
<b>62800 Special Events Expense</b>	
62890 Links for Literacy	\$ 24,000.00
62891 Colorado Gives Day	\$ 300.00
LINC Event	\$ 10,000.00
Total 62800 Special Events Expense	<u>\$ 34,300.00</u>
<b>63400 Donation Expense</b>	
<b>65000 Operations</b>	
65020 Postage, Mailing Service	\$ 300.00
65021 Direct Mailing	\$ 5,000.00
Total 65020 Postage, Mailing	
Service	<u>\$ 5,300.00</u>
65040 Supplies	<u>\$ 10,000.00</u>
Total 65000 Operations	<u>\$ 20,600.00</u>
<b>65100 Other Types of Expenses</b>	
65400 HPLD Foundation Grants	\$ 961,500.00
68300 Travel and Meetings	\$ 1,000.00
68310 Conference, Convention, Meeting	\$ 500.00
68320 Travel	\$ 250.00
Total 68300 Travel and Meetings	<u>\$ 1,750.00</u>
68400 Capital Campaign	<u>\$ 20,000.00</u>
Total Expenditures	<u>\$ 1,068,450.00</u>
Net Operating Revenue	<u>\$ -</u>
Net Revenue	<u>\$ -</u>

HPLD Foundation Budget 2019-2022 Comparison

	2019 Budget	2019 Actual		2020 Budget		2020 Actual		2021 Budget		2021 Actual To Date		2022 Budget
Revenue					Revenue							
43400 Donations			43400 - Donations		43400 Donations			43400 Donations				
43450 Restricted Donations	\$ 10,000.00	\$ 1,902.00	43450 - Restricted Donations	\$ 10,000.00	43450 Restricted Donations	\$ 3,249.28	43450 Restricted Donations	\$ 10,000.00	\$ 1,736.51	43450 Restricted Donations	\$ 3,250.00	
43451 Unrestricted Donations	\$ 20,000.00	\$ 10,864.22	43451 - Unrestricted Donations	\$ 20,000.00	43451 Unrestricted Donations	\$ 10,094.19	43451 Unrestricted Donations	\$ 20,000.00	\$ 12,828.31	43451 Unrestricted Donations	\$ 10,000.00	
43452 Vacation Donations	\$ 4,000.00	\$ 4,734.07	43452 - Vacation Donations	\$ 4,000.00	43452 Vacation Donations	\$ 6,496.38	43452 Vacation Donations	\$ 4,000.00	\$ -	43452 Vacation Donations	\$ 4,000.00	
Total 43400 Donations	\$ 34,000.00	\$ 17,500.29	Total 43400 - Donations	\$ 34,000.00	Total 43400 Donations	\$ 19,839.85	Total 43400 Donations	\$ 34,000.00	\$ 14,564.81	LINC Capital	\$ 910,000.00	
47000 Sales	\$ -	\$ 20.00	47000 - Sales	\$ -	47000 Sales	\$ -	47000 Sales	\$ -	\$ -	Total 43400 Donations	\$ 927,750.00	
47008 Book Sales - Foundation	\$ 2,000.00	\$ 3,168.81	47001 - Book Sales - Used Books Donated	\$ 2,000.00	47008 Book Sales - Foundation	\$ 6,946.60	47008 Book Sales - Foundation	\$ 2,000.00	\$ 6,771.84	47008 Book Sales - Foundation	\$ 6,000.00	
47010 Flash Drive Sales	\$ 600.00	\$ 132.00	47002 - Book Sales - Books from Weeding	\$ -	47010 Flash Drive Sales	\$ 40.00	47010 Flash Drive Sales	\$ 1,500.00	\$ -	47015 Sales of Foundation	\$ 200.00	
47015 Sales of Foundation Promotional Items	\$ 1,500.00	\$ 240.00	47003 - Book Sales - Carbon Valley	\$ -	47015 Sales of Foundation Promotional Items	\$ 6,986.60	47015 Sales of Foundation Promotional Items	\$ 3,500.00	\$ 6,771.81	Promotional Items	\$ 6,200.00	
Total 47000 Sales	\$ 4,100.00	\$ 3,560.81	47004 - Book Sales - Lincoln Park	\$ -	Total 47000 Sales	\$ 6,986.60	Total 47000 Sales	\$ 3,500.00	\$ -	Total 47000 Sales	\$ 6,200.00	
47200 Special Events Income	\$ 40,000.00	\$ 7,139.42	47005 - Book Sales - Erie Community	\$ -	47200 Special Events Income	\$ 28,016.33	47200 Special Events Income	\$ 35,000.00	\$ 31,829.61	47200 Special Events Income	\$ 30,000.00	
47230 Writers in Residence	\$ 7,000.00	\$ 789.94	47007 - Book Sales - Riverside Library	\$ -	47230 Colorado Gives Day	\$ 9,778.15	47230 Colorado Gives Day	\$ 3,500.00	\$ -	47250 Colorado Gives Day	\$ 5,000.00	
47240 Links for Literacy	\$ 35,000.00	\$ 31,312.73	47008 - Book Sales - Foundation	\$ -	Total 47200 Special Events	\$ 38,694.48	Total 47200 Special Events	\$ 38,500.00	\$ 31,829.63	LINC Event	\$ 30,000.00	
47250 Colorado Gives Day	\$ 5,000.00	\$ 5,248.28	47009 - Book Reg Sales	\$ -	47400 Grants	\$ -	47400 Grants	\$ 40,000.00	\$ 20,723.54	Total 47200 Special Events Income	\$ 65,000.00	
Total 47200 Special Events Income	\$ 85,500.00	\$ 44,490.37	47010 - Flash Drive Sales	\$ 1,500.00	47401 Operating	\$ 28,643.23	47401 Operating	\$ 20,000.00	\$ -	47400 Grants	\$ 20,000.00	
47400 Grants	\$ -	\$ -	47000 - Sales - Other	\$ 3,500.00	47402 Capital	\$ 28,643.23	47402 Capital	\$ 20,000.00	\$ -	47401 Operating	\$ 20,000.00	
47401 Operating	\$ 35,000.00	\$ 33,500.00	Total 47000 - Sales	\$ 3,500.00	47500 Earnings on Investments	\$ 89,554.26	47500 Earnings on Investments	\$ 60,000.00	\$ 20,723.56	47402 Capital	\$ 50,000.00	
47402 Capital	\$ 10,000.00	\$ -	47200 - Special Events Income	\$ 10,000.00	47600 Interest and Dividend	\$ 19,487.10	47600 Interest and Dividend Income	\$ 25,000.00	\$ 84,668.86	Total 47400 Grants	\$ 70,000.00	
Total 47400 Grants	\$ 45,000.00	\$ 33,500.00	47230 Writer in Residence	\$ 35,000.00	Income	\$ 19,487.10	47600 Interest and Dividend Income	\$ 161,000.00	\$ 170,786.17	47500 Earnings on Investments	\$ 25,000.00	
47500 Earnings on Investments	\$ -	\$ 68,549.57	47240 - Links for Literacy	\$ 3,500.00	Total Revenue	\$ 203,205.52	Total Revenue	\$ 161,000.00	\$ 170,786.17	47600 Interest and Dividend Income	\$ 1,068,450.00	
47600 Interest and Dividend Income	\$ -	\$ 25,481.65	47250 - Colorado Gives Day	\$ 20,000.00	Gross Profit	\$ 203,205.52	Gross Profit	\$ 161,000.00	\$ 170,786.17	Total Revenue	\$ 1,068,450.00	
Total Revenue	\$ 183,600.00	\$ 193,082.69	Signature Author Event	\$ 10,000.00	Expenditures	\$ 94.83	Expenditures	\$ 161,000.00	\$ 170,786.17	Gross Profit	\$ 1,068,450.00	
Gross Profit	\$ 183,600.00	\$ 193,082.69	Erie Gala	\$ 20,000.00	60900 Professional Fees	\$ 368.00	60900 Professional Fees	\$ -	\$ -	Expenditures	\$ -	
Expenditures	\$ -	\$ 4,000.00	Total 47200 - Special Events Income	\$ 78,500.00	60901 Membership	\$ 94.83	60901 Membership	\$ 1,000.00	\$ -	60900 Professional Fees	\$ 500.00	
60900 Professional Fees	\$ -	\$ 4,000.00	47400 - Grants	\$ 35,000.00	Total 60900 Professional Fees	\$ 462.83	60902 Marketing	\$ 2,000.00	\$ -	60902 Marketing	\$ 2,000.00	
60901 Membership	\$ 1,000.00	\$ 546.66	47401 - Operating	\$ 10,000.00	62100 Contract Services	\$ 3,800.00	Total 60900 Professional Fees	\$ 3,000.00	\$ -	60902 Marketing	\$ 2,000.00	
60902 Marketing	\$ 2,000.00	\$ 150.00	47402 - Capital	\$ 10,000.00	62110 Accounting Fees	\$ 9,940.44	62100 Contract Services	\$ 7,500.00	\$ 2,500.00	Total 60900 Professional Fees	\$ 2,500.00	
Total 60900 Professional Fees	\$ 3,000.00	\$ 4,686.66	Total 47400 - Grants	\$ 45,000.00	62140 Legal Fees	\$ 467.50	62110 Accounting Fees	\$ 6,800.00	\$ 7,500.00	62100 Contract Services	\$ 11,000.00	
62100 Contract Services	\$ 10,000.00	\$ -	47500 - Earnings on Investments	\$ 25,000.00	62150 Outside Contract	\$ 10,500.00	62140 Legal Fees	\$ -	\$ 140.00	62110 Accounting Fees	\$ 300.00	
62110 Accounting Fees	\$ 6,800.00	\$ 3,127.46	Total Income	\$ 186,000.00	Services	\$ 24,707.94	62150 Outside Contract Services	\$ 21,000.00	\$ 18,340.00	62140 Legal Fees	\$ 21,000.00	
62150 Outside Contract Services	\$ -	\$ 13,226.25	Expense	\$ 13,226.25	Total 62100 Contract Services	\$ 24,707.94	62100 Contract Services	\$ 27,800.00	\$ 21,000.00	Total 62100 Contract Services	\$ 27,800.00	
Total 62100 Contract Services	\$ 16,800.00	\$ 16,353.71	60900 - Professional Fees	\$ 1,000.00	62800 Links for Literacy	\$ 18,659.04	62800 Special Events Expense	\$ 22,500.00	\$ 8,743.00	62800 Links for Literacy	\$ 24,000.00	
62800 Special Events Expense	\$ 20,000.00	\$ 4,599.57	60901 - Membership	\$ 2,000.00	62891 Colorado Gives Day	\$ 150.00	62890 Links for Literacy	\$ 300.00	\$ 150.00	62891 Colorado Gives Day	\$ 300.00	
62840 Writers in Residence	\$ 2,000.00	\$ -	60902 - Marketing	\$ 2,000.00	Total 62800 Special Events	\$ 18,809.04	62891 Colorado Gives Day	\$ 22,800.00	\$ 8,893.00	LINC Event	\$ 10,000.00	
62890 Links for Literacy	\$ 22,500.00	\$ 19,194.96	60900 - Professional Fees - Other	\$ 3,000.00	63400 Donation Expense	\$ 66.99	Total 62800 Special Events Expense	\$ 22,800.00	\$ 8,893.00	Total 62800 Special Events Expense	\$ 34,300.00	
62891 Colorado Gives Day	\$ 300.00	\$ 215.73	Salaries	\$ 625.28	63800 Meeting Expenses	\$ -	63400 Donation Expense	\$ -	\$ 650.00	63400 Donation Expense	\$ -	
Total 62800 Special Events Expense	\$ 44,800.00	\$ 24,010.26	Total 60900 - Professional Fees	\$ 3,000.00	65000 Operations	\$ 25.50	65000 Operations	\$ 300.00	\$ -	65000 Operations	\$ 300.00	
65000 Operations	\$ -	\$ 10.00	62100 - Contract Services	\$ 21,000.00	65020 Postage, Mailing	\$ 14,764.19	65020 Postage, Mailing Service	\$ 5,000.00	\$ -	65020 Postage, Mailing Service	\$ 300.00	
65010 Books, Subscriptions, Reference	\$ -	\$ 168.55	62110 - Accounting Fees	\$ 6,800.00	65021 Direct Mailing	\$ 5,000.00	Service	\$ 5,300.00	\$ -	65021 Direct Mailing	\$ 5,000.00	
65020 Postage, Mailing Service	\$ 300.00	\$ -	Total 62100 - Contract Services	\$ 27,800.00	Total 65020 Postage, Mailing	\$ 15,414.97	65020 Postage, Mailing	\$ 36,000.00	\$ -	Total 65020 Postage, Mailing	\$ 5,300.00	
65021 Direct Mailing	\$ 5,000.00	\$ -	62800 - Special Events Expense	\$ 2,000.00	65040 Supplies	\$ 162.72	65040 Supplies	\$ 41,300.00	\$ -	65040 Supplies	\$ 10,000.00	
Total 65020 Postage, Mailing Service	\$ 5,300.00	\$ -	62840 Writer in Residence	\$ 2,000.00	65100 Other Types of Expenses	\$ 31,574.00	Total 65000 Operations	\$ 41,300.00	\$ -	Total 65000 Operations	\$ 20,600.00	
65040 Supplies	\$ 36,000.00	\$ 7,568.24	62890 Links for Literacy	\$ 22,500.00	65400 HPLD Foundation Grants	\$ 91,198.49	65100 Other Types of Expenses	\$ 10.00	\$ 10.00	65100 Other Types of Expenses	\$ 961,500.00	
65050 Bank Charges	\$ -	\$ 57.81	62891 - Colorado Gives Day	\$ 300.00	Total Expenditures	\$ 112,007.03	65400 HPLD Foundation Grants	\$ 20,000.00	\$ 23,302.34	65400 HPLD Foundation Grants	\$ 1,000.00	
Total 65000 Operations	\$ 41,300.00	\$ 7,804.60	Signature Author Event	\$ 2,000.00	Net Operating Revenue	\$ 112,007.03	68300 Travel and Meetings	\$ 1,500.00	\$ -	Total 65000 Operations	\$ 20,600.00	
65100 Other Types of Expenses	\$ 61.95	\$ 30,587.00	Erie Gala	\$ 10,000.00	Net Revenue	\$ 112,007.03	68310 Conference, Convention, Meeting	\$ 500.00	\$ -	68300 Travel and Meetings	\$ 1,750.00	
65400 HPLD Foundation Grants	\$ 4,000.00	\$ -	Total 62800 - Special Events Expense	\$ 36,800.00	Total Expenditures	\$ 137,400.00	68320 Travel	\$ 500.00	\$ -	68400 Capital Campaign	\$ 20,000.00	
68300 Travel and Meetings	\$ -	\$ -	65000 - Operations	\$ 300.00	Net Operating Revenue	\$ 23,600.00	Total 68300 Travel and Meetings	\$ 2,500.00	\$ -	Total Expenditures	\$ 1,068,450.00	
68310 Conference, Convention, Meeting	\$ 500.00	\$ 1,527.25	65001 - Operations	\$ 41,300.00	Net Revenue	\$ 119,590.85	68400 Capital Campaign	\$ 20,000.00	\$ 119,590.85	Net Operating Revenue	\$ -	
68320 Travel	\$ 1,000.00	\$ 1,527.25	65400 - HPLD Foundation Grants	\$ 20,000.00	Total Expenditures	\$ 137,400.00	Total Expenditures	\$ 137,400.00	\$ 51,195.35	Total Expenditures	\$ 1,068,450.00	
Total 68300 Travel and Meetings	\$ 1,500.00	\$ 1,527.25	65401 - HPLD Salary Reimbursement	\$ -	Net Operating Revenue	\$ 23,600.00	Net Operating Revenue	\$ 23,600.00	\$ 119,590.85	Net Operating Revenue	\$ -	
68400 Capital Campaign	\$ 20,000.00	\$ -	68300 - Travel and Meetings	\$ 500.00	Net Revenue	\$ 119,590.85	Net Revenue	\$ 119,590.85	\$ 119,590.85	Net Revenue	\$ -	
Total Expenditures	\$ 131,400.00	\$ 85,041.43	68310 - Conference, Convention, Meeting	\$ 500.00	Total Expenditures	\$ 137,400.00	Total Expenditures	\$ 137,400.00	\$ 51,195.35	Total Expenditures	\$ 1,068,450.00	
Net Operating Revenue	\$ 52,200.00	\$ 108,041.26	68320 - Travel	\$ 500.00	Net Operating Revenue	\$ 23,600.00	Net Operating Revenue	\$ 23,600.00	\$ 119,590.85	Net Operating Revenue	\$ -	
Net Revenue	\$ 52,200.00	\$ 108,041.26	68300 - Travel and Meetings - Other	\$ 1,500.00	Net Revenue	\$ 119,590.85	Net Revenue	\$ 119,590.85	\$ 119,590.85	Net Revenue	\$ -	
			Total 68300 - Travel and Meetings	\$ 2,500.00								
			68400 - Capital Campaign	\$ 20,000.00								
			Total Expense	\$ 151,400.00								
			Increase in Net Assets	\$ 34,600.00								



# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 12/06/2021
Type of item: Action
Subject: 2022 Meeting Schedule
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Board review meeting options and select one that fits the Board's needs.

### ***Background***

The Foundation Board of Directors traditionally meet preceding the District Board of Trustees. The Trustees will determine their 2022 schedule in December 2021. Foundation staff have prepared several meeting options for the Board to discuss. Please see meeting options attached.

### ***Staff Recommendation***

Staff recommend that the Board review meeting options and select one that fits the Board's needs.



## 2022 Foundation Board of Directors Meeting Schedule

### Option One

#### Q1

##### Work Session

Monday, January 24 3:00PM

District Support Services

2650 W 29th Street, Greeley, CO 80631

**Virtual Option:** GoToMeeting

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

You can also dial in using your phone.

United States: +1 (646) 749-3335

One-touch: tel:+16467493335,,690325477#

Access Code: 690-325-477

##### Regular Session

Monday, February 28 3:00PM

District Support Services

2650 W 29th Street, Greeley, CO 80631

**Virtual Option:** GoToMeeting

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

You can also dial in using your phone.

United States: +1 (646) 749-3335

One-touch: tel:+16467493335,,690325477#

Access Code: 690-325-477

### Q2, Q3, Q4

TBD

### Option Two

#### Q1

##### Work Session

Monday, February 28 3:00PM

District Support Services

2650 W 29th Street, Greeley, CO 80631

**Virtual Option:** GoToMeeting

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

You can also dial in using your phone.

United States: +1 (646) 749-3335

One-touch: tel:+16467493335,,690325477#

Access Code: 690-325-477

**Regular Session**

Monday, February 28 4:00PM

District Support Services

2650 W 29th Street, Greeley, CO 80631

**Virtual Option:** GoToMeeting

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

You can also dial in using your phone.

United States: +1 (646) 749-3335

One-touch: tel:+16467493335,,690325477#

Access Code: 690-325-477

**Q2, Q3, Q4**

**TBD**

**Option Three**

**Q1**

**Work Session**

Monday, February 28 5:00PM

District Support Services

2650 W 29th Street, Greeley, CO 80631

**Virtual Option:** GoToMeeting

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

You can also dial in using your phone.

United States: +1 (646) 749-3335

One-touch: tel:+16467493335,,690325477#

Access Code: 690-325-477

**Regular Session**

Monday, February 28 6:00PM

District Support Services

2650 W 29th Street, Greeley, CO 80631

**Virtual Option:** GoToMeeting

<https://www.gotomeet.me/NiamhMercer/hpld-foundation-board-of-directors-meeting>

You can also dial in using your phone.

United States: +1 (646) 749-3335

One-touch: tel:+16467493335,,690325477#

Access Code: 690-325-477

**Q2, Q3, Q4**

**TBD**

# High Plains Library District Foundation

## Statement of Activity

January - September, 2021

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	1,736.52
43451 UnRestricted Donations	11,449.77
<b>Total 43400 Donations</b>	<b>13,186.29</b>
43451	70.00
47000 Sales	
47008 Book Sales - Foundation	5,995.19
<b>Total 47000 Sales</b>	<b>5,995.19</b>
47200 Special Events Income	
47240 Links for Literacy	13,600.00
<b>Total 47200 Special Events Income</b>	<b>13,600.00</b>
47400 Grants	
47401 Operating	17,963.56
<b>Total 47400 Grants</b>	<b>17,963.56</b>
47500 Earnings on Investments	50,862.26
47600 Interest and Dividend Income	12,143.39
<b>Total Revenue</b>	<b>\$113,820.69</b>
<b>GROSS PROFIT</b>	<b>\$113,820.69</b>
Expenditures	
62100 Contract Services	6,500.00
62110 Accounting Fees	9,464.97
62140 Legal Fees	84.00
62150 Outside Contract Services	56.00
<b>Total 62100 Contract Services</b>	<b>16,104.97</b>
62800 Special Events Expense	
62891 Colorado Gives Day	150.00
<b>Total 62800 Special Events Expense</b>	<b>150.00</b>
63400 Donation Expense	650.00
65400 HPLD Foundation Grants	23,302.26
<b>Total Expenditures</b>	<b>\$40,207.23</b>
<b>NET OPERATING REVENUE</b>	<b>\$73,613.46</b>
<b>NET REVENUE</b>	<b>\$73,613.46</b>

High Plains Library District Foundation

Statement of Activity by Class  
January 1 - October 27, 2021

	COLORADO GIVES DAY	EATON PUBLIC LIBRARY	ERIE DESIGNATION	LINKS FOR LITERACY	LITTLER YOUTH FUND
Revenue					
43400 Donations					
43450 Restricted Donations			1,000.00		
43451 UnRestricted Donations					
Total 43400 Donations			1,000.00		
47000 Sales					
47008 Book Sales - Foundation					
Total 47000 Sales					
47200 Special Events Income					
47240 Links for Literacy				30,579.63	
Total 47200 Special Events Income				30,579.63	
47400 Grants					
47401 Operating					2,760.00
Total 47400 Grants					2,760.00
47500 Earnings on Investments					
47600 Interest and Dividend Income					
Total Revenue	\$0.00	\$0.00	\$1,000.00	\$30,579.63	\$2,760.00
GROSS PROFIT	\$0.00	\$0.00	\$1,000.00	\$30,579.63	\$2,760.00
Expenditures					
62100 Contract Services				500.00	
62110 Accounting Fees				51.90	
62140 Legal Fees					
Total 62100 Contract Services				551.90	
62800 Special Events Expense					
62890 Links for Literacy				8,743.02	
62891 Colorado Gives Day	150.00				
Total 62800 Special Events Expense	150.00			8,743.02	
63400 Donation Expense		650.00			
65100 Other Types of Expenses					
65400 HPLD Foundation Grants					
Total Expenditures	\$150.00	\$650.00	\$0.00	\$9,294.92	\$0.00
NET OPERATING REVENUE	\$ -150.00	\$ -650.00	\$1,000.00	\$21,284.71	\$2,760.00
NET REVENUE	\$ -150.00	\$ -650.00	\$1,000.00	\$21,284.71	\$2,760.00

High Plains Library District Foundation

Statement of Activity by Class  
January 1 - October 27, 2021

	MULTI-LINGUAL NURSERY RHYME PROJECT	THE WELD TRUST	WRITERS IN RESIDENCE	YES!FEST	NOT SPECIFIED	TOTAL
Revenue						
43400 Donations						\$0.00
43450 Restricted Donations					736.52	\$1,736.52
43451 UnRestricted Donations					12,233.87	\$12,233.87
Total 43400 Donations					12,970.39	\$13,970.39
47000 Sales						\$0.00
47008 Book Sales - Foundation					6,771.84	\$6,771.84
Total 47000 Sales					6,771.84	\$6,771.84
47200 Special Events Income						\$0.00
47240 Links for Literacy						\$30,579.63
Total 47200 Special Events Income						\$30,579.63
47400 Grants						\$0.00
47401 Operating	10,000.00	1,663.56	4,300.00	2,000.00		\$20,723.56
Total 47400 Grants	10,000.00	1,663.56	4,300.00	2,000.00		\$20,723.56
47500 Earnings on Investments					50,862.26	\$50,862.26
47600 Interest and Dividend Income					12,143.39	\$12,143.39
Total Revenue	\$10,000.00	\$1,663.56	\$4,300.00	\$2,000.00	\$82,747.88	\$135,051.07
GROSS PROFIT	\$10,000.00	\$1,663.56	\$4,300.00	\$2,000.00	\$82,747.88	\$135,051.07
Expenditures						
62100 Contract Services			7,000.00			\$7,500.00
62110 Accounting Fees					9,464.97	\$9,516.87
62140 Legal Fees					140.00	\$140.00
Total 62100 Contract Services			7,000.00		9,604.97	\$17,156.87
62800 Special Events Expense						\$0.00
62890 Links for Literacy						\$8,743.02
62891 Colorado Gives Day						\$150.00
Total 62800 Special Events Expense						\$8,893.02
63400 Donation Expense					0.00	\$650.00
65100 Other Types of Expenses					10.00	\$10.00
65400 HPLD Foundation Grants	10,000.00	1,676.51			11,625.75	\$23,302.26
Total Expenditures	\$10,000.00	\$1,676.51	\$7,000.00	\$0.00	\$21,240.72	\$50,012.15
NET OPERATING REVENUE	\$0.00	\$ -12.95	\$ -2,700.00	\$2,000.00	\$61,507.16	\$85,038.92
NET REVENUE	\$0.00	\$ -12.95	\$ -2,700.00	\$2,000.00	\$61,507.16	\$85,038.92

# High Plains Library District Foundation

## Statement of Financial Position

As of September 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 FirstBank	22,206.03
11000 Investments	
11001 Stifel Nicolaus	631,188.82
11002 Colotrust	89,042.85
<b>Total 11000 Investments</b>	<b>720,231.67</b>
<b>Total Bank Accounts</b>	<b>\$742,437.70</b>
<b>Total Current Assets</b>	<b>\$742,437.70</b>
<b>TOTAL ASSETS</b>	<b>\$742,437.70</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 UnEarned Revenue	26,393.21
<b>Total Other Current Liabilities</b>	<b>\$26,393.21</b>
<b>Total Current Liabilities</b>	<b>\$26,393.21</b>
<b>Total Liabilities</b>	<b>\$26,393.21</b>
Equity	
30000 Opening Balance Equity	422,382.74
32000 Unrestricted Net Assets	220,048.29
Net Revenue	73,613.46
<b>Total Equity</b>	<b>\$716,044.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$742,437.70</b>

**HIGH PLAINS LIBRARY DISTRICT FOUNDATION  
STATEMENT OF ACTIVITY  
BUDGET TO ACTUAL**

Note: Conditional formatting in the % of YTD Budget and % of Annual Budget for expenses. Green is favorable variance. Red is an unfavorable variance

**For the Period Ended September 30, 2021**

**75.0%**

**prepared October 27, 2021**

**REVENUES**

	Jan. - Sept. Actual	Jan. - Sept. Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
Donations - Restricted	1,736	7,000	(5,264)	25%	1,736	10,000	(8,264)	17%
Donations - Unrestricted	11,520	13,000	(1,480)	89%	11,520	24,000	(12,480)	48%
Earnings on investments	63,006	18,500	44,506	341%	63,006	25,000	38,006	252%
Special Events Income	13,600	35,000	(21,400)	39%	13,600	38,500	(24,900)	35%
Grant revenue	17,964	33,000	(15,036)	54%	17,964	60,000	(42,036)	30%
Other income	5,995	2,700	3,295	222%	5,995	3,500	2,495	171%
<b>Total revenues</b>	<b>113,821</b>	<b>109,200</b>	<b>4,621</b>	<b>104%</b>	<b>113,821</b>	<b>161,000</b>	<b>(47,179)</b>	<b>71%</b>

**EXPENSES**

Professional Fees	6,500	2,300	(4,200)	283%	6,500	3,000	(3,500)	217%
Contract Services	9,605	19,600	9,995	49%	9,605	27,800	18,195	35%
Special Events Expenses	150	22,500	22,350	1%	150	22,800	22,650	1%
Operations	-	27,150	27,150	0%	-	41,300	41,300	0%
HPLD Foundation Grants	23,953	5,000	(18,953)	479%	23,953	20,000	(3,953)	120%
Travel and Meetings	-	2,500	2,500	0%	-	2,500	2,500	0%
Capital Campaign	-	5,000	5,000	0%	-	20,000	20,000	0%
<b>Total expenses</b>	<b>40,208</b>	<b>84,050</b>	<b>43,842</b>	<b>48%</b>	<b>40,208</b>	<b>137,400</b>	<b>97,192</b>	<b>29%</b>

Increase (Decrease) in Net Assets

73,613 25,150 48,463 73,613 23,600 50,013





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1 1 1 D128844 SSNO000501

HIGH PLAINS LIBRARY DIST FDTN  
ATTN NATALIE A WERTZ  
HORIZON ACCOUNT  
2650 W 29TH ST  
GREELEY CO 80631-8504



*Your Financial Advisor (GC40):*

JOE NALLY  
Telephone: (970) 350-7200

*Office Serving Your Account:*

2015 CLUBHOUSE DR  
SUITE 202  
GREELEY, CO 80634

**PRIMARY INVESTMENT OBJECTIVE: Growth & Income**

**RISK TOLERANCE: Moderate Growth**

For a full definition of this objective and risk tolerance, including the use of margin, please see [www.stifel.com](http://www.stifel.com), IMPORTANT DISCLOSURES, or contact your Financial Advisor. If you have any questions concerning your investment objective or risk tolerance, or wish to make a change, please contact your Financial Advisor or the Branch Manager for this office.

**TRADING TAX LOT RELIEF METHOD: First In, First Out**

**INVESTOR UPDATE**

The end of the year will be here before you know it. Talk to your Stifel Financial Advisor to assess your plans, schedule charitable donations, and tie up any tax planning before 2021 comes to a close.

**ACCOUNT PROTECTION**

Stifel, Nicolaus & Company, Incorporated provides up to \$150 million of coverage for securities held in client accounts, of which \$1.15 million may be in cash deposits. Ask your Financial Advisor for more details.

Thank you for allowing Stifel to serve you. In order to protect your rights, including rights under the Securities Investor Protection Act (SIPA), please promptly report, in writing, any inaccuracies or discrepancies in this account or statement to the Compliance Department of Stifel at the address below. If you have any questions regarding your account or this statement, please contact your Financial Advisor or the Branch Manager for this office. For additional information regarding your Stifel account, please refer to the current Stifel Account Agreement and Disclosure Booklet, which is available at [www.stifel.com/disclosures/account-agreement](http://www.stifel.com/disclosures/account-agreement).

STIFEL PRESTIGE® ACCOUNT STATEMENT

**PORTFOLIO SUMMARY**

**October 31**

**September 30**

Net Cash Equivalents		
Net Portfolio Assets held at Stifel	663,894.97	631,188.82
Net Portfolio Assets not held at Stifel		
<b>Net Portfolio Value</b>	<b>\$663,894.97</b>	<b>\$631,188.82</b>

**YOUR CHANGE IN PORTFOLIO VALUE**

**October 31**

**September 30**

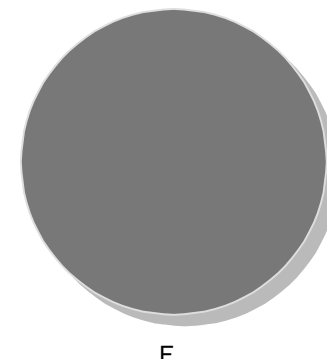
Net Cash Flow (Inflows/Outflows) <sup>2</sup>	-1,183.15	
Securities Transferred In/Out		
Income and Distributions	82.70	807.43
Change in Securities Value	33,806.60	-23,470.24
<b>Net Change in Portfolio Value</b>	<b>\$32,706.15</b>	<b>-\$22,662.81</b>

\*\* See the Stifel Insured Bank Deposit Program Disclosure Statements for additional information.

<sup>2</sup> Does not include cost or proceeds for buy or sell transactions.

**YOUR ASSET SUMMARY**

	Value on	Percentage of
	October 31, 2021 (\$)	your account
F Mutual Funds	663,894.97	100.00%
Total Assets	\$663,894.97	100.00%



F

## ASSET SUMMARY

Value as of <b>October 31, 2021</b>					Gains/(-)Losses		
	<i>At Stifel</i>	<i>Not at Stifel</i>	<i>Total</i>	<i>% of assets *</i>	<i>Unrealized</i>	<i>Realized</i>	
						<i>This Period</i>	<i>Year-to-date</i>
Cash							
Cash Sweep**							
Margin Balance							
<b>A. Net Cash Equivalents</b>	<b>\$0.00</b>		<b>\$0.00</b>				
B. Equities							
C. Preferreds							
D. Fixed Income-Muni							
E. Fixed Income-Other							
F. Mutual Funds	663,894.97		663,894.97	100.00%	232,231.21	420.38	6,744.18
G. Unit Investment Trusts							
H. Insurance Products							
I. Alternative Investments							
J. Other Investments							
K. Stifel Smart Rate Program **							
<b>Net Portfolio Assets</b>	<b>\$663,894.97</b>	<b>\$0.00</b>	<b>\$663,894.97</b>	<b>100.00%</b>	<b>\$232,231.21</b>	<b>\$420.38</b>	<b>\$6,744.18</b>
<b>Net Portfolio Value</b>	<b>\$663,894.97</b>	<b>\$0.00</b>	<b>\$663,894.97</b>	<b>100.00%</b>	<b>\$232,231.21</b>	<b>\$420.38</b>	<b>\$6,744.18</b>

## INCOME &amp; DISTRIBUTION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Dividends	Tax-Exempt		
	Taxable	4,055.62	82.70
Interest	Tax-Exempt		
	Taxable		
Capital Gain Distributions		8,126.47	
Return of Principal			
Other			
<b>Total Income &amp; Distributions</b>		<b>\$12,182.09</b>	<b>\$82.70</b>

## INFORMATION SUMMARY

	<i>Security Type</i>	<i>Year-to-date</i>	<i>This period</i>
Accrued Interest Paid	Tax-Exempt		
	Taxable		
Accrued Interest Received	Tax-Exempt		
	Taxable		
Gross Proceeds		17,290.12	1,183.15
Federal Withholding			
Foreign Taxes Paid			
Margin Interest Charged			

\* Please note "% of assets" figures are shown gross of any amounts owed to Stifel and/or net short positions.

\*\* Include balances which are FDIC insured bank deposits, not cash held in your Securities Account and not covered by SIPC.



HIGH PLAINS LIBRARY DIST FDTN  
ATTN NATALIE A WERTZ  
HORIZON ACCOUNT

October 1 -  
October 31, 2021  
Account Number:

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## ASSET DETAILS

This section shows the cash equivalents and/or securities in your account. Prices obtained from outside sources are considered reliable but are not guaranteed by Stifel. Actual prices may vary, and upon sale, you may receive more or less than your original purchase price. Contact your Financial Advisor for current price quotes. Gain/Loss is provided for informational purposes only. Cost basis may be adjusted for, but not limited to, amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. The Gain/Loss information should not be used for tax preparation without the assistance of your tax advisor. Lot detail quantity displayed is truncated to the one thousandth of a share.

## NET CASH EQUIVALENTS

	Current value	Cost Basis	Estimated Annualized Income	Estimated Yield %
STIFEL FDIC INSD	0.00	0.00	0.00	0.00%
<b>Total Net Cash Equivalents</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

### STIFEL INSURED BANK DEPOSIT PROGRAM

Funds deposited through the Stifel Insured Bank Deposit Program (the "Program") may be deposited at multiple banks. The Program's Disclosure Statement is available at [www.stifel.com/disclosures/account-agreement](http://www.stifel.com/disclosures/account-agreement). The deposits are not covered by the Securities Investor Protection Corporation ("SIPC"). Deposits are insured by the FDIC within applicable limits.

## PORTFOLIO ASSETS - HELD AT STIFEL

Mutual Funds	Symbol/ Type	Quantity	Current Price/ Current Value	Average Unit Cost/ Cost Basis	Original Investment/ Cumulative Return <sup>8</sup>	Unrealized Gain/(-)Loss <sup>10</sup>	Estimated Annualized Income	Estimated Yield %
<b>Open-End Funds</b>								
AMCAP CL F2 CUSIP: 023375827 Dividend Option: Reinvest	AMCFX Cash	2,650.880	47.1100 124,882.95	28.6615 75,978.09	49,582.13 75,300.82	48,904.86	398.42	0.32%
AMERICAN BALANCED CL F2 CUSIP: 024071821 Dividend Option: Reinvest	AMBFX Cash	3,411.899	33.5400 114,435.09	25.9495 88,536.98	69,077.16 45,357.93	25,898.12	1,645.55	1.44%
BOND FUND OF AMERICA CL F2 CUSIP: 097873822 Dividend Option: Reinvest	ABNFX Cash	4,572.057	13.4700 61,585.60	13.0951 59,871.45	52,512.38 9,073.22	1,714.17	1,015.45	1.65%
FUNDAMENTAL INVESTORS CL F2 CUSIP: 360802821 Dividend Option: Reinvest	FINFX Cash	1,473.507	79.6700 117,394.30	54.7028 80,605.02	53,252.96 64,141.34	36,789.30	1,820.37	1.55%

**ASSET DETAILS (continued)****PORTFOLIO ASSETS - HELD AT STIFEL (continued)**

<b>Mutual Funds</b>	<i>Symbol/ Type</i>	<i>Quantity</i>	<i>Current Price/ Current Value</i>	<i>Average Unit Cost/ Cost Basis</i>	<i>Original Investment<sup>7</sup>/ Cumulative Return<sup>8</sup></i>	<i>Unrealized Gain/(-)Loss<sup>10</sup></i>	<i>Estimated Annualized Income</i>	<i>Estimated Yield %</i>
<b>Open-End Funds</b>								
GROWTH FUND OF AMERICA CL F2 CUSIP: 399874825 <i>Dividend Option: Reinvest</i>	GFFFX <b>Cash</b>	1,546.441	82.1400 127,024.66	43.6589 67,515.97	41,327.97 85,696.69	59,508.70	499.34	0.39%
SMALLCAP WORLD CL F2 CUSIP: 831681820 <i>Dividend Option: Reinvest</i>	SMCFX <b>Cash</b>	1,265.582	93.6900 118,572.37	46.7424 59,156.30	46,580.49 71,991.88	59,416.06	354.74	0.30%
<b>Total Mutual Funds</b>			<b>\$663,894.97</b>	<b>\$431,663.81</b>		<b>\$232,231.21</b>	<b>\$5,733.87</b>	<b>0.86%</b>
<b>Total Portfolio Assets - Held at Stifel</b>			<b>\$663,894.97</b>	<b>\$431,663.81</b>		<b>\$232,231.21</b>	<b>\$5,733.87</b>	<b>0.86%</b>
<b>Total Net Portfolio Value</b>			<b>\$663,894.97</b>	<b>\$431,663.81</b>		<b>\$232,231.21</b>	<b>\$5,733.87</b>	<b>0.86%</b>

**FOOTNOTE DEFINITIONS**

- <sup>7</sup> **Original Investment:** Total cost invested and held in the account as of month-end. Items may be adjusted for corporate actions, return of capital, or other miscellaneous adjustments, which may affect cost basis. Excludes purchases through automatic reinvestment of capital gains and dividends.
- <sup>8</sup> **Cumulative Return:** Current Value minus Original Investment. Cumulative Return is the capital appreciation (depreciation) of the entire purchased security, including purchases through automatic reinvestment of capital gains and dividends. Cumulative Return may not be accurate if any purchased shares are sold or transferred. Shares purchased at a prior firm through automatic reinvestment of capital gains and dividends that are subsequently transferred into the Stifel account may be treated as "Original Investment" shares if appropriate coding is not supplied by the prior firm when transferred.
- <sup>10</sup> Please note "Unrealized Gain/(-)Loss" does not equal the total current value minus the total cost if any value or cost amounts are missing. Unrealized gains or losses are provided for your information only and should not be used for tax purposes.

ACTIVITY SUMMARY				CASH EQUIVALENTS		
Type of Activity	Activity	Year-to-date	This period	Cash	Cash Sweep	Margin
	<b>Opening Balance - Net Cash Equivalents</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Buy and Sell Transactions	Assets Bought	-24,924.09	-82.70	-82.70		
	Assets Sold/Redeemed	17,290.12	1,183.15	1,183.15		
Deposits	Deposits Made To Your Account					
Withdrawals	Withdrawals From Your Account					
Income and Distributions	Income and Distributions	12,182.09	82.70	82.70		
Cash Sweep Activity	Cash Sweep Activity					
Margin Interest	Margin Interest Charged					
Other	Other Transactions	-4,548.12	-1,183.15	-1,183.15		
Cash Management Activity	Card Activity					
	ACH/ATM Activity					
Checkwriting Activity	Checks You Wrote					
	<b>Closing Balance - Net Cash Equivalents</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Securities Transferred	Securities Transferred In/Out					

ACTIVITY DETAILS						CASH EQUIVALENTS			
						<i>This period</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
Opening Balance - Net Cash Equivalents						\$0.00	\$0.00	\$0.00	\$0.00
Assets Bought									
<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>	
10/1/2021	Reinvest Div	6.144		BOND FUND OF AMERICA CL F2 CUSIP: 097873822	-82.70	-82.70			
	****note****			REINVEST AT 13.460					
Total Assets Bought						-\$82.70	-\$82.70		
Assets Sold/Redeemed									
<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>	
10/4/2021	Asset Sold	-5.020	43.5300	AMCAP CL F2 CUSIP: 023375827	218.53	218.53			

**ACTIVITY DETAILS continued****CASH EQUIVALENTS continued****Assets Sold/Redeemed continued**

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
10/4/2021	Asset Sold	-6.389	32.3600	AMERICAN BALANCED CL F2 CUSIP: 024071821	206.74	206.74		
10/4/2021	Asset Sold	-8.512	13.4900	BOND FUND OF AMERICA CL F2 CUSIP: 097873822	114.83	114.83		
10/4/2021	Asset Sold	-2.779	75.0600	FUNDAMENTAL INVESTORS CL F2 CUSIP: 360802821	208.56	208.56		
10/4/2021	Asset Sold	-2.931	74.9600	GROWTH FUND OF AMERICA CL F2 CUSIP: 399874825	219.69	219.69		
10/4/2021	Asset Sold	-2.398	89.5700	SMALLCAP WORLD CL F2 CUSIP: 831681820	214.80	214.80		
<b>Total Assets Sold/Redeemed</b>					<b>\$1,183.15</b>	<b>\$1,183.15</b>		

**Income and Distributions**

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
10/1/2021	Dividend		BOND FUND OF AMERICA CL F2 100121 4,574.42500 CUSIP: 097873822	82.70	82.70		
<b>Total Income and Distributions</b>				<b>\$82.70</b>	<b>\$82.70</b>		

**Cash Sweep Activity**

<i>Date</i>	<i>Activity</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
10/5/2021	Purchase	STIFEL FDIC INSD BANK DEPOSIT PROGRAM		-1,183.15	1,183.15	
10/6/2021	Sale	STIFEL FDIC INSD BANK DEPOSIT PROGRAM		1,183.15	-1,183.15	
<b>Total Cash Sweep Activity</b>			<b>\$0.00</b>			

**ACTIVITY DETAILS continued****Other Transactions**

<i>Date</i>	<i>Activity</i>	<i>Quantity</i>	<i>Price</i>	<i>Description</i>	<i>Total</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
10/5/2021	Advisory Fee			ADVISORY FEE BILL VAL 631,188.82 10/01/21 THRU 12/31/21	-1,183.15	-1,183.15		
<b>Total Other Transactions</b>					<b>-\$1,183.15</b>	<b>-\$1,183.15</b>		

	<i>This period</i>	<i>Cash</i>	<i>Cash Sweep</i>	<i>Margin</i>
<b>Closing Balance - Net Cash Equivalents</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**REALIZED GAINS/(-)LOSSES**

This section provides estimated realized gains or losses for informational purposes only. Cost basis may be adjusted due to, but not limited to, the following: amortization, accretion, principal paydowns, capital changes, listed option premiums, gifting rules, inheritance step-up, or wash sales. Unless another method was in effect at the time of the trade, the trading tax lot relief method indicated on the first page of the statement was used to calculate gains or losses. Please review this information carefully for accuracy, and contact your Financial Advisor with any questions.

<b>Mutual Funds</b>	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
<b>Open-End Funds</b>							
AMCAP CL F2 CUSIP: 023375827		06/16/14	10/04/21	5.020	142.93	218.53	75.60 (LT)
AMERICAN BALANCED CUSIP: 024071821		04/12/16	10/04/21	6.389	155.07	206.74	51.67 (LT)
BOND FUND OF AMERICA CL F2 CUSIP: 097873822		04/12/16	10/04/21	8.512	109.81	114.83	5.02 (LT)
FUNDAMENTAL INVESTORS CL F2 CUSIP: 360802821		01/08/16	10/04/21	2.779	132.50	208.56	76.06 (LT)
GROWTH FUND OF AMERICA CL F2 CUSIP: 399874825		04/12/16	10/04/21	2.931	118.89	219.69	100.80 (LT)

\*\* Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.

**REALIZED GAINS/(-)LOSSES continued**

<b>Mutual Funds</b>	<i>Closing Transaction</i>	<i>Date Acquired</i>	<i>Date Sold</i>	<i>Quantity</i>	<i>Cost Basis</i>	<i>Sale Proceeds</i>	<i>Realized Gain/(-)Loss**</i>
<b><i>Open-End Funds</i></b>							
SMALLCAP WORLD CL F2 CUSIP: 831681820		04/12/16	10/04/21	2.398	103.57	214.80	111.23 (LT)
<b>Total Mutual Funds</b>					<b>\$762.77</b>	<b>\$1,183.15</b>	<b>\$420.38</b>
<b>Total Realized Gains/(-)Losses</b>					<b>\$762.77</b>	<b>\$1,183.15</b>	<b>\$420.38</b>
<b>Total Net Short-Term (ST)</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Net Long-Term (LT)</b>					<b>\$762.77</b>	<b>\$1,183.15</b>	<b>\$420.38</b>
<b>Total Net Other-Term (OT)</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\*\* Please note "Realized Gain/(-)Loss" does not equal total sale proceeds minus total cost basis if any cost basis amounts are missing.



# STIFEL

## Certain Definitions

**“Stifel”** means Stifel, Nicolaus & Company, Incorporated, Member SIPC and NYSE.

**“Stifel Banks”** means affiliated banks of Stifel, which may include Stifel Bank & Trust, Member Federal Deposit Insurance Corporation (“FDIC”); Stifel Bank, Member FDIC; Stifel Trust Company, National Association, Member FDIC; and Stifel Trust Company Delaware, National Association, Member FDIC. **Unless otherwise specified, products purchased from or held by Stifel in a securities account are not insured by the FDIC, are not deposits or other obligations of the Stifel Banks, are not guaranteed by the Stifel Banks, and are subject to investment risk, including possible loss of the principal.**

**“Stifel Smart Rate Program”** refers to a money market deposit account at Stifel Bank & Trust or Stifel Bank, each an affiliate of Stifel, which is made available to eligible clients of Stifel. The deposits are insured by the FDIC, within applicable limits, and are not cash held in your securities account. For additional information and terms and conditions concerning these deposits, see the Stifel Smart Rate Program Disclosure, which is available at [www.stifel.com/disclosures](http://www.stifel.com/disclosures) or from your Financial Advisor.

## Account Disclosures

**Errors and Inquiries** – You should review this statement carefully and notify the Manager of the Office servicing your account of anything you believe to be incorrect. Any verbal communications should be re-confirmed in writing to protect your rights, including rights under SIPA. All statements furnished to you shall be considered accurate, complete, and acknowledged by you unless you report any inaccuracies to the Manager. Instructions and inquiries should be directed to your Financial Advisor. When making inquiries, please mention your account number. Please notify us promptly of any change of address.

**Investment Objective** – All clients are requested to promptly notify us of any material change in their investment objective or financial situation in order to assist us in maintaining current background and financial information.

**Pricing and Rating of Securities** – The pricing of securities displayed on your statement is derived from various sources and, in some cases, may be higher or lower than the price you would actually receive in the market. If we cannot obtain a price, “N/A” appears. For securities listed on an exchange or trading continually in an active marketplace, the prices reflect market quotations at the close of your statement period. For securities trading less frequently, we rely on third-party pricing services or a computerized pricing model, which may not always reflect actual market values. Similarly, some insurance product values provided by outside carriers may be valued as of a date other than the statement date. Bond ratings of securities were obtained from various rating services. There is no guarantee with respect to their accuracy. For current price quotes, please contact your Financial Advisor.

**Cost Basis Information** – All information provided with respect to cost basis is derived from transactions in the account or information supplied by other sources. There is no guarantee as to the accuracy of cost basis information or the profit and loss information provided for tax lots designated as noncovered. Stifel uses the first-in, first-out method when calculating the realized gain or loss on sale transactions unless a specific identification is made prior to settlement date. The gain or loss provided on your statement is informational only and should not be used for tax reporting. A 1099 including the cost basis for sale proceeds from covered tax lots will be provided after year-end for tax reporting. Please inform your Financial Advisor if a cost basis is not accurate.

**Transaction Dates** – All securities transactions are reflected on a trade date basis. Settlement of trades will normally occur in three business days unless stated differently on your trade confirmation. Title to securities sold to you where Stifel has acted as principal shall remain with Stifel until the entire purchase price is received or until the settlement date, whichever is later.

**Custody of Securities** – Securities held by Stifel, Nicolaus & Company, Incorporated for you, but which are not registered in your name, may be commingled with identical securities being held for other clients by our Correspondent, the Depository Trust Company, or in similar systems.

**Assets Held Away** – You may purchase certain assets through Stifel, which will be held at a custodial institution other than Stifel. Where available, we include information about these assets on your statement. The custodial institution is responsible, however, for providing year-end tax reporting information (Form 1099) and separate periodic statements, which may vary from the information included on your Stifel statement because of different reporting periods. Your Stifel statements may also reflect other assets “not held” at Stifel, in addition to those held by a custodial institution. The value and nature of these investments is generally provided by you. Stifel does not guarantee the accuracy of the information with respect to the value of these investments as reflected on your statement. Assets held away are not covered by Stifel SIPC.

**Estimated Annual Income and Yields** – Estimated annual income and yields are calculated by annualizing the most recent distribution and do not reflect historical experience or project future results. The yield information for the money market funds is based on historical performance; future yields will fluctuate. These figures have been obtained from sources believed to be reliable, but no assurance can be made as to accuracy. Before investing in any of these funds, carefully read the prospectus, which is available through your Financial Advisor.

**Order Routing and Payment for Order Flow** – In order to access a wide variety of execution venues, the firm does participate in the maker/taker model. Certain exchanges and other trading centers to which the firm routes equities and options orders have implemented fee structures under which broker-dealer participants may receive rebates on certain orders. Under these fee structures, participants are charged a fee for orders that take liquidity from the venue, and provided a rebate for orders that add liquidity to the venue. Rebates received by the firm from a venue during any time period may or may not exceed the fees paid by the firm to the venue during that time period. Fees and/or rebates from all venues are subject to change. Stifel will provide customers additional information regarding average net fees/rebates paid/received upon written request. For venues from which Stifel receives a rebate, Stifel is considered to be receiving payment for order flow.

Additional information will be provided upon written request, and certain order routing information is available online at [www.stifel.com/disclosures/best-execution](http://www.stifel.com/disclosures/best-execution). On request of a customer and at no fee, Stifel will disclose to such customer the identity of the venue to which such customer's orders were routed for execution in the six months prior to the request, whether the orders were directed orders or non-directed orders, and the time of the transactions, if any, that resulted from such orders. Orders may be routed and executed internally through Stifel's trading desk. In such instances, Stifel stands to share in 100% of remuneration received (in the case of orders executed as agent) or profits or losses generated (in the case of orders executed as principal) as a result of internalizing such orders. Customers may mail their inquiries to: Stifel – Attn: Equity Trading Compliance, One South Street, Baltimore, Maryland 21202.

**Tax Information** – Although your statement may describe certain items as Federally tax-exempt, this is for information purposes only. When reporting your taxes, please rely exclusively on the substitute Form 1099 you will receive from us after year-end for your taxable accounts. (For Retirement Accounts, Form 1099R will report distributions from the account rather than income and dividends or proceeds from sales.)

**SIPC Protection** – Stifel is a member of the Securities Investor Protection Corporation (SIPC). SIPC coverage protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash). An explanatory brochure is available upon request or at [www.sipc.org](http://www.sipc.org), or investors may contact SIPC at (202) 371-8300. Stifel has purchased additional securities coverage of \$149,500,000 and cash coverage of \$900,000 for a total of \$150,000,000 of securities coverage and \$1,150,000 of cash coverage, subject to the terms and conditions of the policy, with an aggregate limit of \$300,000,000. (For more information, visit: [www.stifel.com/disclosures/asset-protection](http://www.stifel.com/disclosures/asset-protection).) This coverage does not protect against market losses and does not cover securities not held by Stifel.

**LIBOR Transition** – Stifel is preparing for the discontinuation of LIBOR (the London Interbank Offered Rate), a key benchmark rate, and a transition to new alternative rates. Regulators have called for a market-wide transition away from LIBOR. Certain investments you hold might use LIBOR as a benchmark. You should prepare for LIBOR to be discontinued and understand how this change may impact your investments. As a resource for clients, we have established a webpage containing important information, including risks and disclosures regarding the LIBOR transition at [www.stifel.com/disclosures/LIBOR-21](http://www.stifel.com/disclosures/LIBOR-21).

**Margin Accounts** – If you have a margin account, this is a combined statement of your margin account and special memorandum account (“SMA”) maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the (“SMA”) as required by Regulation T is available for your inspection upon request. If you have applied for margin privileges and have been approved, you may borrow money from Stifel in exchange for pledging assets in your account as collateral for any outstanding margin loan. The amount you may borrow is based on Regulation T, Stifel's internal policies, and the value of securities in your margin account. Securities held in a margin account are identified by the word “margin” on your statement. Stifel reserves the right to limit margin purchases and short sales and to alter its margin requirements and due dates for house or other margin calls in accordance with the Firm's guidelines, market conditions, and regulatory margin requirements.

# STIFEL

## Account Disclosures Continued

**Margin Account Interest Charges** – The margin interest period includes the second to last day of the prior statement period through the third day prior to the last day of the current statement period. The margin interest charge is computed by multiplying the rate of interest by the average net daily settled debit balance and a fraction, the numerator of which is the number of days the debit balance existed, and the denominator of which is three hundred sixty (360). The rate of interest is determined by the cost of borrowing money and is subject to change without notice. The average net daily settled debit balance includes any settled credit and settled debit balances in your cash and margin accounts during the period. Please review the “Statement of Credit Terms” you have already received for further information.

**Late Charges** – If transactions in your account result in a debit balance in your cash account and you do not make payment by the settlement date, you may be subject to interest charges.

**Free Credit Balances** – Customer Free Credit Balances may be used in this Firm’s business subject to the limitations of 17CFR Section 240, 15c3-3 under The Securities Exchange Act of 1934. You have the right to receive from us in the course of normal business operations, upon demand, the delivery of: a) any Free Credit Balances to which you are entitled, b) any Fully Paid Securities to which you are entitled, c) any Securities purchased on margin upon full payment of any indebtedness to us. If you participate in Stifel|Advantage or Stifel Prestige® Accounts, the payment to you of a Free Credit Balance may be subject to the cancellation of any commitment made in respect to your account for the payment of checks, ATM Card, or Point of Sale transaction charges, or other debit card transactions.

**Option Accounts** – 1) Commissions and other charges related to the execution of option transactions have been included on confirmations for such transactions, which have already been sent to you, and copies of confirmations are available upon request; 2) should you have any changes in your investment objective or current financial situation, you should advise your investment professional immediately; and 3) assignment notices for option contracts are allocated among client short positions pursuant to an automated procedure that randomly selects from all client short option positions those contracts that are subject to assignment, which includes positions established on the day of assignment. Additional information pertaining to the procedures used for random selection is available upon request.

**Complaints** – Complaints relating to your account(s) may be directed to Stifel, Legal Department, 501 North Broadway, St. Louis, Missouri 63102 or by phoning (800) 488-0970 or (314) 342-2000.

**Lost Certificates** – In the event your statement indicates that securities were delivered out of your account in certificate form and you have not received them, it is understood that you will notify Stifel immediately in writing. If written notification is received within 120 calendar days after the delivery date, as reflected on your statement, the certificate will be replaced free of charge. Thereafter, a fee for replacement may apply.

**Dividend Reinvestment** – (Optional) The dollar amount of Mutual Fund distributions, Money Market Fund income, or dividends on other securities shown on your statement may have been reinvested into additional shares. You will not receive confirmations for these reinvestment transactions. However, information pertaining to these transactions which would otherwise appear on confirmations will be furnished to you upon written request. In dividend reinvestment transactions, Stifel may act as your agent and receive payment for order flow. The source and nature of such payment will be furnished to you upon written request to Stifel or your introducing firm. If Stifel is currently a market maker in the eligible security, Stifel will purchase, as principal for you, additional shares at the opening market price.

**Stifel Information** – A Statement of Financial Condition of Stifel, Nicolaus & Company, Incorporated is available for your inspection at any of our offices, or a copy will be mailed to you upon request.

**Investor Education and Protection** – Under the Public Disclosure Program, the Financial Industry Regulatory Authority (“FINRA”) provides certain information regarding the disciplinary history of FINRA members and their associated persons via FINRA’s BrokerCheck Hotline (toll-free (800) 289-9999) or on the FINRA website at [www.finra.org](http://www.finra.org), including an investor brochure that includes information describing FINRA BrokerCheck.

Stifel, Nicolaus & Company, Incorporated is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (“MSRB”). Additional information may be obtained from the MSRB website at [www.msrb.org](http://www.msrb.org), including an investor brochure that is posted on the website describing the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

**ERISA Section 408(b)(2) Notice** – For Service Provider Fee Disclosures under ERISA 408(b)(2), please see [www.stifel.com/disclosures/ERISA](http://www.stifel.com/disclosures/ERISA). Please direct any questions you may have to your Financial Advisor.

**Notification of Change in Circumstances and Availability of Investment Advisory Disclosure Brochures** – In the event that there are any material changes in your financial situation, investment objective(s), risk tolerance, or instructions regarding your account(s), please promptly report such changes to your Financial Advisor to ensure that your investment advisory accounts are being managed based on the most current information. You should review Stifel’s Form ADV Part 2A (Disclosure Brochure) for information and disclosures relating to Stifel’s investment advisory services (available at: [www.stifel.com/disclosures/investment-advisory-services/program-disclosures](http://www.stifel.com/disclosures/investment-advisory-services/program-disclosures)), including (but not limited to) a discussion of the various conflicts of interest to which our firm may be subject in the provision of investment advisory services to you.



## Ways to Give

### Amazon Smile

Anytime you shop on Amazon.com, making purchases through Amazon Smile is an easy way to help your library foundation with no cost to you.

1. Go to [smile.amazon.com](https://smile.amazon.com) and log in using your Amazon credentials.
2. After signing in, you will be directed to select your charitable organization.
3. Under the heading "Or pick your own charitable organization" enter "High Plains Library District Foundation" then click "Search"
4. Select "High Plains Library District Foundation"
5. Click "Start Shopping"
6. Be sure to use [smile.amazon.com](https://smile.amazon.com) every time you shop.

### King Soopers Rewards

Before you stock up on stuffing and prep your pumpkin pie, select the High Plains Library District Foundation to receive your community rewards benefits from King Soopers. Every time you use your rewards card YOU get fuel points and WE get a slice of the community reward fund at no cost to you!

1. Go to <https://www.kingsoopers.com/topic/community-rewards-9>
2. Create an account if you haven't already (it's super easy to link your existing card to an account)
3. Go to "My Account"
4. Click "Enroll in Community Rewards"
5. Search for and add "High Plains Library District Foundation" or enter ID number QX008
6. Use your card every time you shop and we get donations at no cost to you!

### Colorado Gives Day

Colorado Gives Day is a statewide movement to give where you live. On **December 17**, Coloradans come together to support their neighbors by donating to their favorite causes. Your gift goes further on Colorado Gives Day through an incentive fund that provides a proportional match to increase your donation. Schedule your donation to the Foundation at [www.coloradogives.org/HPLD](https://www.coloradogives.org/HPLD) or check out all of the participating Weld County non-profits at [WeldCoGives.org](https://www.WeldCoGives.org) or the Weld Gives Facebook page.

Please consider making a tax-deductible gift to the High Plains Library District Foundation to help. Help spread the word of our fundraiser across your social media using tools in the [Ambassador Toolkit](#), or by talking with friends and family! You can even sign up to become one of our ambassadors and fundraise on our behalf by setting up a [fundraising page](#) on ColoradoGives.org. It's easy to do and it makes sharing simple and fun! Plus, if our friends set up fundraising pages, we get a chance to win \$7,000!

# GIVE WHERE YOU LIVE

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