



High Plains Library District Friends & Foundation Board of Directors

DRAFT: Regular Session

November 6, 2023

LINC 501 8th Ave. Greeley, CO 80631

4:00pm

1. OPENING OF MEETING

- 1.1. Roll Call and Pledge of Allegiance
- 1.2. Approval of Agenda (Action)
- 1.3. Approval of May 8, 2023 Minutes (Action)
- 1.4. Public Comment

2. ITEMS FOR ACTION/INFORMATION

- 2.1. Board of Directors Icebreaker (Information)
- 2.2. Nomination of Members (Information)
- 2.3. Board Designated Fund Report (Information)
- 2.4. Distribution of Board Designated Funds (Action)
- 2.5. 2024 Meeting Schedule (Action)
- 2.6. 2024 Budget (Action)

3. FINANCE REPORT Natalie Wertz-Finance Manager

4. FOUNDATION REPORT Niamh Mercer-Foundation Director

5. BOARD COMMENTS

6. ADJOURNMENT



High Plains Library District Friends & Foundation
Board of Directors
DRAFT Regular Session
August 7th, 2023
LINC
501 8th Ave.
Greeley, CO 80631 4:00pm

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/842411693>

1. OPENING OF MEETING

Meeting Opened: 4:04PM

1.1. Roll Call and Pledge of Allegiance

Present: Kelley Carmichael Casey

Present via voice conference: Teresa Curtis, Gerri Holton, Julie Forland, Annie Epperson, Mandy Schnirel, Matthew Starr

Staff present: Foundation Director Niamh Mercer, Finance Manager Natalie Wertz, Development Coordinator Christina Hardman

Staff Present via voice conference: HPLD Executive Director Matthew Horts, Friends & Foundation Associate Sorrel Sudtelgte

Guest: Alanna Moses, CPA Anderson & Whitney

1.1. Approval of Agenda (Action)

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

Second: Secretary/Treasurer Forland

Vote: Unanimously approved 7;0

1.2. Approval of May 8, 2023 Minutes (Action)

Motion: Director Starr moved to approve minutes as presented.

Second: Director Carmichael Casey

Vote: Unanimously approved 7;0

1.3. Public Comment

No public comment.

2. ITEMS FOR ACTION/INFORMATION

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

The Board of Directors shared which book they would pick if they only could read only one for an entire year.

2.2. Board Designated Fund Report (Information)

Foundation Director Niamh Mercer presented the Board Designated Fund Report forms from the designees.

2.3. Approval of 2022 HPLD Friends & Foundation Audit and 990 (Action)

Alanna Moses, CPA Anderson & Whitney presented the Audit to the Board.

Motion: Secretary/Treasurer Forland moved to approve the Audit and 990.

Second: Director Starr

Vote: Unanimously approved 7;0

2.4. Approval of 2022 Annual Report (Action)

Foundation Director Mercer presented the Annual Report to the Board.

Motion: Director Carmichael Casey moved to approve the Annual Report.

Second: Director Schnirel

Vote: Unanimously approved 7;0

3. FINANCE REPORT Natalie Wertz, Finance Manager

Finance Manager Natalie Wertz provided an updated Foundation Finance Report to the Board.

4. FOUNDATION REPORT Niamh Mercer, Foundation Director

4.1. Fundraising Updates

Foundation Director Mercer provided a fundraising update for the Board and encouraged the Board Members to consider sponsoring a table at the Innovation Luncheon.

Director Carmichael Casey asked about the prices for sponsoring a table at the Innovation Luncheon and Mercer shared the lowest levels and said she will send the Innovation Luncheon webpage to the Board Members.

Foundation Director Mercer shared the generous donation from PDC of \$14,000 designated to YES!Fest. She also shared Friends & Foundation Associate Sorrel Sudtelgte received the OtterCares Foundation NOCO Fund grant for \$500 designated to YES!Fest.

4.2. Volunteer Updates

Foundation Director Mercer shared the pause on teen volunteer opportunities at Erie Community Library with exclusion to the Art Show due to their seeking a new teen librarian. Adult volunteer opportunities at Erie Community Library will continue.

Chair Curtis asked if the HPLD Friends and Foundation only manages the volunteers for the Foundation or for the entire High Plains Library District. Mercer shared that as of 2022, Friends and Foundation manages the volunteers for the entire District. HPLDF&F doesn't manage volunteers for the member libraries, only the branches, the Foundation, and any administrative departments who may need a volunteer.

4.3. Event Updates

Mercer provided the Board with an update about the Friends Appreciation event, An Afternoon with Friends, that took place on July 22nd, 2023.

5. BOARD COMMENTS

Vice Chair Holton thanked the staff and that YES!Fest has gained momentum and has a vital place in our library services.

Secretary/Treasurer Forland thanked Development Coordinator Christina for her work on the 2022 Annual Report.

Director Carmichael Casey stated she is impressed with how much the staff has accomplished.

Director Starr stated he is impressed by the progress of the 2022 Annual Report and that he has noticed the growth and improvement of the report over his time serving on the Board.

Director Epperson thanked all professionals involved with the appreciation lunch and activity. She enjoyed the careful and thoughtful programming and tasty lunch.

Director Schnirel stated she was impressed with the recent donations received as it is an especially difficult time in this current economic climate. She stated that the Annual Report will be a fantastic resource for when people are thinking about where to donate their dollars. They will be able to visualize where it will go and what the impact will be.

Chair Curtis stated she was particularly impressed with the back pages of the Annual Report where it lists the contributions of both our donors and volunteers.

6. ADJOURNMENT

Motion: Director Epperson moved to adjourn the meeting.

Second: Secretary/Treasurer Forland

Vote: Unanimously approved 7;0

Meeting Closed: 4:45PM

HPLD FRIENDS & FOUNDATION BOARD OF DIRECTORS COMMUNICATION

Meeting date: November 6, 2023
Type of item: Information
Subject : Board Icebreaker
Presented by: Teresa Curtis, Chair

Background

How do you plan to give to your community during this season of giving?

HPLD FRIENDS & FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: November 6, 2023
Type of item: Information
Subject: Nomination of Members
Presented by: Teresa Curtis, Chair

Background

The Nomination Committee interviewed one candidate for the open position and does not recommend them for Board service. The Board currently sits at seven of nine possible seats. In an effort to keep Board terms aligned with each other, staff recommend waiting to open the application again until July 2024. Unless the number of Directors dips to five or less.

HPLD FRIENDS & FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: November 6, 2023
Type of item: Information
Subject: Board Designated Fund Report
Presented by: Teresa Curtis, Chair

Background

In November 2022, the Board approved Board Designated Funds in accordance with our Spending Policy (<http://www.mylibrary.us/wp-content/uploads/2017/09/Spending-Policy.pdf>). \$15,700 was distributed to projects across the District. You will find a description for every Board Designated Fund project below. Please find Q4 project updates attached to this Board Packet.

- **100 Books Before Graduation**
 - Summary: 100 Books Before Graduation is a twist on the popular 1,000 Books Before Kindergarten. Branch Teen Librarians will start a year-long reading program for teens. It will target patrons in 6th-12th grade. Using the Beanstack app, patrons will track the number of books they read and attempt to read 100 books before they graduate from high school. Incentives will be given each time the patron reads 25 books. This is a new program.
 - Lead: Olivia Pratt
 - Location: Branch Libraries and MOVE
 - Distribution: \$1,000 general use
- **Summer Reading Adventure (SRA)**
 - Summary: HPLD’s annual Summer Reading Program to foster personal growth and development, promote a passion for reading, and support family literacy. This is a recurring program.
 - Location: Branch Libraries, MOVE and participating Member Libraries
 - Lead: Amy Ortiz
 - Distribution: \$2,500 general use
- **Yes!Fest**
 - Summary: Youth Engineering and Science Festival – YES!fest – is a fun and educational festival for the whole family. Booths and exhibitors from across many science and engineering fields will provide hands-on activities for all age levels. YES!fest seeks to create a change in attitude toward engineering as a meaningful potential career option and emphasize its relevance in our everyday lives.
 - Location: LINC
 - Lead: Amy Ortiz
 - Distribution \$2,500 for Presenting Sponsor and general use
- **Summer Reading Program (NPPL)**
 - Summary: Our Summer Reading Program is expanding, due the rapid population growth in Pierce, Nunn, and Ault, as well as a focused marketing effort by our Children's Librarian to expand the program. In just the last year, our Summer Reading participation

grew by 50% compared to 2021. We are expecting this growth to continue, as several new housing developments are expected in our area and when the most recent subdivision was completed, we saw a sharp increase in numbers. We also contribute this increase in participation to our prize incentives, activities associated with Summer Reading, and creative promotions in the library.

- Location: Northern Plains Public Library
- Lead: AnaLicia Anastasi
- Distribution \$1,000 general use
- **Widening the Window**
 - Summary: Inspired by the "Let's Talk About Race" series, "Widening the Window", is a series that thoughtfully discusses race, introduces the idea of radicalized trauma, and implements various healing techniques for families. Designed specifically for 8 families, the goal of this 4- month series is to encourage thoughtful and courageous community conversation about diversity, race, racial inequality, and radicalized trauma. Participants will receive a family book bag with three children's picture books and one adult-reading-level non-fiction book. This 90- minute program hosted once a month at Greeley-Evans School District 6 Family Center will begin with a 20-minute family storytime featuring one diverse children's picture book focused on three themes: 1) observation, 2) empathy, and 3) loving-kindness. Librarians will model how to talk about diversity, inclusion, race, racism, and equality in age-appropriate ways with preschoolers, school-aged children (up to 10-yrs of age), parents, and caretakers. Following the storytime, the children will participate in a theme-appropriate crafting activity while adults engage in a 60-minute discussion focusing on segments of the adult non-fiction book. Two trained facilitators will direct the conversation by providing prompts to encourage thoughtful dialogue. Additionally, theme-appropriate resources will be available for check-outs. Throughout the month, 2-3 tools will be offered to the family members via email. These tools will consist of the following options: 1) beginner gentle yoga videos, 2) breath work complimenting exercises offered in the adult non-fiction book, 3) 3 to 5-minute meditations, 4) podcasts/TedTalks, and 5) journal prompts and worksheets; all of which support the healing journey of the participants.
 - Location: Greeley Evans School District 6
 - Lead: Carolyn Valencia
 - Distribution \$3,000 general use
- **Carbon Valley Library Nature Play Space**
 - Summary: The High Plains Library District patrons and community members look to the library for ways to enhance and enrich their lives. The Jan Cruz Nature Trail currently provides education about local wildlife, a place to exercise and focus on well-being, and it is a gathering space where all are welcome. We are planning to create a Nature Play Space that will offer our young patrons a place of their own where they can explore, build, cooperate, and discover nature in open-ended play and experiential learning. We look forward to making a positive impact that benefits the children in our community. At Carbon Valley we want to offer an accessible play space that encourages natural play with earth elements of dirt, water, plants, wind, and sun. This space will include items like a mud kitchen, funnel stand, balance scale, tree blocks for building, stacking stones,

sand table, water table, garden planters, and sensory plants. We have a few of these items already and look forward to adding more through help from the HPLD Friends and Foundation. We are also requesting a storage shed to safely store the outdoor play equipment in the winter. We will also incorporate activities to encourage children and families to walk the nature trail such as scavenger hunts. They will also enjoy reading a book with our StoryWalk that will circle around the trail. The Nature Play Space along with the Nature Trail will offer a multitude of opportunities for outdoor programming such as: *Let's Build with Nature *Nature Walk Bracelets * Nature Art & Journaling* *Outdoor Storytimes * Let's Get Growing: Plants * Flower Art*

- Location: Carbon Valley Regional Library
- Lead: Jana Teal o Distribution \$3,100 for shed
- **Annual Juried Arts Show-Erie**
 - Summary: Erie Community Library has hosted a Juried Kids Art Show for 3 years running. The event takes place in September/October of each year as a community event that highlights the artistic talent children ages 3-18. The Erie Chamber of Commerce and local artist/teacher Kristi Arzola partners with the library to put on the art show. Award ribbons are given for 1st, 2nd, 3rd, and Honorable Mention, as well as People's Choice Awards in each of the 5 age categories.
 - Location: Erie Community Library
 - Lead: Lisa Varra
 - Distribution \$600 general use
- **Platteville Power Project**
 - Summary: Platteville Public Library and its board are working on a "Power Project." We'd like to install an off- street row of angled parking spaces. This parking lot would have 1-2 dual fast charging points for electric vehicles (EVs), which would charge 2-4 cars. We'd also like to be listed with Weld Office of Emergency Management (OEM) as a temporary shelter during power outages and other emergencies. This will require the purchase & installation of a generator or (preferably) a battery wall to better utilize the electricity we collect from our solar panels. We currently collect an average of 45% more power than we use per month. Lastly, we'd like to change overhead fluorescent lights inside the building to LED's. This would allow us to be even more energy efficient. Some of the saved electricity could go to the charging stations and to the battery wall.
 - Location: Platteville Public Library
 - Lead: Naomi Nguyen
 - Distribution \$1,500 for electrician costs
- **New Fort Lupton Library Facility**
 - Summary: After nearly three decades of a joint space for high school students and public library users, the Fort Lupton Public and School Library is building a separate facility for public library services. The new building will have increased community spaces, including study rooms, a makerspace, a children's courtyard, and a meeting room, as well as a schedule and layout less related to school needs. The new building also increases security for the high school and its students by removing the general public from the school building.
 - Location: Fort Lupton Public and School Library

- Lead: Thomas Samblanet
- Distribution \$500 for logo brick in brick walk

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 11, 2023 12:16 pm
Browser: Chrome 117.0.0.0 / Windows
IP Address: 184.96.223.108
Unique ID: 1151192409
Location: 39.6876, -104.9103

Project Name NPPL Summer Reading Program

Email northernplainspl@gmail.com

Project Lead AnaLicia Anastasi

Describe the progress made towards the project's goals and objectives. The program was completed at the beginning of August. Our summer reading numbers increased from 185 participants in 2022 to 210 participants in 2023, nearly a 15% increase. The percentage of Bingo sheets returned went up by 57.3%.

Please share any qualitative data you would like to share that is easier to copy and paste a link or information. N/A

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 12, 2023 11:49 am
Browser: Chrome 117.0.0.0 / Windows
IP Address: 73.243.123.240
Unique ID: 1151606556
Location: 40.4102, -104.7584

Project Name SRA 2023

Email aortiz@highplains.us

Project Lead Amy Ortiz

Describe the progress made towards the project's goals and objectives.

This year's SRA was highly successful and the team met most of our youth 2023 goals. Completion goals were not met. I included the 2024 output and outcome goals established at the last SRA meeting.

The team suggested that we establish a long-term goal of increasing SRA completion goal to at least 50%. This could be achieved by simplifying SRA, by establishing ways to encourage more engagement, by using surveys to find out why patrons aren't completing the program.

set the following output goals:

2023 Output Goals- (# of participants)

Youth (0-18)

Registration: 3000 registered participants

(4260 registrants) Goal met 142%

Decision: 2024 recommendation--3750 registered youth participants (increase of 25% from 2023 goal)

Engagement: 45% of registered participants will engage with the SRA Challenge and earn 10 points.

(1947 Goal- 1917) Goal met 102%

Decision: 2024 recommendation-1925 (or 45%) of registered youth participants

Completion: 40% or more of registered participants will complete the program, by earning 30 points.

(1440/1704-85%- goal not met)

Decision: 2024 recommendation-1500 (or 40%) of registered youth participants

Optional- No set Goal - Blackout - reach 50 points NO GOAL

Decision: 2024 recommendation-no set goal

Adults (19+) for adults

Registration: 961 registered participants

(978- 102%- Goal met)

Decision: 2024 recommendation-970 registered adult participants

Engagement: 40% of registered participants will engage in the SRA Challenge (earn 10 points).

(319- Goal- 391- 82%- Goal not met)

Decision: 2024 recommendation-339 (reducing to 35%) registered adult participants

Completion: 35% or more of registered participants will complete the program (earn 30 points)

(234- Goal 342- 68%- Goal not met)

Decision: 2024 recommendation-291 (reducing to 30%) registered adult participants

Optional?- No set goal - Blackout - reach 50 points

Decision: 2024 recommendation-no set goal

Intended 2023 Outcomes: By participating in SRA, at least 80% of participants will discover something new, 60% will enjoy reading more, 60% will read more, and 60% will want to use the library more often.

383 participant surveys- 2023 results (goals met)-

92% Learned something new from what they read or experienced

89% Enjoyed reading more

84% Read more often

93% Want to use the library more often

Decision: 2024 recommendation-85% learn something new; 75% enjoy reading more; 75% read more often; 75% want to use the library more often

See SRA final presentation for further results and progress for the overall program.

Please share any qualitative data you would like to share that is easier to copy and paste a link or information.

Final SRA Presentation-

https://highplains.sharepoint.com/:p:/g/ps/summer/EQ_PYJjsvqJPoCNY2qns9QoBcCeQS5dFhmv5X5uFoOBT5A

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 12, 2023 12:27 pm
Browser: Chrome 117.0.0.0 / Windows
IP Address: 73.243.123.240
Unique ID: 1151624899
Location: 40.4102, -104.7584

Project Name 2023 Yes!fest

Email aortiz@highplains.us

Project Lead Amy Ortiz

Describe the progress made towards the project's goals and objectives.

2023 Yes!Fest at LINC Library was a huge success! The mascot Yes!bot was popular. Peter captured lots of great photos and videos. Peter is working on sharing this footage. with the district.

The team received lots of great feedback from pleased participants, exhibitors, and presenters.

Total Attendance- 1,460 (3rd and 4th grades/ Greeley/Evans communities were among our highest attendees). In 2022 we had 698 participants.

2023 Participant Survey Results- 317

65% learned something new about STEM
72% want to see more STEM offered at the library
82% want to come next year

Total Exhibitors/presenters- 25

We received 18 exhibitor/presenter surveys. All 18 would like to participate in 2024 Yes!Fest and had great things to say about the event at LINC.

See the 2023 final presentation for further details.

Please share any qualitative data you would like to share that is easier to copy and paste a link or information.

2023 Yes!fest Final Presentation

<https://highplains.sharepoint.com/:p/s/YesFest/EaziIWN0OBBZBjfkQRO2TmUkBmurhLFbPlfh-nh8ZntPRHA?e=WcA6Ac>

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 12, 2023 2:51 pm
Browser: Chrome 117.0.0.0 / Windows
IP Address: 73.14.23.1
Unique ID: 1151691047
Location: 39.869, -104.9767

Project Name Nature Play Zone - Carbon Valley Regional Library

Email jteal@highplains.us

Project Lead Jana Teal

Describe the progress made towards the project's goals and objectives.

The Nature Play Space is now being called the Nature Play Zone.

Upon being rewarded the grant monies from the Littler Youth Fund, we were able to purchase the following items for the Nature Play Space:

- 2 Slab Benches
- 1 Raised Sand Play Table
- 1 Raised Water Table
- 1 Picnic Table (child size)
- 1 ADA Accessible Hexagonal Picnic Table
- 2 Raised Sorting tables

We have received the ADA Accessible Hexagon Bench and the 2 Raised Sorting Tables. The other items are due to ship in the next couple of weeks.

These items will greatly enhance the play space for the children and the adults. Our guidance for the space come from Nature Explore, a company that specializes in outdoor education for children. www.natureexplore.org. Nature Explore offers classroom certification when specific elements are included in a play space. We are working towards this certification in the future.

Areas Needed for Outdoor Certification:

- Entry Feature
- Open Area for Large-Motor Activities
- Climbing/Crawling Area
- Messy Materials Area
- Building Area
- Nature Art Area
- Music and Movement Area
- Garden and/or pathway through plantings
- Gathering Area
- Storage Area

So far, we have:

- * Storage Area
 - * Building Area
 - * Messy Materials Area
 - * Open Area for Large-Motor Activities
 - * Dramatic Play Area (not needed for certification)
-

Please share any qualitative data you would like to share that is easier to copy and paste a link or information.

On Friday, September 22nd we hosted a Grand Opening for the Nature Play Zone from 10am-4:30pm. We had approx. 85 attendees throughout the day. The ages of the children ranged from toddlers to preschoolers. School age kids were in school. The weather was lovely, and this time of year, half of the area is in full shade. The parents absolutely love that the space is enclosed with a fence, and that there were places for them to sit in the shade. The kids were incredibly focused on their imaginative play; cooking in the mud kitchen, digging for dinosaur fossils in the sand area, building ball ramps with logs, stumps and troughs, sifting sand in the funnels, building towers out of small tree blocks, creating mandalas with natural items, pretending in the playhouse, and much more! It was an incredibly fun day. Parents gave us so many positive comments. They love that the kids can get messy, that there are multiple ways to play, and that they are in a safe place. The only safety concern we have at this point is spiders. A black widow was found in the playhouse. We now have Ann, our wonderful branch cleaner, checking the playhouse often for critters.

Since the grand opening, the Nature Play Zone has been hopping with activity, especially before and after storytimes. There are two storytimes a day. Oftentimes there will be 15-20 caregivers and children playing outside at different times of the day. The lunch hour is quiet, and then more kiddos come to play in the afternoon.

It's so rewarding to watch the children engage in this beneficial type of play. It's fantastic for their immune systems, helps them develop focusing behaviors, increases use of their 5 senses, calms their nervous system and improves overall mental and physical well-being. There are so many wonderful benefits to nature play!

Thank you so much for the support you've gifted us this year! The Nature Play Zone will continue to evolve and grow as we witness how the kids are playing and observe new needs/wants that might arise. Looking forward to 2024!

Link to PowerPoint slides. Nature Play Zone slides are towards the end.

https://highplains-my.sharepoint.com/:p/g/person/jteal_highplains_us/EaZx5Rhlp7RHqvDbQ8x9KIQBGUqgBtuBw8eVvb1ncMfvrw?e=Jucxuj

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 16, 2023 11:08 am
Browser: Chrome 117.0.0.0 / Windows
IP Address: 107.1.216.226
Unique ID: 1152794231
Location: 40.4102, -104.7584

Project Name 100 Books Before Graduation

Email opratt@highplains.us

Project Lead Olivia Pratt

Describe the progress made towards the project's goals and objectives. As of 10/11/2023 we have 356 teens registered for this new program. We have greatly exceeded our hope of having 100 kids register in the first year. We are continuing to brainstorm new ideas to keep participants engaged in the program. Of the 356 registered teens, 17 have completed the program. While this is not a very large number, the program has only been available to the public since March and participants can take up to 7 years (if they register for the program as a 6th grader) to complete the task of reading their 100 books, so we will expect to see this number increase greatly the longer the kids are signed up for the program.

Please upload any attendance data you may have available. <https://www.formstack.com/admin/download/file/15352574031>

Please share any qualitative data you would like to share that is easier to copy and paste a link or information. No qualitative data to share at this time.

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 16, 2023 12:47 pm
Browser: Chrome 118.0.0.0 / Windows
IP Address: 71.24.155.118
Unique ID: 1152839534
Location: 39.6738, -104.9324

Project Name Fort Lupton Public and School Library Brick Walk

Email tsamblanet@highplains.us

Project Lead Thomas Samblanet

Describe the progress made towards the project's goals and objectives. The new library is now complete. Our Ribbon Cutting was September 1 and it was very well attended. I have attached our stats for the month of September. All of the bricks are installed, and we are considering opening brick sails to replace the blank spots we added due to our high demand in 2024. We estimated 200 people at our ribbon cutting and nearly 400 at the grand opening.

Please upload any attendance data you may have available. <https://www.formstack.com/admin/download/file/15353260759>

Please share any qualitative data you would like to share that is easier to copy and paste a link or information. I will email Niamh more photos.

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 16, 2023 4:56 pm
Browser: Chrome 118.0.0.0 / Windows
IP Address: 66.118.52.52
Unique ID: 1152949181
Location: 37.751, -97.822

Project Name Platteville Power Project

Email nnguyen@highplains.us

Project Lead Naomi Nguyen

Describe the progress made towards the project's goals and objectives. For 2024, I have split the remaining parts of the project into two separate projects.

Temp Shelter: I finally have 2 estimates for solar batteries, an official estimate for a natural gas generator, and an unofficial estimate for a diesel generator. At this point, the solar batteries will be the most cost effective, and will require less space upon install. I have contacted Weld OEM for assistance with the grant proposal.

Parking Lot w/ EV Charger: So that we can comply with the IGA, we now have a separate internet line that is just for Platteville devices, which will eventually include the EG charger point of sale connection. It is completely separate from the district's line, which was HPLD IT's concern; they wanted separate lines for security and privacy.

Please share any qualitative data you would like to share that is easier to copy and paste a link or information. None at this time.

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 18, 2023 3:24 pm
Browser: Chrome 118.0.0.0 / Windows
IP Address: 107.1.216.226
Unique ID: 1153763008
Location: 40.4102, -104.7584

Project Name Widening the Window

Email cvalencia@highplains.us

Project Lead Carolyn Valencia

Describe the progress made towards the project's goals and objectives. Finally, all the books have arrived from Ingram. The Talk by Alicia D. Williams, My Powerful Hair by Carole Lindstrom, and Loving Kindness by Deborah Underwood are the three children's picture books we will feature this year. Recitatif: A Story by Toni Morrison will be the featured adult-level book. Unfortunately, Greeley-Evans School District Six's Family Center's new building is not ADA Compliant and does not have a dedicated children's room. I am looking for a new venue and would like to begin in January 2024.

Please share any qualitative data you would like to share that is easier to copy and paste a link or information. In addition to sharing this unique approach to Equity, Diversity, and Inclusion (EDI) programming with attendees at the Joint Conference of Librarians of Color (JCLC), we have also successfully presented to over 35 Colorado librarians at the Colorado Association of Libraries (CAL) annual conference this month.

Form Name: HPLD Friends & Foundation Quarterly Report Form
Submission Time: October 19, 2023 4:59 pm
Browser: Chrome 118.0.0.0 / Windows
IP Address: 24.128.122.124
Unique ID: 1154216340
Location: 40.0622, -105.0653

Project Name 4th Annual Juried Youth Art Show

Email lvarra@highplains.us

Project Lead Lisa Varra

Describe the progress made towards the project's goals and objectives. Art submission drop off day 8/19/23

Art show opening reception held 9/9/23

Please share any qualitative data you would like to share that is easier to copy and paste a link or information.

153 registered participants submitted 191 pieces of artwork

Art show opening awards reception attendance: approximately 300 people

Photos of event and artwork will be attached before the November board report

HPLD FRIENDS & FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: November 6, 2023
Type of item: Action
Subject: Distribution of Board Designated Funds
Presented by: Teresa Curtis, Chair
Staff Recommendation: Staff recommend that the Board votes to approve the Finance Committee's recommendation.

Background

The Finance Committee recommends **\$21,000.00** in Board Designated Fund allocations in accordance with our Spending Policy (<http://www.mylibrary.us/wp-content/uploads/2017/09/Spending-Policy.pdf>). You will find a description for the nine recommended projects below.

- 100 Books Before Graduation
 - Amount: \$2,000
 - Location: Branches, MOVE
 - Summary: Summary: 100 Books Before Graduation is a twist on the popular 1,000 Books Before Kindergarten. Branch Teen Librarians will start a year-long reading program for teens. It will target patrons in 6th-12th grade. Using the Beanstack app, patrons will track the number of books they read and attempt to read 100 books before they graduate from high school. Incentives will be given each time the patron reads 25 books
- 1,000 Books Before Kindergarten
 - Amount: \$5,000
 - Location: Branches, MOVE
 - Summary: 1000 Books Before Kindergarten is a multi-year reading program to promote early literacy by encouraging caregivers to read 1000 books to their children by the time they enter kindergarten. When a child is registered for the program, they receive a drawstring backpack with their first reading log, a sticker map to help track their progress, and a set of early literacy activity cards. The activity cards offer tips for developing early literacy skills through reading, writing, singing talking and playing. Children and caregivers track each book they read together on the reading log and come into the library to receive a prize for every 100 books they read. The prizes are items that promote early literacy skills, including finger puppets, a maraca, crayons, coloring tote bag, coloring book, a Unite for Literacy book, a picture book, and a board book. The final prize for completing 1000 books is a school backpack and basic school supplies.
- 5th Annual Juried Art Show
 - Amount: \$500
 - Location: Erie Community Library
 - Summary: Erie Community Library hosts a Juried Art Show for the past 4 years, beginning in 2020. Each year has a different theme, inviting participants ages 3-18 to submit 2-dimensional art pieces using any medium to highlight their artistic talents & skills. The art submissions are displayed in the library for a month following an Opening

Reception to recognize and show off the the artwork to family, friends, and community members. Ribbons are awarded in each of 5 age groups, for 1st, 2nd, 3rd, honorable mention and People's Choice (voted on by the local community via Facebook/Google form). Blind judging is done by local artists and art teachers based on clarity of theme, creativity/originality, technique and presentation. The library collaborates with the Erie Chamber of Commerce and a local artist / teacher to organize and promote the art show.

- Adaptive Fun
 - Amount: \$2,000
 - Location: Erie Community Library
 - Summary: Adaptive Fun will allow programming sensitive to the needs of neurodivergent patrons, creating a smaller, welcoming environment at a slower pace. This will be a new inclusive program providing programming for families with neurodivergent children, allowing a safe environment for the children and families to participate more freely in library activities. The program will support neurodiverse children's participation in Story Times and in library programming, encompassing their needs to provide a safe environment where they can be free to enjoy activities without the fear of judgment. It will build children's self-esteem as they can create, play and engage in a way that is encouraging. This programming will encourage a sense of belonging in the community for both children and their parents.
- Adults Read On
 - Amount: \$2,000
 - Branches, MOVE
 - Summary: The ARO (Adults Read On!) program was created in Fall 2021 as an extension of the Winter Reading Program to encourage adults to read throughout the year. The program was introduced to patrons in January 2022. It is offered as an alternative to SRA for adults due to exclusion or lack of interest in SRA. Participation in this program has demonstrated the need for a separate adult reading program. Adult patrons (ages 16+) engage with year-round Reading Program activities by both exploring their own literary interests and delving into the myriad of library services available to them. In doing so, they not only learn about library resources that can aid in the development of their own goals, hobbies, or education, but are provided opportunities to create connections and build communities within those areas of interest that last beyond the program's duration.
- HPLD Summer Reading Adventure
 - Amount: \$2,500
 - Branches, MOVE and participating member libraries
 - Summary: HPLD's annual Summer Reading Program to foster personal growth and development, promote a passion for reading, and support family literacy. This is a recurring program.
- Multilingual Nursery Rhyme Project
 - Amount: \$3,000
 - Branches, MOVE
 - Summary: Expanding upon the District's current early literacy initiatives, HPLD has

collected nursery rhymes, finger plays, and songs from Weld County's international community in their native languages (Somali, Burmese, and French) into multilingual nursery rhyme booklets. These booklets will be accompanied by a QR code to a YouTube recording featuring the performances of the booklet's contents. Booklets will also be distributed with early literacy material for parents to explain the importance of early literacy skills for children as they enter school. The Multilingual Nursery Rhyme Booklets will reduce the barriers to parent engagement in early literacy and help young children of immigrants and refugees in Weld County close the gap in kindergarten readiness with their peers.

- NPPL SRP
 - Amount: \$2,500
 - Northern Plains Public Library
 - Summary: Summer Reading Program is an ongoing program which continues to expand yearly. This program occurs concurrently with our other summer programs, such as Messy Art in the Park and our adult programming. Our 2023 Summer Reading Program broke records, where participation grew by 15% compared to 2022 (which had broken the previous record), with completed reading sheets increasing by nearly 71%. Both teen and adult participation doubled. We also contribute this increase in participation to our prize incentives, activities associated with Summer Reading, and creative promotion in the library.
- YES!fest
 - Amount: \$1,500
 - District-wide, held at LINC.
 - Summary: Youth Engineering and Science Festival – YES!fest – is a fun and educational festival for the whole family. Booths and exhibitors from across many science and engineering fields will provide hands-on activities for all age levels. YES!fest seeks to create a change in attitude toward engineering as a meaningful potential career option and emphasize its relevance in our everyday lives.

Staff Recommendation

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

HPLD FRIENDS & FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: November 6, 2023
Type of item: Action
Subject: 2024 Meeting Schedule
Presented by: Niamh Mercer, Foundation Director
Staff Recommendation: Staff recommend that the Board vote to approve the proposed meeting schedule.

Background

The Board must vote annually to determine the next year's meeting schedule. The proposed meeting schedule follows the same timeline and meeting place as 2023.

Staff Recommendation

Staff recommended that the Board approve the proposed meeting schedule.



DRAFT: 2024 HPLD Friends & Foundation

Meeting Schedule

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Address</u>
Monday, January 29 (RS)	4:00pm	LINC/Virtual	501 8 th Ave. Greeley, CO 80631
Monday, May 6 (RS)	4:00pm	LINC/Virtual	501 8 th Ave. Greeley, CO 80631
Monday, May 6 (WS)	5:00pm	LINC/Virtual	501 8 th Ave. Greeley, CO 80631
Monday, August 5 (RS)	4:00pm	LINC/Virtual	501 8 th Ave. Greeley, CO 80631
Monday, November (RS)	4:00pm	LINC/Virtual	501 8 th Ave. Greeley, CO 80631

Key:

RS-Regular Session

WS-Work Session for Strategic Planning

HPLD FRIENDS & FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: November 6, 2023
Type of item: Action
Subject: 2024 Budget
Presented by: Niamh Mercer, Foundation Director
Staff Recommendation: Staff recommend that the Board vote to approve the proposed budget.

Background

The 2024 budget was prepared by staff and reviewed by the Finance Committee. The Finance Committee recommends that the Board approve the proposed budget.

Staff Recommendation

Staff recommended that the Board approve the proposed budget.

	2023 Budget	2024 Budget
Revenue		
43400 · Donations		
43450 · Restricted Donations	\$14,500.00	\$15,000.00
43451 · UnRestricted Donations	\$10,000.00	\$12,000.00
43452 · Vacation Donations	\$4,000.00	\$4,000.00
43453 Capital Campaign	\$594,225.00	\$0.00
Total 43400 · Donations	\$622,725.00	\$31,000.00
47000 · Sales		
47001 · Book Sales - Used Books Donated	\$6,000.00	\$6,000.00
Total 47000 · Sales	\$6,000.00	\$6,000.00
47200 · Special Events Income		
47210 Innovation Luncheon	\$30,000.00	\$20,000.00
47250 · Colorado Gives Day	\$5,000.00	\$5,000.00
Total 47200 · Special Events Income	\$35,000.00	\$25,000.00
47400 · Grants		
47401 · Operating	\$20,000.00	\$27,000.00
47402 · Capital	\$30,000.00	\$150,000.00
Total 47400 · Grants	\$50,000.00	\$177,000.00
47500 · Earnings on Investments	\$25,000.00	\$25,000.00
47600 Interest and Dividend Income	\$0.00	\$0.00
Total Revenue	\$738,725.00	\$264,000.00
Expense		
60900 · Professional Fees		
60901 · Membership	\$500.00	\$500.00
60902 · Marketing	\$5,000.00	\$5,000.00
Total 60900 · Professional Fees	\$5,500.00	\$5,500.00
62100 · Contract Services		
62110 · Accounting Fees	\$11,000.00	\$11,000.00
62140 Legal Fees	\$300.00	\$300.00
62150 - Outside Contract Services	\$18,750.00	\$5,000.00
Total 62100 · Contract Services	\$30,050.00	\$16,300.00
62800 · Special Events Expense		
62890 · An Afternoon with Friends	\$10,000.00	\$5,000.00
62891 · Colorado Gives Day	\$300.00	\$300.00
62892 Innovation Luncheon	\$10,000.00	\$10,000.00
Total 62800 · Special Events Expense	\$20,300.00	\$15,300.00
65000 · Operations		
65020 · Postage, Mailing Service	\$300.00	\$600.00
65021 Direct Mailing	\$5,000.00	\$0.00
Total 65000 · Operations	\$5,300.00	\$600.00
65400 · HPLD Foundation Grants	\$611,509.00	\$177,000.00
68300 · Travel and Meetings	\$1,000.00	\$1,000.00
68310 · Conference, Convention, Meeting	\$500.00	\$500.00
68320 · Travel	\$250.00	\$250.00
Total 68300 · Travel and Meetings	\$1,750.00	\$1,750.00
68400 · Capital Campaign	\$20,000.00	\$0.00
Total Expense	\$694,409.00	\$216,450.00
Increase in Net Assets		
Net Income	\$44,316.00	\$47,550.00

High Plains Library District Foundation

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
43400 Donations				
43450 Restricted Donations	31,835.27	10,872.00	20,963.27	292.82 %
43451 UnRestricted Donations	15,659.44	7,497.00	8,162.44	208.88 %
43452 Vacation Donations	344.45	0.00	344.45	
43453 Capital Campaign	1,825.00	445,662.00	-443,837.00	0.41 %
Total 43400 Donations	49,664.16	464,031.00	-414,366.84	10.70 %
47000 Sales	25.00		25.00	
47008 Book Sales - Foundation	5,118.29	4,500.00	618.29	113.74 %
Total 47000 Sales	5,143.29	4,500.00	643.29	114.30 %
47200 Special Events Income	1,250.00		1,250.00	
47210 LINC Event	12,131.63	30,000.00	-17,868.37	40.44 %
Total 47200 Special Events Income	13,381.63	30,000.00	-16,618.37	44.61 %
47400 Grants				
47401 Operating	21,500.00	20,000.00	1,500.00	107.50 %
47402 Capital	104,765.00	22,500.00	82,265.00	465.62 %
Total 47400 Grants	126,265.00	42,500.00	83,765.00	297.09 %
47500 Earnings on Investments	30,314.80	18,747.00	11,567.80	161.70 %
47600 Interest and Dividend Income	15,561.44		15,561.44	
Total Revenue	\$240,330.32	\$559,778.00	\$ -319,447.68	42.93 %
GROSS PROFIT	\$240,330.32	\$559,778.00	\$ -319,447.68	42.93 %
Expenditures				
60900 Professional Fees	5,070.00		5,070.00	
60901 Membership		500.00	-500.00	
60902 Marketing		3,753.00	-3,753.00	
Total 60900 Professional Fees	5,070.00	4,253.00	817.00	119.21 %
62100 Contract Services	5,191.00		5,191.00	
62110 Accounting Fees	6,651.67	10,000.00	-3,348.33	66.52 %
62140 Legal Fees	210.00	225.00	-15.00	93.33 %
62150 Outside Contract Services	3,500.00	14,058.00	-10,558.00	24.90 %
Total 62100 Contract Services	15,552.67	24,283.00	-8,730.33	64.05 %
62800 Special Events Expense	790.00		790.00	
62892 LINC Event	1,402.71	10,000.00	-8,597.29	14.03 %
Total 62800 Special Events Expense	2,192.71	10,000.00	-7,807.29	21.93 %
65000 Operations				
65010 Books, Subscriptions, Reference	2,024.60		2,024.60	
65020 Postage, Mailing Service		225.00	-225.00	
65040 Supplies	13,594.59	7,497.00	6,097.59	181.33 %
Total 65000 Operations	15,619.19	7,722.00	7,897.19	202.27 %
65400 HPLD Foundation Grants	107,805.00	458,631.00	-350,826.00	23.51 %
68300 Travel and Meetings		747.00	-747.00	

High Plains Library District Foundation

Budget vs. Actuals: 2023 Budget - FY23 P&L

January - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
68310 Conference, Convention, Meeting		500.00	-500.00	
68320 Travel		250.00	-250.00	
Total 68300 Travel and Meetings		1,497.00	-1,497.00	
68400 Capital Campaign	1,882.12	20,000.00	-18,117.88	9.41 %
Total Expenditures	\$148,121.69	\$526,386.00	\$ -378,264.31	28.14 %
NET OPERATING REVENUE	\$92,208.63	\$33,392.00	\$58,816.63	276.14 %
NET REVENUE	\$92,208.63	\$33,392.00	\$58,816.63	276.14 %

High Plains Library District Foundation

Statement of Financial Position

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 FirstBank	6,526.86
11000 Investments	
11001 Stifel Nicolaus	511,693.69
11002 Colotrust	173,962.63
Total 11000 Investments	685,656.32
Total Bank Accounts	\$692,183.18
Total Current Assets	\$692,183.18
TOTAL ASSETS	\$692,183.18
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	599,974.55
32000 Unrestricted Net Assets	0.00
Net Revenue	92,208.63
Total Equity	\$692,183.18
TOTAL LIABILITIES AND EQUITY	\$692,183.18

**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 September 30, 2023
75.0%
prepared October 18, 2023

	Jan. - Sept. Actual	Jan. - Sept. Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
REVENUES								
Donations - Restricted	31,835	10,872	20,963	293%	31,835	14,500	17,335	220%
Donations - Unrestricted	16,004	7,497	8,507	213%	16,004	14,000	2,004	114%
Donations - Capital Campaign	1,825	445,662	(443,837)	0%	1,825	594,225	(592,400)	0%
Earnings on investments	45,876	18,747	27,129	245%	45,876	25,000	20,876	184%
Special Events Income	13,382	30,000	(16,618)	45%	13,382	35,000	(21,618)	38%
Grant revenue	126,265	42,500	83,765	297%	126,265	50,000	76,265	253%
Other income	5,143	4,500	643	114%	5,143	6,000	(857)	86%
Total revenues	240,330	559,778	(319,448)	43%	240,330	738,725	(498,395)	33%
EXPENSES								
Professional Fees	5,070	4,253	(817)	119%	5,070	5,500	430	92%
Contract Services	15,553	24,283	8,730	64%	15,553	30,050	14,497	52%
Special Events Expenses	2,193	10,000	7,807	22%	2,193	20,300	18,107	11%
Operations	15,619	7,722	(7,897)	202%	15,619	15,300	(319)	102%
HPLD Foundation Grants	107,805	458,631	350,826	24%	107,805	611,509	503,704	18%
Travel and Meetings	-	1,497	1,497	0%	-	1,750	1,750	0%
Capital Campaign	1,882	20,000	18,118	9%	1,882	20,000	18,118	9%
Total expenses	148,122	526,386	378,264	28%	148,122	704,409	556,287	21%
Increase (Decrease) in Net Assets	92,208	33,392	58,816		92,208	34,316	57,892	