



**HPLD Foundation Board of Directors  
Regular Session  
August 16, 2021  
District Support Services  
2650 W. 29<sup>th</sup> St., Greeley, CO 80631  
3:00pm**

**This meeting will also be streamed virtually via GoToMeeting <https://global.gotomeeting.com/join/868574741>**

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 868-574-741

**1.0 OPENING OF MEETING**

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

**2.0 ITEMS FOR ACTION/INFORMATION**

- 2.1. Board of Directors Icebreaker (Information)
- 2.2. Board Designated Fund Update (Information)
- 2.3. Board Designated Fund Process and Quasi Endowment (Information)
- 2.4. Capital Project Updates (Information)
- 2.5. Ethics Policy (Action)

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

- 3.1. Foundation 990 and Audit (Action)

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

- 4.1. Grants Update
- 4.2. Links for Literacy Update
- 4.3. Colorado Gives Day Update
- 4.4. Friends Update

**5.0 BOARD COMMENTS**

**6.0 ADJOURNMENT**

*Next Meeting: Monday, November 15 Lincoln Park Library 2650 W. 29<sup>th</sup> St. Greeley, CO 80631, 3:00PM*



HPLD Foundation Board of Directors  
Regular Session  
May 17, 2021  
Centennial Park Library  
2227 23rd Avenue, Greeley, CO 80634  
3:00pm

This meeting will also be streamed virtually via GoToMeeting <https://global.gotomeeting.com/join/337001181>

#### 1.0 OPENING OF MEETING at 3:10pm

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

Chair Gerri Holton  
Director Joyce Smock  
Director Andrea Kaumann  
Director Caleb Jackson - absent  
Director Julie Forland  
Director Mark Moody - absent  
Director Miranda Arens-Bennett - absent

##### Staff

Brittany Raines, Carolyn Valencia, Mallory Pillard, Dr. Matthew Hortt, Kim Parker, Niamh Mercer, Christina Hardman

##### Guests

Dr. Melanie Pepper

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

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

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

##### 1.3. Approval of Minutes from March 22, 2021 meeting (Action)

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

**SECOND:** Director Forland

**VOTE:** Unanimous approval, 4:0

##### 1.4. Public Comment

No public comment

## 2.0 ITEMS FOR ACTION/INFORMATION

### 2.1. 2021 Writer in Residence Introduction (Information)

Dr. Melanie Pepper was selected by a volunteer committee to serve as the sixth HPLD Writer in Residence. Niamh Mercer shared information about the residency and Dr. Pepper, and the details can be found at <https://www.mylibrary.us/writer-in-residence/>. She is the best-selling author of *Biology Everywhere: How the Science of Life matters to everyday life*, and during her residency she plans to work on a spin-off book series for children in late elementary grades. She will also work with the HPLD Programming Committee to take programs to the libraries.

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

Program managers Brittany Raines and Carolyn Valencia shared an update on the projects that received Board designated funds.

Brittany Raines shared nursery rhyme booklets in English and Spanish, and pointed out that similar booklets in Burmese, French, and Somali languages should arrive within days. The nursery rhymes in each book are native to that particular culture and language, and the Burmese, French, and Somali books include virtual reality videos. One thousand booklets and approximately 150 surveys per language will be distributed for each of these three languages, and six thousand five hundred Spanish booklets have already been distributed to the Branch Libraries and patrons.

Chair Holton complemented them on the wonderful project.

Carolyn Valencia updated the Board on the *Widening the Window* project. Staff is looking at changing the observation book from *Colors of Us* to *Our Skin*, because it is a newer, more relevant book than was originally planned. The books will provide tools for each person to be able to answer, “what do you do when you feel fear or shame?” and so on. Also, the group is finalizing the selection of a second facilitator, which the Greeley/Evans School District 6 may pay for.

### 2.3. Election of Secretary/Treasurer (Action)

During the March 22, 2021 Regular Session Board Meeting, the Board chose to wait to elect a Secretary/Treasurer until this meeting. Julie Forland volunteered.

**MOTION** to approve Director Julie Forland for Secretary/Treasurer: Director Smock

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

From this point forward, Director Kaumann will be referred to as Secretary/Treasurer.

### 2.4. Planned Giving Brand Estate (Action)

On August 14, 2013, the Foundation received \$11,389.23 from a planned giving gift from Shirley Brand’s estate. The Finance Committee recommends distributing the funds to the District after it was discovered that the funds are still sitting in the Foundation account. Shirley Brand had requested that the funds be used for the District’s general use, such as programming or staffing, rather than a designated fund, and that wish will be granted. The Foundation will follow their usual donation procedure with a thank you letter, etc.

**MOTION** to distribute the Brand Estate funds to the District: Secretary/Treasurer Forland

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

## **2.5. Ethics Policy (Action)**

It is crucial that all Directors conduct business on behalf of the High Plains Library District Foundation with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety. The Foundation Board of Directors currently do not have an ethics policy in place, unlike the HPLD Board of Trustees. Staff drafted an Ethics Policy based on the HPLD Board of Trustees' current policy. The Bylaws and Policy committee reviewed and approved the policy and recommended that the Foundation Board of Directors vote to approve it.

**MOTION** to adopt the Ethics Policy: Director Kaumann

**SECOND:** Secretary/Treasurer Forland

**VOTE:** Unanimous approval, 4:0

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

Natalie Wertz provided a Finance report for the second quarter. Donations were \$3,000 higher than at this time in 2020, but there has not been a significant amount of activity yet. The Investment portfolio is doing well this year and is increasing in value, and the Balance Sheet portfolio is strong with about \$600,000 in it. Unearned revenue is grant money that has been received but not yet spent on its intended purpose; in this case it is grant money from Weld Trust and Help Now Colorado COVID relief fund.

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

Niamh provided a Foundation update for the second quarter.

### **4.1. Development Associate**

Christina Hardman is the new Development Associate. She will be instrumental in helping with the Links for Literacy golf tournament, grant research and writing, the donor database, and much more. Christina introduced herself.

### **4.2. Fundraising Update**

The second quarter was full of grant writing. A \$10,000 grant application was submitted to the National Endowment of the Arts for the 2022 Signature Author series. A \$100,000 application was submitted to the National Endowment of Humanities for 2022 District programming. A \$50,000 application will be submitted to the ALA COVID Library Relief fund for Hoopla expenses.

Dr. Matthew Horts, James Melena and Niamh met with the Weld Community Foundation to discuss the LINC capital campaign. The Community Foundation's MOU states that they will provide \$250,00 for the project, and HPLD Foundation staff is working on creating a matching campaign to raise funds for LINC. HPLD Foundation staff will also seek grant opportunities. Dr. Matthew Horts, Natalie Wertz, and Niamh met with a DOLA representative to discuss additional funding opportunities that are available and submitted a capital request application from the Gates Foundation.

The Links for Literacy golf tournament was moved to October 8th. The fundraising committee will meet this quarter to talk about opportunities with the golf tournament, including soliciting auction items, sponsorships, volunteering on the day of the tournament, or sitting on the golf committee. The Links for



Literacy golf committee consists of Foundation staff, members of the Kiwanis Club of the Rockies, and interested Fundraising Committee members. They will meet soon.

#### **4.3. Friends Update.**

Dr. Matthew Hott and Niamh completed the *Spark the Change* Volunteer Engagement training series in preparation for a Friends group. Matt and Niamh will meet with HR to discuss what that will look like as a District. The Niamh will meet with the Friends Committee later in the quarter. They will formally rebrand as the HPLD Friends and Foundation next year after Library Awareness Week. There will be a new website and they will be on social media.

#### **5.0 BOARD COMMENTS**

Chair Gerri Holton appreciated everyone's time. She liked the booklets and 'Widening the Window' update. She looks forward to the day when everyone can get together in person.

Director Joyce Smock thanked Director Julie Forland for volunteering for Secretary/Treasurer. And it's great to see Director Andrea Kaumann excited about things coming up. There is a lot going on in the Foundation, and they are taking steps forward. It will be interesting to see what next year looks like.

Director Andrea Kaumann was happy that the Friends committee will move forward.

Secretary/Treasurer Julie Forland was excited to learn about the examples of the nursery rhyme booklets in the multiple languages. She's also excited about her new position as Secretary/Treasurer.

#### **6.0 ADJOURNMENT at 4:04pm.**

**MOTION** to adjourn the meeting: Director Smock

**SECOND:** Director Kaumann

**VOTE:** Unanimous approval, 4:0

*Next Meeting: Monday, August 16 District Support Services 2650 W. 29<sup>th</sup> St. Greeley, CO 80631, 3:00PM*

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 08/16/2021
Type of item: Information
Subject: 2.1 Board of Directors Ice Breaker
Presented by: Gerri Holton
Recommendation: N/A

### ***Background***

Please share your answer to the following question. Why do you love your library?

### ***Staff Recommendation***

N/A.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 08/16/2021
Type of item: Information
Subject: 2.2 Board Designated Fund Update
Presented by: Brittany Raines MOVE Manager, Carolyn Valencia MOVE Librarian, Amy Ortiz District-Wide Events and Experience Supervisor, Tim Ruth MOVE Librarian
Recommendation: N/A

### **Background**

Multilingual Nursery Rhyme Booklet Project Update, Brittany Raines

- We have distributed 18% of the books to partners, contractors, branches and through events.
- We have the evaluations all translated and have started to send these out in the booklets.
- Link to Virtual Booklets
  - [French](#)
  - [Somali](#)
  - [Burmese](#)

Widening the Window Update, Carolyn Valencia

- Carolyn will share an update, demo and sample of fully assembled book bag.

### **Staff Recommendation**

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 08/16/2021
Type of item: Information
Subject: 2.3 Board Designated Fund Process and Quasi Endowment
Presented by: Niamh Mercer, Foundation Director and Natalie Wertz Finance Manager
Recommendation: Staff recommend that the Foundation Board discuss their vision for the Quasi Endowment and Board Designated Fund process for 2022 and beyond. No action is recommended at this time.

### Background

Please refer to the attached Spending Policy and Board Designated Fund Process.

- Quasi Endowment and Spending Policy 2004-2015
  - Effort to grow Quasi Endowment into a \$1 million formal endowment.
  - From 2004-2015 the Foundation Board accepted quarterly funding requests from staff and distributed funds based on the Spending Policy.
  - Quarterly ranged from \$1,000-\$1,500. Later years moved to annual about \$10,000 annually.
  - Between 2015-2020 these requests were no longer accepted as the Board felt that many of the requests were for small things that should be included in each location's budget.
- Board Designated Fund Process
  - In May 2020, the Foundation Board approved the Board Designated Fund Process in accordance with the Spending Policy.
  - 2020 Board Designated Fund
    - Finance committee chose to designate less than 5% to maintain quasi endowment and due to uncertainties surrounding the pandemic.
    - \$8,000.00 to the Multilingual Nursery Rhyme Booklet Project for translation costs
    - \$2,000.00 to Widening the Window for program materials
    - \$2,000.00 to MOVE 1,000 Books Before Kindergarten for Spanish nursery rhyme booklets
- 2021 Board Designated Fund
  - The July Stifel Nicolaus statement shows market value of \$636,930.80. 5% of that is \$31,846.54.
  - Requests from staff and leadership have heavily focused on capital support, or support for large District-wide programs this year. Projects that will be impacted by anticipated budget decreases in 2022 and 2023.
- Moving Forward
  - Three options presented themselves during a recent Finance committee meeting
    - Option 1 – leave things as they are
    - Option 2 – vote to undesignate a portion or all of the funds
    - Option 3 – grow the funds and create a true endowment
  - Natalie asked our Anderson & Whitney representation what their initial thoughts on the option were. Their response is italicized below.

*Those are three broad options, with some being harder than others. It is probably difficult to create a true endowment. That would require contacting the original donors of those dollars and getting a more formal indication that they intended their contributions to be permanently restricted. Turning over the funds to the community foundation would be an investment option, but would not create a true endowment per se. Calling it a "quasi" endowment or board-designated was probably done because there was a sense that the donors wanted the funds permanently restricted, but there was not full documentation or written*

*agreements explicitly saying this. The original gifts were a number of years ago which makes things difficult.*

*“Undesignating” the funds is an option. I would think there should be some study of this before this decision was made. Perhaps a review of the files and a review of the agreements that are available. At some point someone felt that the donors had long-term purposes in mind and this point should be understood to the degree possible.*

## ***Staff Recommendation***

Staff recommend that the Foundation Board discuss their vision for the Quasi Endowment and Board Designated Fund process for 2022 and beyond. No action is recommended at this time.



## **HPLD Foundation Fund Distribution Process**

In line with its vision to create a community of library lovers and support the libraries of the High Plains Library District, the HPLD Foundation will distribute funds annually to HPLD. The exact amount of funds to be distributed will be determined by the Foundation's Finance Committee based on annual revenue.

Projects funded by the Foundation must be aligned with the Foundation's funding priorities. As outlined in the Foundation's 2019 – 2024 Strategic Plan, current funding priorities are:

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

Annual distributions of funds will adhere to the following process:

- Foundation staff will work with librarians and HPLD staff across the District (at both Branches and Member Libraries) to identify projects in need of funding that align with the Foundation's priorities.
- Foundation staff will solicit applications for funding from the Foundation through the Foundation Partnership Form (attached) and will support staff in submitting.
- Requests will be gathered annually in the third quarter and will be presented to the Foundation's Finance Committee for review at their Q3 meeting. The Foundation Finance Committee will prepare a recommendation for the Foundation Board regarding the amount to be distributed and the projects selected to receive funding.
- The Foundation Finance Committee will propose the amount of funds to be distributed (based on annual revenue) and the projects to be funded to the Foundation Board at the fourth quarter meeting. The Foundation Board will vote to approve fund distributions.
- Projects funded by the Foundation will be asked to provide a report back to the board on the use of funds at the third quarter meeting of the following year.



## Spending Policy

### Preamble

As a registered 501(c)3 charitable organization, the High Plains Library District Foundation (The Foundation) is committed to best practices in donor funds management including but not limited to upholding the standards of the Uniform Prudent Management of Institutional Funds Act (UPMIFA) including the standard of factors the board must consider in making a decision to spend or to accumulate funds:

- the duration and preservation of the endowment fund;
- the purposes of the institution and the endowment fund;
- general economic conditions;
- the possible effect of inflation or deflation;
- the expected total return from income and capital appreciation;
- other resources of the institution; and
- the investment policy of the institution.

Policy: With the intent of promoting financial equity for generations to come, the foundation's board of directors will adhere to the following calculations:

8.5% Expected rate of return on investments

-2.5% Inflation/growth rate

-1.0% Fees/administrative costs

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5.0% Spending Distribution Rate

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

Purpose: UPMIFA requires persons making spending decisions (High Plains Library District Foundation Board of Directors) for endowed fund to focus first on the purposes of the fund and subsequently to the purposes of the organization. When the Foundation directors consider the purposes and duration of the fund, they will give priority to the donor's general intent that the fund be maintained permanently, making distributions at a reasonable spending rate, given investment performance and general economic conditions.

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 08/16/2021
Type of item: Information
Subject: 2.4 Capital Project Updates
Presented by: Dr. Matthew Hortt, Executive Director
Recommendation: N/A

### ***Background***

Dr. Hortt will provide information and updates regarding capital projects District-wide including LINC. The Foundation will begin the public phase of the LINC capital campaign in May 2022 following the rebrand and Friends group launch. Please see attached LINC and Kersey presentations.

### ***Staff Recommendation***

N/A



# Kersey Library

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By High Plains Library District









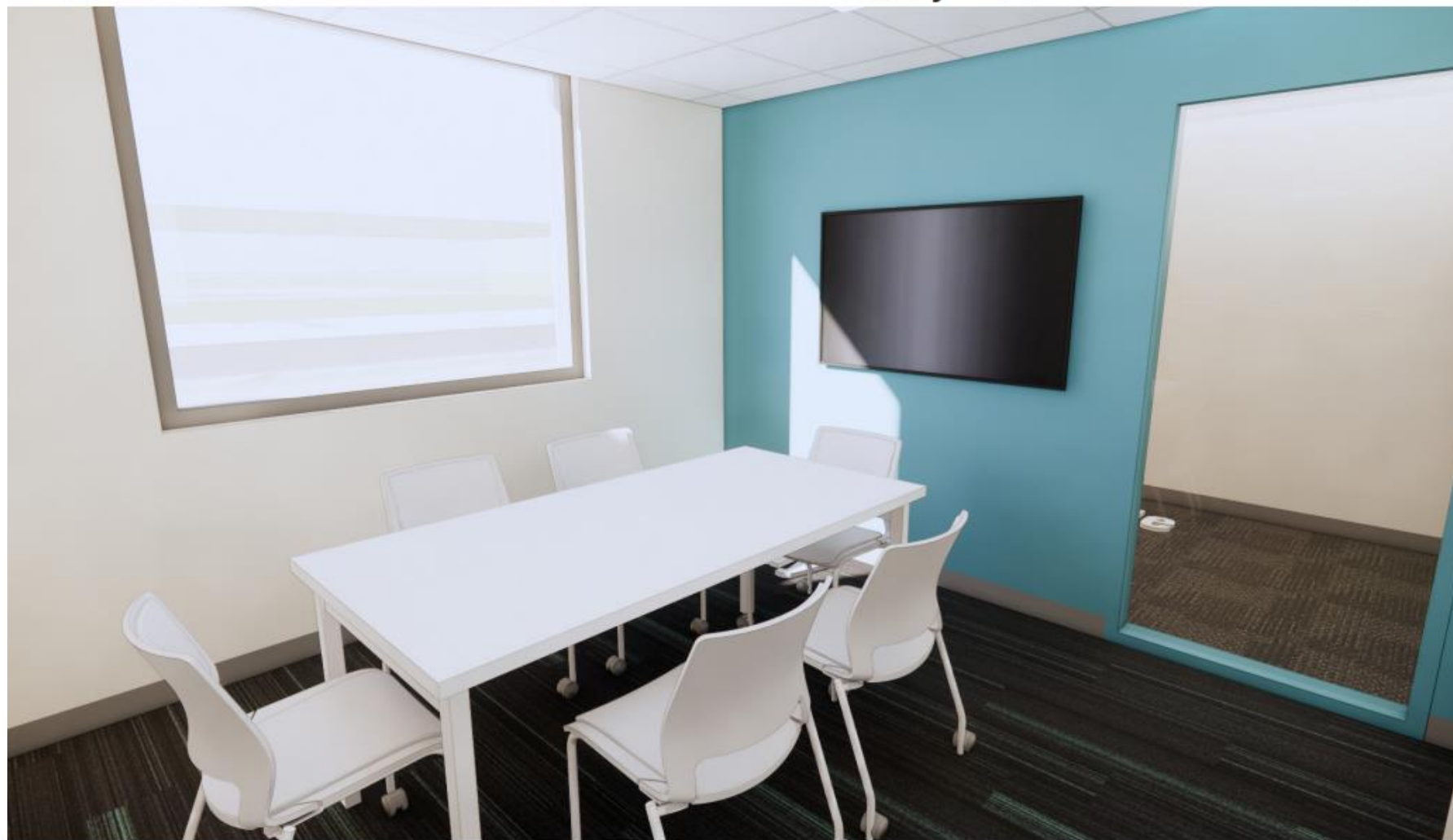














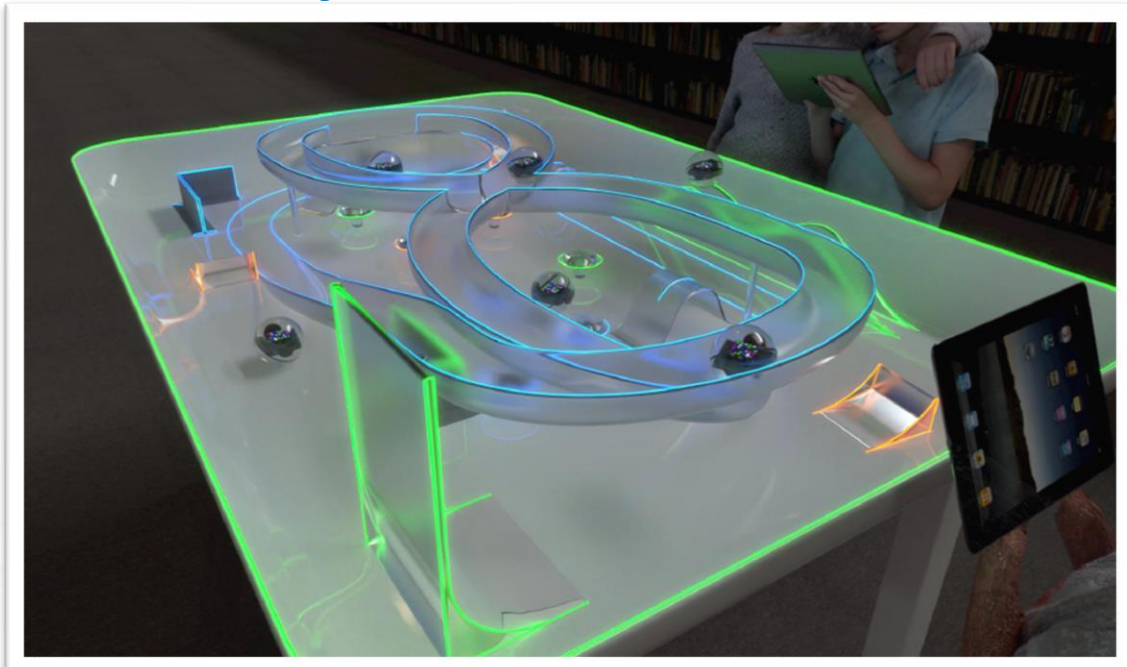
# LINC Library Innovation Center

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By High Plains Library District

# Why LINC?

- Library Innovation Center
- Library + Innovation Space + Event Space





LIBRARY INNOVATION CENTER







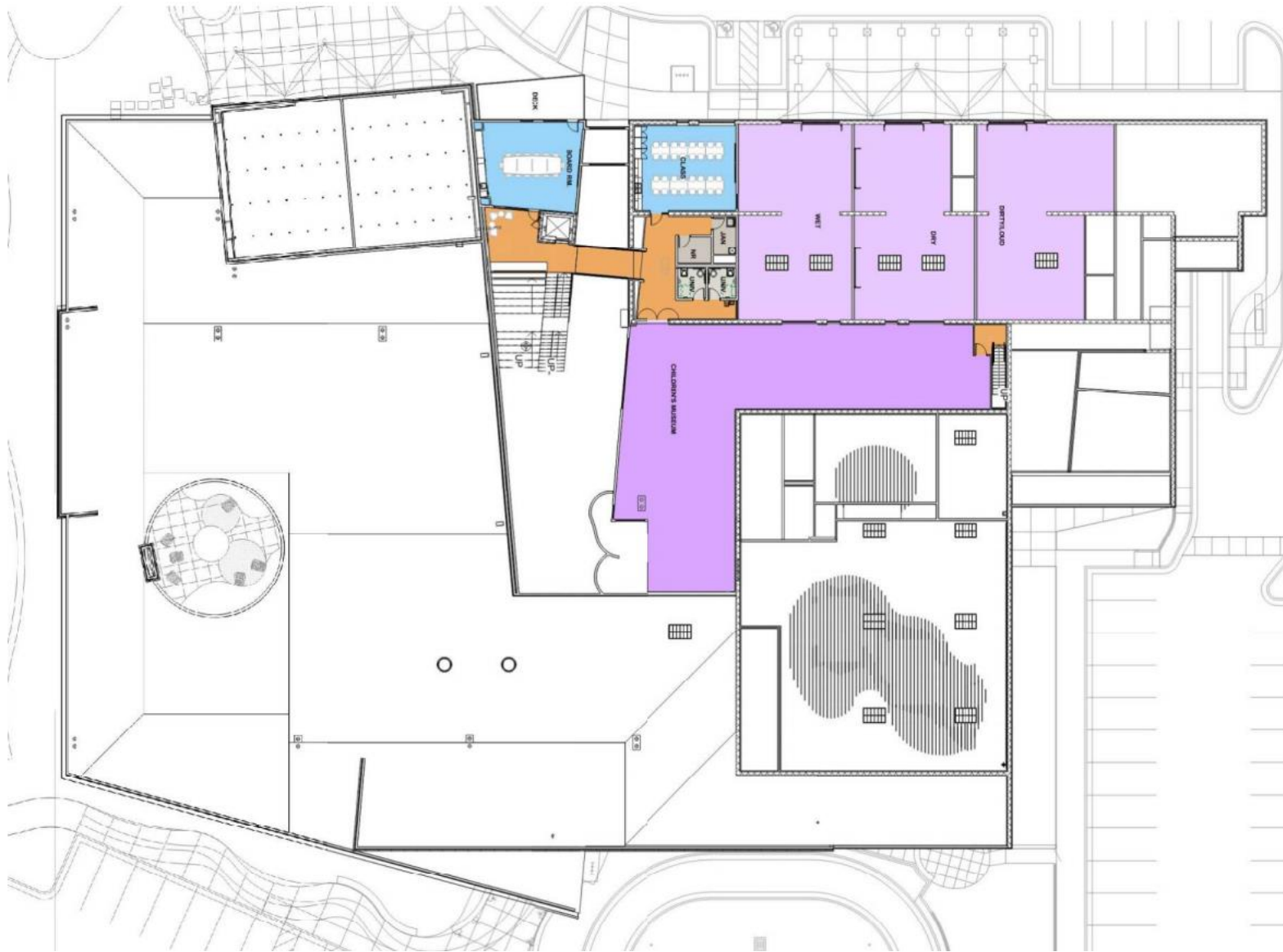


LIBRARY INNOVATION CENTER



## LINC - 1st Floor





**LINC - 2nd Floor**



**Innovation Space**



# 3D WALK-THROUGH



LINC LIBRARY INNOVATION CENTER



A58  
MAY 26, 2021

Wonder  
ART  
Socialize  
Imagine  
Dream  
Connect  
Experience  
Games  
Socialize  
Imagine  
Dream  
Connect  
Experience  
Games  
Socialize  
Explore  
Create  
Share  
Make  
Read







LINC LIBRARY INNOVATION CENTER



A60

MAY 26, 2021





LINC LIBRARY INNOVATION CENTER



A63

MAY 26, 2021









# LINC Library Innovation Center

By High Plains Library District

[www.mylibrary.us/futurelibrary](http://www.mylibrary.us/futurelibrary)

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 08/16/2021
Type of item: Action
Subject: 2.5 Ethics Policy
Presented by: Niamh Mercer, Foundation Director
Recommendation: Staff recommend that the Foundation Board sign the approved Ethics Policy.

### ***Background***

It is crucial that all Directors conduct business on behalf of the High Plains Library District Foundation with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety. The Foundation Board of Directors currently do not have an ethics policy in place, unlike the HPLD Board of Trustees. Upon Chairman Holton's direction, staff drafted the attached Ethics Policy based on the HPLD Board of Trustees current Ethics Policy. The Ethics Policy was approved by the Foundation Board of Directors during their Q2 meeting on May 17, 2021.

### ***Staff Recommendation***

Staff recommend that the Foundation Board sign the approved Ethics Policy.





## High Plains Library District Foundation Board of Directors

### Ethics Policy

The High Plains Library District Foundation is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Directors conduct business on behalf of the High Plains Library District Foundation with the highest level of integrity, truth and honor, avoiding any impropriety or the appearance of impropriety.

#### Guiding Principles:

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

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

Directors recuse themselves immediately whenever a conflict of interest exists.

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

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

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

#### Compliance:

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

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Signature

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Date

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Printed Name

# High Plains Library District Foundation

## Statement of Activity

January - June, 2021

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	1,736.52
43451 UnRestricted Donations	8,602.59
<b>Total 43400 Donations</b>	<b>10,339.11</b>
47000 Sales	
47008 Book Sales - Foundation	4,513.23
<b>Total 47000 Sales</b>	<b>4,513.23</b>
47400 Grants	2,000.00
47500 Earnings on Investments	50,889.29
47600 Interest and Dividend Income	11,028.21
<b>Total Revenue</b>	<b>\$78,769.84</b>
GROSS PROFIT	<b>\$78,769.84</b>
Expenditures	
62100 Contract Services	2,500.00
62110 Accounting Fees	2,181.47
<b>Total 62100 Contract Services</b>	<b>4,681.47</b>
65400 HPLD Foundation Grants	11,625.75
<b>Total Expenditures</b>	<b>\$16,307.22</b>
NET OPERATING REVENUE	<b>\$62,462.62</b>
NET REVENUE	<b>\$62,462.62</b>

# High Plains Library District Foundation

## Statement of Financial Position

As of June 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 FirstBank	9,412.89
11000 Investments	
11001 Stifel Nicolaus	631,290.70
11002 Colotrust	106,546.83
<b>Total 11000 Investments</b>	<b>737,837.53</b>
<b>Total Bank Accounts</b>	<b>\$747,250.42</b>
<b>Total Current Assets</b>	<b>\$747,250.42</b>
<b>TOTAL ASSETS</b>	<b>\$747,250.42</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 UnEarned Revenue	42,356.77
<b>Total Other Current Liabilities</b>	<b>\$42,356.77</b>
<b>Total Current Liabilities</b>	<b>\$42,356.77</b>
<b>Total Liabilities</b>	<b>\$42,356.77</b>
Equity	
30000 Opening Balance Equity	422,382.74
32000 Unrestricted Net Assets	220,048.29
Net Revenue	62,462.62
<b>Total Equity</b>	<b>\$704,893.65</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$747,250.42</b>

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

**For the Period Ended June 30, 2021**  
**50.0%**  
**prepared July 29, 2021**

Note: Conditional formatting in the % of YTD Budget and % of Annual Budget is on a red to green scale for revenues and green to red scale for expenses. Green is favorable variance. Red is an unfavorable variance.

	Jan. - June Actual	Jan. - June Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
<b>REVENUES</b>								
Donations - Restricted	1,736	4,000	(2,264)	43%	1,736	10,000	(8,264)	17%
Donations - Unrestricted	8,603	7,000	1,603	123%	8,603	24,000	(15,397)	36%
Earnings on investments	61,918	12,500	49,418	495%	61,918	25,000	36,918	248%
Special Events Income	-	-	-	#DIV/0!	-	38,500	(38,500)	0%
Grant revenue	2,000	18,000	(16,000)	11%	2,000	60,000	(58,000)	3%
Other income	4,513	1,650	2,863	274%	4,513	3,500	1,013	129%
<b>Total revenues</b>	<b>78,770</b>	<b>43,150</b>	<b>35,620</b>	<b>183%</b>	<b>78,770</b>	<b>161,000</b>	<b>(82,230)</b>	<b>49%</b>
<b>EXPENSES</b>								
Professional Fees	-	1,000	1,000	0%	-	3,000	3,000	0%
Contract Services	4,681	14,800	10,119	32%	4,681	27,800	23,119	17%
Special Events Expenses	-	2,000	2,000	0%	-	22,800	22,800	0%
Operations	-	18,150	18,150	0%	-	41,300	41,300	0%
HPLD Foundation Grants	11,626	5,000	(6,626)	233%	11,626	20,000	8,374	58%
Travel and Meetings	-	1,500	1,500	0%	-	2,500	2,500	0%
Capitol Campaign	-	-	-	#DIV/0!	-	20,000	20,000	0%
<b>Total expenses</b>	<b>16,307</b>	<b>42,450</b>	<b>26,143</b>	<b>38%</b>	<b>16,307</b>	<b>137,400</b>	<b>121,093</b>	<b>12%</b>
<b>Increase (Decrease) in Net Assets</b>	<b>62,463</b>	<b>700</b>	<b>61,763</b>		<b>62,463</b>	<b>23,600</b>	<b>38,863</b>	

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

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Meeting date: 08/16/2021
Type of item: Action
Subject: 3.1 Foundation 990 and Audit
Presented by: Natalie Wertz
Recommendation: Staff recommend that the Foundation Board of Directors approve the 990 and Audit as presented.

### ***Background***

Please find the Foundation's 990 and Audit attached.

### ***Staff Recommendation***

Staff recommend that the Foundation Board of Directors approve the 990 and Audit as presented.

Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**  
**Open to Public Inspection****A For the 2020 calendar year, or tax year beginning , and ending****B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization **High Plains Library District Foundation**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

**2650 W 29th Street**

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

**Greeley CO 80631****F** Name and address of principal officer:**Niamh Mercer****D** Employer identification number**84-1600136****E** Telephone number**970-506-8566****G** Gross receipts \$**240,438****H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **www.MyLibrary.us/foundation****H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **2000****M** State of legal domicile: **CO****Part I Summary**

		Prior Year	Current Year	
<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities: <b>To cultivate information, inspiration, and entertainment for our community by raising funds for the High Plains Library District.</b>			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3 Number of voting members of the governing body (Part VI, line 1a)	3	8	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	8	
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	0	
	6 Total number of volunteers (estimate if necessary)	6	0	
<b>Revenue</b>	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0	
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0	
	8 Contributions and grants (Part VIII, line 1h)	97,476	95,494	
	9 Program service revenue (Part VIII, line 2g)	3,561	6,987	
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	94,031	109,041	
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	14,657	10,257	
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	209,725	221,779	
	<b>Expenses</b>	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	38,155	46,338
		14 Benefits paid to or for members (Part IX, column (A), line 4)		0
		15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	40,438	37,234
16a Professional fundraising fees (Part IX, column (A), line 11e)			0	
b Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>150</b>				
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		23,092	26,202	
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	101,685	109,774		
19 Revenue less expenses. Subtract line 18 from line 12	108,040	112,005		
<b>Net Assets or Fund Balances</b>	20 Total assets (Part X, line 16)	539,199	685,445	
	21 Total liabilities (Part X, line 26)	8,777	43,018	
	22 Net assets or fund balances. Subtract line 21 from line 20	530,422	642,427	

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer

Date

**Niamh Mercer****Foundation Director**

Type or print name and title

**Paid****Preparer Use Only**

Print/Type preparer's name

Preparer's signature

Date

Check ☐ if PTIN**D. Alan Holmberg, CPA****07/13/21**

self-employed

**P00964372**Firm's name ▶ **Anderson & Whitney, P.C.**Firm's EIN ▶ **84-1016028**Firm's address ▶ **5801 W 11th St Ste 300**Phone no. **970-352-7990**Firm's address ▶ **Greeley, CO 80634**

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Form **990** (2020)

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

☒**1** Briefly describe the organization's mission:**To cultivate information, inspiration, and entertainment for our communities by raising funds for the High Plains Library District.****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ **11,713** including grants of \$ ) (Revenue \$ **6,987** )**The High Plains Library District Foundation supports the High Plains Library District through grants and other funding sources to sustain and create literacy programs, collection development, technology upgrades, and capital improvements.**

Client Copy

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**N/A****4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**N/A****4d** Other program services (Describe on Schedule O.)(Expenses \$ **83,572** including grants of \$ **46,338** ) (Revenue \$ )**4e** Total program service expenses **95,285**

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	<b>X</b>	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		<b>X</b>
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		<b>X</b>
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		<b>X</b>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		<b>X</b>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		<b>X</b>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		<b>X</b>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		<b>X</b>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		<b>X</b>
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V	<b>X</b>	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI		<b>X</b>
b Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	<b>X</b>	
c Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		<b>X</b>
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		<b>X</b>
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		<b>X</b>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		<b>X</b>
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	<b>X</b>	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		<b>X</b>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		<b>X</b>
14a Did the organization maintain an office, employees, or agents outside of the United States?		<b>X</b>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		<b>X</b>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		<b>X</b>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		<b>X</b>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I See instructions		<b>X</b>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	<b>X</b>	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		<b>X</b>
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		<b>X</b>
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	<b>X</b>	



**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		<b>X</b>
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		<b>X</b>
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		<b>X</b>
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		<b>X</b>
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		<b>X</b>
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>b</b> A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	<b>X</b>	
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		<b>X</b>
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		<b>X</b>
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		<b>X</b>
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		<b>X</b>
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	<b>X</b>	
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<b>X</b>
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	<b>X</b>	
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		<b>X</b>
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	<b>X</b>	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	<b>1</b>	
<b>1b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	<b>0</b>	
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		<b>X</b>

**Part V Statements Regarding Other IRS Filings and Tax Compliance** (continued)

		Yes	No
<b>2a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	0
<b>b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	2b	
<b>3a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
<b>b</b>	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
<b>4a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
<b>b</b>	If "Yes," enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
<b>b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
<b>c</b>	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
<b>6a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
<b>b</b>	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	
<b>b</b>	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
<b>c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	
<b>d</b>	If "Yes," indicate the number of Forms 8282 filed during the year	7d	
<b>e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	
<b>f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	
<b>g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
<b>h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b>	Did the sponsoring organization make any taxable distributions under section 4966?	9a	
<b>b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>a</b>	Initiation fees and capital contributions included on Part VIII, line 12	10a	
<b>b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>a</b>	Gross income from members or shareholders	11a	
<b>b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
<b>12a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	12a	
<b>b</b>	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b>	Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	13a	
<b>b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
<b>c</b>	Enter the amount of reserves on hand	13c	
<b>14a</b>	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
<b>b</b>	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
<b>15</b>	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15	X
<b>16</b>	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

**Section A. Governing Body and Management**

	1a	8	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
<b>b</b> Enter the number of voting members included on line 1a, above, who are independent	<b>1b</b>	<b>8</b>		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			<b>2</b>	<b>X</b>
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?			<b>3</b>	<b>X</b>
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?			<b>4</b>	<b>X</b>
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?			<b>5</b>	<b>X</b>
<b>6</b> Did the organization have members or stockholders?			<b>6</b>	<b>X</b>
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?			<b>7a</b>	<b>X</b>
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?			<b>7b</b>	<b>X</b>
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
<b>a</b> The governing body?			<b>8a</b>	<b>X</b>
<b>b</b> Each committee with authority to act on behalf of the governing body?			<b>8b</b>	<b>X</b>
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O			<b>9</b>	<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?	<b>10a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	<b>10b</b>	
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<b>11a</b>	<b>X</b>
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13	<b>12a</b>	<b>X</b>
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<b>12b</b>	<b>X</b>
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	<b>12c</b>	<b>X</b>
<b>13</b> Did the organization have a written whistleblower policy?	<b>13</b>	<b>X</b>
<b>14</b> Did the organization have a written document retention and destruction policy?	<b>14</b>	<b>X</b>
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official	<b>15a</b>	<b>X</b>
<b>b</b> Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	<b>15b</b>	<b>X</b>
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	<b>16a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	<b>16b</b>	

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ► **None**

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☒ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

**19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records ►

Natalie Wertz

2650 W 29th Street

Greeley

CO 80631

970-506-8566

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Niamh Mercer	40.00									
Foundation Director	0.00			X				0	37,234	0
(2) Miranda Arens Bennett	1.00									
Director	0.00	X						0	0	0
(3) John Damsma	1.00									
Chairman	0.00	X		X				0	0	0
(4) Gerri Holton	1.00									
Vice-Chairman	0.00	X		X				0	0	0
(5) Caleb Jackson	1.00									
Director	0.00	X						0	0	0
(6) Andrea Kaumann	1.00									
Director	0.00	X						0	0	0
(7) Mark Moody	1.00									
Director	0.00	X						0	0	0
(8) Mary Roberts	1.00									
Director	0.00	X						0	0	0
(9) Joyce Smock	1.00									
Secretary/Treasurer	0.00	X		X				0	0	0
(10)										
(11)										





**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	95,494			
	g	Noncash contributions included in lines 1a-1f	1g	\$ 37,234			
	<b>h Total. Add lines 1a-1f</b>			<b>95,494</b>			
<b>Program Service Revenue</b>	2a <b>Used Book Sales</b>			Business Code			
	b			6,987	6,987		
	c						
	d						
	e						
	f	All other program service revenue					
	<b>g Total. Add lines 2a-2f</b>			<b>6,987</b>			
<b>Other Revenue</b>	3 Investment income (including dividends, interest, and other similar amounts)			109,041	109,041		
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a	Gross rents	(i) Real (ii) Personal				
	b	Less: rental expenses	6b				
	c	Rental inc. or (loss)	6c				
	d Net rental income or (loss)						
	7a	Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b	Less: cost or other basis and sales exps.	7b				
	c	Gain or (loss)	7c				
	d Net gain or (loss)						
	8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a	28,916			
	b	Less: direct expenses	8b	18,659			
	c Net income or (loss) from fundraising events			10,257			
	9a	Gross income from gaming activities. See Part IV, line 19	9a				
b	Less: direct expenses	9b					
c Net income or (loss) from gaming activities							
10a	Gross sales of inventory, less returns and allowances	10a					
b	Less: cost of goods sold	10b					
c Net income or (loss) from sales of inventory							
<b>Miscellaneous Revenue</b>	11a			Business Code			
	b						
	c						
	d	All other revenue					
	e Total. Add lines 11a-11d						
	<b>12 Total revenue. See instructions</b>			<b>221,779</b>	<b>116,028</b>	<b>0</b>	<b>0</b>

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

☒

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</b>				
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	46,338	46,338		
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
<b>4</b> Benefits paid to or for members				
<b>5</b> Compensation of current officers, directors, trustees, and key employees				
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
<b>7</b> Other salaries and wages	37,234	37,234		
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
<b>9</b> Other employee benefits				
<b>10</b> Payroll taxes				
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management				
<b>b</b> Legal	468		468	
<b>c</b> Accounting	9,940		9,940	
<b>d</b> Lobbying				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	14,668	11,713	2,955	
<b>12</b> Advertising and promotion	95		95	
<b>13</b> Office expenses	814		814	
<b>14</b> Information technology				
<b>15</b> Royalties				
<b>16</b> Occupancy				
<b>17</b> Travel	67		67	
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings				
<b>20</b> Interest				
<b>21</b> Payments to affiliates				
<b>22</b> Depreciation, depletion, and amortization				
<b>23</b> Insurance				
<b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> <b>Colorado Gives Day</b>	150			150
<b>b</b>				
<b>c</b>				
<b>d</b>				
<b>e</b> All other expenses				
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e	109,774	95,285	14,339	150
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash—non-interest-bearing	19,213	1	6,447
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net	633	3	5,218
	4 Accounts receivable, net		4	
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a		
	b Less: accumulated depreciation	10b	10c	
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11	519,353	12	673,780
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11		15	
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 33)	539,199	16	685,445	
<b>Liabilities</b>	17 Accounts payable and accrued expenses	4,077	17	661
	18 Grants payable		18	
	19 Deferred revenue	4,700	19	42,357
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 <b>Total liabilities.</b> Add lines 17 through 25	8,777	26	43,018
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.</b>			
	27 Net assets without donor restrictions	530,422	27	642,427
	28 Net assets with donor restrictions		28	
	<b>Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.</b>			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 <b>Total net assets or fund balances</b>	530,422	32	642,427
33 <b>Total liabilities and net assets/fund balances</b>	539,199	33	685,445	



**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☒

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	<b>221,779</b>
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	<b>109,774</b>
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	<b>112,005</b>
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	<b>530,422</b>
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	<b>642,427</b>

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>b</b> Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>X</b>	
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		<b>X</b>
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		<b>X</b>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2020****Open to Public  
Inspection**

Name of the organization

**High Plains Library District  
Foundation**

Employer identification number

**84-1600136****Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations .....
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2020

**Part II****Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	67,644	102,057	79,061	97,476	95,494	441,732
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3	67,644	102,057	79,061	97,476	95,494	441,732
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 <b>Public support.</b> Subtract line 5 from line 4						441,732

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4	67,644	102,057	79,061	97,476	95,494	441,732
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	24,605	66,753	15,788	94,031	109,014	310,191
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 <b>Total support.</b> Add lines 7 through 10						751,923
12 Gross receipts from related activities, etc. (see instructions)					12	335,831
13 <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ► <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2020 (line 6, column (f) divided by line 11, column (f))	14	58.75 %
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	63.25 %
16a <b>33 1/3% support test—2020.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization ► <input checked="" type="checkbox"/>		
b <b>33 1/3% support test—2019.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
17a <b>10%-facts-and-circumstances test—2020.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
b <b>10%-facts-and-circumstances test—2019.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ► <input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.  
If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge						
<b>6</b> <b>Total.</b> Add lines 1 through 5						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
<b>c</b> Add lines 7a and 7b						
<b>8</b> <b>Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>9</b> Amounts from line 6						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
<b>c</b> Add lines 10a and 10b						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
<b>13</b> <b>Total support.</b> (Add lines 9, 10c, 11, and 12.)						
<b>14</b> <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b>						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f))	<b>15</b>	%
<b>16</b> Public support percentage from 2019 Schedule A, Part III, line 15	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	<b>17</b>	%
<b>18</b> Investment income percentage from 2019 Schedule A, Part III, line 17	<b>18</b>	%
<b>19a</b> <b>33 1/3% support tests—2020.</b> If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
<b>b</b> <b>33 1/3% support tests—2019.</b> If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
<b>20</b> <b>Private foundation.</b> If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions	<input type="checkbox"/>	



**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
<b>11a</b>		
<b>b</b> A family member of a person described in line 11a above?		
<b>11b</b>		
<b>c</b> A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in <b>Part VI</b> .		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>1</b>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>	X	
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>2</b>	X	
<b>3</b> By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.		
<b>3</b>	X	

**Section E. Type III Functionally-Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.			
<b>c</b> <input checked="" type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a governmental entity (see instructions).			
<b>2</b> Activities Test. Answer lines 2a and 2b below.			
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
<b>2a</b>			
<b>b</b> Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
<b>2b</b>			
<b>3</b> Parent of Supported Organizations. Answer lines 3a and 3b below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in <b>Part VI</b> .			
<b>3a</b>			
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.			
<b>3b</b>			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D – Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required—provide details in <b>Part VI</b> )		
6	Other distributions (describe in <b>Part VI</b> ). See instructions.		
7	<b>Total annual distributions.</b> Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.		
9	Distributable amount for 2020 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required—explain in <b>Part VI</b> ). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f <b>Total</b> of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
6 Remaining underdistributions for 2020 Subtract lines 3h and 4b from line 1. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
7 <b>Excess distributions carryover to 2021.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			



**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**Part IV, Section D, Line 3 - Role of Supported Organizations**

The Foundation Board of Directors and Director are in charge of managing the proceeds of the Foundation. On an annual basis the Foundation may approve a disbursement to the High Plains Library District, which the Library may use for literacy programs, collection development, technology upgrades, and capital improvements.

**Part IV, Section E, Line 1c - How Supported Government Entity**

The High Plains Library District Foundation supports the High Plains Library District through grants and other funding sources.

Client Copy

**SCHEDULE D  
(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**▶ Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**Open to Public  
Inspection

Name of the organization

**High Plains Library District  
Foundation**

Employer identification number

**84-1600136****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area

☐ Protection of natural habitat ☐ Preservation of a certified historic structure

☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

**3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- ☐ **a** Public exhibition  
☐ **b** Scholarly research  
☐ **c** Preservation for future generations  
☐ **d** Loan or exchange program  
☐ **e** Other

**4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

**5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

**1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
<b>c</b> Beginning balance	<b>1c</b>
<b>d</b> Additions during the year	<b>1d</b>
<b>e</b> Distributions during the year	<b>1e</b>
<b>f</b> Ending balance	<b>1f</b>

**2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

**b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
<b>1a</b> Beginning of year balance	478,530	378,804	380,380	298,614	241,282
<b>b</b> Contributions		5,695	18,627	15,013	35,248
<b>c</b> Net investment earnings, gains, and losses	105,062	94,031	-15,788	66,753	24,605
<b>d</b> Grants or scholarships	12,000				
<b>e</b> Other expenditures for facilities and programs					
<b>f</b> Administrative expenses					
<b>g</b> End of year balance	571,592	478,530	378,804	380,380	298,614

**2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

**a** Board designated or quasi-endowment **▶ 100.00 %**

**b** Permanent endowment **▶ %**

**c** Term endowment **▶ %**

The percentages on lines 2a, 2b, and 2c should equal 100%.

**3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
<b>3a(i)</b>		<b>X</b>
<b>3a(ii)</b>		<b>X</b>
<b>3b</b>		

**b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

**4** Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
<b>1a</b> Land				
<b>b</b> Buildings				
<b>c</b> Leasehold improvements				
<b>d</b> Equipment				
<b>e</b> Other				

**Total.** Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) **▶**

**Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other <b>Stifel Nicolaus Account</b>	<b>571,592</b>	<b>Market</b>
(A) <b>Colotrust Account</b>	<b>102,188</b>	<b>Market</b>
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.)	<b>673,780</b>	

**Part VIII Investments – Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐



**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	240,438
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	18,659
e	Add lines 2a through 2d	2e	18,659
3	Subtract line 2e from line 1	3	221,779
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	221,779

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	128,433
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	18,659
e	Add lines 2a through 2d	2e	18,659
3	Subtract line 2e from line 1	3	109,774
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	109,774

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**Part V, Line 4 - Intended Uses for Endowment Funds**

The Board designated endowment funds are used to support the High Plains Library District.

**Part XI, Line 2d - Revenue Amounts Included in Financials - Other**

Direct expenses of fundraising \$ 18,659

**Part XII, Line 2d - Expense Amounts Included in Financials - Other**

Direct expenses of fundraising \$ 18,659

**Part XIII** Supplemental Information *(continued)*

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**SCHEDULE G  
(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Supplemental Information Regarding Fundraising or Gaming Activities**

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**Open to Public  
Inspection

Name of the organization

**High Plains Library District  
Foundation**

Employer identification number

**84-1600136****Part I Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17.  
Form 990-EZ filers are not required to complete this part.**1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a** ☐ Mail solicitations **e** ☐ Solicitation of non-government grants
- b** ☐ Internet and email solicitations **f** ☐ Solicitation of government grants
- c** ☐ Phone solicitations **g** ☐ Special fundraising events
- d** ☐ In-person solicitations

**2a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☐ No**b** If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>Total</b>						

**3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1 <u>Links/Literacy</u> (event type)	(b) Event #2 _____ (event type)	(c) Other events <u>None</u> (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	28,916			28,916
	2 Less: Contributions				
	3 Gross income (line 1 minus line 2)	28,916			28,916
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses	18,659			18,659
	10 Direct expense summary. Add lines 4 through 9 in column (d)				18,659
11 Net income summary. Subtract line 10 from line 3, column (d)				10,257	

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d)				

9 Enter the state(s) in which the organization conducts gaming activities:

a Is the organization licensed to conduct gaming activities in each of these states?

☐ Yes ☐ No

b If "No," explain:

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year?

☐ Yes ☐ No

b If "Yes," explain:



- 11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13 Indicate the percentage of gaming activity conducted in:
- |                               |     |   |
|-------------------------------|-----|---|
| a The organization's facility | 13a | % |
| b An outside facility         | 13b | % |
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ .....

Address ▶ .....

- 15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b If "Yes," enter the amount of gaming revenue received by the organization ▶ \$ ..... and the amount of gaming revenue retained by the third party ▶ \$ .....
- c If "Yes," enter name and address of the third party:

Name ▶ .....

Address ▶ .....

16 Gaming manager information:

Name ▶ .....

Gaming manager compensation ▶ \$ ..... Client Copy

Description of services provided ▶ .....

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ .....

**Part IV**

**Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

**SCHEDULE I  
(Form 990)****Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.Department of the Treasury  
Internal Revenue Service

Name of the organization

**High Plains Library District  
Foundation**▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

▶ Attach to Form 990.

OMB No. 1545-0047

**2020****Open to Public  
Inspection**

Employer identification number

**84-1600136****Part I General Information on Grants and Assistance**

- 1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?
- 2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

☒ Yes
 ☐ No
**Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.** Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

1	(a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1) <b>High Plains Library District</b>		84-1560357	GOV	31,574	14,764		Supplies	
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								

**2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table**3** Enter total number of other organizations listed in the line 1 table

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule I (Form 990) (2020)

DAA



**SCHEDULE M  
(Form 990)****Noncash Contributions**

OMB No. 1545-0047

**2020****Open To Public  
Inspection**Department of the Treasury  
Internal Revenue Service

- ▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.  
 ▶ Attach to Form 990.  
 ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

**High Plains Library District  
Foundation**

Employer identification number

**84-1600136****Part I Types of Property**

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art — Works of art				
2 Art — Historical treasures				
3 Art — Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities — Publicly traded				
10 Securities — Closely held stock				
11 Securities — Partnership, LLC, or trust interests				
12 Securities — Miscellaneous				
13 Qualified conservation contribution — Historic structures				
14 Qualified conservation contribution — Other				
15 Real estate — Residential				
16 Real estate — Commercial				
17 Real estate — Other				
18 Collectibles				
19 Food inventory				
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ▶ ( <b>Donated Service</b> )	<b>X</b>	<b>1</b>	<b>37,234</b>	<b>Actual Cost</b>
26 Other ▶ ( )				
27 Other ▶ ( )				
28 Other ▶ ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement

**29**

30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?

b If "Yes," describe the arrangement in Part II.

31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?

32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?

b If "Yes," describe in Part II.

33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.

	Yes	No
30a		<b>X</b>
31	<b>X</b>	
32a		<b>X</b>



**Part II** **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

**Schedule M - Supplemental Information**

In-kind donation is the amount of salary paid to the executive director of the High Plains Library District Foundation by the High Plains Library District.

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**SCHEDULE O**  
(Form 990 or 990-EZ)Department of the Treasury  
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2020****Open to Public  
Inspection**Name of the organization **High Plains Library District  
Foundation**

Employer identification number

**84-1600136****Form 990, Part III, Line 4d - All Other Accomplishments**

The High Plains Library District Foundation supports the High Plains Library District through grants and other funding sources to sustain and create literacy programs, collection development, technology upgrades, and capital improvements.

**Form 990, Part VI, Line 11b - Organization's Process to Review Form 990**

The 990 for the High Plains Library District Foundation is reviewed by the Foundation Director, and the Finance Manager of the High Plains Library District prior to being filed.

**Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy**

All Board of Directors are required to remain independent. All Board of Directors are required to sign a conflict of interest statement when becoming a member of the board.

**Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation**

High Plains Library District Foundation makes copies of governing documents, policies, financial statements, and its 990 available to the public upon request and via the High Plains Library District website.

**Form 990, Part IX, Line 11g - Other Fees for Services****Description****Tot/Prog Service****Mgt & General****Fundraising****Membership**

## Schedule O (Form 990 or 990-EZ) 2020

Page 2

Name of the organization

High Plains Library District

Employer identification number

84-1600136

\$ 269 \$ 99 \$ 0

## Outside Contract Services

\$ 7,644 \$ 2,856 \$ 0

## Contract Services

\$ 3,800 \$ 0 \$ 0

## Total

\$ 11,713 \$ 2,955 \$ 0

## Form 990, Part XI, Line 9 - Other Changes in Net Assets Explanation

Direct expenses of fundraising \$ 18,659

Direct expenses of fundraising \$ -18,659

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**SCHEDULE R**  
**(Form 990)****Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

Department of the Treasury  
Internal Revenue Service

Name of the organization

High Plains Library District  
Foundation▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020****Open to Public  
Inspection**

Employer identification number

84-1600136

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

	(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)						
(2)						
(3)						
(4)						
(5)						

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

	(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
							Yes	No
(1)	High Plains Library District 2650 W 29th Street Greeley CO 80634 84-1560357			509A1	6	N/A		X
(2)								
(3)								
(4)								
(5)								

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2020



**Part III Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(1)	(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate alloc.?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
								Yes	No		Yes	No	
(1)													
(2)													
(3)													
(4)													

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(1)	(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?		
										Yes	No
(1)											
(2)											
(3)											
(4)											

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.**1** During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II–IV?**a** Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity**b** Gift, grant, or capital contribution to related organization(s)**c** Gift, grant, or capital contribution from related organization(s)**d** Loans or loan guarantees to or for related organization(s)**e** Loans or loan guarantees by related organization(s)**f** Dividends from related organization(s)**g** Sale of assets to related organization(s)**h** Purchase of assets from related organization(s)**i** Exchange of assets with related organization(s)**j** Lease of facilities, equipment, or other assets to related organization(s)**k** Lease of facilities, equipment, or other assets from related organization(s)**l** Performance of services or membership or fundraising solicitations for related organization(s)**m** Performance of services or membership or fundraising solicitations by related organization(s)**n** Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)**o** Sharing of paid employees with related organization(s)**p** Reimbursement paid to related organization(s) for expenses**q** Reimbursement paid by related organization(s) for expenses**r** Other transfer of cash or property to related organization(s)**s** Other transfer of cash or property from related organization(s)**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a–s)	(c) Amount involved	(d) Method of determining amount involved
(1)	<b>High Plains Library District</b>	<b>b</b>		<b>Cash</b>
(2)				
(3)				
(4)				
(5)				
(6)				

**Part VI** **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(1)	(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
					Yes	No			Yes	No		Yes	No	
(1)														
(2)														
(3)														
(4)														
(5)														
(6)														
(7)														
(8)														
(9)														
(10)														
(11)														

**Part VII**

**Supplemental Information.**

Provide additional information for responses to questions on Schedule R. See instructions.

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# HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS COMMUNICATION

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Meeting date:08/16/2021
Type of item: Foundation Report
Subject: 4.1 Grants Update
Presented by: Niamh Mercer, Foundation Director
Recommendation: N/A

## ***Background***

- In 2021 the Foundation plans to apply for \$1,235,500 in grant funds.
- \$205,500 for programs District-wide that are not associated with LINC.
- \$780,000 for LINC capital funds
- \$100,000 for LINC programming and staff
- \$150,000 for the LINC DOMES project

## ***Staff Recommendation***

N/A

#### 4.1 Grants Update

##### 2021 Grant Application Schedule

[illegible]

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

---

Meeting date: 08/16/2021
Type of item: Foundation Report
Subject: Links for Literacy Update
Presented by: Niamh Mercer, Foundation Director
Recommendation: N/A

### **Background**

Tournament Date: Friday, October 8<sup>th</sup> 8:00am Eaton Country Club

- Sponsors
  - 15 confirmed sponsors, all returning.
  - \$12,300 incoming from those confirmed
  - 28 sponsors in 2020, anticipate a similar amount in 2021.
  - Sponsors may sign up with the attached sponsorship packet or online at <https://bit.ly/3x33Ool>
- Virtual Auction
  - Christina has currently raised \$928 in in-kind support for our virtual auction. Please contact Christina if you would like to donate an item to the virtual auction, or know of a local business who would be interested.
- Volunteers
  - Currently have 7 tournament volunteers.
  - Volunteer application will be posted on Foundation website.
  - Consider volunteering during the tournament if you are able.
    - Seeking volunteers for registration table, prize holes, and watering holes.

### **Staff Recommendation**

N/A



**FRIDAY, October 8**  
**8 AM - EATON COUNTRY CLUB**



**Kiwanis Club of the Rockies**

# 2021 SPONSORSHIP OPPORTUNITIES

## **TITLE SPONSOR - \$5,000 (EXCLUSIVE - limited to 1)**

- ♦ Two teams of four
- ♦ Prominent LOGO on all marketing materials (*Logo inclusion customized to business preferences*)
- ♦ Prominent Website, Social Media, Print Media, and auction website recognition
- ♦ Banner with LOGO on front of building (*sponsor provides*)
- ♦ Tee #1 signage
- ♦ Opportunity to speak during awards luncheon
- ♦ Item inclusion in giveaway bag (*sponsor provides*)
- ♦ Customization and additional logistics of sponsorship to be further discussed after initial contact

## **PRESENTING SPONSOR - \$2,500 (limited to 2)**

- ♦ One team of four
- ♦ Prominent LOGO
- ♦ Banner with LOGO on front of building (*sponsor provides*)
- ♦ Opportunity to speak during awards luncheon
- ♦ Website, Social Media, Print Media, and auction website recognition
- ♦ Item inclusion in giveaway bag (*sponsor provides*)

## **CART SPONSOR - \$1,250 (limited to 4)**

- ♦ One team of four
- ♦ Prominent signage/LOGO on all team carts
- ♦ Business LOGO included on most print materials
- ♦ Website, Social Media and auction website recognition
- ♦ Item inclusion in giveaway bag (*sponsor provides*)

## **LUNCH SPONSOR - \$1,250 (limited to 4)**

- ♦ One team of four
- ♦ Banner with LOGO in dinning room (*sponsor provides*)
- ♦ Business LOGO included on most print materials and on auction website
- ♦ Sponsor recognition during awards luncheon
- ♦ Item inclusion in giveaway bag (*sponsor provides*)

## **RANGE SPONSOR - \$1,000 (limited to 6)**

- ♦ One team of four
- ♦ Signage near driving range (*banner*)
- ♦ Business LOGO on most print materials and on auction website
- ♦ Item inclusion in giveaway bag (*sponsor provides*)

For information contact  
Niamh Mercer  
**970-506-8592**

Commitments must be received  
by **August 27.**





**FRIDAY, October 8**  
**8 AM - EATON COUNTRY CLUB**



**Kiwanis Club of the Rockies**

# 2021 SPONSORSHIP OPPORTUNITIES CONTINUED

## **WATERING HOLE SPONSOR - \$1,000** (limited to 4)

- ♦ One team of four
- ♦ Signage on one tee box  
*(sponsorships determined on a first-come, first-served basis for hole selection)*
- ♦ Alcohol table placed at hole  
*(we provide the alcohol: Screwdriver Hole or Bloody Mary Hole)*
- ♦ Business name listed on most printed materials
- ♦ Opportunity to staff hole, distribute information, items and speak to golfers
- ♦ Item inclusion in giveaway bag *(sponsor provides)*

## **HOLE SPONSOR - \$600** (limited to 16)

- ♦ One team of four
- ♦ Signage on one tee box  
*(sponsorships determined on a first-come, first-served basis for hole selection)*
- ♦ Business name listed on most printed materials
- ♦ Item inclusion in giveaway bags *(sponsor provides)*

For information contact  
Niamh Mercer

**970-506-8592**

Commitments must be  
received by **August 27.**



**FRIDAY, October 8**  
8 AM - EATON COUNTRY CLUB



Kiwanis Club of the Rockies



Want to submit your  
sponsorship on-line? Use  
the QR code above or the  
link below to visit our  
website.

<https://bit.ly/3x33Ool>

For information contact  
Niamh Mercer  
970-506-8592

Commitments must be  
received by **August 27.**

# 2021 SPONSORSHIP COMMITMENT FORM

☐ **YES, WE WOULD LIKE TO BE A LITERACY PARTNER FOR OUR  
COMMUNITY! PLEASE ACCEPT OUR SPONSORSHIP LEVEL**

**(CHECK ONE BELOW):**

- ☐ **TITLE SPONSOR (\$5,000)**  
☐ **PRESENTING SPONSOR (\$2,500)**  
☐ **CART SPONSOR (\$1,250)**  
☐ **LUNCH SPONSOR (\$1,250)**  
☐ **RANGE SPONSOR (\$1,000)**  
☐ **WATERING HOLE SPONSOR (\$1,000)**  
☐ **HOLE SPONSOR (\$600)**  
☐ **We are unable to sponsor or play in the tournament, but please  
accept our donation of \$\_\_\_\_\_.**

## TEAM MEMBERS

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## SPONSOR INFORMATION

**NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Make checks payable to HPLD Foundation**  
HPLD Foundation, 2650 W. 29th St., Greeley CO 80631

# HIGH PLAINS LIBRARY DISTRICT FOUNDATION

## BOARD OF DIRECTORS COMMUNICATION

---

Meeting date:08/16/2021
Type of item: Foundation Report
Subject: 4.3 Colorado Gives Day Update
Presented by: Niamh Mercer, Foundation Director
Recommendation: N/A

### **Background**

#### **Colorado Gives Day, December 7, 2021**

- Colorado Gives Day is a statewide movement to give where you live. On December 7, 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 <https://www.coloradogives.org/HPLD/overview>
- Draft 2021 Call to Action: Support a lifetime in our libraries.
  - Would like to meet with the fundraising committee to discuss end of year giving.

#### **Weld Gives Virtual Rally November 30, 2021**

- Like last year, the Weld Gives Rally will be held online in 2021. You can view the 2020 Weld Gives Rally online <https://www.facebook.com/135338119125/videos/970399693782312>.

#### **Weld Gives Collaborative**

- The Foundation has resumed its position as a member of the Weld Gives Collaborative Chairs. We are serving as a social media co-chair and will support 15 nonprofits with their social posts on the collaborative's Facebook page.

### **Staff Recommendation**

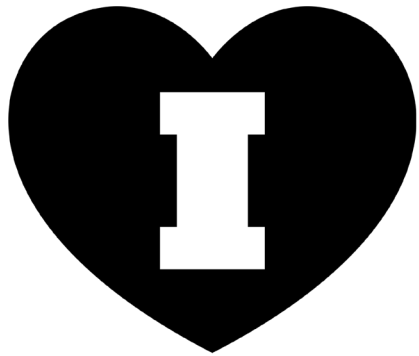
N/A



highplains  
Library District  
FOUNDATION

Friends Update





**My Library**



**mylibrary.us**

# Why Friends?

A Refresher

# 2019-2024 Foundation Strategic Plan

- ▶ Strategic Focus Area: **Volunteer Engagement**
- ▶ Strategy: Develop a District-wide volunteer program to serve as the basis of a Friends group
- ▶ Tactics
  - ▶ Assess current volunteer assets and needs across the District
  - ▶ Research different structures for Foundations and Friends
  - ▶ Design volunteer policy, including position design, application process, etc
  - ▶ Hire Volunteer Coordinator
  - ▶ Begin District-wide implementation of volunteer engagement strategy
  - ▶ Train District staff on how to utilize and work with volunteers
  - ▶ Identify volunteer leadership as potential Friends, start Friends interest meetings
  - ▶ Connect volunteers across the District through appreciation and training events

# 2019-2024 Foundation Strategic Plan

- ▶ Strategic Focus Area: **Philanthropy**
- ▶ Strategy: Prepare the Foundation to move towards major and planned giving by developing an annual fund and a broad, enduring base of supporters
- ▶ Tactics
  - ▶ Create a clear and compelling case for support
  - ▶ Develop donor stewardship plan
  - ▶ Increase donor communication and outcome-oriented reporting through quarterly newsletter
  - ▶ Add quarterly donor newsletter, highlighting stories of impact
  - ▶ Build community trust through accountability by pursuing the GuideStar Platinum Seal of Transparency and the Colorado Nonprofit Excellence in Principles & Practices Recognition
  - ▶ Focus on donor acquisition by growing current events calendar, adding additional annual events outside of Greeley
  - ▶ Develop moves management strategy



# Current Volunteer Program

# How does the District utilize volunteers?

- ▶ 40 estimated volunteers
- ▶ Decentralized application process
- ▶ Some branches and programs utilize volunteers more than others. Non-existent in other situations.
- ▶ What doesn't work?
  - ▶ Low utilization
  - ▶ Volunteers are viewed as a supplement of labor
  - ▶ No volunteer position descriptions
  - ▶ Staff concerned to provide tasks that may not be completed
  - ▶ Volunteers tend to chat with staff while staff are unavailable
  - ▶ Lack of meaningful work for the volunteers



# How does the Foundation utilize volunteers?

- ▶ 20 volunteers during 2020 Links for Literacy golf tournament
- ▶ Decentralized application process
- ▶ Volunteer position descriptions
- ▶ What doesn't work?
  - ▶ Search for volunteers is spread across multiple platforms
  - ▶ Rely on Kiwanis Club of the Rockies and word of mouth for event volunteers
  - ▶ District staff frequently rely on AmeriCorps VISTA program leading to a lack of community support from a program with high fees.



# HPLD

## Friends & Foundation

## Moving Forward

April 2022 Launch

# HPLD Friends and Foundation

- ▶ Create a hybrid Friends model where “Friend” is synonymous with volunteer and or donor.
- ▶ No bookstore at this time.
- ▶ Anyone can become a Friend of the library, gift of time or monetary donation.
- ▶ Create a centralized volunteer program
- ▶ Tie Friends into the rebrand in 2022
  - ▶ Launch during Library Awareness Week April 3-9

# Draft Member Benefits

## ▶ \$5 Junior Level (18 and under)

- ▶ Membership Card
- ▶ I Love My Library Sticker
- ▶ Colorable I Love My Library Bookmark
- ▶ Invitation to Annual Friends-Only Party

## ▶ \$25 Level 1

- ▶ Membership Card
- ▶ I Love My Library Sticker
- ▶ Invitation to Annual Friends-Only Event
- ▶ 10% off Friends Book Sales
- ▶ Priority Access to Tickets for HPLD's Signature Author Event

## ▶ \$50 Level 2

- ▶ All benefits of the \$25 level plus:
- ▶ 1 Ticket to HPLD's Signature Author Talk
- ▶ Priority Access to Friends Book Sales

## ▶ \$100 Level 3

- ▶ All benefits of the \$25 level plus:
- ▶ 2 Tickets to HPLD's Signature Author Talk
- ▶ 25% off Friends Book Sales and HPLD Branded Items

## ▶ \$250 Level 4

- ▶ All benefits of the \$100 level plus:
- ▶ 2 Tickets to HPLD's Signature Author Book Signing
- ▶ Invitation to a Book Club with HPLD's Writer in Residence

## ▶ \$500 Level 5

- ▶ All benefits of the \$250 level plus:
- ▶ Lunch with HPLD's Executive Director
- ▶ 2 Tickets to the Signature Author VIP Event

## ▶ 1000 Level 6

- ▶ All benefits of the \$500 level plus:
- ▶ Behind the Scenes Tour of Your Favorite Library
- ▶ 4 Tickets to the Signature Author VIP Event

# Additional Levels and Names

## ► Potential Levels

- Individual
- Family
- Lifetime
- Business (integrate with sponsorships)
- Community Partner

## ► Level Naming Ideas:

- Friends theme (Junior Friend, Pal, Buddy, Family, Best Friend)
- “Friend of” theme (Friend of Innovation, Friend of Community, Friend of Information)
- Book theme (Manuscript, First Edition, Limited Edition, Best Seller, Rare Book)
- Book theme 2 (Prologue, Chapter 1, Chapter 2, Chapter 3, Epilogue)



# Next Steps

- ▶ Meet with branch library managers to discuss transition
- ▶ Speak with Bob, Facilities Manager, to determine how/if we include community service (non-violent crimes) in the Friends group
- ▶ Staff volunteer survey
- ▶ Update Foundation Friends and Rebrand timeline
- ▶ I Love My Library-quote or short story from each Foundation Board member