



**High Plains Library District Friends & Foundation**  
**Board of Directors**  
**Regular Session**  
**November 7, 2022**  
**District Support Services**  
**2650 W. 29<sup>th</sup>, St., Greeley, CO 80631**  
**4:00pm**

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

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

**1. OPENING OF MEETING**

- 1.1. Roll Call and Pledge of Allegiance
- 1.2. Approval of Agenda (Action)
- 1.3. Approval of August 1, 2022 Minutes (Action)
- 1.4. Public Comment

**2. ITEMS FOR ACTION/INFORMATION**

- 2.1. Board of Directors Icebreaker (Information)
- 2.2. Nomination of Members (Action)
- 2.3. 2021 Board Designated Fund Report (Information)
- 2.4. 2022 Board Designated Fund Distribution (Action)
- 2.5. Writer in Residence (Information)
- 2.6. 2023 Budget (Action)
- 2.7. 2021 Annual Report (Action)
- 2.8. 2022 Meeting Schedule (Action)

**3. FINANCE REPORT** Natalie Wertz, Finance Manager

**4. FOUNDATION REPORT** Niamh Mercer, Foundation Director

- 4.1. Fundraising Update
- 4.2. Volunteer Update
- 4.3. Thank You to Board Members

**5. BOARD COMMENTS**

**6. ADJOURNMENT**



**High Plains Library District Foundation  
Board of Directors  
DRAFT Regular Session  
August 1<sup>st</sup>, 2022  
District Support Services  
2650 W. 29<sup>th</sup>, St., Greeley, CO 80631  
4:00pm**

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

**1. OPENING OF MEETING**

**Meeting Opened: 4:00pm**

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

Present: Gerri Holton

Present via voice conference: Julie Foreland, Andrea Kaumann, Melanie McGinn, Kelley Carmichael Casey, Brecken Arnold

Staff Present: Matthew Hортt, Niamh Mercer, Christina Hardman, Natalie Wertz, Amy Ortiz (via voice conference), Rick Medrano (via voice conference), Carolyn Valencia

Absent: Joyce Smock, Matthew Starr

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

**Motion:** Director Kaumann moved to approve the agenda as presented.

**Second:** Director Carmichael Casey

**Vote:** Unanimously approved 6;0

**1.3. Approval of June 2, 2022 Regular Session Minutes (Action)**

**Motion:** Secretary/Treasurer Foreland moved to approve the June 2, 2022 Minutes as presented.

**Second:** Director McGinn

**Vote:** Unanimously approved 6;0

**1.4. Public Comment**

No public comment.

## 2. ITEMS FOR ACTION/INFORMATION

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

The Board discussed their favorite summer activity.

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

Project Manager and Executive Director Matthew Hortt gave an update about the construction of LINC.

Project Manager Amy Ortiz gave an update of the Summer Reading Adventure, Signature Author Series, and Writer Residence.

**Discussion:** Chair Holton asked if any member libraries participated in the Signature Author Series. Project Manager Ortiz stated that Fort Lupton was the most active participant, but all member libraries had the opportunity to join.

Project Manager Carolyn Valencia gave an update about the Widening the Window. Carolyn showcased the tote bags and books that are given to the participants. She walked through each book and discussed the community healers that will be brought into each book club to help facilitate the conversation.

**Discussion:** Director McGinn asked if Widening the Window took place in a library. Valencia stated that they go out into the community to host the book club. It is currently hosted at the D6 Family Center and it is a beautiful space for the club. Chair Holton asked if anyone from the Board would be able to observe the book club. Valencia is going to run this past the Widening the Window committee members but did not foresee any issues with an observation.

### 2.3. Writer in Residence Review (Information)

Foundation Director Mercer discussed the Writer in Residence program and the data from the last 6 years that was pulled by ITI.

**Discussion:** HPLD Staff Member Amy Ortiz asked if it is possible to submit a funding request to help support the Writer in Residence programs (food, supplies, venue, ect.).

Mercer stated that Ortiz can submit a funding request and it is the least bias way to move forward with the program.

Finance Manager Wertz stated that the Finance Committee discussed that there needs to be clear expectations about what authors need to have accomplished when contracting with the residency.

Executive Director Hortt stated that we are looking at specific outcomes and for those to be predefined in the line item. As far as making the request. The programing is a blurred line. "Maker in residence" might be something different to look at and taking it from a different angle might reenergize.

Director McGinn asked historically where this program came from and why is it different from other programs we have funded.

Mercer stated that in 2016, Writer in Residence was an AmeriCorp Vista Capstone Project. In 2016, the Foundation wasn't funding at the level it is currently and they had just stopped doing quarterly funding requests, so they were looking for programs to fund. This differs from the purpose of the Foundation as it is set up to support the programs and service of the District and the District is set up to create those programs and services.

Chair Holton stated that it is fitting that it is a line item because we're about storytelling,

keeping stories alive, and encouraging people to tell their stories. She stated that in her mind it is an important program for the organization. She stated that she does not recall when we increased the budget.

Foundation Director Mercer stated that it was in 2020. In 2020, the program went from a 6-month residency to a 9-month residency. Mercer goes through past residents and details if they completed and published a work during their time. The most successful residents are the ones that have already been working on an idea rather than coming to the residency with something new to start.

Chair Holton asked if that is different than the expectations that we are laying on top of it. Dr. Hortt stated that he thought we could use those expectations to determine the applicant. Chair Holton asked if we opened the scope of the project (makers, storytelling, writing) would that be better. Dr. Hortt said yes, we could change the direction of the program. Chair Holton said it would be more inclusive. Director McGinn stated that it makes sense to her to put more of the programming in the District's hands and out of the Foundations. She stated that the expense item didn't align with the participation of the program. She stated that it goes back to what the purpose of the program is. Is it to pull patrons in and get them excited about writing or is it an opportunity for a writer in the community to have a space to create? She stated that the District would have a better read on what is needed.

Foundation Director Mercer stated that we will need to decide by our Q4 meeting to make sure the decision is reflected in 2023's budget. She stated that by moving Writer in Residence to M.O.V.E's area that Amy supervises it would have a more permanent home and it will provide more thorough outcomes and outputs. Chair Holton asked if the next step would be to present it to the HPLD Board of Trustees. Mercer stated that it would go to Matt and Amy as it would fall under programming. Chair Holton asked if it would change our budget and if we would still fund the program. Dr. Hortt stated that the budget wouldn't change unless we would be interested shortening the residency back to 6 months. Chair Holton asked if it will be prepared by the next meeting. Mercer said yes, it'll be prepared by the November meeting.

### **3. FINANCE REPORT - Natalie Wertz, Finance Manager**

Finance Manager Natalie Wertz provided an updated Finance Report for the Foundation.

### **4. FOUNDATION REPORT - Niamh Mercer, Foundation Director**

#### **4.1. LINC Capital Campaign Update**

Foundation Director Niamh Mercer provided an update on the LINC Capital Campaign

#### **4.2. Fundraising Update**

Foundation Director Mercer provided an update on fundraising.

#### **4.3. Volunteer Update**

Foundation Director Mercer provided an update on volunteering.

#### **4.4. Foundation Director Mercer announced Director Kaumann's end of term and thanked her for her contribution to the Board of Directors.**

### **5. BOARD COMMENTS**

Chair Holton thanked Andrea for her time, stated that we're sorry to see her go, and that she wishes her well.

### **6. ADJOURNMENT**

**Motion:** Director Carmichael Casey moved to adjourn the meeting.

**Second:** Secretary/Treasurer Foreland

**Vote:** Unanimously approved 6;0

Meeting adjourned at: 5:08pm

DRAFT

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Information
Subject: Board Ice Breaker
Presented by: Gerri Holton, Chair

### ***Background***

What is a recent library program that you enjoyed? Or, is there an upcoming program that excites you?

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Action
Subject: Nomination of Members
Presented by: Gerri Holton, Chair
Recommendation: Staff recommend that the Board move to accept the Nomination Committee's nominees.

### ***Background***

The Nomination Committee has nominated two candidates to the HPLD Friends & Foundation Board of Directors. If confirmed, their terms would begin in January 2023 and end in December 2026.

The Nomination Committee nominates Annie Epperson and Mandy Schnirel to the HPLD Friends & Foundation Board of Directors.

### ***Staff Recommendation***

Staff recommend that the Board move to accept the Nomination Committee's nominee.

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Information
Subject: 2021 Board Designated Fund Report
Presented by: Gerri Holton, Chair

### ***Background***

#### **LINC**

Amount: \$20,000.00

Project Manager: Matthew Hortt

Update will be provided during meeting.

#### **Widening the Window**

Amount: \$1,000.00

Project Manager: Carolyn Valencia, MOVE Librarian.

Update: There are two sessions remaining in 2022. The final session for this series is in January.

Carolyn shared that participants have participated in engaging conversations regarding the reading materials that have been crucial to the group. Carolyn is excited to share programming data after the January session.

#### **Summer Reading Adventure**

Amount: \$2,500.00

Project Manager: Amy Ortiz, District-wide Events and Experiences Supervisor

Update: Program completion data was presented in Q3.

#### **Signature Author Series**

Amount: \$2,500.00

Project Manager: Amy Ortiz, District-wide Events and Experiences Supervisor

Update: Program completion data was presented in Q3.

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Action
Subject: 2022 Board Designated Fund Distribution
Presented by: Gerri Holton, Chair
Staff Recommendation: Staff recommend that the Board approve the Finance Committee's recommendation to distribute \$15,700 in Board Designated Funds.

### **Background**

We received 15 requests for funding support through our new annual process. Both staff and the Finance Committee reviewed each application for consideration of Board Designated Funds in accordance with our Spending Policy (<http://www.mylibrary.us/wp-content/uploads/2017/09/Spending-Policy.pdf>).

- **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 6<sup>th</sup>-12<sup>th</sup> 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
  - Recommended 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.
  - Lead: Amy Ortiz
  - Recommended Distribution: \$2,500 general use
- **Greeley Pride PopUp**
  - Summary: Greeley PopUp Pride Celebration is an inclusive all-ages event that celebrates the LGBTQIA+ communities and helps educate community members through conversation, diverse literature, and connectivity. Community partners play an active role with interacting and informing participants about inclusive services geared towards marginalized populations. This is a recurring program.
  - Lead: Amy Ortiz
  - Recommended Distribution: \$1,000 Sponsorship, 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.
  - Lead: AnaLicia Anastasi
  - Recommended Distribution \$1,000 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.
- Lead: Amy Ortiz and Melissa Beavers
- Recommended Distribution \$2,500 for Presenting Sponsor and 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.
- Lead: Carolyn Valencia
- Recommended Distribution \$2,000 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\*
- Lead: Jana Teal
- Recommended 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.
  - Lead: Lisa Varra
  - Recommended 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.
  - Lead: Naomi Nguyen
  - Recommended 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.
  - Lead: Thomas Samblanet
  - Recommended Distribution \$500 for logo brick in brick walk

### ***Staff Recommendation***

Staff recommend that the Board approve the Finance Committee's recommendation to distribute \$15,700 in Board Designated Funds.

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Information
Subject: Writer in Residence
Presented by: Gerri Holton, Chair

### **Background**

Writer in Residence is in the District's vision to serve as an incubator for the arts and to further our mission of building a community of library lovers. The goal of the program is to support the creative process of one Weld County writer during a nine-month time-period so they may complete a manuscript with the intent to publish. The Writer in Residence Program began in 2016 and has supported seven local authors. Since its creation the Foundation has funded the residency (\$6,000/residency from 2016-2019 and \$9,000/residency from 2019-2022) supported programming staff, and managed the application, interview and selection process. In 2022, the programming side of the residency transitioned entirely to the District-wide Events and Experiences Supervisor.

Throughout 2022, the Friends & Foundation Board have discussed the residency and expressed an interest in stronger outcomes and outputs for the program. These changes must be made by HPLD's programming team, not the HPLD Friends & Foundation. After some discussion Amy Ortiz, HPLD's District-wide Events and Experiences Supervisor, determined that it would be in Writer in Residences' best interest to pause in 2023. This pause will allow ample time for Amy and her team to create stronger outcomes and output while revising the Writer in Residence program.

Amy would like to relaunch the updated program in tandem with the proposed 2024 Districtwide NoCo Writer and Author Showcase. She has shared information regarding the program with us below. Please note that both Writer in Residence and the Districtwide NoCo Writer and Author Showcase are in development, changes may be made as the District sees fit. This proposal also discusses funds from the HPLD budget, not the Friends & Foundation

### **2024 Districtwide NoCo Writer and Author Showcase (ReadCon inspired) Proposal**

Amy Ortiz recommends waiting until 2024 to launch the renamed/revamped (SAS/ReadCon/NoCo Writer's & Author Showcase) event. This pause will allow careful consideration of renaming/revamping the event with the district staff and CRM's assistance. In addition, it will provide necessary time to build partnerships with local and downtown businesses, seeking out sponsorships/grants, and working out the logistics for LINC and a southern branch to host author/writer workshops. Additionally, LINC will have a year to establish itself in the downtown community as a community hub that offers new and exciting opportunities.

The dedicated SAS funds (\$8,500) will be reserved for the 2024 event or could be utilized for 2023 programming if needed. If we choose to launch this special event in the fall of 2023, we will not have enough time to strategically evolve the current SAS series into something special and unique to go along with the innovative LINC. Taking our time to plan and consider all possibilities sets the team up for success. Also, I hope to elevate 2023 SRA programming with LINC's help in the summer of 2023. The SRA committee will discuss districtwide performances which will be a natural fit for the new LINC.

## **2024 Districtwide NoCo Writer and Author Showcase**

**Venues-** LINC, southern branch, and various businesses in the north and south

**Objective:** Building a community of book lovers, writers, and creatives through collaboration with Greeley's DDA and the south. HPLD strives to uplift and highlight our communities' local talents and business leaders.

**Focus-** Literacy- Authorship/DDA Networking

**Proposed Event Date-** Oct. 1<sup>st</sup>-5<sup>th</sup>, 2024

One week of festivities will take place at LINC, a southern branch, DDA, and south businesses (author talks, writers groups featuring HPLD's Writers in Residence, theatre/drama, health and fitness, books & brews, mysterious happenings, and more).

### **Downtown Businesses:**

- The Nerd Store
- Weld Werks
- The Strange and Unusual
- Balanced Movement
- Luna's Tacos
- The Kress
- Tightknit Brewing
- Midnight Oil bookstore
- Mom's Popcorn
- Zoe's Café
- Downtown Greeley Creative District
- The Rio
- Patrick's
- Warm Hugs
- Moxi Theatre
- Sherpa-grill-Indian Nepalis-restaurant

### ***Southern Branch/Businesses still needs to be identified***

**Districtwide Committee-** Districtwide staff will be invited to participate in the planning process along with local business representatives. The committee will consist of HPLD staff and community members.

### **Timeline-**

- August 2023- Work with Foundation for supporting funds, grants, sponsorship
- October 2023- Committee participation call outs (HPLD staff and downtown business representatives).
- Jan- Oct 2024- Monthly meetings/planning
- Moving forward, this will be an annual fall districtwide event.

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Action
Subject: 2023 Budget
Presented by: Gerri Holton, Chair
Staff Recommendation: Staff recommend that the Board approve the 2023 Budget as presented.

### ***Background***

Items of note in the the proposed 2023 Budget includes the LINC capital campaign, volunteer background checks (contractor services), Annual Friends Event, and the removal of Links for Literacy. Please find the draft budget attached.

### ***Staff Recommendation***

Staff recommend that the Board approve the 2023 Budget as presented.

## High Plains Library District Foundation Budget - FY22 & FY 23

	<b>2022</b>	<b>2023</b>
	<u>Budget</u>	<u>Budget</u>
<b>Revenue</b>		
<b>43400 Donations</b>		
43450 Restricted Donations	\$3,250.00	\$14,500.00
43451 UnRestricted Donations	\$10,000.00	\$10,000.00
43452 Vacation Donations	\$4,000.00	\$4,000.00
43453 Capital Campaign	\$910,000.00	\$594,225.00
<b>Total 43400 Donations</b>	<b>\$927,250.00</b>	<b>\$622,725.00</b>
<b>47000 Sales</b>		
47008 Book Sales - Foundation	\$6,000.00	\$6,000.00
47015 Sales of Foundation Promotional Items	\$200.00	\$0.00
<b>Total 47000 Sales</b>	<b>\$6,200.00</b>	<b>\$6,000.00</b>
<b>47200 Special Events Income</b>		
47210 LINC Event	\$30,000.00	\$30,000.00
47240 Links for Literacy	\$30,000.00	\$0.00
47250 Colorado Gives Day	\$5,000.00	\$5,000.00
<b>Total 47200 Special Events Income</b>	<b>\$65,000.00</b>	<b>\$35,000.00</b>
<b>47400 Grants</b>		
47401 Operating	\$20,000.00	\$20,000.00
47402 Capital	\$50,000.00	\$30,000.00
<b>Total 47400 Grants</b>	<b>\$70,000.00</b>	<b>\$50,000.00</b>
47500 Earnings on Investments	\$25,000.00	\$25,000.00
47600 Interest and Dividend Income	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$1,093,450.00</b>	<b>\$738,725.00</b>
<b>Gross Profit</b>	<b>\$1,093,450.00</b>	<b>\$738,725.00</b>
<b>Expenditures</b>		
<b>60900 Professional Fees</b>		
60901 Membership	\$500.00	\$500.00
60902 Marketing	\$2,000.00	\$5,000.00
<b>Total 60900 Professional Fees</b>	<b>\$2,500.00</b>	<b>\$5,500.00</b>
<b>62100 Contract Services</b>		
62110 Accounting Fees	\$11,000.00	\$11,000.00
62140 Legal Fees	\$300.00	\$300.00
62150 Outside Contract Services	\$21,000.00	\$18,750.00
<b>Total 62100 Contract Services</b>	<b>\$32,300.00</b>	<b>\$30,050.00</b>
<b>62800 Special Events Expense</b>		
62890 Links for Literacy (Annual Friends Event 2023)	\$24,000.00	\$10,000.00
62891 Colorado Gives Day	\$300.00	\$300.00
62892 LINC Event	\$10,000.00	\$10,000.00
<b>Total 62800 Special Events Expense</b>	<b>\$34,300.00</b>	<b>\$20,300.00</b>
<b>65000 Operations</b>		
65010 Books, Subscriptions, Reference	\$0.00	\$0.00
65020 Postage, Mailing Service	\$300.00	\$300.00
65021 Direct Mailing	\$5,000.00	\$5,000.00
<b>Total 65020 Postage, Mailing Service</b>	<b>\$5,300.00</b>	<b>\$5,300.00</b>
65040 Supplies	\$10,000.00	\$10,000.00
65050 Bank Charges	\$0.00	\$0.00
<b>Total 65000 Operations</b>	<b>\$15,300.00</b>	<b>\$15,300.00</b>
65400 HPLD Foundation Grants	\$961,500.00	\$611,509.00
68300 Travel and Meetings	\$1,000.00	\$1,000.00
68310 Conference, Convention, Meeting	\$500.00	\$500.00
68320 Travel	\$250.00	\$250.00
<b>Total 68300 Travel and Meetings</b>	<b>\$1,750.00</b>	<b>\$1,750.00</b>
68400 Capital Campaign	\$20,000.00	\$20,000.00
<b>Total Expenditures</b>	<b>\$1,067,650.00</b>	<b>\$704,409.00</b>
<b>Net Operating Revenue</b>	<b>\$25,800.00</b>	<b>\$ 34,316.00</b>
<b>Net Revenue</b>	<b>\$25,800.00</b>	<b>\$34,316.00</b>

# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Action
Subject: 2021 Annual Report
Presented by: Gerri Holton, Chair
Staff Recommendation: Staff recommend that the Board approve the 2021 Annual Report as presented.

### ***Background***

The 2021 Annual Report shares a snapshot of our audited financials, sponsors, solicitation analysis, and support to HPLD in 2021. The report is shared on our website, with grantors, sponsors, and donors. We will share the report in our final appeal letter and solicitations this December.

### ***Staff Recommendation***

Staff recommend that the Board approve the 2021 Annual Report as presented.

# 2021 Annual Report



**HPLD**  
Friends &  
Foundation

Building a Community of  
Library Lovers

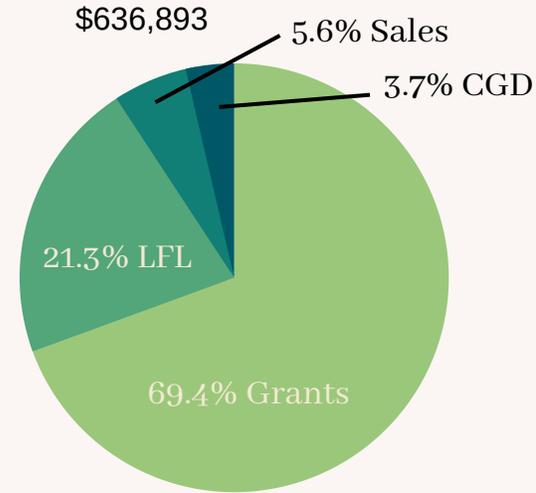
## 2021 Financials

<b>Revenue</b>	<b>Expense</b>	<b>Undesignated Assets</b>	<b>Quasi Endowment</b>
\$236,000	\$148,165	\$93,373	\$636,893

## 2021 Solicitation Analysis

<b>Links for Literacy</b>	\$38,724	<b>Monthly Gifts</b>	\$1,200
<b>End of Year</b>	\$6,391	<b>Sales</b>	\$10,184
<b>Grants*</b>	\$126,010	<b>Colorado Gives Day</b>	\$6,600
<b>Employee Giving</b>	\$3,763		

\*The IMLS and NEA grants are not reflect in our 2021 Audit Revenue as the funds went directly to HPLD



## Thank You to Our 2021 Top Sponsors

GH Phipps Construction Company	OtterCares Foundation	Briggsdale Gas & Go
Flood & Peterson Insurance	Eckstine Electric	Bank of Colorado
Richmark Holdings, Inc	United Power	FirstBank
Wember Inc.	Front Range Roofing Systems LLC	Coyote's Southwestern Grill

## Board Designated Funds



The HPLD Friends & Foundation Board of Directors distributed \$26,000 among District programs and a capital project. \$20,000 was designated to the construction of LINC: Library Innovation Center which will be open to our Northern Colorado community in 2023. The remaining funds were distributed to Summer Reading Adventure (\$2,500), Widening the Window (\$1,000), and Signature Author Series (\$2,500). These programs, led by Amy Ortiz and Carolyn Valencia, not only encourage reading among our community members but also provide space for conversations about literacy and the challenges of growing up in the modern age.

## Writer in Residence: Dr. Melanie Peffer

Dr. Peffer spent her residency working and publishing a children's spin-off series titled *The Biology Adventurers: On the River* which won Gold in the Children's Story books category at the 2022 CIPA EVVY Awards. In the children's book, we follow a small child exploring the biology in their immediate environment in Weld County. The children's book targets children in late elementary grades when children begin to read to learn (rather than learn to read). This is also an age when groups underrepresented in the sciences, such as girls, begin to feel less like a scientist and lose interest in the sciences.



# HPLD FRIENDS & FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 11/07/2022
Type of item: Action
Subject: 2023 Meeting Schedule
Presented by: Gerri Holton, Chair
Staff Recommendation: Staff recommend that the Board approve the 2023 Meeting Schedule as presented.

### ***Background***

The Board of Directors must set an annual meeting schedule. In 2022 the Board met the first Monday of the month at 4:00pm at District Support Services with an in person and virtual option. Please find a draft of the proposed meeting schedule within the Board Packet.

### ***Staff Recommendation***

Staff recommend that the Board approve the 2023 Meeting Schedule as presented.



**Draft 2023 HPLD Friends & Foundation Board of Directors Meeting Schedule**

**Q1**

Regular Session

February 6<sup>th</sup> 4:00pm

District Support Services

2650 W.29<sup>th</sup> St., Greeley, CO 80631

**Q3**

Regular Session

August 7<sup>th</sup> 4:00pm

District Support Services

2650 W. 29<sup>th</sup> St., Greeley, CO 80631

**Q2**

Regular Session

May 8<sup>th</sup> 4:00pm

District Support Services

2650 W. 29<sup>th</sup> St., Greeley, CO 80631

**Q4**

Regular Session

November 6<sup>th</sup> 4:00pm

District Support Services

2650 W. 29<sup>th</sup> St., Greeley, CO 80631

**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 October 31, 2022  
83.3%  
prepared November 2, 2022

	Jan. - Oct. Actual	Jan. - Oct. Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
<b>REVENUES</b>								
Donations - Restricted	9,715	2,000	7,715	486%	9,715	3,250	6,465	299%
Donations - Unrestricted	13,827	7,000	6,827	198%	13,827	14,000	(173)	99%
Donations - Capital Campaign	6,175	710,000	(703,825)	1%	6,175	910,000	(903,825)	1%
Earnings on investments	(170,433)	20,000	(190,433)	-852%	(170,433)	25,000	(195,433)	-682%
Special Events Income	35,483	60,000	(24,517)	59%	35,483	65,000	(29,517)	55%
Grant revenue	84,007	45,000	39,007	187%	84,007	70,000	14,007	120%
Other income	8,870	5,200	3,670	171%	8,870	6,200	2,670	143%
<b>Total revenues</b>	<b>(12,356)</b>	<b>849,200</b>	<b>(861,556)</b>	<b>-1%</b>	<b>(12,356)</b>	<b>1,093,450</b>	<b>(1,105,806)</b>	<b>-1%</b>
<b>EXPENSES</b>								
Professional Fees	1,535	2,150	615	71%	1,535	2,500	965	61%
Contract Services	17,470	27,800	10,330	63%	17,470	32,300	14,830	54%
Special Events Expenses	22,453	34,000	11,547	66%	22,453	34,300	11,847	65%
Operations	850	7,750	6,900	11%	850	15,300	14,450	6%
HPLD Foundation Grants	78,340	562,500	484,160	14%	78,340	961,500	883,160	8%
Travel and Meetings	-	1,450	1,450	0%	-	1,750	1,750	0%
Captial Campaign	5,425	20,000	14,575	27%	5,425	20,000	14,575	27%
<b>Total expenses</b>	<b>126,073</b>	<b>655,650</b>	<b>529,577</b>	<b>19%</b>	<b>126,073</b>	<b>1,067,650</b>	<b>941,577</b>	<b>12%</b>
Increase (Decrease) in Net Assets	(138,429)	193,550	(331,979)		(138,429)	25,800	(164,229)	

# High Plains Library District Foundation

## Statement of Activity

January - October, 2022

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	9,714.49
43451 UnRestricted Donations	13,826.67
43453 Capital Campaign	6,175.00
<b>Total 43400 Donations</b>	<b>29,716.16</b>
47000 Sales	
47008 Book Sales - Foundation	8,870.07
<b>Total 47000 Sales</b>	<b>8,870.07</b>
47200 Special Events Income	
47240 Links for Literacy	35,483.01
<b>Total 47200 Special Events Income</b>	<b>35,483.01</b>
47400 Grants	
47401 Operating	84,007.03
<b>Total 47400 Grants</b>	<b>84,007.03</b>
47500 Earnings on Investments	-183,728.60
47600 Interest and Dividend Income	13,296.12
<b>Total Revenue</b>	<b>\$ -12,356.21</b>
<b>GROSS PROFIT</b>	<b>\$ -12,356.21</b>
Expenditures	
60900 Professional Fees	
60902 Marketing	1,535.67
<b>Total 60900 Professional Fees</b>	<b>1,535.67</b>
62100 Contract Services	1,000.00
62110 Accounting Fees	9,685.31
62140 Legal Fees	585.00
62150 Outside Contract Services	6,200.00
<b>Total 62100 Contract Services</b>	<b>17,470.31</b>
62800 Special Events Expense	
62890 Links for Literacy	22,452.85
<b>Total 62800 Special Events Expense</b>	<b>22,452.85</b>
65000 Operations	
65010 Books, Subscriptions, Reference	218.70
65040 Supplies	433.92
65050 Bank Charges	50.30
<b>Total 65000 Operations</b>	<b>702.92</b>
65100 Other Types of Expenses	146.00
65400 HPLD Foundation Grants	78,340.37

# High Plains Library District Foundation

Statement of Activity  
January - October, 2022

	TOTAL
68400 Capital Campaign	5,425.00
<b>Total Expenditures</b>	<b>\$126,073.12</b>
NET OPERATING REVENUE	<b>\$ -138,429.33</b>
NET REVENUE	<b>\$ -138,429.33</b>

# High Plains Library District Foundation

## Statement of Financial Position

As of October 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 FirstBank	3,449.50
11000 Investments	
11001 Stifel Nicolaus	461,773.17
11002 Colotrust	126,613.68
<b>Total 11000 Investments</b>	<b>588,386.85</b>
<b>Total Bank Accounts</b>	<b>\$591,836.35</b>
<b>Total Current Assets</b>	<b>\$591,836.35</b>
<b>TOTAL ASSETS</b>	<b>\$591,836.35</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
30000 Opening Balance Equity	730,265.68
32000 Unrestricted Net Assets	0.00
Net Revenue	-138,429.33
<b>Total Equity</b>	<b>\$591,836.35</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$591,836.35</b>



*Our Campaign to Create a  
Future For Library Lovers*

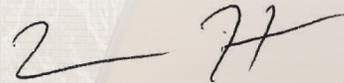
# **BUILDING COMMUNITY**

# A Message from Our Directors

Our goal with LINC (Library Innovation Center) is to provide access to technology, equipment, and experiences, that will help individuals develop their skills, and spark creativity. We are doing this by merging three types of public spaces: a public library, innovation and maker spaces and hands on learning exhibits. The facility will serve as a location to connect the community with equipment, they may not have access to, and knowledgeable staff and partners that will help to accelerate their learning.

We hope to serve as the initial access point where our community can test new things and gain experiences. By doing so, they will develop an interest or aptitude, continue to utilize the access we provide and then be connected to our partners throughout the Community to further their skills and positively impact our Community. The world we live in is constantly changing and we have designed the project to be as flexible as possible and evolve with the Community, becoming what will be needed as the Community evolves too.

We have put a lot of thought and planning into the project trying to merge these very differing types of spaces and are excited to share it with you. I can promise it will be unlike any library you have experienced before. I invite you to come and check it out. Even better, be a part of building this amazing project.



Dr. Matthew Hott  
*Executive Director*  
*High Plains Library District*

LINC is a space for dreamers, creators and thinkers. LINC is for students who want to expand upon the STEM knowledge they've learned in school into skills that will benefit them in the workforce. LINC is for your neighbor who needs a space to create for their small business. LINC is for families looking to learn more after their favorite library story time. LINC is for budding artists who will be inspired by Wes Bruce's immersive art installation. LINC is for your friend who needs a boost in their career path and wants to build a lifelong skill. LINC is where you can turn your ideas into reality.

The HPLD Friends & Foundation are working to raise \$1 million in funds to support the construction and innovation spaces of LINC. Your generosity ensures the long-term economic sustainability of Northern Colorado by providing learning opportunities to grow our skilled workforce, attracting new businesses to the area, and supporting the revitalization of downtown Greeley.

Your gift helps all members of our community access free LINC programs and services that will build STEM skills and better their lives. Will you help us create a future for our library lovers?



Niamh Mercer  
*Foundation Director*  
*High Plains Library District Friends & Foundation*

# Our High Plains Library District Community

**300,000**

residents served in Northern Colorado

**100,000**

card holders

**20,000**

average visitors a month at our previous Downtown Greeley library prior to the downsize

**7,681**

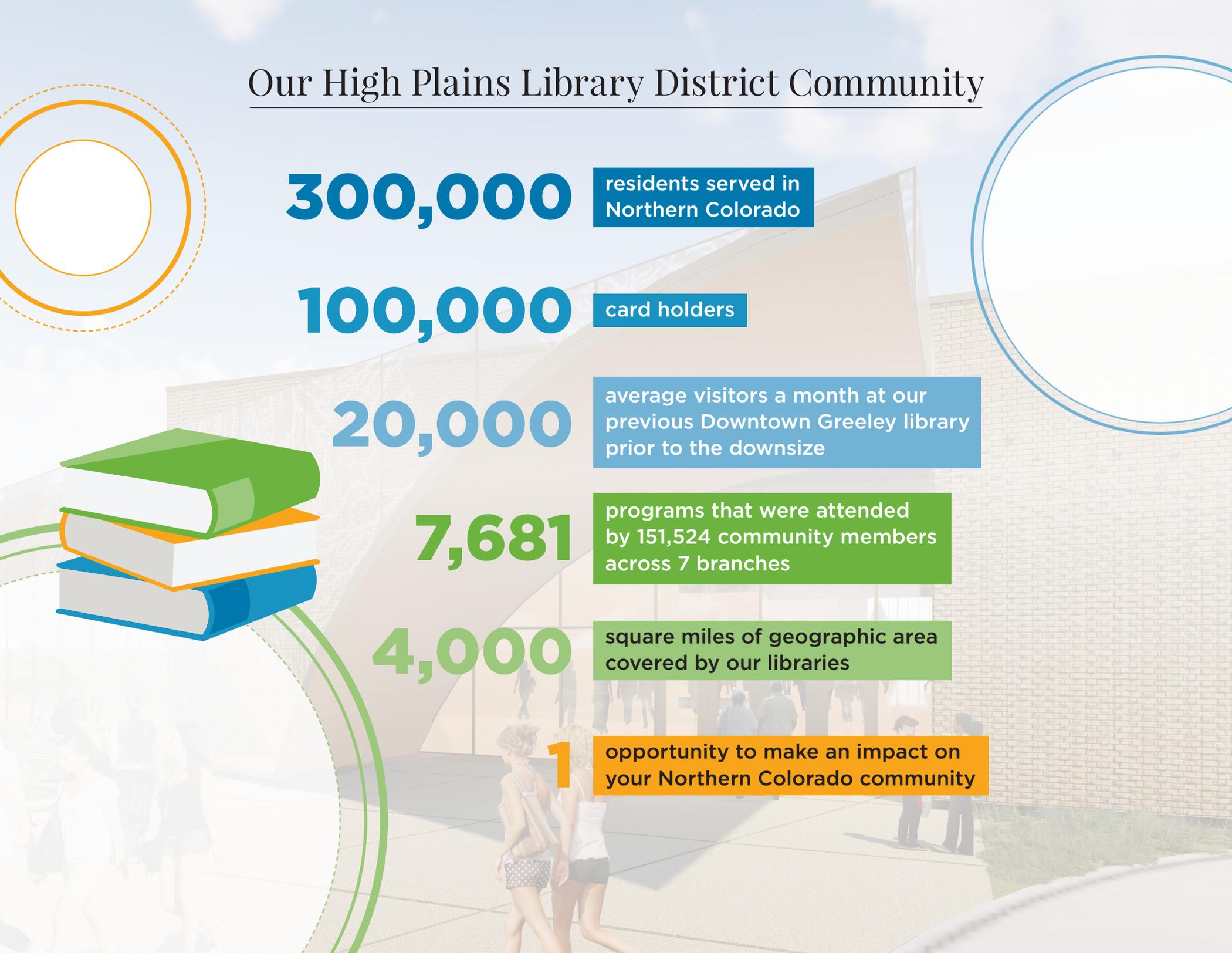
programs that were attended by 151,524 community members across 7 branches

**4,000**

square miles of geographic area covered by our libraries

**1**

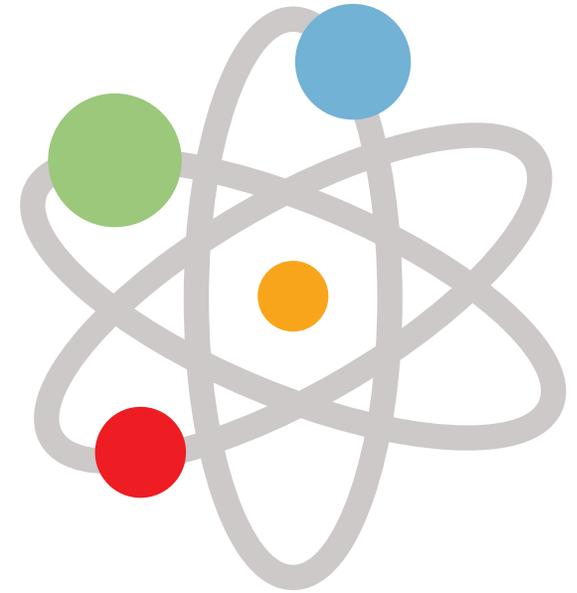
opportunity to make an impact on your Northern Colorado community



# THIS IS LINC

## INNOVATE

Permanent and traveling immersive STEM exhibits and programs will promote creativity, critical thinking, collaboration, and communication with peers of all ages. LINC is working with industry leaders, educational institutions, and top employers to develop engaging exhibits that teach current workforce skills.



## CREATE

Record a podcast in the recording studio, bring a design to life using the 3D printers, and gain valuable life skills like sewing, woodworking, and computer coding in the day and wet makerspaces.



# GATHER

Lounge around the fireplace, enjoy a private study room to chat, organize in the board room, or utilize the event space that will perfect to host luncheons, family celebrations, and business meetings.

# LEARN

Wind through a river of bookshelves that will hold HPLD's expansive library collection. Research and discover from a book on the shelf or an online article using one of the many computer stations throughout LINC. Trace your family tree in the designated genealogy room.

The HPLD Friends & Foundation is raising  
**\$1 Million Dollars**  
with our Capital Campaign for this community destination

# LINC X WES

*“With LINC, it’s in partnership with the river and all the bright, buoyant, flowing parts of it but then also the mysterious, deep waters of the river.”*

*- Wes Bruce*



Weld Community  
Foundation

Wes Bruce is a multi-practice artist, educator, poet, and designer. For the last decade, he worked professionally creating large-scale, site-specific installations, exhibitions, and projects that are deeply engaging, exploratory in nature, wildly expansive in imagination and paired with education opportunities.



The Weld Community Foundation has designated \$250,000 towards the installation of a Wes Bruce exhibit that will be located inside of LINC.

# 1 Million Dollar Goal

We Need Your Help



LINC is a modern library that will meet the needs of our evolving workforce, youth's dynamic education, and families seeking connection to their community. The HPLD Friends & Foundation needs your help in elevating the quality of lives in our community by providing access to knowledge and connections.

The LINC Capital Campaign is an Enterprise Zone Contribution Project. The Colorado Enterprise Zone legislation permits a 25 percent (25%) state income tax credit for Colorado taxpayers who make cash contributions of above \$100.00, and a 12.5 percent tax (12.5%) state income tax credit for in-kind contributions. In order for your donation to be qualified for this tax credit, it must be designated to LINC's capital campaign.



# Giving Benefits

## \$100,000-\$250,000+

- Plaque Recognition outside of a high impact room or space at LINC (HPLDF&F will provide a list of available rooms)
- HPLD F&F Annual Report Recognition
- Friend of Sustainability
- Embossed Name Plate in 50 books (Books selected by HPLD Collection Department. Donor may choose age group and either fiction or non-fiction.)
- Opening Day-One Year Anniversary virtual recognition (HPLD F&F website, LINC entry TV's, HPLD and HPLD F&F LINC events)
- Invitation to the opening day Friends Only sneak preview
- Hard Hat Tour of LINC
- Wes Sam Bruce Installation Tour

## \$50,000-\$95,000

- Plaque Recognition outside of a room or space at LINC (HPLDF&F will provide a list of available rooms)
- HPLD F&F Annual Report Recognition
- Friend of Sustainability
- Embossed Name Plate in 25 books (Books selected by HPLD Collection Department. Donor may choose age group and either fiction or non-fiction)
- Opening Day-One Year Anniversary virtual recognition (HPLD F&F website, LINC entry TV's, HPLD and HPLD F&F LINC events)
- Invitation to the opening day Friends Only sneak preview
- Hard Hat Tour of LINC
- Wes Sam Bruce Installation Tour

## \$20,000-\$45,000

- HPLD F&F Annual Report Recognition
- Donor Waterfall Recognition
- Friend of Sustainability
- Opening Day-One Year Anniversary virtual recognition (HPLD F&F website, LINC entry TV's, HPLD and HPLD F&F LINC events)
- Invitation to the opening day Friends Only sneak preview
- Hard Hat Tour of LINC
- Wes Sam Bruce Installation Tour

*The High Plains Library District Friends & Foundation is a 503(c)3 non-profit established to support the High Plains Library District. The mission of the High Plains Library District Friends & Foundation is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness, and advocacy for the libraries of the High Plains Library District.*

## \$5,000-\$15,000

- HPLD F&F Annual Report Recognition
- Donor Waterfall Recognition
- Friend of Sustainability
- Opening Day-One Year Anniversary virtual recognition (HPLD F&F website, LINC entry TV's, HPLD and HPLD F&F LINC events)
- Invitation to the opening day Friends Only sneak preview
- Hard Hat Tour of LINC

## \$1,000 -\$4,999

- HPLD F&F Annual Report Recognition
- Friend of Sustainability
- Opening Day-One Year Anniversary virtual recognition (HPLD F&F website, LINC entry TV's, HPLD and HPLD F&F LINC events)
- Invitation to the opening day Friends Only sneak preview
- River of Books Recognition

## \$999-\$100

- HPLD F&F Annual Report Recognition Friend of Community-Sustainability depending on gift amount.
- Opening Day-One Year Anniversary virtual recognition (HPLD F&F website, LINC entry TV's, HPLD and HPLD F&F LINC events)
- Invitation to the opening day Friends Only sneak preview
- Book Plate in one book (Book selected by HPLD Collection Department. Donor may choose age group and either fiction or non-fiction)

WAYS TO  
GIVE

CREATING A FUTURE FOR  
LIBRARY LOVERS



[hpldfriendsandfoundation.org/linc](http://hpldfriendsandfoundation.org/linc)  
[foundation@highplains.us](mailto:foundation@highplains.us)



**HPLD Friends & Foundation**  
2650 West 29th Street  
Greeley, CO 80631



[coloradogives.org/HPLD](http://coloradogives.org/HPLD)

COMMUNITY FIRST FOUNDATION

COLORADO  
GIVES DAY



Community Partner

ColoradoGivesDay.org Dec. 6

DONATE TO



HPLD  
Friends &  
Foundation

On Colorado Gives Day-  
when your dollar goes further!



[www.coloradogives.org/HPLD](http://www.coloradogives.org/HPLD)