



HPLD FOUNDATION
REGULAR SESSION
February 10th, 2020
Farr Regional Library
1939 61st Ave Greeley, CO 80634
3:30 PM

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Pledge of Allegiance
- 1.3 Approval of Agenda (Action)
- 1.4 Approval of Minutes (Action)
 - A. November 4, 2019 Executive Session
 - B. November 4, 2019 Regular Session
- 1.5 Public Comment

2.0 ITEMS FOR ACTION / INFORMATION

- 2.1 2019 Writer in Residence Report
- 2.2 Introduction of New Board Members
- 2.3 Election of Officers (Action)
- 2.4 Selection of Committees (Action)
- 2.5 2020 Meeting Schedule (Action)
- 2.6 Distribution of Funds to District (Action)

3.0 FINANCE REPORT – Natalie Wertz, Finance Manager

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

- 4.1 2019 Overview
- 4.2 2020 Calendar
- 4.3 Friends Update
- 4.4 Foundation Rebrand

5.0 BOARD COMMENTS

6.0 ADJOURNMENT



HPLD FOUNDATION
DRAFT: EXECUTIVE SESSION
November 4th, 2019
Erie Public Library
400 Powers St, Erie, CO 80516
3:00 PM

1.0 OPENING OF MEETING

Meeting called to order at 3:04PM

1.1 Roll Call

Present: Chair John Damsma, Vice Chair Gerri Holton, Secretary/Treasurer Bob Grand, Director Joyce Smock, Director Mary Roberts, Director Alan Lott

Staff: Foundation Director Abby Yeagle, Executive Director Matthew Hортt, Finance Manager Natalie Wertz, Development Associate Niamh Mercer, VISTA Christian Welch, Executive Assistant Kathy Webb

Director Mary Roberts and Director Alan Lott arrived at 3:18PM

1.2 Pledge of Allegiance

1.3 Approval of Agenda

Motion: Vice Chair Holton moved to approve the agenda as presented.

Second: Secretary/Treasurer Grand

Vote: Unanimously passed 4;0

1.4 Public Comment

No Public Comment

Director Mary Roberts and Director Alan Lott arrived at 3:18PM

2.0 ITEMS FOR ACTION / INFORMATION

2.1 Executive Session for the purpose of;

A. § 24-6-402(4)(b), C.R.S., Receiving legal advice on specific legal questions from an attorney.

Motion: Director Smock moved to bring the Board into Executive Session.

Second: Secretary/Treasurer Grand

Vote: Unanimously passed 6;0

Motion: Director Roberts moved to bring the Board out of Executive Session.

Second: Director Lott

Vote: Unanimously passed 6;0

3.0 ADJOURNMENT

Motion: Director Roberts moved to adjourn from the executive session.

Second: Director Lott

Vote: Unanimously passed 6;0

Meeting adjourned at: 4:00PM

Secretary/Treasurer

Date

Recording Secretary

Date



**HPLD FOUNDATION
DRAFT REGULAR SESSION**

**November 4th, 2019
Erie Public Library
400 Powers St, Erie, CO 80516
4:00 PM**

1.0 OPENING OF MEETING

Meeting called to order at 4:14PM

1.1 Roll Call

Present: Chair John Damsma, Vice Chair Gerri Holton, Secretary/Treasurer Bob Grand, Director Joyce Smock, Director Mary Roberts, Director Alan Lott

Absent: None

Staff: Foundation Director Abby Yeagle, Executive Director Matthew Hott, Finance Manager Natalie Wertz, Development Associate Niamh Mercer, VISTA Christian Welch, Executive Assistant Kathy Webb, Patron Experience Specialist Tony Brewer

Guests: Legal Counsel Bill Garcia, Legal Counsel Donovan Gibbons, Mary Heberlee, Ken Poncelow

1.2 Pledge of Allegiance

1.3 Approval of Agenda (Action)

Motion: Vice Chair Holton moved to approve the agenda as presented.

Second: Director Smock

Vote: Unanimously approved 6;0

1.4 Approval of Minutes (Action)

A. August 19, 2019

Motion: Director Roberts moved to approve the August 19, 2019 minutes as presented.

Second: Director Smock

Vote: Unanimously approved 6;0

1.5 Public Comment

No public comment

2.0 ITEMS FOR ACTION / INFORMATION

2.1 Nomination of New Board Members (Action)

Director Yeagle reviewed the application, interview, and nomination process with the Board. The Nomination Committee nominated four candidates, Mark Moody, Lindsay Porter, Andrea Kaumann and Caleb Jackson.

The Board discussed the diversity of candidates and where they are located throughout the state. The Board stated that many candidates are from Greeley and

that they would like to see candidates from throughout the county. The Board noted that in time, the Foundation would have representatives from across the county.

Motion: Director Roberts moved to accept Mark Moody, Lindsay Porter, Andrea Kaumann and Caleb Jackson to the Foundation Board of Directors.

Second: Secretary/Treasurer Grand

Vote: Unanimously approved 6;0

Director Yeagle informed the Board that the new members will be onboarded in early 2020.

2.2 Bylaws Revision (Action)

Director Yeagle reviewed the Board communication, found within the HPLD Foundation Regular Session 11/4/19 Board Packet.

Legal Counsel Garcia noted his approval of the following revision to Section 6. Voting Procedures, of the Foundation Bylaws.

Motion: Vice Chair Holton moved to approve the revision as presented.

Second: Director Lott

Vote: Unanimously approved 6;0

Director Yeagle noted Chair Damsma's concern regarding the possibility of future Board members residing outside of the District.

The Board discussed the positive and negative effects of selecting Board members who reside outside of the District.

Motion: Secretary/Treasurer Grand moved to amend the Foundation Bylaws so that a member of the Foundation must reside within the District boundaries.

Second: Vice Chair Holton

Director Lott abstained from voting.

Vote: Approved 4;1

2.3 2020 Foundation Board Meeting Schedule (Action)

Foundation Director Yeagle noted that the proposed 2020 Foundation Board Meeting Schedule is tentative as it relies upon the approval of the District Board of Trustees meeting schedule. Yeagle suggested scheduling the first meeting as it could be changed if needed.

Motion: Director Roberts moved to approve the 2020 Foundation Board Meeting Schedule as presented.

First Quarter: Monday, February 10th, 2020, Farr Regional Library, 1939 61st Ave, Greeley, CO 80634

Second Quarter: April, TBD

Third Quarter: August, TBD

Fourth Quarter: November, TBD

Second: Director Smock

Vote: Unanimously approved 6;0

2.4 2020 Budget (Action)

Foundation Director Yeagle reviewed the 2020 Budget and noted that the cost of AmeriCorps VISTA has raised.

Motion: Secretary/Treasurer Grand moved to approve the 2020 Budget as presented.

Second: Director Roberts

Vote: Unanimously approved 6;0

2.5 Investment Policy Revision (Action)

Finance Manager Wertz informed the Board that due to changes in GAP the investment policy should be revised to only include restricted and unrestricted funds. Wertz noted that this would not change the current allocations.

Motion: Secretary/Treasurer Grand moved to approve the Investment Policy revisions as presented.

Second: Director Lott

Vote: Unanimously approved 6;0

2.6 Annual Distribution of Funds to District (Action)

Foundation Director Yeagle reviewed the Board communication, found within the HPLD Foundation Regular Session 11/4/19 Board Packet, and Finance Committee discussion. Yeagle asked the Board for recommendations as to how the Foundation should accept requests for funding from individual libraries.

Director Roberts noted that the Foundation has set funding priorities in the strategic plan. Roberts stated that it would be helpful to future Board members if there were parameters as to how funding is distributed. Roberts asked for research to be conducted for the Board to review. Wertz noted that it is the Boards role to determine how Foundation funds are spent. Wertz informed the Board that it is not obligated to spend out funds this year.

Secretary/Treasurer Grand suggested tabling the item.

Motion: Director Roberts moved to table item 2.6 Annual Distribution of Funds.

Second: Director Lott

Vote: Unanimously approved, 6; 0

3.0 FINANCE REPORT – Natalie Wertz, Finance Manager

Wertz reviewed the financial report. The Board discussed the cash versus book value of the Foundation's assets.

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

Foundation Director Yeagle updated the Board on the Friends and Volunteer project. Yeagle noted that she will present a model for the Friends structure in April of 2020. VISTA Christian Welch shared Colorado Gives Day information with the Board.

Chair Damsma shared that the Board directed the Foundation to pursue Friends of the Library during the Executive Session.

5.0 BOARD COMMENTS

Vice Chair Holton voiced her appreciation for Director Lott and Secretary/Treasurer Grand's work on the Foundation Board. Holton looks forward to working with the new Board members in 2020.

Secretary/Treasurer Grand asked for a picture to be taken during the Kiwanis, Links for Literacy Check presentation.

Director Smock shared her appreciation for the work of the Foundation staff and Director Lott's commitment to the Foundation.

Director Roberts noted that both staff and Board members have made great progress.

Director Lott thanked the Board and staff for their work on the Foundation Board and noted his appreciation for being invited to join the Board. Lott shared that he finished his degree online, in the District's libraries and stated that the library is a wonderful community resource. Lott voiced that the Foundation is positioned to do wonderful things for the library. Chair Damsma thanked Secretary/Treasurer Grand and Director Lott for their service to the community and Board.

6.0 ADJOURNMENT

Motion: Director Smock

Second: Director Lott

Vote: Unanimously approved 6;0

Meeting adjourned at 5:10pm

Secretary/Treasurer

Date

Recording Secretary

Date

DRAFT

2020 HPLD Foundation Committees

Finance Committee

- review financial records quarterly, review and recommend financial policies to the board, support budget preparation and financial planning, help the full board understand the organization's financial affairs
- usually the Treasurer and at least one other Director

Nomination / Selection Committee

- help develop Board roles and responsibilities and review Board Member job description
- recruit new members who will be able to help achieve the organization's goals, nominate individuals to be elected as members of the board

Bylaws and Policy Committee

- review bylaws and recommend revisions/updates as needed, review existing Foundation policies, propose amendments or new policies as needed
- usually the Chair and at least one other Director

Fundraising Committee

- help assure the Foundation's fiscal health through philanthropy and fund development
- partners with staff in the planning and implementation of fundraising campaigns and events

(Optional) Friends Task Force

- supports Foundation staff in the development and implementation of a Friends group
- aids in Friends outreach and member event planning
- serves as an advocate and champion for the new Friends program in the community



2020 Foundation Board of Directors Meeting Schedule

The HPLD Foundation board meets quarterly, preceding the meetings of the HPLD Trustees.

Q1

3:30 PM

Monday, February 10th

Farr Regional Library

1639 61st Ave, Greeley, CO 80634

Q2

3:00 PM

Monday, April 20th

Centennial Park Library

2227 23rd Ave, Greeley, CO 80631

Q3

3:00 PM

Monday, August 17th

Glenn A Jones Memorial Library

400 S Parish Ave, Johnstown, CO 80534

Q4

3:00 PM

Monday, November 16th

Hudson Public Library

100 Beech St, Hudson, CO 80642

HPLD FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: February 10, 2020
Type of item: Action
Subject : Foundation Distribution of Funds to HPLD
Presented by: Foundation Director
Recommendation: Guidance regarding process moving forward for distributing funds

Background

Under previous leadership, the Foundation board regularly solicited and reviewed requests for funding from HPLD staff members. In 2018, the newly-seated Foundation board advised against the Foundation soliciting these small requests from staff.

Based on the Foundation's YTD financials, the Foundation could distribute up to \$10,000 in funds to the District for a project in line with the Foundation's funding priorities.

Funding priorities, as outlined in the Foundation's 2019 – 2024 Strategic Plan include:

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

Staff would like direction from the Foundation board regarding the process for distribution of funds to the District. The Foundation board also needs to determine if they would like to distribute funds to the District, how much, and to what District project(s).

Staff recommends the Finance Committee meet and determine a plan for the Foundation's use of undesignated donations and a process for determining how/when these funds will be distributed to the District.

High Plains Library District Foundation

STATEMENT OF FINANCIAL POSITION

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 FirstBank	19,213.35
11000 Investments	
11001 Stifel Nicolaus	478,529.58
11002 Colotrust	40,823.47
Total 11000 Investments	519,353.05
Total Bank Accounts	\$538,566.40
Accounts Receivable	
12000 Accounts Receivable	617.60
Total Accounts Receivable	\$617.60
Total Current Assets	\$539,184.00
TOTAL ASSETS	\$539,184.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	3,966.07
Total Accounts Payable	\$3,966.07
Other Current Liabilities	
21000 UnEarned Revenue	4,700.00
Total Other Current Liabilities	\$4,700.00
Total Current Liabilities	\$8,666.07
Total Liabilities	\$8,666.07
Equity	
30000 Opening Balance Equity	474,792.72
32000 Unrestricted Net Assets	-52,409.98
Net Revenue	108,135.19
Total Equity	\$530,517.93
TOTAL LIABILITIES AND EQUITY	\$539,184.00

High Plains Library District Foundation

STATEMENT OF ACTIVITY

January - December 2019

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	1,902.00
43451 UnRestricted Donations	10,849.22
43452 Vacation Donations	4,734.07
Total 43400 Donations	17,485.29
47000 Sales	20.00
47008 Book Sales - Foundation	3,168.81
47010 Flash Drive Sales	132.00
47015 Sales of Foundation Promotional Items	240.00
Total 47000 Sales	3,560.81
47200 Special Events Income	7,139.42
47230 Writers in Residence	789.94
47240 Links for Literacy	31,312.73
47250 Colorado Gives Day	5,248.28
Total 47200 Special Events Income	44,490.37
47400 Grants	
47401 Operating	33,500.00
Total 47400 Grants	33,500.00
47500 Earnings on Investments	68,549.57
47600 Interest and Dividend Income	25,481.65
Total Revenue	\$193,067.69
GROSS PROFIT	\$193,067.69
Expenditures	
60900 Professional Fees	4,000.00
60901 Membership	441.66
60902 Marketing	150.00
Total 60900 Professional Fees	4,591.66
62100 Contract Services	
62110 Accounting Fees	3,127.46
62150 Outside Contract Services	13,226.25
Total 62100 Contract Services	16,353.71
62800 Special Events Expense	4,599.57
62890 Links for Literacy	19,194.96
62891 Colorado Gives Day	215.73
Total 62800 Special Events Expense	24,010.26
65000 Operations	10.00
65010 Books, Subscriptions, Reference	168.55
65040 Supplies	7,568.24
65050 Bank Charges	57.81
Total 65000 Operations	7,804.60
65100 Other Types of Expenses	58.02

	TOTAL
65400 HPLD Foundation Grants	30,587.00
68300 Travel and Meetings	
68310 Conference, Convention, Meeting	1,527.25
Total 68300 Travel and Meetings	1,527.25
Total Expenditures	\$84,932.50
NET OPERATING REVENUE	\$108,135.19
NET REVENUE	\$108,135.19

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

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.

For the Period Ended December 31, 2019
100.0%
prepared February 4, 2020

	Jan. - Dec. Actual	Jan. - Dec. Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
REVENUES								
Donations - Restricted	1,902	10,000	(8,098)	19%	1,902	10,000	(8,098)	19%
Donations - Unrestricted	15,583	24,000	(8,417)	65%	15,583	24,000	(8,417)	65%
Earnings on investments	94,032	15,000	79,032	627%	94,032	15,000	79,032	627%
Special Events Income	44,490	85,500	(41,010)	52%	44,490	85,500	(41,010)	52%
Grant revenue	33,500	45,000	(11,500)	74%	33,500	45,000	(11,500)	74%
Other income	3,561	4,100	(539)	87%	3,561	4,100	(539)	87%
Total revenues	193,068	183,600	9,468	105%	193,068	183,600	9,468	105%
EXPENSES								
Professional Fees	4,592	3,000	(1,592)	153%	4,592	3,000	(1,592)	153%
Contract Services	16,354	16,800	446	97%	16,354	16,800	446	97%
Special Events Expenses	24,010	44,800	20,790	54%	24,010	44,800	20,790	54%
Operations	7,863	41,300	33,437	19%	7,863	41,300	33,437	19%
HPLD Foundation Grants	30,587	4,000	(26,587)	765%	30,587	4,000	(26,587)	765%
Travel and Meetings	1,527	1,500	(27)	102%	1,527	1,500	(27)	102%
Capital Campaign	-	20,000	20,000	0%	-	20,000	20,000	0%
Total expenses	84,933	131,400	46,467	65%	84,933	131,400	46,467	65%
Increase (Decrease) in Net Assets	108,135	52,200	55,935		108,135	52,200	55,935	

2019
YEAR
IN
REVIEW



Writer in Residence Consortium: Residents past and present met throughout the year to discuss the program, their work, and to provide a helping hand when needed.



2020 Writer in Residence Laura Brashear: Laura was the first resident to experience the extended nine-month residency. She worked on her novel *Moving Beyond Hallways*.



Signature Author Series Fundraiser: We raised over **\$4,813** for the Writer in Residence Program and Community Grief Center. Laura Brashear interviewed author Garth Stein and facilitated a conversation surrounding writing about grief.



Writer in Residence Programming: Laura inspired local writers to *share their stories* through District programming. She facilitated NaNoWrimo write-ins at CVRL and a Teen Journaling class at Ft. Lupton Public and School library.





Summer Reading Adventure: PDC donated \$25,000 to support Summer Reading Adventure District-wide.

WELD GIVES

Colorado Gives Day: Raised \$4,934 for programs like Writer in Residence, Foundation staff supported the Weld Gives Collaborative by managing social media and marketing throughout 2019.



Community Events: The Foundation built a *community of library lovers* at the Greeley Arts Picnic, Meet the Resident and Yes!fest.



Funds Granted: Raised \$22,445 in grants funds for programs like 1,000 Books Before Kindergarten, Multilingual Nursery Rhyme Booklets and capital projects at Glenn A. Jones, M.D. Memorial Library.



Links for Literacy: Raised \$31,313 with the Kiwanis Club of the Rockies in support of Kiwanis scholarships, key clubs, and HPLD literacy programs.



2019 High Plains Library District Foundation Wrap Up

Financial Summary

2019 Revenue	2018 Revenue	2017
2019 Revenue \$180,769*	2018 Revenue \$94,654	2017 Revenue \$216,834
2019 Expenses \$80,966*	2018 Expenses \$147,064	2017 Expenses \$140,723
2019 Assets	2018 Assets	2017
2019 Undesignated Assets \$19,123*	2018 Undesignated Assets \$33,579	2017 Undesignated Assets \$57,265
2019 Endowment Assets \$507,672*	2018 Endowment Assets \$378,804	2017 Endowment Assets \$380,380

***2019 Financials are not yet audited**

Donor Database

2019	2018	2017
2019 Records 1,416	2018 Records 1,332	2017 Records 1,275
2019 Gifts 3,231	2018 Gifts 2,851	2017 Gifts 2,541
Avg Gift \$490	Avg Gift \$435	Avg Gift \$419

Grants

2019	2018	2017
Applied \$222,750	Applied \$27,000	Applied \$65,000
Funds Granted \$22,445	Received \$15,000	Received \$29,450



Gifts In-Kind

42 total valued at \$4,800

Employee Giving

Vacation Donations \$4,734.07

Monthly Gifts \$1,634

One-time Payroll Donation \$10

Total Revenue \$6,378.07

Online Giving

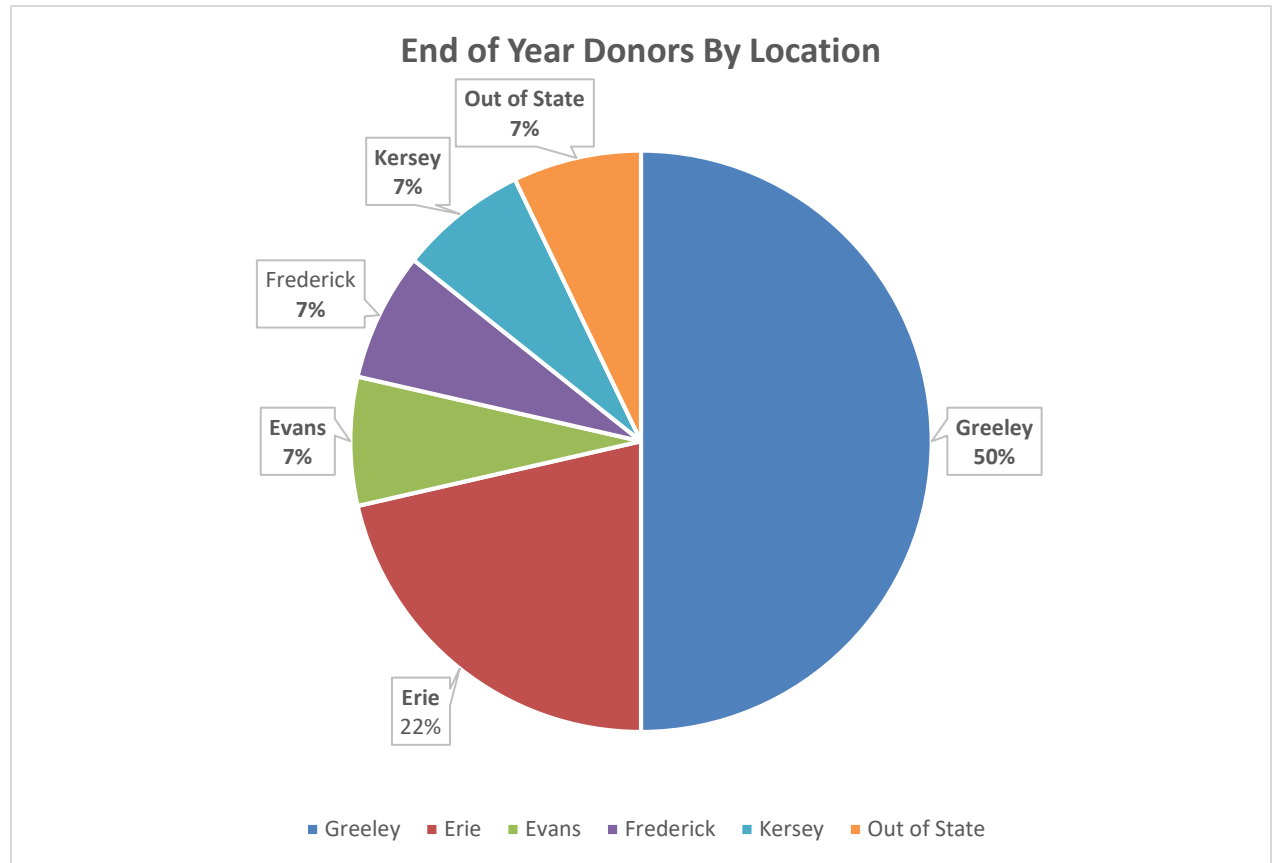
Community First Foundation \$5,770.32

End of Year Campaign

End of Year Mailer Revenue \$1,282.14

End of Year Mailer Cost \$100.00

Total Revenue \$1,182.14

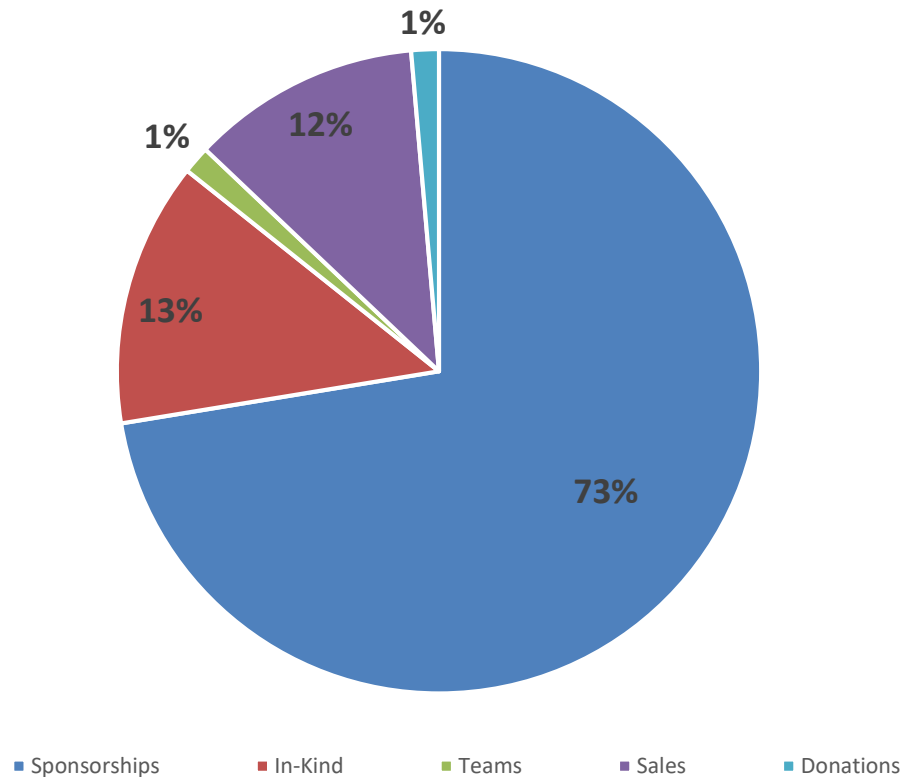




Links for Literacy

2019	2018	2017
Gross Income \$31,313	Gross Income \$28,450	Gross Income \$32,345
Expenses \$7,824	Expenses \$7,594.28	Expenses \$10,616
Net Income \$23,489	Net Income \$20,855.72	Net Income \$21,729
Kiwanis Split \$11,744	Kiwanis Split \$10,427.86	Kiwanis Split \$10,864
In Kind Gifts \$4,800	In Kind Gifts \$5,732	In Kind Gifts \$8,815
Participation 24 teams	Participation 23 teams	Participation 31 teams

Links for Literacy Income





Colorado Gives Day

Year	2019	2018	2017	2016
# of Gifts	49	39	45	38
Total \$ Gifts	\$4,755.69	\$3,974.24	\$3,465.00	\$2,915.00
Matching Fund	\$159.10	\$106.26	\$151.93	\$93.01
Total \$ Raised (Gross)	\$4,934.79	\$4,080.50	\$3,616.93	\$3,008.01
CFF Fees	\$81.05	\$68.50	\$69.30	\$58.30
New Donors	12	10	7	11
Repeat donors LCY	30	28	36	24
Repeat donors LCY increase gift	2	4	13	7
Repeat donors LCY decrease gift	4	2	6	7
Repeat donors LCY same gift	25	19	14	10
Donors returning after 2+	20	1	1	1
Average gift	\$97.05	\$101.90	\$77.00	\$76.71



Colorado Gives Day Continued

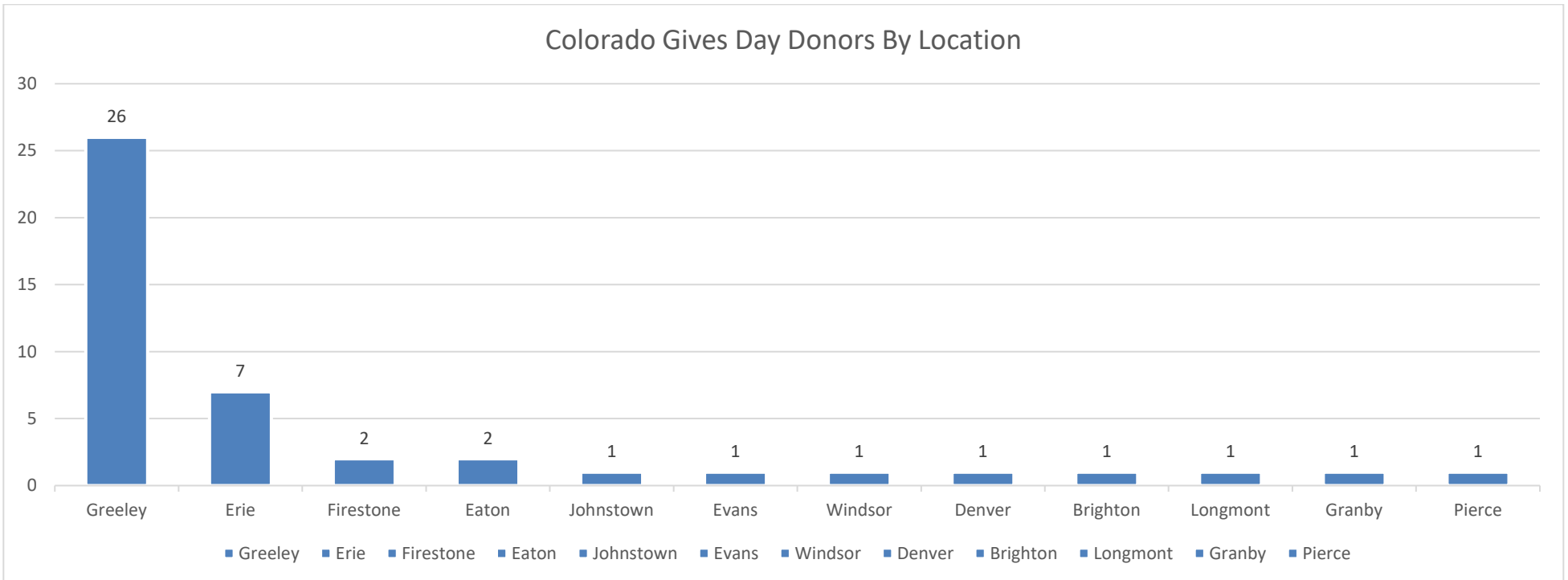
Weld County Collaborative

Participating Organizations **29**
Number Donations **1,951**
Total Funds Raised **\$346,638**

Statewide

Participating Organizations **2,569**
Total Funds Raised **\$39.6 million**

Colorado Gives Day Donors By Location





Solicitation Overview

2019 Solicitation

Links for Literacy **\$31,313.00**

End of Year **\$1,282.14**

Funds Granted **\$22,445**

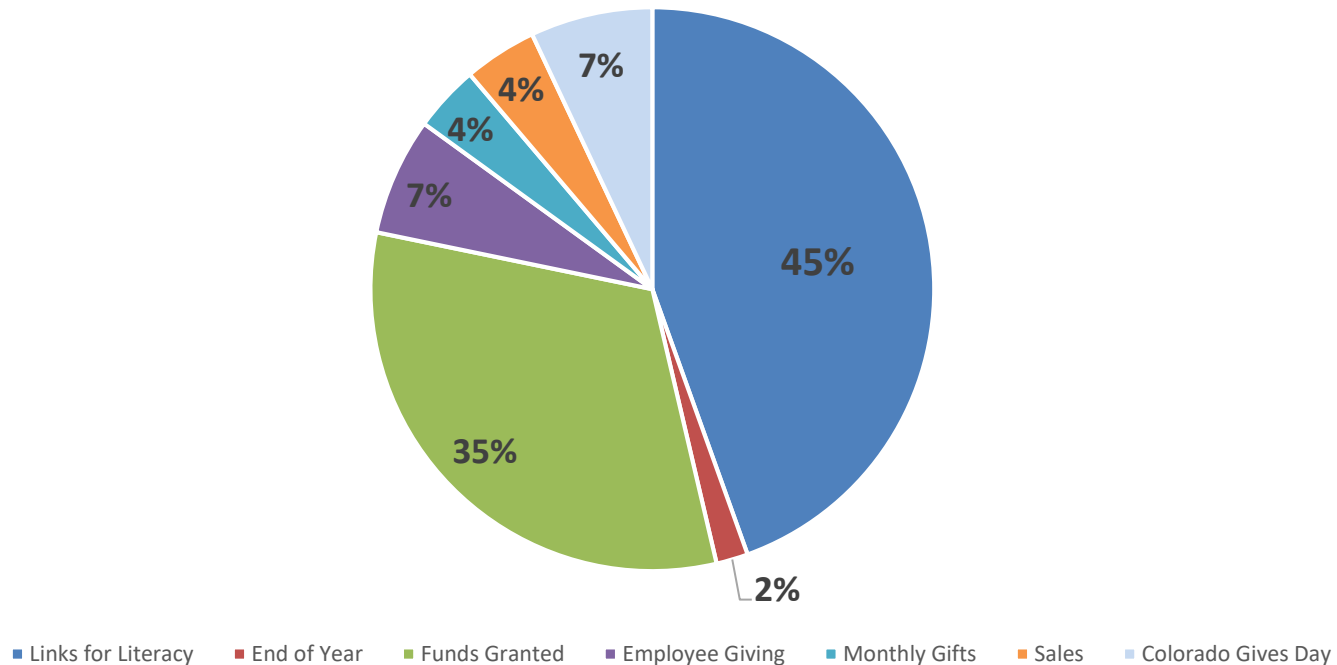
Employee Giving (Vacation Donations and One-time Payroll Deductions) **\$4,744.07**

Monthly Gifts **\$2,677.60**

Sales **\$2,949.55**

Colorado Gives Day **\$4,934.79**

Solicitation Analysis





Board

2019		2018		2017	
2019 Board Giving	\$400	2018 Board Giving	\$140	2017 Board Giving	\$1,250
2019 New / Revised Policies	3	2018 New / Revised Policies	1	2017 New / Revised Policies	0
2019 New Members	8	2018 New Members	7	2017 New Members	2
2019 Q1 Attendance	100%	2018 Q1 Attendance	86%		
2019 Q2 Attendance	100%	2018 Q2 Attendance	86%		
2019 Q3 Attendance	86%	2018 Q3 Attendance	57%		
2019 Q4 Attendance	100%	2018 Q4 Attendance	86%		

Primary Support to the District

2019

- Grant Funds Secured
 - Early Literacy **\$17,445**
 - Glenn A. Jones Memorial Library **\$5,000**
- Writer in Residence Stipend **\$9,000**
- PDC Energy Sponsorship of Summer Reading Adventure **\$25,000**
- Signature Author Series Fundraiser Community Grief Center Share **\$2,406**
- Links for Literacy Kiwanis Club of the Rockies Share **\$11,744**
- **Total \$61,350**

Primary Support to the District

2018

- Riverside Playground
 - Grant Funding **\$15,000**
 - Designated Donations **\$26,486.76**
 - Foundation Contribution **\$22,094.24**
- Carbon Valley Anniversary **\$2,365.37**
- Writer in Residence Stipend **\$6,000**
- Links for Literacy Kiwanis Club of the Rockies Share **\$10,000**
- **Total \$81,946.37**



HPLD Foundation 2020 Calendar

January

Amazon Literary Partnership Grant Due 1/15

Temple Buell Grant Due 1/15

Writer in Residence Application Opens 1/6

Weld Gives Wrap Up

Apply for VISTAs for Outreach and CP

February

ALA grant due 2/3

Dollar General Grant Due 2/20

First Quarter Board Meeting 2/10

New Board Member Onboarding

VISTA 6-month Report Due

YES!fest City of Greeley Donation Request

March

SRA Donation Requests Due 3/1

Arts Alive Organization Grant Opens 3/1

Writer in Residence Application Closes 3/9

Present about WIR at HPLD All Staff Day 3/13

WIR Selection Committee Meetings

WIR Interviews

2020 LFL Contract and Deposit Due

Begin Soliciting Donations for Links for Literacy

Paper on Friends Membership due to Institute for Leaders in Development

2020 Writer in Residence Selected 3/31

April

2020 Writer in Residence Begins Term 4/1

WIR Announcement 4/1

990 and Audit Preparation

Greeley Arts Picnic Application Due 4/13

Foundation Q2 Board Meeting 4/20

Library Giving Day Campaign 4/23

First Draft of New Website

Draft of New WIR Structure to Board

May

990 Due

Audit Finished

Compile 2019 Annual Report

Begin Meeting with the Link for Literacy Committee

Sponsorship Communications for Golf Tournament Out

Spark the Change Volunteer Management Training

Noble Energy Event Sponsorship Form Due for YES!fest 5/20

Meet the Resident Event (tentative)

June

2019 Annual Report Out

Foundation Website Roll Out

Friends and Foundation Rebrand Roll Out

Friends Roll Out

Spark the Change Volunteer Management Training

July

NEA Grant Due 7/9 & 7/14

Greeley Arts Picnic 7/25-7/26

End of VISTA Term

Secure Donations for the Golf Tournament

August

Colorado Gives Day Profile Due

Friends Membership Drive

Foundation Q3 Board Meeting 8/17

September

Littler Youth Fund Grant Spent Out 9/1

Links for Literacy 2020 9/11

YES!fest Event Support 9/18

Event Committee for Erie gala

Littler Youth Fund Grant Report Meeting 9/21

Palmer Foundation Grant Report Meeting 9/21

October

Littler Youth Fund Grant Report Due 10/1

Signature Author Event

Start CO Gives Day Promotion

End of Year Campaign Plan

Elevations Foundation Grant Funds Spent Out 10/31

November

Elevations Foundation Grant Report Meeting 11/16

Foundation Q4 Board Meeting 11/16

Palmer Foundation Grant Report Due 11/20

Erie Fundraiser (tentative)

End of Year Appeal Drops

December

Colorado Gives Day / Giving Tuesday 12/1

Elevations Foundation Grant Report Due 12/1



Friends Group Survey

[Survey Details](#) | [Overall Results](#) | [Individual Results](#)

[Back](#)

Other answer(s) for:

1 Benefits May Include:

15 Responses

10 per page

Answer	Respondent
One-time late fee waiver for all previous tardy returns	Anonymous
Information on Outreach projects	Anonymous
Monthly raffle drawings to honor HPLD sponsors w/in each communities.	Anonymous
Allow increased items to purchase, on recommendation ie books	Anonymous
hold a booksale, gift shop	Anonymous
Be first in line to watch new movies.	Anonymous
Copy machine privileges	Anonymous
lunch with Director	Anonymous
See below	Anonymous
Automatic access to "full" classes and events	Anonymous

10 per page

Have Feedback?

Friends Group Survey

[Survey Details](#) | [Overall Results](#) | [Individual Results](#)

Results View: Partial & Completed ▾ Update View *i*

349 Responses  | [Filter these respondents](#) *i*

Export results to: - Select a file type - ▾ Export *i*

Share results: [No](#)

Results URL: Available when results sharing is enabled.

(For rating and ranking questions, click on Show Details first. Not available for open-ended text and questions that collect personal information.)



TEXT BLOCK:

The High Plains Library District Foundation is in the process of creating a Friends of the Library group. As a valued supporter of the Foundation, we need your help to decide what benefits we should offer our members, both individual and corporate. ♦ Please take a minute and select any benefits listed below that might entice you to become a member. You can select as many as you'd like. ♦

1 **Benefits May Include:**

Answer	0%	100%	Number of Responses	Response Ratio
First access to author announcement and tickets to the District's Signature Author Event	<input type="checkbox"/>	<input type="checkbox"/>	158	46.3%
VIP seating at the Foundation's Signature Author Event Fundraiser	<input type="checkbox"/>	<input type="checkbox"/>	71	20.8%
VIP time with the Signature Author	<input type="checkbox"/>	<input type="checkbox"/>	94	27.5%

Booksale benefits (early access to book sale, 25% off at bookstore, 25% off giftshop items)		222	65.1%
HPLD and Foundation branded items		73	21.4%
Invitation to annual members only party		89	26.0%
Team at the annual Links for Literacy golf tournament		24	7.0%
Tickets to Foundation fundraisers		75	21.9%
Behind the scenes tour of your favorite library, Collections, or Outreach department		120	35.1%
Sponsor a collection (a new item added to the collection in your honor with a dedication label)		64	18.7%
Recognition on donor wall at your favorite library		46	13.4%
Host your book club at your favorite library		74	21.7%
Writing class with the District's Writer in Residence		87	25.5%
Sign for your business office window showing your support		30	8.7%
Logo on webpage		38	11.1%
Social media recognition		32	9.3%
Listing in annual report		36	10.5%
Recognition at Foundation events		33	9.6%
Other (View all)		15	4.3%
	Totals	341	100%

[View comments \(42\)](#)

Have Feedback?

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HPLD FRIENDS GOAL PLANNING SHEET

GOAL (Specific, Measurable, Attainable, Realistic, Tangible/Time):

Create a Friends of the Library membership and volunteer program, cultivate volunteers District-wide

Related to the following objective/goal from the Strategic Plan or Customer Service:

“Develop a volunteer program that will become the base for a Friends of the Library group and advisory committees”

Check Box If Customer Service Related

Benefits for achieving this goal:

Build up a volunteer base

Increase annual giving, creating a broad base of supporters

Acquire new donors

Grow a community of library lovers who will advocate for the District and support the District in times of need (ex. mill levy)

Increase awareness of the Foundation and the District in the community

Possible Obstacles	Possible Solutions
Implementation District-wide	Work with volunteer coordinators at each of the libraries, visit each library to roll out the program
Maintain control of Friends, keep projects in line with the Foundation and District	Look into structures, Friends managed by the Foundation and not a separate org / board
Volunteer opportunities for Friends	Will need to identify unique volunteer / engagement opportunities for Friends
Book Sales	Does HPLD want to bring back book sales and start accepting book donations?

Specific Action Steps for Achieving this Goal	Target Date	Date Completed
1. Meet with each of the libraries about their current volunteers and interest in Friends	Q2 2019	Q2 2019
Notes: See report summary, most libraries are not utilizing volunteers and/or do not see the value in volunteers		

2. Meet with local libraries with Friends, determine best practices	Q4 2019	Q4 2019
Notes: Met with Douglas County Libraries (no Friends, District manages volunteers), Clearview Library District (Foundation manages Friends), and Arapahoe Libraries (Friends staff oversee fundraising and volunteer opportunities District-wide) Arapahoe's structure is very similar to what HPLD needs		
3. Determine Friends membership deliverables and levels	Q1 2020	Q1 2020
Notes: sent survey to current donors and to District newsletter to assess interest among new donors and desired member deliverables, analyzed annual giving averages to determine gift levels		
4. Design Foundation rebrand materials, website, and Friends marketing materials for roll out	Q2 2020	
Notes: first design of new logo done, first draft of website done		
5. Meet with HR, determine current volunteer management process	Q4 2019	Q3 2019
Notes: volunteers managed at library level, HR provides application/handbook/thank you gift, no background checks		
6. Meet with Outreach to discuss volunteer opportunities for Friends (book donations, ambassadors at community events, etc)	Q1 2020	
7. Meet with Collections to explore options for book donations and the potential of bringing back a book sale	Q1 2020	
8. Volunteer Management training for Foundation staff	Q2 2020	
9. Meet with Foundation board (Friends committee) to review Friends structure before roll out	Q2 2020	
10. Roll out of new website, new logo, Friends opportunities	Q3 2020	

11. Friends membership campaign	Q3 2020	
12. Finalize volunteer opportunities, create job descriptions, create management structure (training, handbook, background checks, etc)	Q4 2020	
12. Debut Friends volunteer opportunities to current members	Q1 2021	
13. Establish Friends committee	Q2 2021	
14. Meet with District-wide volunteer coordinators, discuss integrating library volunteer opportunities into District-wide posting / management	Q1 2021	
15. New volunteer management structure roll out District-wide, visit libraries	Q1 2021	
16. Start quarterly volunteer trainings	Q2 2021	
17. Friends annual members-only appreciation event / first assessment of Friends structure	Q2 2021	



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