



**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**

- 1.1.** Roll Call and Pledge of Allegiance
- 1.2.** Approval of Agenda (Action)
- 1.3.** Approval of Minutes (Action)
- 1.4.** Public Comment

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

- 2.1.** 2021 Writer in Residence Introduction (Information)
- 2.2.** Board Designated Fund Update (Information)
- 2.3.** Election of Secretary/Treasurer (Action)
- 2.4.** Planned Giving Brand Estate (Action)
- 2.5.** Ethics Policy (Action)

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

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

- 4.1.** Development Associate
- 4.2.** Fundraising Update
- 4.3.** Friends Update

## **5.0 BOARD COMMENTS**

## **6.0 ADJOURNMENT**

*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**

**DRAFT Regular Session Minutes**

**March 22, 2021**

**Northern Plains Public Library**

**216 2nd Street, Ault, CO 80610**

**3:00pm**

**This meeting will also be streamed virtually via GoToMeeting**

<https://global.gotomeeting.com/join/462283997>

**1.0 OPENING OF MEETING 3:03 p.m.**

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

Chair Gerri Holton

Director Joyce Smock

Director Andrea Kaumann

Director Caleb Jackson

Director Julie Forland

Director Mark Moody, excused

Director Miranda Arens-Bennett, excused

**Staff**

Brittany Raines, MOVE Manager; Carolyn Valencia, MOVE Librarian; Elena Rosenfeld, Community Engagement and Strategies Manager; Marjorie Elwood, Associate Director; Natalie Wertz, Finance Manager; Niamh Mercer, Foundation Director; Rosa Granada, Associate Director; Kim Parker, Executive Assistant and Training Specialist; Matthew Hortt Executive Director

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

**MOTION** to approve the agenda: Director Smock

**SECOND:** Director Jackson

**VOTE:** Unanimous approval, 5:0

**1.3. Approval of Minutes (Action)**

**MOTION** to approve the minutes: Director Jackson

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 5:0

**1.4. Public Comment**

No public comment

**2.0 ITEMS FOR ACTION/INFORMATION**

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

Chair Holton led the Board through an opening activity with the question, “Why were you interested in joining the Foundation Board?”.

## **2.2. 2020 Writer in Residence Report (Information)**

Joshua Collier’s 2020 residency ended on January 31<sup>st</sup>. Foundation Director Niamh Mercer reported that he overcame multiple challenges during the year, primarily because of the pandemic, and his work evolved because of it. He hosted the first virtual *Meet the Resident* on Facebook Live, which garnered over 500 views. He worked with the HPLD Programming team to create, film, and edit three virtual programs: Telling Your Story through Video, STEM Solutions for All Occasions, and Solar-Powered Take and Make Kits. The Take and Make Kits were available in multiple branch libraries and were popular. Because of the popularity, other virtual programs will follow. He’s also re-writing a book that he had originally written for a younger children’s audience to make it a Young Adult novel. It’s a combination of the Magic School Bus and Dr. Who. He stated that “It was a pleasure and honor to work as the Writer in Residence” and he looks forward to continuing to follow the Foundation and Residency.

## **2.3. Board Designated Fund Update (Action/Information)**

The Foundation Board voted to distribute a total of \$12,000 (\$8,000 for *Multilingual Nursery Rhyme Booklets*; \$2,000 for *1,000 Books Before Kindergarten* nursery rhyme books; and \$2,000 for *Widening the Window* programming, formerly *Let’s Talk About Race*), in Board-designated funds during the November 16, 2020 Regular Session.

HPLD staff provided an update on the program *Widening the Window*. Carolyn Valencia - MOVE Librarian, Brittany Raines - MOVE Manager, and Rosa Granado - Associate Director of Public Services, elaborated on the program.

### **INFORMATION**

Carolyn Valencia fielded questions and explained how the program has evolved since she met with the Board in November. The change in name to ‘Widening the Window’ refers to an early literacy essay that stresses the importance of ensuring that students see themselves and others in literature. ‘Windows’ represents looking out into something that’s not ours, ‘Mirrors’ helps children relate to and connect with the characters in the book, and ‘Sliding Doors’ helps them learn about each other. The program is a three-month process: the first month starts with Observation; the second month adds Empathy; and the third month focuses on Loving Kindness, using an approach to first connect with self and then to others. There’s also an Adult Read, which is *My Grandmother’s Hands*. Staff has identified the first of two facilitators and are working on finding the second one.

Rosa Granado added that the name change also came about from the way Ms. Valencia evolved the program from the national *Let's Talk About Race* program, making it almost an entirely different program.

Director Smock asked about the cost for facilitators. Brittany Raines said they estimate \$1,000 for facilitator costs. Ms. Mercer noted that funds for the facilitator will come from grants and designated donations, not from Board funds previously granted. Ms. Valencia said that when she asked Jesse Tijerina from School District 6 to facilitate, he suggested using two facilitators: one of color and one white to create civil discourse. Ms. Granado added that the District wants someone who can handle the difficult conversations.

Director Smock asked if this will be ongoing. Ms. Valencia said 'yes', that's her hope, and there's potential to take this to United Way of Weld County, BOCES, and additional community partners.

#### **ACTION**

The Multilingual Nursery Rhyme Booklet program was granted \$8,000 in Board Designated Funds for translation expenses during the November 16, 2020 Foundation Board of Directors Regular Session. Brittany Raines, MOVE Manager, requested that the use of funds be expanded to include the translation of surveys. Surveys are an essential piece in program evaluation, and it is crucial that they are available in a participant's first language because this is a cultural inclusion project.

She anticipates about 150 surveys completed per language, which includes Burmese, French, and Somali. They are not asking for additional funds, but that the fund's distribution include the surveys.

The Foundation Finance Committee asked that this matter be brought to the Foundation Board of Directors for a vote.

**MOTION** to include translation of surveys in the Multilingual program funds: Director Jackson

**SECOND:** Director Smock

**VOTE:** Unanimous approval, 5:0

#### **2.4. Revised 2021 Meeting Schedule (Action)**

The 2021 Foundation Board of Directors meeting schedule has several revisions that must be approved by the Board. Ms. Mercer said the Board had approved the schedule in November, but the meeting locations had not yet been determined. They have since been confirmed and a work session was added to review the Board binder, roles, and responsibilities.

**MOTION** to approve the revised meeting schedule: Director Jackson

**SECOND:** Director Forland

**VOTE:** Unanimous approval, 5:0

## **2.5. Election of Officers (Action)**

During the November meeting, the Board chose to wait until the Quarter 1, 2021 meeting to vote for the 2021 Vice Chair. Ms. Mercer described the requirements per the By-laws, which state that the position must be held by a Trustee of the HPLD Board. Therefore, Director Smock is the only member who is qualified.

**MOTION** to approve Director Smock for Vice-Chair: Director Forland

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 5:0

From this point forward, Director Smock will be referred to as Vice-Chair Smock.

The secretary/treasurer is responsible for the funds and security of the organization and overseeing the finance committee and signing all the minutes. Ms. Mercer asked for a volunteer or nomination. It was decided that the decision will be made in the May 2021 Board meeting.

**DIRECTION from the Board:**

The election is tabled until next meeting.

## **2.6. Selection of Committees (Action)**

We need to adjust our committee assignments so that our new officers can sit on the appropriate committees and to provide all members with the opportunity to sit on a new committee. Ms. Mercer provided information about committee descriptions and what each will focus on throughout 2021.

### Finance Committee

Director Forland, Vice-Chair Smock

### Bylaws and Policy Committee

Director Moody, Chair Holton

### Nomination and Selection Committee

Chair Holton, Vice-Chair Smock

### Fundraising Committee

Chair Holton, Director Jackson, and Director Arens-Bennett

### Friends Committee

Director Kaumann, Director Jackson

**MOTION** to approve the slate of committee assignments: Director Kaumann

**SECOND:** Director Forland

**VOTE:** Unanimous approval, 5:0

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

Natalie Wertz, HPLD Finance Manager, presented the statement of activity for January and February 2021: just over \$20,000 in revenue, and an increase of net assets to \$19,500. Total assets came to \$704,000 at the end of February. The Foundation is getting some increase in the investment portfolio, but not quite as strong a gain as before. There are no significant transactions to report yet.

Vice-Chair Smock asked how donations in January and February compare to previous years. Ms. Wertz replied that they are close, although possibly a little higher.

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

#### **4.1. 2020 Foundation Summary**

Niamh Mercer presented a summary of the Foundation's operations from last year. She noted that these figures have not yet been audited.

- 2020 Revenue totaled \$203,000,
- Endowment Assets grew to \$571,500. Undesignated Assets were larger in 2018 and 2019 because of large events, which the Foundation was not able to have in 2020.
- The number of and average amount of Gifts increased in 2020.
- It was a big year for Grants: staff applied for \$788,000 and received almost \$175,000. Over \$100,000 of that was in a reimbursement grant from the Colorado State Library. \$9,600 was reimbursed from the Colorado State Library Cares Act for 16 hot spots and their data for the specialty checkout collection. DOLA also provided a grant to purchase COVID19 Personal Protective Equipment for the libraries.

Details on the breakdown of donations and grants are included in the Board Meeting packet, which can be accessed [here](#).

#### **4.2. 2021 Foundation Timeline**

Ms. Mercer went over the scope of what the Foundation will do in 2021. Starting in May, they will release a digital Newsletter to allow communication about all the Foundation is doing, staff will work on grants all year long, and there are two new fund-raising initiatives: *ReFUND What Matters* and *Library Giving Day*. There are also the recurring activities and projects. Again, more detail can be found in the Board Meeting packet, linked [here](#).

Director Kaumann asked if there is a plan for more formalized effort or expectation this year on the Friends group? Ms. Mercer replied that she will use 2021 to prepare for the rebrand and rolling out of the Friends group in 2022. She foresees running a "Why do you love your library?" campaign starting on this year's *Library Giving Day* to gather data

and marketing pieces, and then using that information to build up to the unveiling of next year's rebrand and start of a Friends group.

#### **4.3. ReFUND What Matters and Library Giving Day**

Ms. Mercer reported that *ReFUND What Matters* started in 2020, but the Foundation didn't actively pursue it last year because of COVID19. It's a State income tax refund. Staff will not do a strong push but will run an email campaign with social media posts and a couple of flyers.

*Library Giving Day* also started last year and postcards went out to donors, but there was not a strong ask for donations because of the pandemic. As was mentioned earlier, an information campaign, "Why do you love your library?", is planned to start on this year's Library Giving Day and will run through the rebrand next year. Along with adding the comments to the marketing campaign, the Foundation will share them with the District Librarians.

### **5.0 BOARD COMMENTS**

- Director Jackson appreciated the presentation on MOVE.
- Director Kaumann asked how people are doing with the State Library pilot training program.
  - Chair Holton said she's enjoyed them and learned a lot. She wishes the group could Book Club it or share info with each other.
  - Director Kaumann replied that she had a little difficulty at first, but it's better now and she suggested talking about it in June.
- Director Forland is still getting her feet wet and getting to know the Directors and flow. She's excited to be a part of the group.
- Vice-Chair Smock: Enjoyed the learning modules but can't get back in now. She complemented Niamh Mercer on the job she's done with the circumstances and told Natalie Wertz that it's standard that she always does a great job.
- Chair Holton said she agrees with Joyce. She added that she's excited about the *Widening Windows* program and is glad to be a part of it.

### **6.0 ADJOURNMENT at 4:20p.m.**

**MOTION** to adjourn: Vice-Chair Smock

**SECOND:** Director Kauman

**VOTE:** Unanimous approval, 5:0

*Next Meeting: May 17, 2021 3:00pm Centennial Park Library 2227 23rd Ave., Greeley, CO 80631*

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: Monday, May 17 2021
Type of item: Information
Subject: Writer in Residence Introduction
Presented by: Niamh Mercer, Foundation Director and Melanie Peffer, Writer in Residence
Recommendation: No action needed.

### **Background**

#### **2021 Writer in Residence Dr. Melanie Peffer**

The High Plains Library District Foundation is proud to announce the 2021 Writer in Residence. Dr. Melanie Peffer was selected by a volunteer committee to serve as the Foundation's sixth Writer in Residence.

Dr. Melanie Peffer is a writer, speaker, researcher, and educator originally from Pittsburgh, PA. She has lived in Greeley for the last five years.

Dr. Peffer is affiliated with the University of Colorado Boulder as a researcher in the Institute of Cognitive Science and teaches introductory biology as part of the Health Professionals Residential Academic Program. Over the last ten years, she has taught biology to a variety of audiences and researched how people learn and understand science, particularly biology. She also frequently writes on topics ranging from motherhood in STEM to science communication.

Dr. Peffer is author of the best-selling book, *Biology Everywhere: How the science of life matters to everyday life*. *Biology Everywhere* is a journey through the science of life as told through our daily experiences. She was invited to speak on *Biology Everywhere* at TEDxCU in April 2021 and collaborated with TED-ED to produce a lesson based on *Biology Everywhere*.

She plans to spend her residency working on a children's spin-off series. In the children's book, we follow the path of a small child exploring the biology in their immediate environment in Weld County. The children's book would target children in late elementary grades when children begin to read to learn (rather than learn to read). This is also an age when groups underrepresented in the sciences, such as girls, begin to feel less like a scientist and lose interest in the sciences.

Since the book series presents a child exploring their immediate environment, one shared by children living in Weld County, children will identify with the main character and be able to readily apply what they are learning to their lives. This increases the appeal of the content, fostering continued interest in reading, positive views about science, and a sense of belonging in our community.

When not writing, Dr. Peffer enjoys playing her flute and piccolo and enjoying all that Colorado has to offer in the great outdoors with her husband and son.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: Monday, May 17, 2021
Type of item: Information
Subject: Board Designated Fund Update
Presented by: Brittany Raines MOVE Manager, Carolyn Valencia MOVE Librarian
Recommendation: No action needed at this time.

### ***Background***

#### **Multilingual Nursery Rhyme Booklet Program and Spanish Nursery Rhyme Booklets**

##### **Brittany Raines, MOVE Manager**

Brittany will share a PowerPoint presentation, see attached, and provide an update on the Multilingual Nursery Rhyme Booklet program and Spanish Nursery Rhyme Booklets.

##### **Widening the Window**

Carolyn Valencia will provide an update on the Widening the Window program.



Multilingual Nursery Rhyme Booklets  
and DVDs

# Burmese Booklet



မိုးစာ ကျော်  
လုပ်နိုင်သူများ၏ စာတော်သုက္ပါ  
များ၏ ကောင်းသောင်းများ  
ပုဂ္ဂိုလ်နှင့် ပုဂ္ဂိုလ်နှင့်  
မြို့မြို့တော်များ၏ စာတော်သုက္ပါ  
လုပ်နိုင်သူများ၏ စာတော်သုက္ပါ  
ဆုံးသုက္ပါများ၏ စာတော်သုက္ပါ  
များ၏ စာတော်သုက္ပါများ၏ စာတော်သုက္ပါ  
လုပ်နိုင်သူများ၏ စာတော်သုက္ပါများ



ပြည်သူရပ်စွာ တည်ဆောက် ကူညီခြင်း။

Burmese VR  
Video

ကလေးသူငယ်များ၏  
များနှင့် သီချင်းများ



# COMPTINES ET CHANSONS



**Bienvenue**  
Bienvenue ici, nous sommes contents, bienvenue  
De vous voir ici, bienvenue  
A la bibliothèque, bienvenue.

**La Tête, Les Épaules**  
La tête, les épaules, la tête les épaules  
Les genoux, les mains ; les genoux, les mains  
La tête, les épaules, la tête, les épaules  
Nous chantons comme ça.

**Kilomètre à Pied**  
Un kilomètre à pieds ça use, ça use,  
Un kilomètre à pieds, ça use les souliers  
Un  
Deux kilomètres à pieds, ça use, ça use  
Deux kilomètres à pieds, ça use les souliers  
Un, Deux  
Trois kilomètres à pieds, ça use, ça use  
Trois kilomètres à pieds, ça use les souliers  
Un, Deux, Trois  
Quatre kilomètres à pieds, ça use, ça use  
Quatre kilomètres à pieds, ça use les souliers  
Un, Deux, Trois, Quatre  
Cinq kilomètres à pied, ça use, ça use  
Cinq kilomètres à pied, ça use les souliers  
Un, Deux, Trois, Quatre, Cinq



7



Contenu fourni par:  
Immaculée Katumbi  
Roseline Muguruka  
Brigitte Tanine  
Lyse Nyandwi  
Tiba Apoline  
Viven Mangi

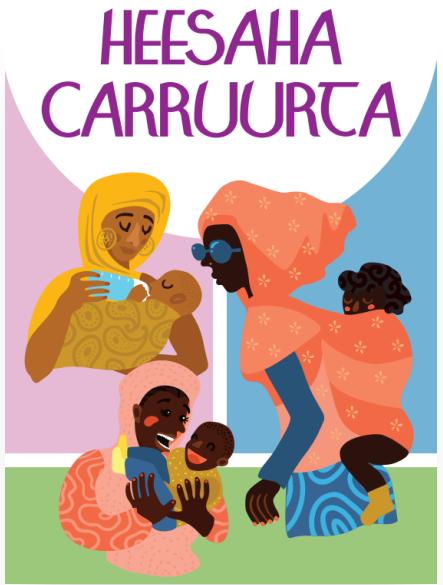
*Aider à renforcer la communauté*

 **highplains**  
Library District    
[www.MyLibrary.us](http://www.MyLibrary.us) 1.888.861.READ(7323)

# French Booklet



French VR Video



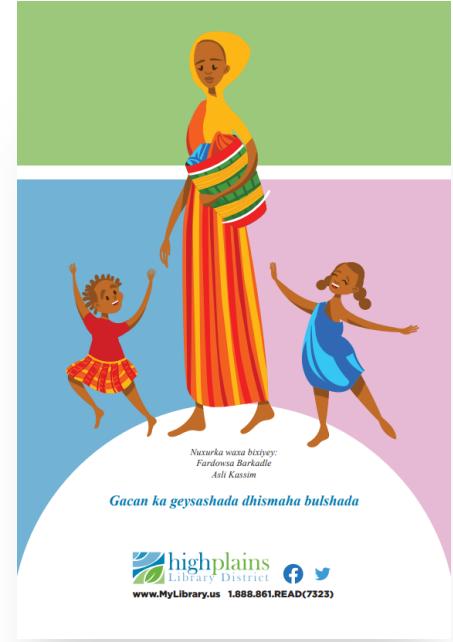
# Somali Booklet



**Aaboo iyo hoyoo**  
Aaboo iyo hoyoo  
Aaboo iyo hoyoo  
Mantaa origenii  
Waxaan la sojogey  
Waxaan la sojogey  
Buloshi goroyo  
Buloshi goroyo iyo banki galaya  
Waxaan ka soqdey  
Waxaan ka soqdey labo qubo subaq ah  
Waxaan isaga dhibhey  
Waxaan isaga dhibhey  
Garbar yar oo uur leh  
Oo allahayeo leh  
Waxay isaga dhiibtay  
Waxay isaga dhiibtay labo tuko sahan ah

**Allah Hoobaya Hoobaya**  
Allah hoobaya hoobaya  
Hoobaya hoobaya  
Allah ninki kudilo ku daroo  
Allah dagalba noga dhhexeyaa  
Allah deb noha kala qodii meyno

5



Naturka wezu hiziyey:  
Fardowsa Barkhadie  
Asli Kassim

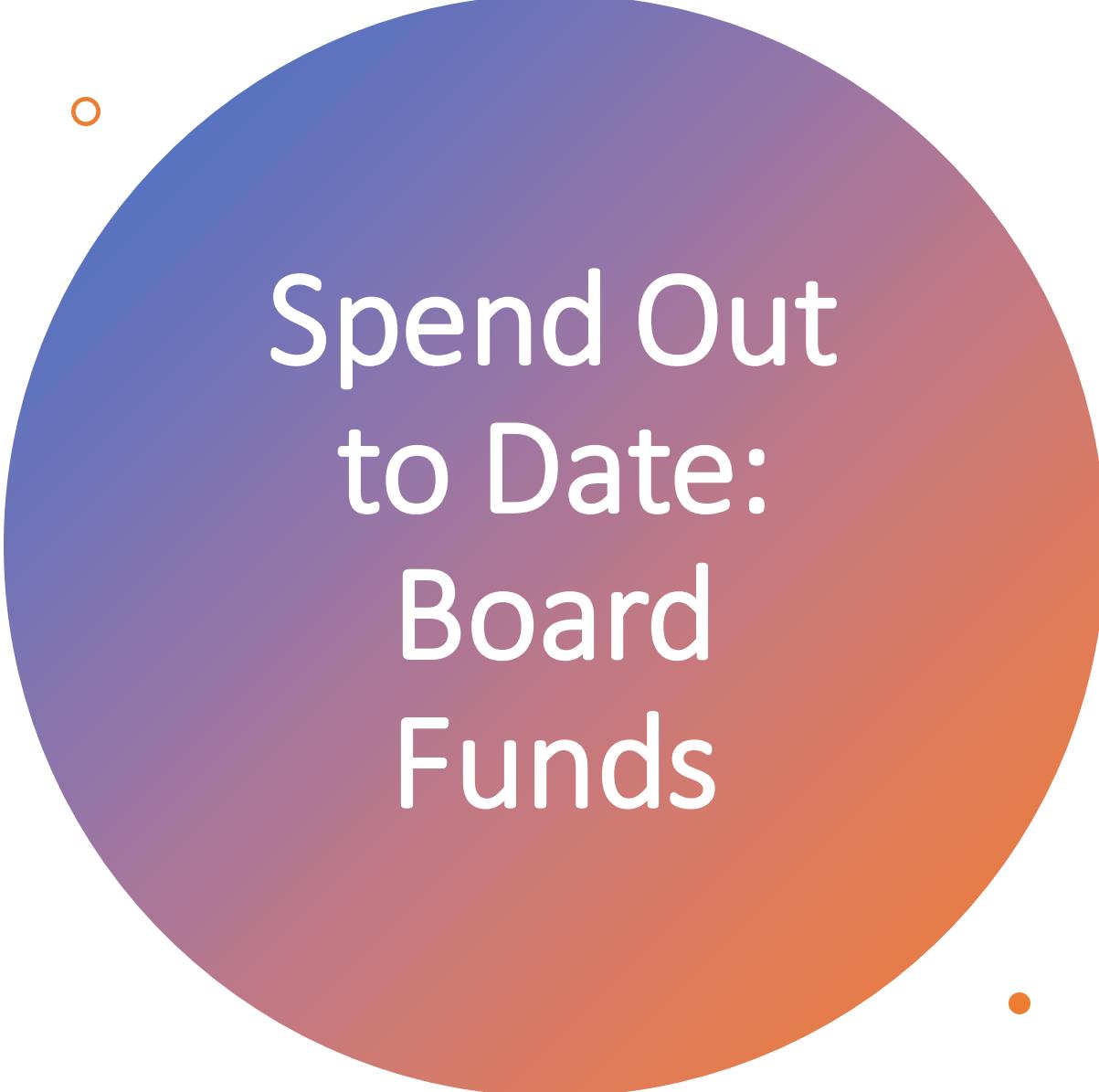
*Gacan ka geysashada dhismaha bulshada*

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# HEESAHA CARRUURCA



Somali VR  
Video



# Spend Out to Date: Board Funds

- 2021 Translation Costs  
1.1.21 to 4.26.21:  
**\$1918.47**
- [Nursey Rhyme Evaluation Survey](#): Translating this into Burmese, French and Somali

# Spend Out to Date: Board Funds

- 2021 Spanish Booklets
  - 4.21.21: \$2000.00

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS COMMUNICATION

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Meeting date: Monday, May 17, 2021
Type of item: Action
Subject: Election of Secretary/Treasurer
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Foundation Board of Directors elect a Secretary/Treasurer in compliance with its Bylaws.

## ***Background***

The Foundation Board of Directors elected Gerri Holton as its Chairman during the Q4 November 16, 2020 Regular Session and Joyce Smock as the Vice Chairman during the Q1 March 22, 2021 Regular Session. The Board chose to wait to elect a Secretary/Treasurer until the Q2 May 17, 2021 Regular Session.

A description of each the position as detailed by the Foundation Bylaws follows:

**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.

## ***Staff Recommendation***

Staff recommends that the Board of Directors elect a Secretary/Treasurer in accordance with its Bylaws.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: Monday, May 17, 2021
Type of item: Action
Subject: Planned Giving Brand Estate
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Board follows the Finance committee's recommendation to distribute the funds, \$11,389.23, to the District.

### ***Background***

On August 14, 2013 the Foundation received \$11,389.23 a planned giving gift bequeathed by Shirley Brand's Estate. After some research both the Foundation and Finance departments gathered the following information.

- The check was deposited into the Foundation's account. We do not know if or when the funds were transferred to the District at this time.
  - The gift was recorded in the Foundation's donor management system, Donor Perfect on August 28, 2013. The gift memo noted in the record states, "To Be used for Lincoln Park's Children's Programs Paid from Shirley's Estate".
  - The check's memo line states "Shirley Brand Estate".
  - The check was made out to the High Plains Library District
- The Last Will and Testament of Shirley Brand and all legal documents associated with the planned giving gift note name the High Plains Library District or the Weld Library District as a benefactor, not the Foundation.
  - The Will does not designate the gift to a specific location or program and directly states that the gift is for the Weld Library District's general purposes. There is no documentation of the designation to the
- Minutes from a September 13, 2013 High Plains Library District Board of Trustees meeting state that, "Shirley Brand, a longtime volunteer at Farr and Lincoln Park libraries has donated \$11,300 to the Foundation with a request that it be used for the new Lincoln Park library."
- The Finance committee recommends that the Foundation Board of Directors move to distribute the funds to the District.

### ***Staff Recommendation***

Staff recommend that the Board follows the Finance committee's recommendation to distribute the funds, \$11,389.23, to the District.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS COMMUNICATION

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Meeting date: Monday, May 17, 2021
Type of item: Action
Subject: Ethics Policy
Presented by: Niamh Mercer
Recommendation: Staff recommend that the Board vote to approve the Ethics Policy.

## ***Background***

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. Upon Chairman Holton's direction, staff drafted the attached Ethics Policy based on the HPLD Board of Trustees current Ethics Policy. The Bylaws and Policy committee reviewed and approved the attached Ethics Policy and ask that the Foundation Board of Directors vote to approve the policy.

## ***Staff Recommendation***

Staff recommend that the Board vote to approve the Ethics Policy.



## High Plains Library District Foundation Board of Directors

### DRAFT Ethics Policy

The High Plains Library District Foundation is dependent on the trust of its community to successfully achieve its mission. Therefore, 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.

#### Guiding Principles:

Directors do not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sexual orientation or gender identity, or belief system.

Directors do not use or attempt to use their position with the High Plains Library District Foundation to obtain unwarranted privileges or advantage for themselves or others.

Directors recuse themselves immediately whenever a conflict of interest exists.

Directors protect and uphold library patrons' right to privacy in their use of the library's resources, while being aware of and in compliance with applicable laws governing freedom of information.

Directors, in fulfilling their responsibilities to uphold the values of the public library, are not swayed by partisan interests, public pressure, or fear of criticism.

Directors must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the High Plains Library District, acknowledging the formal position of the Board even if they personally disagree.

#### Compliance:

If any Director appears to be in conflict with the Guiding Principles above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings.

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Signature

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Date

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Printed Name

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

For the Period Ended March 31, 2021

25.0%

prepared April 27, 2021

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. - March Actual	Jan. - March Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
<b>REVENUES</b>								
Donations - Restricted	1,736	2,250	(514)	77%	1,736	10,000	(8,264)	17%
Donations - Unrestricted	4,122	3,000	1,122	137%	4,122	24,000	(19,878)	17%
Earnings on investments	21,610	6,000	15,610	360%	21,610	25,000	(3,390)	86%
Special Events Income	-	-	-	#DIV/0!	-	38,500	(38,500)	0%
Grant revenue	2,000	9,000	(7,000)	22%	2,000	60,000	(58,000)	3%
Other income	1,781	800	981	223%	1,781	3,500	(1,719)	51%
<b>Total revenues</b>	<b>31,249</b>	<b>21,050</b>	<b>10,199</b>	<b>148%</b>	<b>31,249</b>	<b>161,000</b>	<b>(129,751)</b>	<b>19%</b>
<b>EXPENSES</b>								
Professional Fees	-	500	500	0%	-	3,000	3,000	0%
Contract Services	1,072	3,800	2,728	28%	1,072	27,800	26,728	4%
Special Events Expenses	-	-	-	#DIV/0!	-	22,800	22,800	0%
Operations	-	9,000	9,000	0%	-	41,300	41,300	0%
HPLD Foundation Grants	236	-	(236)	#DIV/0!	236	20,000	19,764	1%
Travel and Meetings	-	-	-	#DIV/0!	-	2,500	2,500	0%
Capital Campaign	-	-	-	#DIV/0!	-	20,000	20,000	0%
<b>Total expenses</b>	<b>1,308</b>	<b>13,300</b>	<b>11,992</b>	<b>10%</b>	<b>1,308</b>	<b>137,400</b>	<b>136,092</b>	<b>1%</b>
Increase (Decrease) in Net Assets	29,941	7,750	22,191		29,941	23,600	6,341	

# High Plains Library District Foundation

## Statement of Activity

January - March, 2021

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	1,736.52
43451 UnRestricted Donations	4,121.91
<b>Total 43400 Donations</b>	<b>5,858.43</b>
47000 Sales	
47008 Book Sales - Foundation	1,781.02
<b>Total 47000 Sales</b>	<b>1,781.02</b>
47400 Grants	2,000.00
47500 Earnings on Investments	19,066.79
47600 Interest and Dividend Income	2,542.87
<b>Total Revenue</b>	<b>\$31,249.11</b>
GROSS PROFIT	<b>\$31,249.11</b>
Expenditures	
62100 Contract Services	
62110 Accounting Fees	1,071.58
<b>Total 62100 Contract Services</b>	<b>1,071.58</b>
65400 HPLD Foundation Grants	236.52
<b>Total Expenditures</b>	<b>\$1,308.10</b>
NET OPERATING REVENUE	<b>\$29,941.01</b>
NET REVENUE	<b>\$29,941.01</b>

# High Plains Library District Foundation

## Statement of Financial Position

As of March 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 FirstBank	5,000.00
11000 Investments	
11001 Stifel Nicolaus	592,107.30
11002 Colotrust	117,621.51
<b>Total 11000 Investments</b>	<b>709,728.81</b>
<b>Total Bank Accounts</b>	<b>\$714,728.81</b>
<b>Total Current Assets</b>	<b>\$714,728.81</b>
<b>TOTAL ASSETS</b>	<b>\$714,728.81</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 UnEarned Revenue	42,356.77
<b>Total Other Current Liabilities</b>	<b>\$42,356.77</b>
<b>Total Current Liabilities</b>	<b>\$42,356.77</b>
<b>Total Liabilities</b>	<b>\$42,356.77</b>
Equity	
30000 Opening Balance Equity	422,382.74
32000 Unrestricted Net Assets	220,048.29
Net Revenue	29,941.01
<b>Total Equity</b>	<b>\$672,372.04</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$714,728.81</b>