



**HPLD FOUNDATION  
REGULAR SESSION  
November 4<sup>th</sup>, 2019  
Erie Public Library  
400 Powers St, Erie, CO 80516  
4:00 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. August 19, 2019
- 1.5 Public Comment

**2.0 ITEMS FOR ACTION / INFORMATION**

- 2.1 Nomination of New Board Members (Action)
- 2.2 Bylaws Revision (Action)
- 2.3 2020 Foundation Board Meeting Schedule (Action)
- 2.4 2020 Budget (Action)
- 2.5 Investment Policy Revision (Action)
- 2.6 Annual Distribution of Funds to District (Action)

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

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

**5.0 BOARD COMMENTS**

**6.0 ADJOURNMENT**



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

**1.0 OPENING OF MEETING**

Meeting called to order at 11:35 AM

**1.1 Roll Call**

Present: John Damsma, Bob Grand, Joyce Smock, Mary Roberts, Alan Lott Present  
via voice conference: Gerri Holton

Absent: Mary Roberts

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

Public: Ken Poncelow, Bill Garcia (Legal Counsel)

**1.2 Pledge of Allegiance**

**1.3 Approval of Agenda (Action)**

Motion: Secretary/Treasurer Grand moved to approve the September 5, 2019 Regular  
Session agenda as presented.

Second: Director Lott

Vote: 5;0 unanimously approved

**1.4 Approval of Minutes (Action)**

A. June 17, 2019 Work Session

b. August 23, 2019 Special Session

Motion: Director Smock moved to approve the June 17, 2019 Work Session and August 23,  
2019 Special Session minutes as presented.

Second: Director Lott

Vote: 5;0 unanimously approved

**1.5 Public Comment**

Upon Ken Poncelow's suggestion the Board agreed that Poncelow would give public  
comment during Section 2.4 of the agenda.

**2.0 ITEMS FOR ACTION**

**2.1 Foundation 2019 – 2024 Strategic Plan (Action)**

Foundation Director Yeagle reviewed the Foundation Strategic Plan with the Board. Yeagle reminded the Board that Foundation staff gathered feedback from multiple points of view throughout the District and community. Yeagle worked with the Foundation Strategic Plan Taskforce to create this presentation.

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

**Funding Priorities:**

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

Director Smock asked which grants the Foundation is currently pursuing. Foundation Director Yeagle informed the Board that staff recently submitted a grant request to Elevations Foundation for 1,000 Books Before Kindergarten funding. Staff are currently working with the Executive office on the Google Impact Challenge Colorado grant for the Innovation Center. Staff are also working with Outreach to complete the Littler Youth Fund grant application for Multilingual Nursery Rhyme Booklets.

Secretary/Treasurer Grand asked how the Foundation would work with new senior employees and incorporate their ideas into the strategic plan. Foundation Director Yeagle informed the Board that they used the District strategic plan as a template for the Foundation's and that the Foundation would continue to listen to input from all District staff. Executive Director Hortt noted that the reorganization has created new positions that senior staff members have filled. The Associate Director position is currently open and will be filled shortly. Chair Damsma agreed that the Foundation will always seek input from new employees, especially those in senior positions.

Foundation Director Yeagle discussed each of the Strategic Areas.

**Volunteer Engagement:** Develop a District-wide volunteer program to serve as the basis of a Friends group.

Secretary/Treasurer Grand asked how volunteer engagement would work throughout the District. Foundation Director Yeagle discussed the previous Branch and Member data that the Foundation compiled and noted that the Foundation is currently researching the topic. Executive Director Hortt noted that he appreciated the Foundation's initiative to support District volunteers.

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

Secretary/Treasurer Grand suggested annual galas at each of the District's libraries. Foundation Director Yeagle noted she would discuss Branch involvement later in the presentation and felt that the Foundation should do smaller events in each community. Chair Damsma added that the Foundation has already begun to hold and attend community events and asked how they were received. Yeagle noted they have been well received by the community and that the Foundation is currently working with Outreach and CRM to coordinate events.

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

**Capital Campaigns:** Support the development of a Downtown Greeley library and Innovation Center to benefit all of Weld County.

Secretary/Treasurer Grand reiterated his opinion that the Foundation should not be involved in capital campaigns. Director Lott noted that the Strategic Plan's collaborative structure enables the Foundation to secure donors who are interested in capital campaigns. Chair Damsma agreed and continued to say that Foundation capital campaigns would only help improve the District's financial health and serve its longevity.

Secretary/Treasurer Grand felt that we should do more things similar to LFL in an effort to collaborate with community partners.

Foundation Director Yeagle noted that capital projects engage donors. Executive Director Hott Matt noted that the member libraries have asked for assistance with capital projects.

**Community Engagement:** Cultivate relationships with non-profit partners, corporate sponsors, funders, and community stakeholders.

Foundation Director Yeagle noted that both links for Literacy and the Signature Author Series Fundraiser involve 50/50 splits with community organizations, Kiwanis of the Rockies and the Community Grief Center.

**Program Support:** Continue to expand Foundation programs and Foundation-supported District programs.

**Internal leadership:** Prepare staff and the board to lead the Foundation towards strategic goals.

Chair Damsma thanked Foundation Director Yeagle for her work on the Strategic Plan. Both Foundation Director Yeagle and the Board agreed that the Strategic Plan is a working document that can be changed as needed.

Motion: Director Lott moved to approve the Foundation 2019-2024 Strategic Plan as presented.

Second: Director Smock

Discussion: Secretary/Treasurer Grand approved with comment noting that the Strategic Plan is a working, living document.

Vote: 5;0 unanimously approved

## 2.2 Whistleblower's Policy (Action)

Foundation Director Yeagle directed the Board to the Whistleblower's Policy Board Communication.

### **Background**

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

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

### **Policy**

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

### **Recommendation**

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

Secretary/Treasurer Grand asked if District and Foundation have similar Whistleblower policies. Executive Director Hорт informed the Board that currently District does not have a Whistleblowers Policy. Legal Counsel Bill Garcia noted that he reviewed the policy and finds it acceptable for approval.

Vice Chair Holton asked if staff would sign the policy. Foundation Director Yeagle informed the Board that the Board will sign the policy as part of their onboarding.

Motion: Vice Chair Holton moved to approve the Whistleblower's Policy as presented.

Comment: Director Lott

Vote: 5;0 unanimously approved

### **2.3 Whistleblower's Policy (Action)**

Foundation Director Yeagle directed the Board to the Whistleblower's Policy Board Communication.

#### **Background**

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

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#### **Policy**

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

#### **Recommendation**

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

Secretary/Treasurer Grand asked if District and Foundation have similar Whistleblower policies. Executive Director Hорт informed the Board that currently District does not have a Whistleblowers Policy. Legal Counsel Bill Garcia noted that he reviewed the policy and finds it acceptable for approval.

Vice Chair Holton asked if staff would sign the policy. Foundation Director Yeagle informed the Board that the Board will sign the policy as part of their onboarding.

Motion: Vice Chair Holton moved to approve the Whistleblower's Policy as presented.

Comment: Director Lott

Vote: 5;0 unanimously approved

### **2.4 MOU between HPLD and Foundation (Action)**

#### **Background**

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

#### **Revisions**

## Introduction

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

## Agreement 12

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

## Recommendation

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

Foundation Director Yeagle reminded the Board that the MOU is reviewed annually. Finance Manager Wertz Natalie suggested removing the term endowment from the MOU as the Foundation's endowment is truly a Board Designated Fund. The Board considered Wertz' proposal and determined that the term "endowment" would be removed from the MOU. Both Wertz and Legal Counsel Garcia noted that if a donor offered an endowment to the District or Foundation the Board and staff could quickly and easily ensure that they are prepared to accept it through the current spending policy

Motion: Secretary/Treasurer Grand moved to approve the MOU subject to the revisions discussed by the Board.

Second: Director Lott

Vote: 5;0, unanimously approved

## 2.5 Bylaws Amendments (Action)

### Background

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

### Section 2 Number and Tenure of Board

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

The change would also allow for more community members to join the board (up to 7).

Allowing more community members to be elected to the Foundation Board of Directors would:

Engage library lovers in our community through volunteer leadership (per the strategic plan).

Help establish and build community partnerships.

Bring diverse perspectives, connections, skills, and interests to the Foundation board.

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

Bring the Foundation into alignment with best practices for Library Friends and Foundations.

Decrease administrative confusion and difficulties for staff and board members.

### Section 6 Voting Procedure

The committee proposes editing voting procedure to allow official business to be conducted "without a meeting through electronic voting" and "via email". Currently, the Foundation

Board is only able to conduct official business if “all persons participating in the meeting can hear each other simultaneously”. This change would allow the Foundation Board to take action via email for smaller or immediate items (ex. amending the annual meeting schedule).

### **Section 11 Removal**

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

### **Recommendation**

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

### **Kenneth Poncelow Public Comment**

Poncelow addressed the Board of Directors and noted that his public comment reflected his personal opinion and not that of the District Board of Trustees. Poncelow discussed the Foundation Board’s history. Poncelow noted that he did not feel there was a significant reason to change Section 2 of the Bylaws. Poncelow continued to state that the District Trustees should continue to hold a majority on the Foundation Board of Directors due to previous issues between the two bodies. Poncelow continued to say that District Trustees should remain in control of the Foundation and its Board of Directors. Poncelow stated that additional community Board members would misalign the Foundation Board and remove the Trustees’ influence from the decision-making process. Poncelow noted that he was happy to see that the Foundation plans to work with Friends of the Library.

Chair Damsma thanked Poncelow for his comment.

Director Smock stated that she no longer agrees with the adjustments to Section 2 of the Bylaws. Smock asked how many community applications have been completed. Foundation Director Yeagle informed the Board that four applications have been submitted, three from Greeley one from the Firestone area.

Secretary/Treasurer Grand noted that the Foundation should continue its Friends research. Grand continued to state that the Foundation is undergoing a metamorphosis and that the Board makeup should evolve only when appropriate. Grand stated that the Foundation is not ready to change its Board makeup.

Chair Damsma reminded the Board that the adjustment to Section 2 of the Bylaws states that there would be a minimum of two District Trustees on the Foundation Board.

Vice Chair Holton asked if other library districts and their foundations have similar board compositions. Foundation Director Yeagle directed the Board to the document in their packet, detailing the composition of other Colorado library district foundations, Friends and Boards. Yeagle also noted that the Community Engagement component of the strategic plan would enable the Foundation to gain new Board applicants District-wide.

Director Lott noted the Foundation Board meetings frequently blur the line between District and Foundation due to little delineation between the two organizations

The Board discussed possible changes to the Foundation Board’s nomination and interview process and the additional adjustments to the Bylaws.

Motion: Secretary/Treasurer Grand moved to accept section 6 as presented.

Second: Director Lott

Vote: 5;0 unanimously approved

Motion: Director Lott moved to accept section 11 as presented.

Second: Director Smock  
Vote: 5;0 unanimously approved

Motion: Director Lott moved to accept section 2 as presented.

Second: Chair Damsma

Discussion: Legal Counsel Bill Garcia noted that the Chair may second a motion.

Vice Chair Holton noted that she respects Poncelow's opinion and felt that the Foundation Board should try to understand what happened with the previous Foundation Board. Holton said that Yeagle would ensure that both parties were comfortable moving forward.

Secretary/Treasurer Grand asked if Vice Chair Holton would like to table the matter, Holton responded that she would.

Director Lott asked if there was a way to implement this decision and involve the District Trustees. Lott stated that their opinion and perspective are important.

Bob reiterated his opinion that this is a transitional issue and stated that he would vote no.

Executive Director Hortt suggested a roll call vote.

Roll Call Vote

Chair John Damsma: yes

Vice Chair Gerri Holton: no (via voice conference)

Secretary/Treasurer Bob Grand: no

Director Joyce Smock: no

Director Mary Roberts: absent

Director Alan Lott: yes

Vote: 3;2 motion failed

Chair Damsma would like to gather input from the District Trustees and discuss it during the next meeting.

Vice Chair Holton left the meeting at 1:05PM

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

Finance Manager Wertz discussed the Foundation's finances as of July 2019. No major changes were discussed.

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

Foundation Director Yeagle invited the Board to attend the 9<sup>th</sup> Annual Links for Literacy Golf Tournament held at Eaton Country Club on 9/13 at 7:00AM. Secretary/Treasurer Grand and Director Lott committed to attending the tournament.

#### **4.1** 2018 Annual Report

The 2018 Annual Report was mailed and emailed to donors and posted on the Foundation's website. Secretary/Treasurer Grand asked that the term "endowment" be removed from next year's document.

#### **4.2** SAS Fundraiser

The Foundation will hold a Screening of *The Art of Racing in the Rain* and Pre-film Discussion with Garth Stein. Foundation Director Yeagle invited the Board to join the High Plains Library District Foundation and the Community Grief Center for a special screening of *The Art of Racing in the Rain* at the Kress Cinema & Lounge with New York Times Best Selling Author Garth Stein on November 10, 2019. The Foundation's 2019 Writer in Residence Laura Brashear will join Stein to discuss the film and how each author writes about grief. Seating is



limited for this intimate event. All proceeds from the evening will benefit the Foundation's Writer in Residence program and the programs of the Community Grief Center.

**4.3 AmeriCorps VISTA**

Abby introduced Christian Welch who will serve as the Foundation's Marketing and Events VISTA. Welch is currently working on Links for literacy and creating content for the Weld Gives Collaborative social media pages.

**5.0 BOARD COMMENTS**

Director Lott expressed his desire for a program that focuses on children reading with their fathers. Director Smock noted that the Board had a good discussion today and that newer Board members may not understand the Boards history and its role.

Secretary/Treasurer Grand voiced that Director Lott's program idea is exactly what the District needs and that the District should continue to find new library users.

Chair Damsma thanked Ken Poncelow for addressing the Board. Damsma noted that the Foundation Board and the Trustees cannot be the same Board and should instead share core principles and values while recruiting new members.

Executive Director Hortt urged the Foundation Board to reach out to Foundation Director Yeagle or himself with questions or concerns.

**6.0 ADJOURNMENT**

Motion: Secretary/Treasurer Grand moved to adjourn the meeting

Second: Director Smock

Vote: 5;0 unanimously approved

Meeting adjourned at 1:19PM

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date

# HPLD FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: November 4, 2019
Type of item: Action
Subject : Nomination of New Board Members
Presented by: Foundation Nomination Committee
Recommendation: Appointment of nominations to the Foundation board

### ***Background***

The Foundation began soliciting applications to the Foundation Board of Directors following a resignation in August. Eight applications were received. The Nomination Committee reviewed all applications and interviewed all interested candidates for the Foundation Board. Based on the Foundation's Recruitment & Selection Guidelines and considering the Foundation's current needs, the Nomination Committee decided to nominate the following individuals to the Foundation board:

- Andrea Kaumann
- Caleb Jackson
- Lindsay Porter
- Mark Moody

### ***Recommendation***

It is the recommendation of the Foundation Nomination Committee to appointment the nominees to the Foundation Board of Directors.

# HPLD FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: November 4, 2019
Type of item: Action
Subject : Bylaw Revision
Presented by: Legal Counsel
Recommendation: Adoption of bylaws as revised

### **Background**

At the third quarter meeting, the Foundation board voted to amend *Section 6 Voting Procedure* of the Foundation’s bylaws to allow official business to be conducted “without a meeting through electronic voting”. Since three or more District Trustees serve on the Foundation board, official business must only be conducted in an open meeting per Colorado Open Meeting Law. An email vote would not constitute an open meeting.

### **Recommendation**

It is the recommendation of legal counsel to remove the wording that was added to the bylaws to allow official business to be conducted via email. The revised section would read as follows:

#### Section 6 Voting Procedures

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



## 2019 Foundation Board of Directors Meeting Schedule

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

### First Quarter

3:30 PM

Monday, February 10th

Farr Regional Library, 1939 61<sup>st</sup> Ave, Greeley CO 80634

### Second Quarter

TBD

April

### Third Quarter

TBD

August

### Fourth Quarter

TBD

November

**High Plains Library District Foundation**  
**Proposed Budget**  
January through December 2020

Ordinary Income/Expense	2018 Budget	2019 Budget	2020 Proposed Budget
<b>Income</b>			
<b>43400 · Donations</b>			
43450 · Restricted Donations	\$10,000.00	\$ 10,000.00	\$ 10,000.00
43451 · UnRestricted Donations	\$42,500.00	\$ 20,000.00	\$ 20,000.00
43452 · Vacation Donations	\$4,000.00	\$ 4,000.00	\$ 4,000.00
<b>Total 43400 · Donations</b>	<u>\$56,500.00</u>	<u>\$ 34,000.00</u>	<u>\$ 34,000.00</u>
<b>47000 · Sales</b>			
47001 · Book Sales - Used Books Donated	\$26,000.00	\$ 2,000.00	\$ 2,000.00
47002 · Book Sales - Books from Weeding	\$0.00	\$ -	\$ -
47009 · Book Bag Sales	\$300.00	\$ -	\$ -
47010 · Flash Drive Sales	\$300.00	\$ 600.00	\$ -
47000 · Sales - Other	\$1,500.00	\$ 1,500.00	\$ 1,500.00
<b>Total 47000 · Sales</b>	<u>\$28,100.00</u>	<u>\$ 4,100.00</u>	<u>\$ 3,500.00</u>
<b>47200 · Special Events Income</b>			
47230 Writer in Residence	\$3,000.00	\$ 7,000.00	\$ 10,000.00
47240 · Links for Literacy	\$35,000.00	\$ 35,000.00	\$ 35,000.00
47250 · Colorado Gives Day	\$3,500.00	\$ 3,500.00	\$ 3,500.00
Signature Author Event	\$10,000.00	\$ 20,000.00	\$ 10,000.00
Erie Gala	\$ -	\$ 20,000.00	\$ 20,000.00
<b>Total 47200 · Special Events Income</b>	<u>\$51,500.00</u>	<u>\$ 85,500.00</u>	<u>\$ 78,500.00</u>
<b>47400 · Grants</b>			
47401 · Operating	\$30,000.00	\$ 35,000.00	\$ 35,000.00
47402 · Capital	\$4,000.00	\$ 10,000.00	\$ 10,000.00
<b>Total 47400 · Grants</b>	<u>\$34,000.00</u>	<u>\$ 45,000.00</u>	<u>\$ 45,000.00</u>
47500 · Earnings on Investments	<u>\$25,000.00</u>	\$ 15,000.00	\$ 25,000.00

**High Plains Library District Foundation**  
**Proposed Budget**  
January through December 2020

	<u>2018 Budget</u>	<u>2019 Budget</u>	<u>2020 Proposed Budget</u>
Total Income	<u>\$195,100.00</u>	<u>\$ 183,600.00</u>	<u>\$ 186,000.00</u>
<b>Expense</b>			
<b>60900 · Professional Fees</b>			
60901 · Membership	\$1,000.00	\$ 1,000.00	\$ 1,000.00
60902 · Marketing	<u>\$1,000.00</u>	<u>\$ 2,000.00</u>	<u>\$ 2,000.00</u>
Total 60900 · Professional Fees	<u>\$2,000.00</u>	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>
<b>62100 · Contract Services</b>			
62150 - Outside Contract Services	\$8,500.00	\$ 10,000.00	\$ 21,000.00
62110 · Accounting Fees	<u>\$6,800.00</u>	<u>\$ 6,800.00</u>	<u>\$ 6,800.00</u>
Total 62100 · Contract Services	<u>\$15,300.00</u>	<u>\$ 16,800.00</u>	<u>\$ 27,800.00</u>
<b>62800 · Special Events Expense</b>			
62840-Writer in Residence	\$6,000.00	\$ 2,000.00	\$ 2,000.00
62890 · Links for Literacy	\$22,500.00	\$ 22,500.00	\$ 22,500.00
62891 · Colorado Gives Day	\$300.00	\$ 300.00	\$ 300.00
Signature Author Event	\$5,000.00	\$ 10,000.00	\$ 2,000.00
Erie Gala	<u>\$ -</u>	<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>
Total 62800 · Special Events Expense	<u>\$33,800.00</u>	<u>\$ 44,800.00</u>	<u>\$ 36,800.00</u>
<b>65000 · Operations</b>			
65020 · Postage, Mailing Service	\$300.00	\$ 300.00	\$ 300.00
65021 Direct Mailing	\$15,000.00	\$ 5,000.00	\$ 5,000.00
65040 Supplies (Grant Expenditures)	<u>\$30,000.00</u>	<u>\$ 36,000.00</u>	<u>\$ 36,000.00</u>
Total 65000 · Operations	<u>\$45,300.00</u>	<u>\$ 41,300.00</u>	<u>\$ 41,300.00</u>
65400 · HPLD Foundation Grants	\$6,244.00	\$ 4,000.00	\$ 20,000.00
65401 · HPLD Salary Reimbursement	\$20,000.00	\$ -	\$ -

**High Plains Library District Foundation**  
**Proposed Budget**  
 January through December 2020

	<b>2018 Budget</b>	<b>2019 Budget</b>	<b>2020 Proposed Budget</b>
<b>68300 · Travel and Meetings</b>			
68310 · Conference, Convention, Meeting	\$500.00	\$ 500.00	\$ 500.00
68320 · Travel	\$500.00	\$ 500.00	\$ 500.00
68300 · Travel and Meetings - Other	\$500.00	\$ 500.00	\$ 1,500.00
<b>Total 68300 · Travel and Meetings</b>	<u>\$1,500.00</u>	<u>\$ 1,500.00</u>	<u>\$ 2,500.00</u>
68400 · Capital Campaign	\$4,000.00	\$ 20,000.00	\$ 20,000.00
<b>Total Expense</b>	<u>\$128,144.00</u>	<u>\$ 131,400.00</u>	<u>\$ 151,400.00</u>
<b>Increase in Net Assets</b>	<u>\$66,956.00</u>	<u>\$ 52,200.00</u>	<u>\$ 34,600.00</u>

# HPLD FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: November 4, 201
Type of item: Action
Subject : Investment Policy Revision
Presented by: Finance Committee (Natalie Wertz, Treasurer Bob Grand, Mary Roberts, Alan Lott)
Recommendation: Approval of Revised Policy

### **Background**

During the audit of 2018, the auditors made a comment on the investment policy. The 2016 investment policy has two guidelines – one for unrestricted and temporarily restricted funds and another for permanently restricted funds. Accounting guidance has changed and there are no longer unrestricted, temporarily restricted, and permanently restricted funds. There are only funds without donor restrictions and funds with donor restrictions.

Also, High Plains Library District Foundation did not have any – and still does not have any – funds with donor restrictions. The Stifel investment account is a board designated quasi-endowment, not a true endowment.

### **Recommendation**

We are recommending revisions to the investment policy to update the language to current accounting standards – references to unrestricted, temporarily restricted, and permanently restricted funds have been removed. The guidelines have been condensed into one table instead of two. The fixed income lower limit has been reduced to 10% from 20%. A cash option has been added with the same parameters as short-term/money market.

The Foundation Finance Committee has reviewed the revisions and is recommending that the board approve the Investment Policy as presented.





## Investment Policy

### Preamble

As a registered 501(c)3 charitable organization, the High Plains Library District Foundation (The Foundation) is committed to a diversified funding base, including charitable contributions that will further its mission. The Foundation, in investing or accepting temporarily and permanently restricted gifts, will maintain and utilize procedures to ensure best practices recognized by the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as well as Colorado Revised Statute (CRS) 15-1-1103, (e)(4) relative to investment. The following investment objectives and guidelines are to be judged and understood as an agreement between donor and steward for the sake of carrying out the Foundations mission and purposes.

**Policy:** The Foundation's policy is to diversify funds to best achieve its purpose as stated in this policy. The primary objective of the Foundation and its Board is to seek a moderate investment approach that values principal preservation but will accept a small degree of risk and volatility to seek a desired degree of appreciation. The Board acknowledges that unfavorable capital markets may persist over periods of unpredictable duration and therefore, maintain a long-term investment horizon.

The distribution of funds shall be governed by a distinct set of guidelines determined by the Foundation Board, details of which are available in the High Plains Library District Foundation Spending Policy. This policy is reviewed annually or in response to urgent fiscal circumstances.

**Legal Authority:** UPMIFA - Uniform Prudent Management of Institutional Funds Act:(revised) 2006  
<http://uniformlaws.org/ActSummary.aspx?title=Prudent%20Management%20of%20Institutional%20Funds%20Act>

Colorado Revised Statute: 15-1-1103,(e)(4)  
<https://law.resource.org/pub/us/code/co/colorado.xml.older/code11.15.html>

**Purpose:** To invest and retain restricted monies as a permanent investment fund and to invest and distribute non-restricted monies for the intended purposes of the donor and/or the Foundation purpose. To produce reasonable cash flow to meet the current spending needs of the Foundation. To maintain the income producing power of the current assets and any and all future contributions, and consider the effect of inflation. To maximize return within prudent levels of risk. To anticipate additional contributions and donations for future needs and growth and to control cost of administering and managing the investments.

### Scope/Guidelines:

**Unrestricted and temporarily restricted fund constraints are as follows:**

<b>Asset Type</b>	<b>Lower Limit</b>	<b>Target</b>	<b>Upper Limit</b>
<i>Equities</i>	0%	0%	0%
<i>Fixed Income</i>	20%	50-70%	80%
<i>Short Term/Money Market</i>	0.5 month of budget	1 month of budget	1.5 month of budget
<i>Cash</i>	2 months of budget	3 months of budget	4 months of budget

**Permanent restricted fund constraints are as follows:**

<b>Asset Type</b>	<b>Lower Limit</b>	<b>Target</b>	<b>Upper Limit</b>
<i>Equities</i>	10%	60%	80%
<i>Fixed Income</i>	10%	40%	90%
<i>Short Term/Money Market</i>	0%	2%	100%

**Investment constraints are as follows:**

<b>Asset Type</b>	<b>Lower Limit</b>	<b>Target</b>	<b>Upper Limit</b>
<i>Equities</i>	10%	60%	80%
<i>Fixed Income</i>	10%	40%	90%
<i>Short Term/Money Market</i>	0%	2%	100%
<i>Cash</i>	0%	2%	100%

Maximum diversification with each asset class, low management fees, ease of rebalancing, and past performance history will be considered in the selection of the specific investment vehicles to represent each asset class.

*Rebalancing:*

When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the asset allocation targets and constraints and the annual budgeted cash flow needs. If there is insufficient cash, the Investment Committee of the Board will take appropriate actions for rebalancing. The Investment Committee will review the allocation of the assets quarterly and rebalance when necessary.

*Liquidity:*

Income will be available for distribution as projected by the annual budget. If additional funds are needed for any reason deemed appropriate by the Board of Directors, the Board will invoke variance power and inform the Investment Committee of the request to liquidate assets. The Investment Committee will recommend liquidation strategies, relative to asset allocation goals, to meet such requests in a timely manner.

*Asset Mix:*

To accomplish the Foundation's objectives, the Investment Team is authorized to construct portfolios of mutual funds, exchange traded funds (ETF), individual equity securities (common stock, and convertible securities), fixed-income securities, and short-term (cash) investments. As a guide to accomplishing these objectives, the Investment Team shall remain within the ranges provided in the Asset Allocation guidelines discussed above. The actual investment targets shall be set within those limits by the Investment Team.

Management:

*Delegation of Authority:*

The Board delegates supervisory authority over its financial affairs to its Finance Committee. The Finance Committee shall consist of a mix of individuals: a minimum of two (2) members of the Board along with any combination of the following: Executive Director, Finance Manager, Foundation Director of the High Plains Library District. The Finance Committee is responsible for regularly reporting investments to the Board consistent with the reporting requirements of this Policy. In carrying out its responsibilities, the Finance Committee and its advisors will act in accordance with this Policy and all applicable laws and regulations. The Board may grant exceptions to this Policy when it seems appropriate in individual situations.

Consistent with other charitable foundations and the Colorado Uniform Prudent Investor Act, the Board may, in its discretion, determine that assets of the Foundation should be professionally managed. If and when this occurs, the investment manager must be provided with a copy of this policy and provide the Foundation with reports detailing performance as required by this policy. The Investment Committee will review results and communicate them to the Foundation Board on a regular basis. A Professional Management Firm may invest in publicly traded securities subject to the restrictions noted in this policy. A contracted professional Management Firm is to assist the Foundation Board with its investment program. Said Management Firm will be expected to make recommendations regarding the selection of vehicles, periodic progress reporting, prudent actions when market conditions change and improved opportunities arise. This advice may include rebalancing allocations, liquefying assets, and/or changing the asset allocation mixes.

*Distribution of Funds:*

The distribution of funds shall be governed by the Foundations Spending Policy, a distinct set of guidelines determined by the Foundation Board, and available in writing. This policy will be reviewed annually and/or in response to urgent fiscal circumstances.

*Policy Review and/or Modification*

This Investment Policy and Guidelines shall be reviewed for possible modification by the Investment Team as conditions warrant but not less than annually. All modifications to this Policy are subject to the approval of the Board.

**Acceptance and Authorization**

This Investment Policy is adopted on \_\_\_\_\_, 2019 by the Board of Directors of the High Plains Library District Foundation.

Signature:

\_\_\_\_\_

High Plains Library District Foundation, Board of Director, Chair

\_\_\_\_\_

Date

Attest:

\_\_\_\_\_

High Plains Library District Foundation, Secretary/Treasurer

\_\_\_\_\_

Date

# HPLD FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: November 4, 2019
Type of item: Action
Subject : Foundation Distribution of Funds to HPLD
Presented by: Foundation Director
Recommendation: Guidance regarding process moving forward for distributing funds, decision regarding distribution of funds for 2019

### **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 small requests from staff.

In 2018, outside of grants and designated donations, the Foundation distributed over \$27,000 to the District to be used on the Riverside Library and Cultural Center playground.

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 will distribute funds to the District for 2019, how much, and to what District project(s).

### **Recommendation**

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)

Some examples of projects that funding could be distributed to include:

Outreach's Multilingual Nursery Rhyme Booklet project  
So far, the Foundation has raised \$6,500 in grant funds for this project. The total estimated expense or the project is \$25,000. The Foundation could contribute \$10,000 to match outside grant funds to help make this project possible.

Erie Public Library Renovation  
The Foundation will distribute a designated donation of \$10,000 for the parking lot construction. The Foundation could match this contribution to support the project.

International Neighborhood

# High Plains Library District Foundation

## STATEMENT OF FINANCIAL POSITION

As of September 30, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 FirstBank	26,517.07
11000 Investments	
11001 Stifel Nicolaus	430,478.02
11002 Colotrust	37,379.36
<b>Total 11000 Investments</b>	<b>467,857.38</b>
<b>Total Bank Accounts</b>	<b>\$494,374.45</b>
<b>Total Current Assets</b>	<b>\$494,374.45</b>
<b>TOTAL ASSETS</b>	<b>\$494,374.45</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	474,792.72
32000 Unrestricted Net Assets	-52,409.98
Net Revenue	71,991.71
<b>Total Equity</b>	<b>\$494,374.45</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$494,374.45</b>

# High Plains Library District Foundation

## STATEMENT OF ACTIVITY

January - September, 2019

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	1,825.00
43451 UnRestricted Donations	6,788.15
<b>Total 43400 Donations</b>	<b>8,613.15</b>
47000 Sales	20.00
47008 Book Sales - Foundation	1,845.18
47010 Flash Drive Sales	132.00
47015 Sales of Foundation Promotional Items	240.00
<b>Total 47000 Sales</b>	<b>2,237.18</b>
47200 Special Events Income	146.67
47230 Writers in Residence	789.94
47240 Links for Literacy	30,063.73
<b>Total 47200 Special Events Income</b>	<b>31,000.34</b>
47400 Grants	
47401 Operating	28,500.00
<b>Total 47400 Grants</b>	<b>28,500.00</b>
47500 Earnings on Investments	50,011.32
47600 Interest and Dividend Income	4,949.96
<b>Total Revenue</b>	<b>\$125,311.95</b>
<b>GROSS PROFIT</b>	<b>\$125,311.95</b>
Expenditures	
60900 Professional Fees	4,000.00
60901 Membership	246.66
60902 Marketing	0.00
<b>Total 60900 Professional Fees</b>	<b>4,246.66</b>
62100 Contract Services	
62110 Accounting Fees	2,319.49
62150 Outside Contract Services	10,525.00
<b>Total 62100 Contract Services</b>	<b>12,844.49</b>
62800	175.00
62800 Special Events Expense	50.00
62890 Links for Literacy	7,450.40
<b>Total 62800 Special Events Expense</b>	<b>7,500.40</b>
65000 Operations	10.00
65040 Supplies	1,485.58
65050 Bank Charges	57.81
<b>Total 65000 Operations</b>	<b>1,553.39</b>
65400 HPLD Foundation Grants	25,550.00
68300 Travel and Meetings	
68310 Conference, Convention, Meeting	1,450.30

	TOTAL
<b>Total 68300 Travel and Meetings</b>	<b>1,450.30</b>
<b>Total Expenditures</b>	<b>\$53,320.24</b>
NET OPERATING REVENUE	\$71,991.71
NET REVENUE	\$71,991.71

**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, 2019  
75.0%  
prepared October 21, 2019

	Jan. - Sept. Actual	Jan. - Sept. Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
<b>REVENUES</b>								
Donations - Restricted	1,825	7,000	(5,175)	26%	1,825	10,000	(8,175)	18%
Donations - Unrestricted	6,788	11,250	(4,462)	60%	6,788	24,000	(17,212)	28%
Earnings on investments	54,961	11,250	43,711	489%	54,961	15,000	39,961	366%
Special Events Income	31,000	42,000	(11,000)	74%	31,000	85,500	(54,500)	36%
Grant revenue	28,500	35,000	(6,500)	81%	28,500	45,000	(16,500)	63%
Other income	2,238	1,950	288	115%	2,238	4,100	(1,862)	55%
<b>Total revenues</b>	<b>125,312</b>	<b>108,450</b>	<b>16,862</b>	<b>116%</b>	<b>125,312</b>	<b>183,600</b>	<b>(58,288)</b>	<b>68%</b>
<b>EXPENSES</b>								
Professional Fees	4,247	2,025	(2,222)	210%	4,247	3,000	(1,247)	142%
Contract Services	12,844	15,400	2,556	83%	12,844	16,800	3,956	76%
Special Events Expenses	7,675	33,900	26,225	23%	7,675	44,800	37,125	17%
Operations	1,554	27,225	25,671	6%	1,554	41,300	39,746	4%
HPLD Foundation Grants	25,550	3,150	(22,400)	811%	25,550	4,000	(21,550)	639%
Travel and Meetings	1,450	1,500	50	97%	1,450	1,500	50	97%
Capital Campaign	-	-	-	#DIV/0!	-	20,000	20,000	0%
<b>Total expenses</b>	<b>53,320</b>	<b>83,200</b>	<b>29,880</b>	<b>64%</b>	<b>53,320</b>	<b>131,400</b>	<b>78,080</b>	<b>41%</b>
Increase (Decrease) in Net Assets	71,992	25,250	46,742		71,992	52,200	19,792	





## Ways to Give

This holiday season, we invite you to consider one of the numerous ways you can support your community and our libraries. Studies have proven that peers asking peers is the best way to fundraise, so asking for donations from your network is the most effective and efficient way to help the foundation raise money and make the most of Colorado Gives Day. As a board member, your influence and advocacy for the Foundation is our strongest asset. No matter how you choose to give, your gift makes a difference in our community.

### Amazon Smile

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

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

### King Soopers Rewards

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

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

### Colorado Gives Day

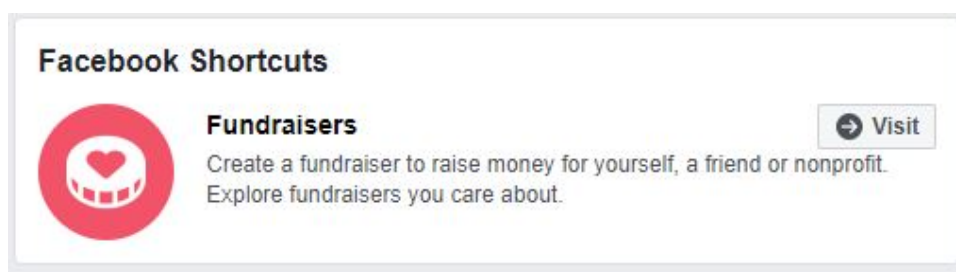
Colorado Gives Day is a statewide movement to give where you live. On **December 10**, Coloradans come together to support their neighbors by donating to their favorite causes. Your gift goes further on Colorado Gives Day through an incentive fund that provides a proportional match to increase your donation. Schedule your donation to the Foundation at <http://bit.ly/HPLDemp> or check out all of the participating Weld County non-profits at [WeldCoGives.org](http://WeldCoGives.org) or the Weld Gives Facebook page.



## Creating a Campaign 101

### Facebook Campaigns

1. Go to <https://www.facebook.com/fundraisers/> or search on Facebook for “fundraiser” and select the fundraiser icon

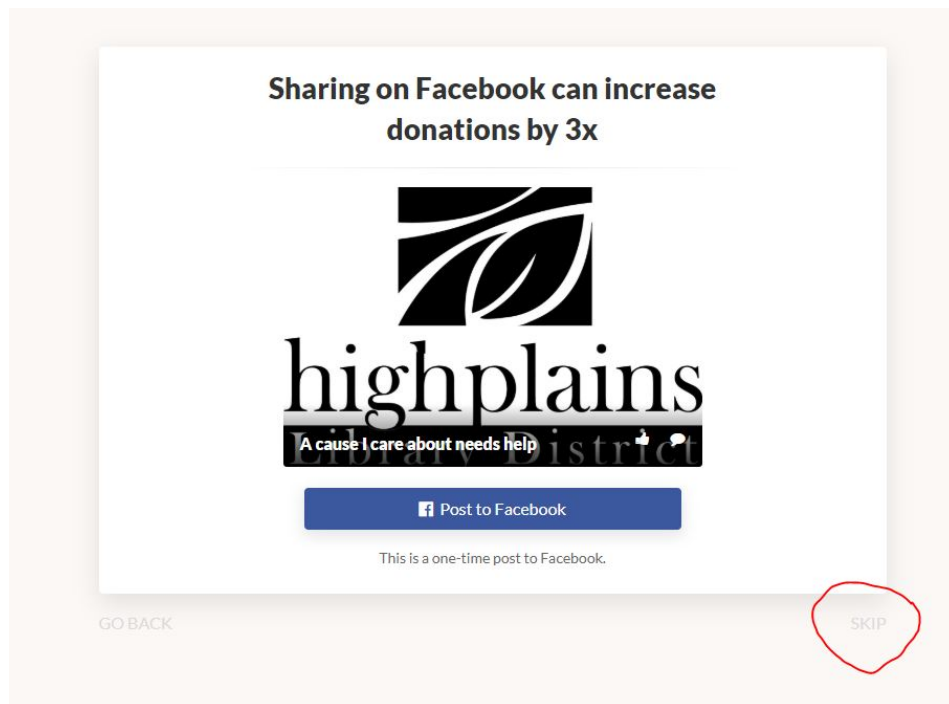


2. Click “select a nonprofit”
3. Search “High Plains Library District Foundation” and wait for High Plains Library District Foundation to come up in the dropdown menu, then click on it
4. Type how much you want to raise and when you want it to end – we suggest December 10 or December 31, but any time will work
5. Create a title and customize why you are raising money – Facebook will create one for you, but we suggest giving it a personal touch. This helps build a stronger connection.
6. Upload a cover photo – we will provide a cover photo via email.
7. Click “create” and share it on your page and with your friends

## GoFundMe

- A. Go to <https://www.gofundme.com/>
- B. In the top right corner, click to sign in or create an account. Go back to the homepage after.
- C. In the top left corner, click “Fundraise For” and select “Nonprofit”
- D. Search for “High Plains Library District Foundation” and click on it
- E. Fill in the information – for category, select education. Select to fundraise as an individual.
- F. Add the cover photo provided
- G. Write why you are raising money, the more personal the better.
- H. Select “Launch”
- I. You may choose to add your Facebook photo, you may enter email addresses to send information to your network, you may share a post about your campaign on Facebook.

This section of creating a campaign is a little long and it can be hard to see the “skip” buttons. I have a picture below for reference. You might be prompted several times, but if you keep clicking “skip,” it will eventually come to the end.



When you get to the end of the “skip” section, it will give you a link to your campaign which you can use to share it in emails, on Facebook, in text messages, etc.