



**High Plains Library District Foundation
Board of Directors
Regular Session
February 28th, 2022
District Support Services
2650 W. 29th, St., Greeley, CO 80631
4:00pm**

This meeting will also be streamed virtually via GoToMeeting:

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

1. OPENING OF MEETING

- 1.1. Roll Call and Pledge of Allegiance
- 1.2. Approval of Agenda (Action)
- 1.3. Approval of December 6, 2021 Regular Session Minutes (Action)
- 1.4. Public Comment

2. ITEMS FOR ACTION/INFORMATION

- 2.1. Nomination of New Members (Action)
- 2.2. Board Designated Fund Reports (Information)
- 2.3. 2022 Meeting Schedule (Action)
- 2.4. 2022 Committees (Action)
- 2.5. Writer in Residence (Information)
- 2.6. Bylaws, MOU and Policy Updates (Action)
 - 2.6.1. Bylaws
 - 2.6.2. MOU
 - 2.6.3. Antidiscrimination Statement
 - 2.6.4. Volunteer Policy
 - 2.6.5. Investment Policy
 - 2.6.6. Foundation Board Assessment of Organizational Effectiveness Policy
 - 2.6.7. Gift Acceptance Policy
 - 2.6.8. Spending Policy
 - 2.6.9. Conflict of Interest Policy
 - 2.6.10. Donor Confidentiality Policy
 - 2.6.11. Whistleblowers Policy
 - 2.6.12. Ethics Policy
 - 2.6.13. Board Roles and Responsibilities Policy

2.7. Procedures (Information)

2.7.1. Volunteer Policy and Procedure (Information)

2.7.2. Designated Donation Procedure (Information)

3. FINANCE REPORT - Natalie Wertz, Finance Manager

4. FOUNDATION REPORT - Niamh Mercer, Foundation Director

4.1. 2021 Foundation Summary

4.2. HPLD Friends & Foundation Rebrand Update

4.3. 2022 Foundation Calendar

5. BOARD COMMENTS

6. ADJOURNMENT



HPLD Foundation Board of Directors
Regular Session
December 6, 2021
District Support Services
2650 W. 29th St., Greeley, CO 80631
4:00pm

This meeting will also be streamed virtually via GoToMeeting:

<https://www.gotomeet.me/NiamhMercer/hpldfoundation-board-of-directors-meeting> You can also dial in using your phone.

United States: +1 (646) 749-3335

Access Code: 690-325-477

1.0 OPENING OF MEETING

Time Meeting Begins: 4:45 PM

1.1. Roll Call and Pledge of Allegiance

Present: Gerri Holton, Joyce Smock

Present via voice conference: Julie Forland, Andrea Kaumann

Staff present: Executive Director Dr. Matthew Hottt, Foundation Director Niamh Mercer, Development Associate Christina Hardman. Finance Manager Natalie Wertz

Guests: Matthew Starr, Dr. Kelley Carmichael Casey, Melanie McGinn, and Dr. Melanie Peffer

1.2. Approval of Agenda (Action)

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

Second: Secretary/Treasurer Forland

Vote: 4;0 unanimously approved

1.3. Approval of Minutes (Action)

1.3.1. Regular Session May 17, 2021

Motion: Secretary/Treasurer Forland moved to approve Regular Session May 17, 2021 minutes as presented.

Second: Director Kaumann

Vote: 4;0 unanimously approved

1.3.2. Regular Session August 16, 2021

Motion: Secretary/Treasurer Forland moved to approve Regular Session August 16, 2021 minutes as presented.

Second: Director Kaumann

Vote: 4;0 unanimously approved

1.3. Public Comment

No public comment.

2.0 ITEMS FOR ACTION/INFORMATION

2.1. Writer in Residence Update (Information)

Dr. Melanie Peffer updated the Board on her published children's book *Biology Adventures: On the River* and informed them of her book launch taking place at Farr Library on December 11th, 2021.

2.2. Nomination of New Directors (Action)

The Board nominees Dr. Kelly Carmichael Casey, Melanie McGinn, and Matthew Starr introduced themselves.

Motion: Vice Chair Smock moved to accept Matthew Starr, Dr. Kelley Carmichael Casey, Melanie McGinn to the HPLD Foundation Board of Directors

Second: Director Kaumann

Vote: 4;0 unanimously approved

Dr. Kelly Carmichael Casey, Melanie McGinn, and Matthew Starr will now be referred to as Director Carmichael Casey, Director McGinn, and Director Starr. They are now voting Board Members.

2.3. Board of Directors Icebreaker (Information)

The Board of Directors were asked to speak on why they love their library.

Chair Holton spoke of the beauty of the Fort Lupton and the peace that she enjoys there.

Vice Chair Smock talked about the HPLD MOVE bookmobile and her community's way of being connected to books.

Secretary/Treasurer Forland has positive memories of taking her daughter to storytime and her libraries impact throughout the stages of her life.

Director Kaumann spoke of the wooden chairs within her library and the excitement of the unlimited books when she was young in Brooklyn, NY.

Director Starr spoke of the access of information that libraries have available at no cost.

Director Carmichael Casey has an amalgamation of memories of herself, her kids, and her grandkids enjoying the library. She went to the library every day after school so it was a natural place for her to take her kids and witness their enjoyment.

Director McGinn spoke of finding sanity when she took her kids to her library and how helpful it was to get the parenting books that were near the storytimes.

2.4. 2021 Board Designated Fund Distribution (Action)

Foundation Director Mercer presented the Board Designated Fund Distribution to the Board based on the Finance Committee's recommendations. Executive Director Dr. Matthew Hорт shared the current status of the Signature Author Series event scheduled for April.

Motion: Director Starr moved to approve the 2021 Board Designated Fund Distribution

Second: Director McGinn

Discussion: Director Starr asked Executive Director Dr. Hорт about the challenges that have come with LINC. Dr. Hорт thinks it's an incredible endeavor. He stated it will be a big deal for the public to come into LINC and be able to get real world skills. Director Starr asked Dr. Hорт if there is an allocation in the budget for the marketing of the project. Dr. Hорт said yes, there is money set aside and they have a marketing consultant brought on. We also have the Weld Community Foundation that is our partner.

Director Casey Carmichael asked about the programs that did not receive funds. Foundation Director Mercer spoke of the Eaton Library and their request for funds for an art piece. The Foundation will be working on getting grants for the art piece. The Foundation is creating a process to receive more applicants and make the request for Board Designated Funds more accessible.

Vote: 7;0 unanimously approved

2.5. 2020 Annual Report (Action)

Foundation Director Mercer shared the 2020 Annual Report.

Motion: Vice Chair Smock moved to approve the 2020 Annual Report

Second: Director Kaumann

Discussion: Chair Holton likes the format. Director Starr agreed and said that infographics are favorable.

Vote: 7;0 unanimously approved

2.6. 2022 Foundation Budget (Action)

Foundation Director Mercer presented the 2022 Foundation Budget that was reviewed by the Finance Committee.

Motion: Vice Chair Smock moved to approve the 2022 Foundation Budget.

Second: Director Starr

Discussion: Starr recommended changing the format and recommends that the gross profit be easier to read. Vice Chair Smock asked if it was done in Excel. Mercer said yes and then it is converted to a pdf.

Director Carmichael Casey abstains from the vote as she feels she does not have enough information.

Vote: 6;0 approved

2.7. 2022 Meeting Schedule (Action)

Foundation Director Mercer introduced three options for the first Board of Directors meeting in 2022.

Motion: Director Carmichael Casey moved to approve option two of the meeting schedule.

Second: Director McGinn

Discussion: Director McGinn states that the work session before the regular session works for her. Secretary/Treasurer Forland also likes that option and 3PM or 4PM works for her. Director Kaumann stated Monday at 3 or 3:30PM for the regular meeting to follow the work session will be best for her. Director Carmichael Casey does not have a preference. Director Starr states that Monday works best for him. Vice Chair Smock says she prefers 3PM. Chair Holton says she's available whenever. Director Kaumann clarified that the options are on the same day. Foundation Director Mercer confirmed.

Vote: 7;0 unanimously approved

2.0 FINANCE REPORT-Natalie Wertz, Finance Manager

Finance Manager Wertz provided the Foundation's finance report for the third quarter.

4.0 FOUNDATION REPORT-Niamh Mercer, Foundation Director

4.1. Links for Literacy Update

Discussion: Director Starr asked when the Links for Literacy committee meeting is next week and Mercer encouraged him to participate in next year's meetings as the meeting next week is just to wrap up the 2021 tournament.

4.2. End of Year Campaign Update

Discussion: Director Starr and Director McGinn want to make a fundraising page for HPLD Colorado Gives Day. Director Starr asked what kind of revenue Colorado Gives Day brings in. Mercer stated that we have over 48 households that donate and it brings in about five thousand annually.

5.0 BOARD COMMENTS

Chair Holton welcomed the new board members and hoped they will consider some committees for next year. And wished happy holidays to everyone.

Vice Chair Smock welcomed the new board members. She stated that she enjoyed listening to the icebreaker and that the diversity in the group will lead to great discussion. When Finance Manager Wertz and Foundation Director Mercer spoke of the budget next year, she thought it was a lofty goal. If we meet that goal, then it will be a terrific achievement. Director Starr stated that Weld County is a fast-growing county.

Secretary/Treasurer Forland welcomed the new board members and hopes to play in the Links for Literacy Golf Tournament next year.

Director Kaumann welcomed the new board members and shared that Director Starr and her share a library at Carbon Valley Regional Library. She shared that the Friends Committee is working on some great stuff for next year.

Director Starr is excited for the rebranding and growth and thinks it will be an exciting time at the Foundation. He is excited to grow awareness.

Director Carmichael Casey thanks the Board for the warm welcome and is excited to get to know everyone and participate next year.

Director McGinn is excited to be here and is looking forward to meeting in person. She asked if the work session is the same as an orientation. Mercer confirmed that it is.

Director Starr asked if the Board could exchange contact information. Mercer will send out the contact list and the calendar invite for next meeting by this Friday.

6.0 ADJOURNMENT

Motion: Vice Chair Smock moved to adjourn the meeting.

Second: Secretary/Treasurer Forland

Vote: 7;0 unanimously approved

Time Meeting Ended: 6:10 PM

Next Meeting: Monday, February 28th 2022 at District Support Services 2650 W. 29th St. Greeley, CO 80631, 3:00PM

HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/28/2022
Type of item: Action
Subject: Nomination of New Members
Presented by: Niamh Mercer
Recommendation: Staff recommend that the Board move to accept the Nomination Committee's nominee, Brecken Arnold.

Background

The Nomination Committee recommends that the following candidate be accepted to the HPLD Foundation Board of Directors:

- Brecken Arnold

The following candidate has withdrawn their nomination due to unforeseen circumstances.

- Eric Parrish

Staff Recommendation

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

HIGH PLAINS LIBRARY DISTRICT FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/28/2022
Type of item: Information
Subject: Board Designated Fund Reports
Presented by: Matthew Hortt, Amy Ortiz, Carolyn Valencia
Recommendation: None

Background

The Foundation Board Designated \$26,000 in funds to programs and projects during their Q4 2021 meeting. The project/program lead for each designation will provide on the status of their project/program.

- LINC Capital Project
 - Amount: \$20,000.00
 - Lead: Matthew Hortt
 - Materials attached
- Signature Author Series
 - Amount: \$2,500 contingent upon event occurrence
 - Lead: Amy Ortiz
 - Materials attached
- Summer Reading Adventure
 - Amount: \$2,500
 - Lead: Amy Ortiz
 - Materials attached
- Widening the Window
 - Amount: \$1,000
 - Lead: Carolyn Valencia
 - Currently planning next cohort. Has met with facilitators to asses needs for next cohort. Plans to survey last cohort.

LINC Library Innovation Center

By High Plains Library District



Why LINC?

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





LIBRARY INNOVATION CENTER



LIBRARY INNOVATION CENTER

3D WALK-THROUGH



LINC LIBRARY INNOVATION CENTER



A58

MAY 26, 2021

Wonder
APPL
Socialize
Imagine
Dream
Connect
Experience
Games
Socialize
Imagine
Dream
Connect
Experience
Games
Socialize
Explore
Dream
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Games
Socialize
Make
Games
Socialize
Real





LINC LIBRARY INNOVATION CENTER



A60

MAY 26, 2021





LINC LIBRARY INNOVATION CENTER



A63

MAY 26, 2021

Wonder
imagine
Dream
Connect
Experience
Socialize
Make
Games
Room
Experience



LINC LIBRARY INNOVATION CENTER



A64

MAY 26, 2021

Wonder
Socialize
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Dream
Connect
Make
Games
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LINC LIBRARY INNOVATION CENTER



A65
MAY 26, 2021

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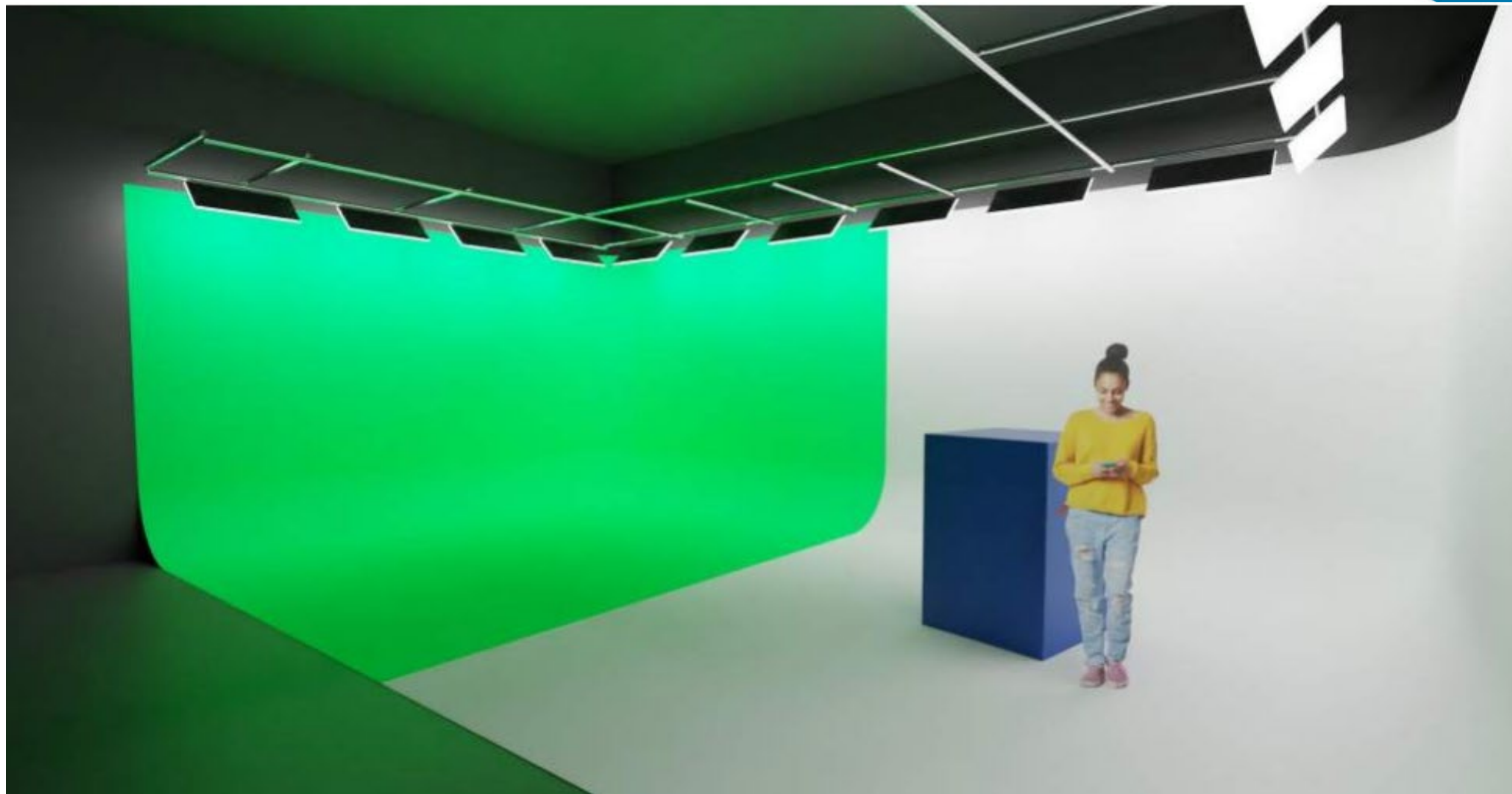
Innovation





Wonder
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Experience





Wonder World Bibliotecas Experience + Imagine Dream Connect Experience Socialize Build Makulababu Create Make Games Read Wonder World Bibliotecas Experience + Imagine Dream Connect Experience Socialize Build Makulababu Create Make Games Read



<https://www.senserasystems.com/public/project/LINCLibrary>



Wes Sam Bruce

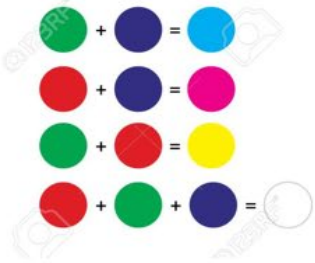
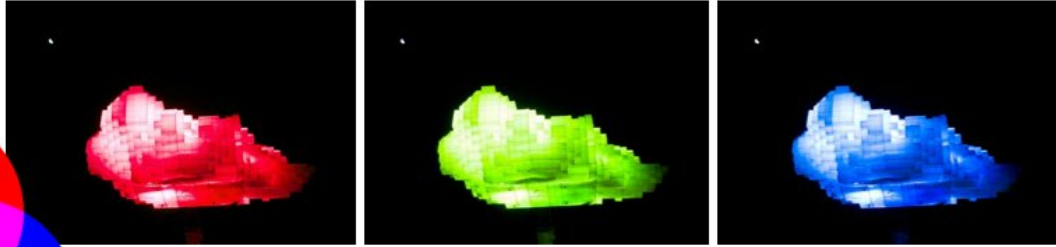
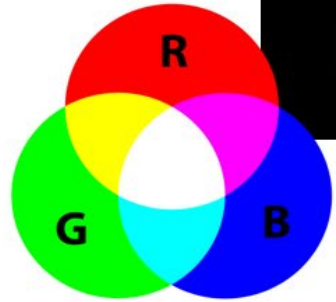


<https://www.dropbox.com/s/89z2qf0cjel88ef/Weld%20Community%20Foundation%202021%20LINC%20Mock%202.mp4?dl=0>



Exhibits

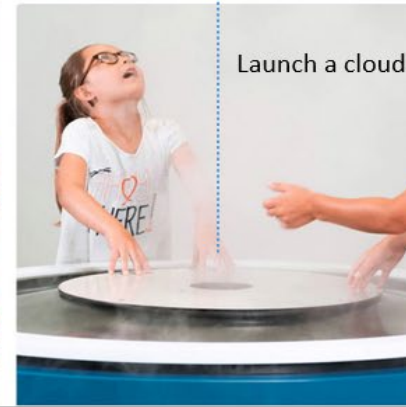




Mix the colors.



Cloud Blaster

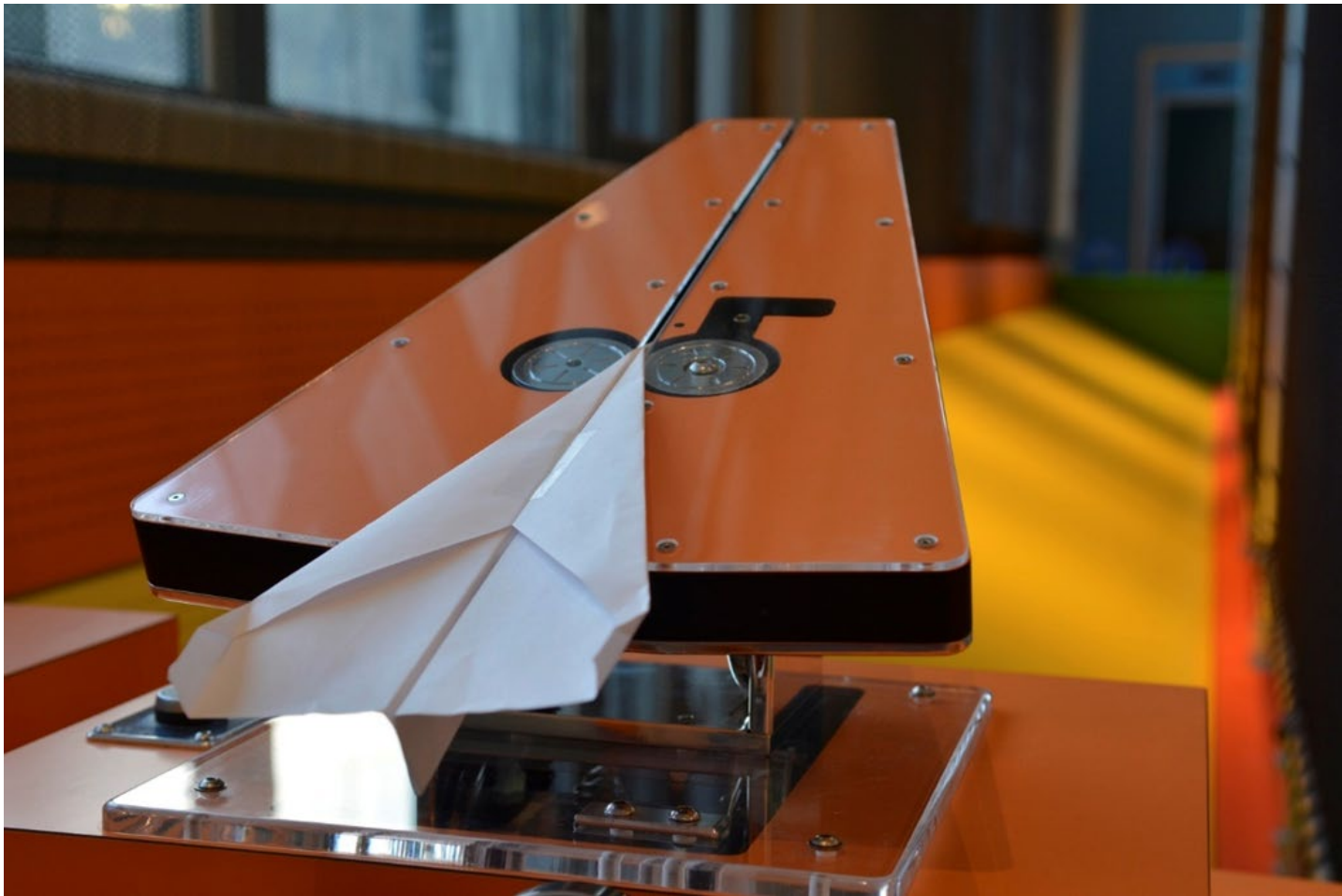


Launch a cloud.



Vertical Wind Tube

Build Make
Explore Create
Dream Connect Experience
Games
Real



Paper Airplane Launcher

Wonder World Experience + Dream Connect Experience Socialize

Build Make Games Read Wonder World Experience + Dream Connect Experience Socialize

Build Make Games Read Wonder World Experience + Dream Connect Experience Socialize

Build Make Games Read Wonder World Experience + Dream Connect Experience Socialize



Child-Directed Maker Space

Wonder
Bibliotecas
Experience
Imagine
Socialize
Build
Make
Explore
Dream
Connect
Experience
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Wonder
Bibliotecas
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Explore
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Connect
Experience
Socialize



LINC Library Innovation Center

By High Plains Library District

www.mylibrary.us/futurelibrary

Foundation Support Reporting- Summer Reading Adventure 2022
Supporting Funds (\$2,500)
Districtwide Events and Experience Supervisor- Amy Ortiz/ 02-16-2022

What is being purchased and what are the costs?

The 2022 Summer Reading Adventure team is grateful for the foundation supporting funds that will help enhance the program and patron experience. We are currently working out pricing for the districtwide performer and school visits incentives which will be determined by March 8th.

The team has agreed to use the funds for the following purchases:

\$950- Districtwide performance/park space reservation

The districtwide performance takes place outdoors in the north and southern locations July 13th.

The first location will be at Greeley's at Lincoln Park or Twin Rivers (based on availability). Performance will take place at 11 am.

The second location will be in Erie at Clayton Park around 4 pm.

Will Parker is a musician for kids "ages 1 to 100." During Will's whimsical and interactive shows, he plays guitar and harmonica and sings songs that open us up to the world of imagination.

Website: <http://willparkermusic.com>

Videos of Will's performances-

Tulsa, OK Shows: <https://youtu.be/M8Kp4IFak5c>

The Insect Song (Music Video): <https://youtu.be/g3KXhUoU3Uo>

Why Am I Not a Monkey (Music Video): https://youtu.be/L_mGVS5HKKA

\$1,550- SRA school visit incentives

The SRA team aims to increase engagement with educators and 2nd graders by visiting 1-3 schools per team member to provide an interactive classroom experience promoting summer reading this May. The team is developing an "Oceans of Possibilities" engaging skit and

brainstorming on potential giveaways for classroom visit incentives. The classroom visits intend to excite and motivate youth to sign up for the program that offers a mix of activities and reading challenges and visit libraries to participate in educational and entertaining SRA programming. The following incentives are currently being considered and priced:

- 5,000 [HPLD branded pencils](#)
- 15,000 [Water bottle sticker](#)
- 1,000 beach balls or sunglasses- [Mini Beach Balls](#) [HPLD sunglasses](#)

Leftover supporting funds will go towards the overall incentives for the participants.

Progress made towards project goals and objectives

Purpose: HPLD offers a Summer Reading Program to foster personal growth and development, promote a passion for reading, and support family literacy.

Statement of Success: Our youth (ages 0-18), representative of our diverse community, enthusiastically participate in the Summer Reading Adventure by discovering new experiences with the library throughout the summer. This ignites within them a passion for reading and learning, and a connection with the library.

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

Successes-

Districtwide performer

The SRA team anticipates that the districtwide performance will help ignite excitement among our community and offer additional COVID-19 safety, being outdoors. The performer is scheduled for SRA.

Incentives

The SRA team is eager to connect with educators and youth to improve connections and relationships. By being a presence in the schools and sharing our excitement for the program, we hope to build enthusiasm and library awareness.

Challenges-

Districtwide performer

Scheduling performer for north and south locations has been a challenge (space availability and performers schedule)

Incentives

It's impossible to reach every kid and teen for school visits due to the lack of staffing and funds. The team has strategically targeted 2nd graders for the school visits and the school incentives experience. The incentives team is brainstorming on how many school incentives to purchase and distribute per team member. The goal is to provide each team member with roughly 200-250 school incentives to give out at school visits with second-grade classes. We estimated that four classes have about 27 2nd grade students per school. We aim to do our best in distributing incentives to our selected service school and work together to shift and share incentives among staff.

How many people do we anticipate that it will impact?

Districtwide performer- We anticipate 150+ participants per location, so approximately 300 participants.

SRA school visit incentives- We anticipate providing incentives for 20+ schools= approximately 2,000+ 2nd graders.

Why is this purchase meaningful and impactful for SRA participants and staff?

The districtwide performer is a meaningful purchase because it offers a collaborative effort among our district that encourages participants to discover new experiences throughout the summer and build a positive connection with the library.

SRA school visit incentives is a meaningful purchase because it helps the library demonstrate engaging leadership with HPLD's community partners local school districts. It will help youth build interest in their local libraries.

Foundation Support Reporting Form- Signature Author Series 2022

Supporting Funds (\$2,500)

Districtwide Events and Experience Supervisor- Amy Ortiz/ 02-07-2022

What are the purchases, and what are the costs?

The 2022 SAS team is thankful for the foundation supporting funds that will help pay for the following services and items:

\$600+ live streaming service

Philip Van Drunen

<https://bikeshop.agency>

Jason Reynolds' virtual 2-hour virtual presentation

\$450- Fifteen to twenty Jason Reynolds- Aint Burned that Bright Library/Stunt Boy book giveaways for north and south library art contest (in-house programming and social media) and library watch parties.

Fifteen to twenty copies of Jason's newest title, *Aint Burned that Bright & Stunt Boy* will be awarded to the north and south art contest winners and watch party participants, including social media participants. This activity will engage youth in library programming and help promote the SAS event.

\$650- Fifty tote bags and fifty Jason Reynolds books for southern location

Fifty additional tote bags with Jason's books will be distributed to Ft. Lupton Library for youth and educator engagement.

\$800.00 (60) Black and white Jason Reynolds t-shirts

Sixty t-shirts will be distributed among the north and south watch parties for giveaways for participants.

Progress made towards project goals and objectives

Outcome:

After attending the SAS event, participants will feel motivated to find their voice and use their creativity to write their stories and make changes for the betterment of the community.

Focus: Helping Build Community #JasonReynolds #HPLD

Successes-

Philip Van Drunen's live streaming service is affordable and will help the Signature Author event reach more community members.

The art contest has united teen services librarians to collaborate on youth engagement with this creative passive program. The artwork submitted by participants (10-18+ years) will be displayed at the libraries. This activity encourages community engagement and provides an opportunity for self-expression and normalizing discussion around anxiety. Jason Reynold's newest book giveaways will help excite the community by encouraging engagement and library checkouts. These giveaways will also be distributed among the **community watch parties**.

Additional HPLD tote bags and books will provide access to community members in the Ft. Lupton service area and help build library lovers through Jason's great books. Partnering with Ft. Lupton provides an opportunity to collaborate with a member library and strengthen our relationship.

Library staff and community members have expressed excitement for HPLD's unique Jason Reynolds **t-shirt giveaways**. This marketing tool helps build excitement and promotion for the event.

Challenges-

Livestreaming- technical logistics and set-up

Art Contest- spreading the word and engaging participants (Peter-social media will help)

Watch Parties- equally distributing giveaways among our service area

50 Tote bags/books- may not be enough for the Ft. Lupton community

How many people do we anticipate that it will impact?

Livestreaming- We anticipate 350+ community members.

Art Contest- We anticipate 50 + participants for the district

Community and Library Watch Parties- We anticipate 300 +

Tote bags/books- We anticipate distributing 50 bags/books to Ft. Lupton (this is in addition to the Littler Youth grant- 200 bags/books for the north and south communities).

T-Shirts- 60 participants

Why this purchase is meaningful and is impactful for SAS participants and staff?

These purchases (live streaming service, art contests/watch party, and tote bags/books giveaways) are meaningful purchases because they contribute to helping build community through access and community engagement.

HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/08/2022
Type of item: Action
Subject: 2022 Meeting Schedule
Presented by: Niamh Mercer
Recommendation: Staff recommend that the Foundation Board vote to approve one of the options provided.

Background

Traditionally, the Foundation Board of Directors have met prior to the District Trustees. In doing so, meeting times have been at 3:00pm to avoid going over and disturbing the District Trustees meeting time at 5:00pm. Upon the direction of the Foundation Board staff have prepared two options for meeting in 2022. One option includes 4:00pm meeting times with all meetings located at District Support Services with a virtual option. The second option follows the traditional format of meeting prior to the District Trustees.

Please find the meeting options attached.

Staff Recommendation

Staff recommend that the Foundation Board vote to approve one of the options provided.



Draft 2022 Meeting Schedule

Option One

Q2 Regular Session

May 2nd, 2022

District Support Services

2650 W. 29th, St., Greeley, CO 80631

4:00pm

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

Q3 Regular Session

August 1st, 2022

District Support Services

2650 W. 29th, St., Greeley, CO 80631

4:00pm

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

Q4 Regular Session

November 7th, 2022

District Support Services

2650 W. 29th, St., Greeley, CO 80631

4:00pm

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

Option 2

Q2 Regular Session

May 16th, 2022

Farr Regional Library

1939 61st Ave., Greeley, CO 80634

3:00pm

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

Q3 Regular Session

August 15th, 2022

District Support Services

2650 W. 29th, St., Greeley, CO 80631

3:00pm

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

Q4 Regular Session

November 14th, 2022

Glenn A Jones, MD Memorial Library

400 S. Parish Ave., Johnstown, CO 80534

3:00pm

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

HIGH PLAINS LIBRARY DISTRICT FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/28/2022
Type of item: Action
Subject: 2022 Committees
Presented by: Niamh Mercer
Recommendation: Staff recommend that the Foundation Board approve new committees listed below and make assignments to all committees.

Background

Finance Committee

Current Member: Joyce Smock, Julie Forland

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

Nomination / Selection Committee

Current Member: Joyce Smock, Gerri Holton

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

Bylaws and Policy Committee

Current Member: Gerri Holton

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

Fundraising Committee

Current Members: Gerri Holton

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

Friends Committee

Current Members: Andrea Kaumann

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

Suggested New Committees and Changes

- Change Friends committee to Volunteer committee

Staff Recommendation

Staff recommend that the Foundation Board approve the committees listed below and make committee assignments.

HIGH PLAINS LIBRARY DISTRICT FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/28/2022
Type of item: Information
Subject: Writer in Residence
Presented by: Niamh Mercer
Recommendation: None. This item is for information.

Background

Upon the Finance Committee's request, I have prepared information regarding the Writer in Residence Program so that the Board can determine if any changes should be made to the MOU. The Foundation does not create programming, all programming decisions are made by HPLD. In addition to the information below, please find a copy of the Writer in Residence MOU.

Timeline

- May 2016 Jaydine Rendall becomes first Writer in Residence
 - Six-month term, \$1,000.00/month in stipend.
 - Author of the *High Plains Heroes Series*
 - Completed first book in the series, *Josiah*, during residency
 - Spoke at Signature Author Fundraising event, Dinner with Dianna.
 - Book signing event at Barnes and Noble
 - Has served on the Writer in Residence Selection Committee multiple times.
 - Shares Writer in Residence information on her blog and socials.
- May 2017 Christopher Muscato becomes the second Writer in Residence
 - Six-month term, \$1,000.00/month in stipend.
 - Worked on manuscript for *Sam (the Mighty)*, during residency.
 - Literacy event with Soccer without Borders
 - Actively publishing short stories which we share on HPLD socials and website.
 - Still shopping his manuscript.
 - Has served on the Writer in Residence Selection Committee multiple times.
 - Shares Writer in Residence information on socials.
- May 2018 Julia McSherry becomes the third Writer in Residence
 - Six-month term, \$1,000.00/month in stipend.
 - Worked on manuscript for memoir/cookbook, titled *Catch and Devour* during residency.
 - Worked with programming staff on a blog. Held a popular slow cooking event.
 - Continues to work on manuscript.
 - Has served on the Writer in Residence Selection Committee multiple times.
- November 2018

- During resident's exit interview with the Foundation Board, Julia McSherry suggests extending the residency to nine months so that the resident can focus on their writing more.
- Board gives action item to extend residency to nine months. Emphasis is placed on less programming and more writing.
- April 2019 Laura Brashear becomes the fourth Writer in Residence
 - First nine-month term, \$1,000.00/month in stipend
 - Worked on manuscript, *Moving Beyond Hallways*, during residency. Was in the rewrite phase when residency ended.
 - Programming included: Meet the Resident Fundraiser at WeldWerks, teen journaling, NaNoWriMo (National Novel Writing Month) write-ins at the library, community conversation surrounding the power writing has in moving through grief with author Garth Stein at the Foundation's fundraiser: Special Screening of *The Art of Racing in the Rain*.
- May 2020 Joshua Collier became the fifth Writer in Residence
 - Nine-month term, \$1,000.00/month in stipend
 - Worked on a manuscript that follows three friends and their unexpected adventure with a mysterious time traveler. Was still working on manuscript at the end of residency. Had an interest in transforming it for television.
 - COVID-19 had a heavy impact upon this residency. Caused delayed application review and program started one month late. Term ran from May 2020-January 2021.
 - Programming included: Facebook Live Meet the Resident event, filmed several virtual STEM programs for the District of which one was shared on YouTube.
- April 2021 Dr. Melanie Peffer
 - Nine-month term, \$1,000.00/month in stipend
 - Worked on and completed the first book in her series, *The Biology Adventures: On the River*, which was published at the end of her residency.
 - Programming included: Science Mysteries series on Facebook and in branches, Meet the Resident Nature Walk with a Biologist, Biology Block Party: Discovering Science in our Community, Book Launch Party and Storytime.
 - Has written several articles, blog posts, and has presented TedTalks that HPLD has shared on socials. Has also cross promoted the Writer in Residence program.

HIGH PLAINS LIBRARY DISTRICT FOUNDATION

BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/28/2022
Type of item: Action
Subject: Bylaws, MOU, and Policy Updates
Presented by: Niamh Mercer
Recommendation: Staff recommend that the Board vote to approve the revised and/or new Bylaws, MOU and polices.

Background

The following documents were revised due to the HPLD Foundation's upcoming change to the HPLD Friends & Foundation.

- Bylaws (revised)
- MOU (revised)
- Antidiscrimination Statement (new)
 - Needed for grant applications
 - Drafted to follow the District's Antidiscrimination Statement
- Volunteer Policy (new)
 - Needed for new Friends program
- Investment Policy (revised)
- Foundation Board Assessment of Organizational Effectiveness Policy (revised)
- Gift Acceptance Policy (revised)
- Spending Policy (revised)
- Conflict of Interest Policy (revised)
- Donor Confidentiality Policy (revised)
- Whistleblowers Policy (revised)
- Ethics Policy (revised)
- Board Roles and Responsibilities (revised)

Staff Recommendation

Staff recommend that the Board vote to approve the revised and/or new Bylaws, MOU and polices.

BYLAWS OF ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ HIGH PLAINS LIBRARY DISTRICT FRIENDS & FOUNDATION (A NONPROFIT CORPORATION)

ARTICLE I - NAME

The name of this Corporation is ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ HIGH PLAINS LIBRARY DISTRICT FRIENDS & FOUNDATION (hereinafter referred to as “the Corporation”).

ARTICLE II - OFFICES

The principal offices of the Corporation shall be maintained at such locations as the Board of Directors shall, by a majority vote from time to time, direct. The office shall be at 2650 W. 29th Street, Greeley, Colorado 8063.

ARTICLE III – DIRECTORS

Section 1 General Power

The business and affairs of the Corporation shall be managed by its Board of Directors. ~~The operations of the Corporation shall be managed by the Foundation Director.~~

Section 2 Friends

~~The business and affairs of the Corporation’s Friends Membership and Volunteer program shall be managed by its Board of Directors. The operations of the Corporation’s Friends Membership and Volunteer program shall be managed by the Foundation Director.~~

Section 3 Number and Tenure of Board

The Board of Directors shall consist of not less than seven (7) nor more than nine (9) members. Five (5) or more members will comprise a majority of the corporation’s Board of Directors. A minimum of two (2) shall be current members of the High Plains Library District (hereinafter referred to “HPLD”) Board of Trustees and the remaining Directors shall be appointed from the community at large. All members of the Board of Directors must reside within High Plains Library District Boundaries. The term of the initial Board of Directors may be varied somewhat to achieve the membership goal of that Board, in terms of numbers.

Section 4 Meetings

Regular meetings of the Board of Directors shall be held at such times as determined by the Board and upon call by the Chairman, at least annually. Written notice or email of such meeting shall be sent to the members of the Board of Directors, at least one (1) week prior to the annual meeting.

Section 5 Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the Chairman or a majority of the Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place within the State of Colorado as the place for holding any special meeting of the Board of Directors so called.

Section 6 Notice

Notice of any special meeting shall be given at least three (3) days previously thereto by written notice, emailed or sent by courier to each member. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for any express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be

transacted at, nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

Section 7 Voting Procedure

Fifty-five Percent (55%) of the Board of Directors, two of whom must be officers, shall constitute a quorum for the transaction of business at any scheduled meeting of the Board of Directors. The Directors may conduct official business face-to-face or via audio or video conferencing. The agenda shall be established by the Chairman of the Board, the Vice-Chairman, the Foundation Director and the Executive Director of the District.

Section 8 Manner of Acting

The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. The Board may also act through consent minutes without a meeting, providing the minutes are signed by a majority of the Directors including the Chairman.

Section 9 Vacancies

Vacancies shall be filled for the remainder of the unexpired term as soon as possible at any regular or special meeting of the Board of Directors.

Section 10 Compensation

Directors shall not receive any stated salary for their services.

Section 11 Powers

The corporation shall be responsible for visioning, planning and organizing fundraising events and opportunities as well as collecting and transferring donations in support of the HPLD. Programming for the HPLD is the sole responsibility of the HPLD. All the corporate powers, except such as are otherwise provided for in these Bylaws and in the laws of the State of Colorado, shall be and are hereby vested in and shall be exercised by the Board of Directors. The Board of Directors may, by general resolution, delegate to the committees of their own number or the administrators of the Corporation such powers as they may see fit.

Section 12 Removal

A Director may be removed only by a majority vote of all foundation members, but only upon a showing of good cause. Good cause shall include: failure to attend three consecutive regular board meetings unexcused or ongoing failure to attend board meetings; criminal, fraudulent or otherwise illegal activity; refusal to sign High Plains Library District Foundation's conflict of interest policy and or whistle blower policy.

ARTICLE IV-OFFICERS

Section 1 Number

The Officers of the Corporation shall be a Chairman, a Vice-Chairman, a Secretary/Treasurer and such other officers as the board deems necessary.

Section 2 Election and Term of Office

Trustees shall serve concurrently with their HPLD Trustee board terms as members of the Foundation board as appointed. Terms of non-trustee board members shall be three (3) years, with no more than two (2) terms concurrently served.

Section 3 Removal

Any officer may be removed by a vote of the Board whenever, in the Board's judgment, the best interests of the District will be served thereby.

Section 4 Vacancies

Vacancies shall be filled for the remainder of the unexpired term as soon as possible at any regular or special meeting of the Board of Directors.

Section 5 Chairman

The Chairman shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He shall preside at all meetings of the Directors. He may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments, that the Board of Directors has authorized to be executed, except in cases in which the signing and execution thereof shall be expressly delegated by the directors or by these bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed; and in general, shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Directors from time to time. The Chairman shall be a current member of the HPLD Board of Trustees.

Section 6 Vice-Chairman

In the absence of the Chairman or in the event of his inability or refusal to act, the vice-Chairman shall perform all the duties of the Chairman. When so acting, the vice-Chairman shall have all the powers of and be subject to all the restrictions upon the Chairman. The vice-Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman or by the directors. The vice-Chairman shall be a current member of the HPLD Board of Trustees.

Section 7 Secretary/Treasurer

The Secretary/Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation from any source whatsoever and oversee the deposit and expenditure of all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these bylaws. The Secretary/Treasurer shall in general perform all the duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the Chairman or the Board of Directors.

Section 8 Pronouns -Singular Plural and Gender Specific

Unless the context requires otherwise, words denoting the singular may be construed as denoting the plural and vice-versa, and words denoting a certain gender may be construed as denoting such other gender as is appropriate.

ARTICLE V – COMMITTEES

Section 1 Appointments

The Board of Directors from time to time shall appoint whatever committees the Board deems necessary.

Section 2 Corporation Chairman as Ex-Officio Member

The Chairman of the Corporation shall be an ex-officio member of all committees, with voting privileges, and shall be notified fall committee meetings.

Section 3 Reports

The Foundation Director shall be required to submit to the Board of Directors a written financial report and update as to general activities, at least annually.

ARTICLE VI-CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1 Contracts

The Board of Directors shall authorize any officer(s), or agent(s), to enter into any contract or execute and deliver any instruments in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2 Loans

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors, at a meeting of the Board of Directors at which a majority of the Board of Directors is present. Such authority may be general or confined to specific instances.

Section 3 Checks Drafts etc..

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer(s), or agent(s) of the Corporation and in such manner as shall from time to time be determined by resolution of the directors.

Section 4 Deposits

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VII- FISCAL YEAR

The fiscal year of the Corporation shall commence on January 1st of each year and end on December 31st of the same year.

ARTICLE VIII-WAIVER OF NOTICES

Whenever any notice whatsoever is required to be given under the provisions of these bylaws, or under the provisions of the Articles of Incorporation, or under the provision of the law under which this Corporation is organized, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE IX-AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the Board of Directors at any meeting of the Board of Directors at which a majority of the Board of Directors is present, one of whom must be an officer.

ARTICLE X-INDEMNIFICATION

In consideration for the services provided to the ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ **HIGH PLAINS**

~~LIBRARY DISTRICT FRIENDS & FOUNDATION~~ by its officers, directors and staff, the ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS & FOUNDATION** undertakes to defend all claims and indemnify its officers, directors and staff from any and all liability, loss or damage, the officers, directors and staff may suffer as a result of claims, demands, costs or judgments against them arising out of and in the scope of their duties and activities as officers, directors and staff members of the ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS & FOUNDATION**.

ARTICLE XI- CONTRIBUTIONS AND DEPOSITORIES

Section 1 Contributions

Any contribution, bequest or gift made to the ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS & FOUNDATION** or its Board of Directors shall be accepted or collected and deposited only in such manner as shall be designated by the Board of Directors.

Section 2 Depositories

The Board of Directors shall use the depositories used by the HPLD Board of ~~Directors~~ **Trustees** as long as such depositories are located within the County of Weld, State of Colorado, are authorized to transact business by the State of Colorado and are federally insured. All checks exceeding the amount of \$5000 and orders for the payment of money from said depositories shall bear the signature of at least two (2) authorized individuals. These two (2) individuals shall be the Chairman and the Secretary or other directors as approved and authorized by the Board of Directors. In addition, the Board of Directors may, in its discretion, designate an ex-officio Board member to be an authorized signatory on the Corporation's checking account.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure, by Sturgis, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by the Articles of Incorporation, these bylaws, or by special rules of procedure adopted by the Board of Directors.

Attested by:

Gerri Holton
Chairman
High Plains Library District Friends & Foundation Chairman

Date

Julie Forland
Secretary/Treasurer
High Plains Library District Friends Foundation

Date

DRAFT

DRAFT

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MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the Agreement) is made and entered into this ~~18th day of May, 2020~~ **21st day of March 2022** by and between the BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT (“the Library”) and the ~~HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS AND FOUNDATION** (“the Foundation”), a Colorado non- profit corporation exempt from taxation pursuant to Internal Revenue Code Section 501(c)(3), as well as Section 509(a)1 of the Internal Revenue Code as a public charity, both parties of Greeley, Colorado. On ~~05/18/2020~~ **03/22/2022**, the Library and Foundation entered into a Memorandum of Understanding to describe the manner in which they would collaborate and provide assistance to one another for the benefit of the Library.

Recitals

- A. The Foundation was formed October 25, 2000 to “cultivate information, inspiration and entertainment for our communities by raising funds to sustain and create literacy programs, collection development, technology upgrades and capital improvements for our libraries.”
- B. Consistent with its stated mission, the Foundation provides financial support through its operations for the benefit of the Library.
- C. The Library has provided and will, subject to adequate funding, continue to provide assistance to the Foundation to facilitate its operation, endowment growth and the fulfillment of its stated mission.

Agreements

NOW, THEREFORE, the Library and the Foundation agree as follows, subject to the continued approval of sufficient funding for these purposes:

I. OPERATIONS

1.0 Office space. The Library will furnish office space sufficient to operate the Foundation. The Foundation will comply with Library policies in its usage of such space.

2.0 Computer usage; office equipment; Foundation website section. The Library will furnish the Foundation a computer, basic IT services, telephones and reasonable usage of office equipment, such as copiers and fax. The Library will also maintain the Foundation website section, with the understanding that the Foundation will be responsible for submitting changes and updates to the Library’s website team in a timely fashion.

3.0 Assistance in financial reporting and maintenance of fundraising records. The Library will assist in the Foundation's cash management, accounting and financial reporting. The Library will provide software to manage Foundation fundraising records and will assist with data processing of those records. Both entities will be responsible for the proper procedural tracking, accuracy, reconciliation of records in accordance with accounting and nonprofit fiduciary best practices.

4.0 Marketing and volunteer activities. The Library Public Information staff will assist the Foundation with marketing support, as needed. The Foundation will in-turn align all marketing with the strategic purposes of the Library marketing plans and functions. **The Foundation will oversee and manage volunteers for both the Library and the Foundation through the Friends Membership and Volunteer program.**

6.0 Personnel. The Library will hire a Director on behalf of the Foundation. The Library will make such hire, after careful consideration of the recommendations of the Foundation's Executive Committee, and in accordance with the policies and procedures of the Human Resources department of High Plains Library District. The parties acknowledge that the Foundation's Director will be a district employee subject to the policies of the district's Human Resources Department, including those pertaining to compensation. The Executive Director of the High Plains Library District will supervise the Director, who shall direct the operations of the Foundation in consultation with the Foundation's board of directors.

7.0 Charges to Foundation. In recognition of the support provided to the Library by the Foundation, the Library will not charge the Foundation rent for the office space it provides pursuant to section 1.0 or for the services described in sections 2.0 through 5.0 of this Agreement. The Foundation will be responsible for operating expenses relating to fundraising activities, including the costs of postage, large copy jobs, and consumable office supplies used in those activities.

II. FOUNDATION RESPONSIBILITIES

7.0 Foundation Board of Directors. In compliance with its bylaws, the Foundation will recruit sufficient Board members to conduct its activities and to fulfill the organization's mission.

8.0 Compliance with legal and regulatory requirements. The Foundation will engage in an annual financial review and prepare necessary government reports at its own expense, including Form 990. The Board will comply with the Foundation's articles of organization/incorporation, bylaws, and applicable federal and state laws and regulations. The Director will inform the Executive Director of compliances on a regular basis.

III. FUNDRAISING AND GRANTMAKING

9.0 Restricted, unrestricted and endowment gifts made to the Foundation; gifts made to the Library. All restricted and unrestricted gifts made by donors to the Foundation and all gifts made to the Foundation's endowment by donors will follow the guidelines outlined in the Board of Directors policy on Gift Acceptance. Upon acceptance these gifts will be retained and managed by the Foundation. The following provisions shall apply to gifts made to the Library:

9.0.1 Statutory obligations with respect to gifts made to the Library that will receive potential tax benefit. Pursuant to (CRS S 15-1-1103-1109; CRS S 6-16-11(1)(i)), the Board of Directors of the Foundation has exclusive control over the assets of the Foundation and contributing assets.

Donated funds must;

(a) be clearly categorized as unrestricted, temporarily restricted or permanently restricted in the organization's financial statements and communications in accordance with the donor or grantor wishes/stipulations.

(b) follow applicable federal, state, and local laws particularly disclosure requirements for donors (CRS S 6-16-105, 105.3)

9.0.2 Restricted gifts made to the Library. In those instances in which a donor has made a gift or donation to the Library subject to restrictions or specified conditions, the Library shall follow the Gift Acceptance Policy of the Foundation, a copy of which is publicly available at www.mylibrary.us/Foundation.

9.0.3 Unrestricted gifts made to the Library. In those instances in which a donor has made an unrestricted gift to the Library, meaning a gift on which the donor has imposed no conditions or restrictions as to use, the provisions of this subsection 9.0.3 shall apply. The Board of Trustees of the Library has determined that it will best serve the interests of the Library for unrestricted gifts to be held, invested and reinvested by the Foundation, subject to appropriate safeguards and agreements. The Library agrees to notify the Foundation, through its Director, or, in the absence of a Director, the Foundation's ~~President,~~ **Chair** when it has received and accepted an unrestricted gift. The Foundation and the District will refer to and follow Policies and Procedures for Gift Acceptance.

10.0 Restricted gifts. All gifts restricted for a specific library service may be initially authorized by the Library Executive Director, subject to Library Board of Trustees approval when required under Library and Foundation policies, specifically the Gift Acceptance Policy, and then accepted by the Foundation.

11.0 Management of funds for benefit of Library. The Foundation Board of Directors and Director will manage the proceeds of the Foundation according to bylaws, gift acceptance policy, spending and investment policies, ensuring that all funds not needed for operating expenses and budgeted appropriations are used to further the mission of the Foundation. The parties agree that the Foundation will continue to contract with the contracted investment services provider for investment and reporting services relating to all such funds.

12.0 Annual disbursement to the Library. The Foundation has raised, and shall continue to raise, funds for the long-term financial sustainability of the District. The Foundation Board will, on an annual basis, approve a disbursement of a mutually agreed upon amount to the Library for collection development, technology upgrades, capital improvements and/or literacy programs.

13.0 Programming. HPLD will be responsible for all programming and management of the District and may provide additional ~~volunteer~~ and staff support in furtherance of Foundation fundraising activities.

IV. MISCELLANEOUS PROVISIONS

14.0 Annual review and amendment of Agreement. The Library and Foundation agree that this Agreement will be reviewed on annual basis. This Agreement may be amended by a writing signed by the parties.

15.0 Termination of Agreement. This Agreement may be terminated by either party on thirty days prior written notice, in which event the parties will negotiate a new Memorandum of Understanding consistent with the missions of the Library and the Foundation. .

16.0 Governing law. This Agreement shall be governed by Colorado law.

In witness whereof, the parties have hereunto set their hands:

Kenneth Poncelow

Date

CHAIRMAN

BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY DISTRICT

Gerri Holton

Date

CHAIRMAN

BOARD OF DIRECTORS OF ~~THE HIGH PLAINS LIBRARY DISTRICT FOUNDATION~~ **HIGH PLAINS LIBRARY DISTRICT FRIENDS AND FOUNDATION**



High Plains Library District Friends & Foundation Anti-Discrimination Statement

The High Plains Library District Friends & Foundation does not discriminate and provides equal donor, volunteer, event participant access and opportunities regardless of age, sex, sexual orientation, gender identity, marital status, race, color, religion, national origin, disability, genetic information, or any other status protected by law.

We provide equal volunteer opportunities to all individuals based on volunteer-related qualifications and ability to perform a job. High Plains Library District Foundation staff members are employed by the High Plains Library District. Please refer to the High Plains Library District Anti-Discrimination Statement for information regarding equal employment practices.

The High Plains Library District Friends & Foundation supports the rights of all donors to:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgement and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists as desired.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Please contact the Foundation Director at foundation@highplains.us with any questions, comments or concerns.



Volunteer Policy

1. The achievement of the goals of the High Plains Library District Friends & Foundation (HPLD F&F) are best served by the active participation of citizens of the community. To this end, the agency accepts and encourages the involvement of volunteers at all levels of the agency and within all appropriate programs and activities.
2. All High Plains Library District Library Managers and Member Library Directors are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve at Branch and Member libraries, District-wide events, and HPLD F&F events.
3. The High Plains Library District Friends & Foundation (HPLDF&F) staff will engage volunteers through the Friends Volunteer program to coordinate and manage volunteers for both the High Plains Library District and the HPLD F&F.
4. Please view the HPLD Friends & Foundation Volunteer procedures for additional information.



Investment Policy

Preamble

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

Policy:

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

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

Legal Authority:

UPMIFA - Uniform Prudent Management of Institutional Funds Act:(revised) 2006

<http://uniformlaw.org/ActSummary.aspx?title=Prudent%20Management%20of%20Institutional%20Funds%20Act>

<https://www.uniformlaws.org/committees/community-home?CommunityKey=043b9067-bc2c-46b7-8436-07c9054064a3>

Colorado Revised Statute: 15-1-1103,(e)(4)

<https://law.resource.org/pub/us/code/co/colorado.xml.older/code11.15.html>

<https://casetext.com/statute/colorado-revised-statutes/title-15-probate-trusts-and-fiduciaries/fiduciary/article-1-fiduciary/part-11-uniform-prudent-management-of-institutional-funds-act/section-15-1-1103-standard-of-conduct-in-managing-and-investing-institutional-fund>

Purpose:

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

Scope/Guidelines:

Investment constraints are as follows:

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

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

Rebalancing:

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

Liquidity:

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

Asset Mix:

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

Management:

Delegation of Authority:

The Board delegates supervisory authority over its financial affairs to its Finance Committee. The Finance Committee shall consist of a mix of individuals: a minimum of two (2) members of the Board along with any combination of the following: Executive Director, Finance Manager, Foundation Director of the High Plains Library District. The Finance Committee is responsible for regularly reporting investments to the Board consistent with the reporting requirements of this Policy. In carrying out its responsibilities, the

Finance Committee and its advisors will act in accordance with this Policy and all applicable laws and regulations. The Board may grant exceptions to this Policy when it seems appropriate in individual situations.

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

DISTRIBUTION of FUNDS:

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

Policy Review and/or Modification

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

Acceptance and Authorization

This Investment Policy is adopted on November 4, 2019 by the Board of Directors of the High Plains Library District Foundation.

Signature:

High Plains Library District Friends & Foundation, Board of Director, Chair Date

Attest:

High Plains Library District Friends & Foundation, Secretary/Treasurer Date



Board Assessment of Organizational Effectiveness

Policy: This Board Assessment of Organizational Effectiveness policy is to help ensure that the High Plains Library District Friends & Foundation board has defined, measurable goals and objectives in place to evaluate the success and impact of its program(s) in fulfilling these goals and objectives.

Procedures: At least once every two years, the High Plains Library District Friends & Foundation board of directors will review its goals and objectives toward achieving its mission and will complete a performance and effectiveness assessment of its programs based on that review. Such an assessment will be conducted under the authority of the Executive Committee of the board.

The High Plains Library District Friends & Foundation board will receive a written report of this assessment:

- Describing the activities that the HPLD Friends & Foundation undertook in the prior two years to achieve its goals and objectives;
- Identifying the measures used to assess HPLD Friends & Foundation effectiveness in achieving its goals and objectives;
- Analyzing the effectiveness of HPLD Friends & Foundation's support to District programs
- Recommending future actions HPLD Friends & Foundation might take to increase effectiveness based on the findings.

Compliance: At the conclusion of this assessment process, the HPLD Friends & Foundation board will revise the goals and objectives for the Foundation, as needed, for the upcoming term and will suggest means of measuring them.



Gift Acceptance Policy

Preamble

As a registered 501(c)3 charitable organization, the High Plains Library District **Friends &** Foundation (The Foundation) is committed to a diversified funding base, including charitable contributions that will further its mission. The Foundation, in soliciting or accepting gifts, will maintain and utilize procedures to ensure best practices relative to acceptance and stewardship of gifts, donor communications and acknowledgement.

- Policy:** The Foundations policy is to accept unrestricted gifts and gifts restricted for specific programs or services, in the form of cash, stocks, deferred or appreciated property on behalf of the High Plains Library District and its Foundation.
- Legal Authority:** Tax limitations by local entities, foundations, and individuals often dictate contribution of such goods to a 501(c)3 organization, and therefore most gifts to the District and Foundation will be directed to the 501(c)3 entity.
- Purpose:** Support the work of the District in its endeavors to sustain and create literacy programs, collection development, technology upgrades and capital improvements for our libraries.
- Scope:** Contributions may be received for all programs and services of the Foundation and District as well as to support its endowment and general fund to enhance long-term financial sustainability.
- Definition:** Gift - any contribution of cash, equipment, stocks, property, or in-kind services shall be considered a gift.
- Acceptance:** The Executive Director and Foundation Director have authority to accept all standard cash, equipment and in-kind services on behalf of the Foundation. Unusual opportunities for donation, stock, property or planned gifts will be considered by the Foundation Board of Directors, Finance Committee and/or District Finance Director to ensure the gift is in the best interest of the organization. The Foundation's policy is that gifts of stock will be sold as soon as feasibly possible. The Foundation Board of Directors, Finance Committee, District Executive Director, Foundation Director and/or District Finance Director has the right to accept or refuse any gift on behalf of the Foundation.
- Donor Acknowledgement:** All gifts, grants and sponsorships shall be acknowledged in a timely manner of receipt by the Foundation. There will be clear indication as to whether the donation was designated or undesignated. Acknowledgement letters to donors for cash gifts over \$250.00 shall include the amount of the gift, the designated purpose for which the contribution was made, use of any earned income as a result of the gift, fair market values received in relation to the gift and a statement as to the tax deductibility, if any. If appropriate, the acknowledgement will reference any special recognition that may apply to the gift.



Spending Policy

Preamble

As a registered 501(c)3 charitable organization, the High Plains Library District **Friends &** 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

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 **Friends &** 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.



Conflict of Interest Policy

Policy: This conflict of interest policy is designed to ensure that voting members of the High Plains Library District Friends & Foundation Board of Directors identify situations that present possible conflicts of interest and provide appropriate procedures if a possible conflict of interest arise. It is also intended to ensure that decisions are not influenced by any private profit or other personal benefit to the individuals affiliated with the High Plains Library District Friends & Foundation.

Procedures: **Duty to Disclose**
In connection with any actual or possible conflict of interest, an interested person should disclose the existence of the interest and be given the opportunity to disclose all material facts to the Executive Director, directors, officers, key employees or members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the interest and all material facts, and after any discussion with the interested person, he or she shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining directors, officers, key employees or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest

An interested person may make a presentation at the board meeting. After the presentation, he or she shall leave the meeting during the discussion and vote process. Any High Plains Library District Friends & Foundation business transaction, which involves a potential conflict of interest with a voting member of the board shall have terms that are at least as fair and reasonable to the High Plains Library District Friends & Foundation as those that would otherwise be available to the High Plains Library District Friends & Foundation if it were dealing with an unrelated party.

Violations of the Conflict of Interest Policy

- a) If the governing board, executive staff or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it should inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it should take appropriate disciplinary and corrective action.

Compliance: A written record on any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept by the District key staff or where applicable, the board chair.

The minutes of the governing board and all committees with board delegated powers should contain: The names of all persons found to have an interest in connection to the matter, any action taken, a list of names of all who were involved in the action.

This conflict of interest policy statement shall be made available to each voting member of the governing board. Such people will be asked to read the statement of definitions associated with

this conflict of interest policy** as well as to sign the following Statement of Understanding concerning reporting of potential conflicts of interest.

Statement of Understanding:

I have read and understand the High Plains Library District Friends & Foundation policy on conflict of interest and agree to abide by its terms.

Potential Conflict of Interest Disclosure:

Signature: _____ Date: _____

**Conflict of Interest Policy Definitions



Donor Confidentiality Policy

Policy: The High Plains Library District **Friends &** Foundation maintains a list of names, addresses, giving history, and other pertinent data for those individuals and organizations that have supported us financially. We will not sell this information to any individual or organization outside of the High Plains Library District.

Unless otherwise requested by the donor in writing, the names of all individual donors will be listed in the High Plains Library District **Friends &** Foundation's annual report and/or other appropriate publication. Donor's contributions will be listed according to a category of giving and not by a specific amount.

The High Plains Library District **Friends &** Foundation shall respect the privacy of all donors and will not publicly recognize in any form donors who wish to remain anonymous. The donor must notify the Foundation in writing that he/she wishes to remain anonymous.



High Plains Library District Friends & Foundation Whistleblowers Policy

The Foundation requires its directors and employees to observe high standards of ethics in the conduct of their duties and responsibilities. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the Foundation can address and correct inappropriate conduct.

Responsibility to Report

It is the responsibility of all directors, employees, and volunteers to report any concerns about violations of the Foundation's conflict of interest policy or suspected violations of law or regulations.

Report Procedure

Any director, employee, or volunteer with concerns are encouraged to submit their concerns in writing directly to the Foundation Director. All complaints about unethical or illegal conduct will be investigated and resolved through an impartial third-party. The Foundation Director will advise the Foundation Board of all complaints and their resolution and will report on compliance activity.

No Retaliation

It is against the values of the Foundation to retaliate against any director, employee, or volunteer who in good faith reports an ethics violation or suspected violation of law. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline.

Confidentiality

Suspected violations may be submitted on a confidential basis by the complainant. Reports of suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Acting in Good Faith

Anyone filing a written complaint concerning a suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation. Any allegations that prove not to be substantiated and have been made maliciously or knowingly to be false will be viewed as a disciplinary offense.

Signature

Date



High Plains Library District Friends & Foundation Board of Directors

Ethics Policy

The High Plains Library District Friends & 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 Friends & 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 Friends & 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.

Signature

Date

Printed Name



Foundation Board of Directors Roles and Responsibilities

Purpose of Position

The Board of Directors is legally and ethically responsible for all activities of the High Plains Library District Friends & Foundation (herein referred to as the Foundation). The members of the Board are responsible for the following areas: policy administration, finance, fundraising, and public and community relations.

Policy Administration

- Ensures that legal requirements for conducting business are met
- Adopts, amends, and operates within the bylaws of the Foundation
- Formulates policies to fulfill the mission of the Foundation
- Generates internal policies which govern the Foundation
- Develops strategic plans for the future direction and development of the Foundation
- Acts in the best interest of the organization and excuses oneself from discussions and votes where there is a conflict of interest

Finance

- Approves and monitors finances of the Foundation
- Ensures that sufficient funds are available for the Foundation to meet its objectives
- Authorizes and approves annual budget, audit, and 990 for the Foundation
- Manages and maintains properties or investments for the Foundation

Fundraising

- Ensures that sufficient funds are available for the Foundation to fulfill its mission and meet its objectives by:
 - Making a personally significant gift to the Foundation annually (in any shape or size as defined by the individual)
 - Offering support personally and through community contacts
 - Identifying and nurturing individual donors
 - Identifying and nurturing business contributors
 - Nurturing the endowment program, preserving investments with long-term focus
 - Measuring outcomes and evaluating success

Public and Community Relations

- Understands and communicates the mission and purpose of the Foundation to the community
- Serves as an advocate to enhance the image of the High Plains Library District and the Foundation in the community
- Participates in public relations activities within the libraries and the community

Minimum Job Requirements

- Demonstrated interest in goals of the Foundation: *The Foundation's mission is to cultivate information, inspiration, and entertainment for our communities by raising funds to sustain and create literacy programs, collection development, technology upgrades, and capital improvements for our libraries*
- Specific experience and/or knowledge in at least one of the following areas: finance, fundraising, event planning, law, public relations, management/administration, non-profit organizations, or libraries
- Willingness to provide annual support (volunteer, in-kind, or financial) to the Foundation
- Availability to attend quarterly board meetings as well as training and strategic planning sessions
- Willingness to represent the High Plains Library District and the Foundation in the community

Signature

Date

HIGH PLAINS LIBRARY DISTRICT FOUNDATION BOARD OF DIRECTORS COMMUNICATION

Meeting date: 02/28/2022
Type of item: Information
Subject: Procedures
Presented by: Niamh Mercer
Recommendation: None. No action needs to be taken regarding the following procedures.

Background

The following document was created to provide procedures for the upcoming volunteer program.

- Volunteer Procedure

The following document was revised to include the Foundation new name and logo effective April 4th.

- Designated Donation Procedure



HPLD Friends and Foundation Volunteer Procedure

Volunteer Acquisition

➤ Application Process

All applications shall be tracked through FormStack applicant system and can be reviewed by those reviewers with access.

➤ Sourcing Volunteers

All High Plains Library District (HPLD) libraries shall source volunteer applicants using the same guidelines and methods to be consistent, fair, and provide each library an opportunity to share applicants, while volunteers can rely on similar sources to seek volunteer opportunities. Marketing for volunteers shall include the HPLD Foundation website, in which all libraries seeking volunteers shall drive traffic as this is where the FormStack application will reside and on ; individual library websites. Additional marketing can be conducted via local Chambers of Commerce; local town newspapers; senior centers; stay at home mom groups; college/university board, as needed.

➤ Recruitment Preparation

Volunteer Job Roles

Prior to recruitment, HPLD Library Managers with the Foundation Director shall assess the needs of each library to determine what volunteer roles are necessary in that location. If there are a number of volunteers needed then each library should carefully evaluate and review each job description to determine how they can be updated and that they still meet the needs of the library. If a new volunteer role has been determined, the Foundation will collaborate with the Library Managers to review a developed volunteer description prior to the recruitment. The Foundation Director will then finalize and post the volunteer job description.

Application Review Policy

The Foundation will be responsible for the review, tracking, and routing of Formstack applications to the Library Managers for review.

- Once the Library Manager has reviewed volunteer applications, the interview and selection process can commence.

➤ Interviewing/Selection of Volunteers

Library Managers shall personally conduct an interview with the applicant(s) choosing to volunteer with the library. The interview shall include:

- Introductions of the staff interviewing the applicant
- An overview of the library for which the volunteer applicant is applying
- A review of the volunteer application
- Description of volunteer role
- Discussion on expectations of all volunteers and individual timing/scheduling commitments
- Question/Answer Discussion

➤ Confirmation of Volunteer Engagement

Once the library has determined that there is a mutual agreeable commitment to move forward, the Library Manager shall conduct background reference checks on the volunteer. Once the references have been verified, a formal letter from the Foundation shall be sent to the new volunteer with the Volunteer Engagement Agreement Form to be signed and returned. Once the agreement form is returned

to the Foundation Director, the Library Manager shall schedule an onboarding with the new volunteer prior to the beginning of their engagement.

Onboarding New Volunteers

The Foundation Director and his/her designees shall schedule a District/Friends onboarding of volunteers. The Orientation will take place at the library in which they are volunteering. The Library Manager or his/her designee will conduct the Orientation.

Individual Library Orientation(s)

The following categories shall be included at each Orientation:

- Expectations - Expectations of each volunteer's duties, in addition the expectations for the HPLD Library district and individual library, shall be emphasized. These expectations should include the following:
 - Professionalism: An overview of how each volunteer serves as a representative of the District and individual library and why image/perception is important to the community. (Does the library require a certain dress code?)
 - Schedule: Every attempt shall be made by the Library Manager to coordinate a schedule that works for volunteers so that flexibility and engagement can be established and sustained.
 - Behavior: General behaviors, including interpersonal communication with library staff and library visitors, integrity of library visitor confidential data, commitment to the role.
- Timeliness: Once a schedule is established, every effort shall be made to be punctual and to adhere to the schedule as Library Managers and staff rely on the volunteer's commitment.

- Communication: Volunteers should be made aware of the most optimal way to communicate with Library Managers and staff while at the library and when issues arise. These include any instances of harassment or discrimination, as well as emergencies or evacuations.

Training

Library Managers or his/her designees shall train volunteers on the individual library layout, organization structure, emergency procedures, and particulars of his/her volunteer role.

Volunteer Management

The management of the volunteer will be the responsibility of the Library Manager.

Job Descriptions - Library Managers shall review volunteer job descriptions for all volunteers to ensure that they are updated and still relevant. If a change is warranted, he/she shall contact the Foundation Director for modifications.

Check-Ins - Library Managers shall check-in with volunteers monthly (or weekly within the first month) to ensure that things are going smoothly, expectations of the volunteer are being met, and to assess if anything needs to be adjusted (e.g. schedule, role, etc.)

Separation

If/when it's determined that a volunteer will separate from a volunteer engagement with the HPLD and individual library, the Library Manager shall conduct a separation meeting to gather information regarding why the volunteer engagement is ending. This shall be documented and sent to the Foundation Director to be tracked in FormStack.



Designated Donations Procedure

Designated use funds will be maintained and administered by High Plains Library District **Friends &** Foundation according to the policies and procedures of the organization (Gift Acceptance Policy, Spending Policy, etc.). Donors wishing to place restrictions on or assign designated uses to gifts may do so under certain conditions, namely:

- The restriction must be one considered compatible with the overall missions of HPLD & the HPLD **Friends &** Foundation
- The restriction shall not impede the ability of HPLD to acquire gifts from other sources.
- The restriction shall not place undue burden upon HPLD resources.
- The restriction shall not subject HPLD to adverse publicity.

Designated funds must be processed through the Foundation for proper recording, tracking, acknowledgement and auditing purposes. At any time the Foundation may ask for documentation and/or information to support all expenses related to the designated gift. This information and documentation will be used for auditing purposes.

High Plains Library District Foundation

Statement of Financial Position

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 FirstBank	5,000.00
11000 Investments	
11001 Stifel Nicolaus	636,893.49
11002 Colotrust	100,712.83
Total 11000 Investments	737,606.32
Total Bank Accounts	\$742,606.32
Accounts Receivable	
12000 Accounts Receivable	1,294.10
Total Accounts Receivable	\$1,294.10
Total Current Assets	\$743,900.42
TOTAL ASSETS	\$743,900.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 UnEarned Revenue	13,507.03
Total Other Current Liabilities	\$13,507.03
Total Current Liabilities	\$13,507.03
Total Liabilities	\$13,507.03
Equity	
30000 Opening Balance Equity	422,382.74
32000 Unrestricted Net Assets	220,048.29
Net Revenue	87,962.36
Total Equity	\$730,393.39
TOTAL LIABILITIES AND EQUITY	\$743,900.42

High Plains Library District Foundation

Statement of Activity

January - December 2021

	TOTAL
Revenue	
43400 Donations	
43450 Restricted Donations	2,486.52
43451 UnRestricted Donations	13,741.82
43452 Vacation Donations	2,563.24
Total 43400 Donations	18,791.58
47000 Sales	
47008 Book Sales - Foundation	10,183.63
Total 47000 Sales	10,183.63
47200 Special Events Income	
47240 Links for Literacy	31,829.63
47250 Colorado Gives Day	6,894.12
Total 47200 Special Events Income	38,723.75
47400 Grants	
47401 Operating	34,609.74
Total 47400 Grants	34,609.74
47500 Earnings on Investments	51,333.47
47600 Interest and Dividend Income	44,567.38
Total Revenue	\$198,209.55
GROSS PROFIT	\$198,209.55
Expenditures	
62100 Contract Services	9,500.00
62110 Accounting Fees	10,700.02
62140 Legal Fees	458.00
Total 62100 Contract Services	20,658.02
62800 Special Events Expense	
62890 Links for Literacy	19,983.73
62891 Colorado Gives Day	150.00
Total 62800 Special Events Expense	20,133.73
63400 Donation Expense	650.00
65000 Operations	
65040 Supplies	6,607.00
Total 65000 Operations	6,607.00
65100 Other Types of Expenses	10.00
65400 HPLD Foundation Grants	62,188.44
Total Expenditures	\$110,247.19
NET OPERATING REVENUE	\$87,962.36
NET REVENUE	\$87,962.36

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

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

For the Period Ended December 31, 2021
100.0%
prepared February 2, 2022

	Jan. - Dec. Actual	Jan. - Dec. Budget	Variance Favorable (Unfavorable)	% of YTD Budget	YTD Actual	Annual Budget	Variance Favorable (Unfavorable)	% of Annual Budget
REVENUES								
Donations - Restricted	2,487	10,000	(7,513)	25%	2,487	10,000	(7,513)	25%
Donations - Unrestricted	16,305	24,000	(7,695)	68%	16,305	24,000	(7,695)	68%
Earnings on investments	95,900	25,000	70,900	384%	95,900	25,000	70,900	384%
Special Events Income	38,724	38,500	224	101%	38,724	38,500	224	101%
Grant revenue	34,610	60,000	(25,390)	58%	34,610	60,000	(25,390)	58%
Other income	10,184	3,500	6,684	291%	10,184	3,500	6,684	291%
Total revenues	198,210	161,000	37,210	123%	198,210	161,000	37,210	123%
EXPENSES								
Professional Fees	9,500	3,000	(6,500)	317%	9,500	3,000	(6,500)	317%
Contract Services	11,158	27,800	16,642	40%	11,158	27,800	16,642	40%
Special Events Expenses	20,134	22,800	2,666	88%	20,134	22,800	2,666	88%
Operations	7,267	41,300	34,033	18%	7,267	41,300	34,033	18%
HPLD Foundation Grants	62,188	20,000	(42,188)	311%	62,188	20,000	(42,188)	311%
Travel and Meetings	-	2,500	2,500	0%	-	2,500	2,500	0%
Capitol Campaign	-	20,000	20,000	0%	-	20,000	20,000	0%
Total expenses	110,247	137,400	27,153	80%	110,247	137,400	27,153	80%
Increase (Decrease) in Net Assets	87,963	23,600	64,363		87,963	23,600	64,363	

Financial Summary

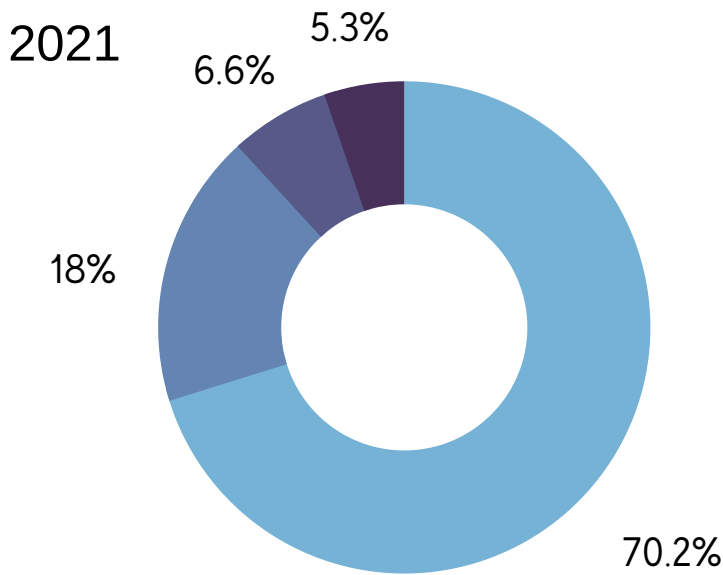
*2021 Financials not yet audited

	Revenue	Expenses	Undesignated Assests	Endowment Assests
2021*	\$198,210	\$110,247	\$93,500	\$636,893
2020	\$240,439	\$128,432	\$70,839	\$571,592
2019	\$233,520	\$125,479	\$41,894	\$478,530

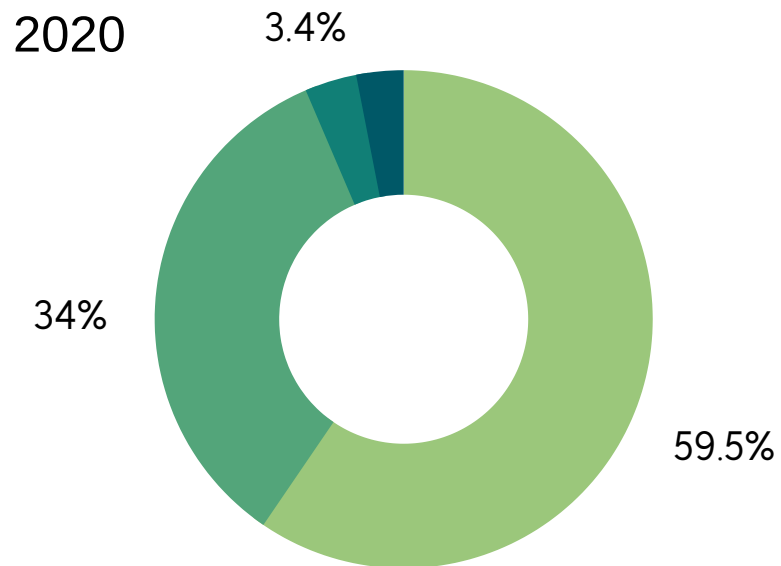
The mission of the Foundation is to build a community of library lovers through increased collaboration, philanthropy, volunteer engagement, awareness and advocacy for the libraries for the High Plains Library District.



Our Impact



- Building New Libraries
- Children's Programming
- Kiwanis Club of the Rockies LFL Split
- Writer in Residence Stipend



- Children's Programming
- Community Wireless Hotspots
- Writer in Residence Stipend
- Kiwanis Club of the Rockies LFL Split

Donor Database

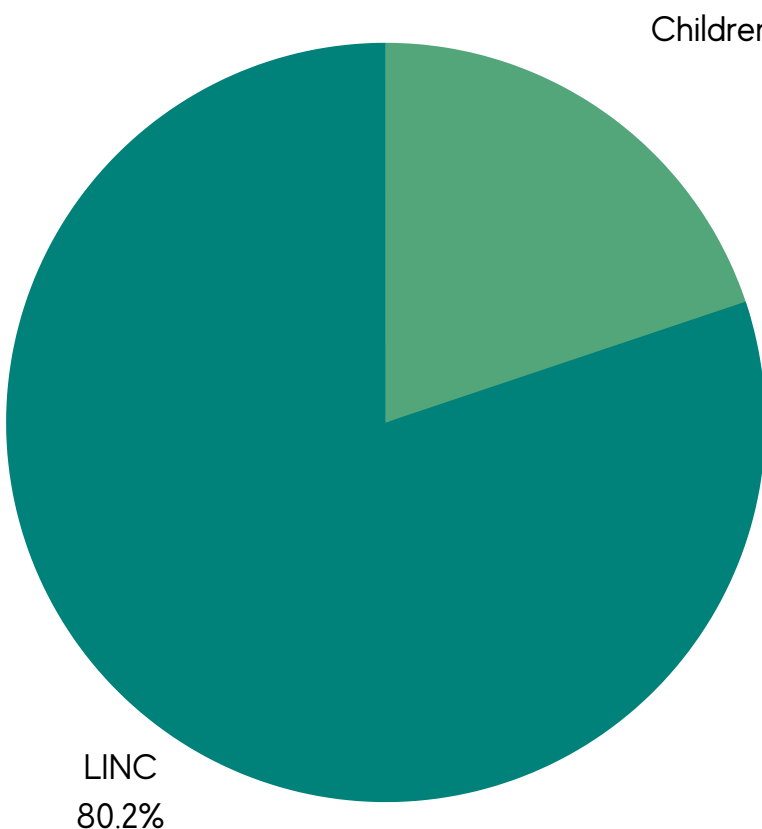
	Records	Gifts Given	Average Gift
2021	1,557	148	\$470
2020	1,441	184	\$580
2019	1,416	202	\$490

Grants

	Funds Granted	Applied
2021	\$126,010*	\$468,260
2020	\$174,900	\$788,300
2019	\$22,445	\$222,750



2021 Funds Granted



Children's Programming
19.8%

Our Biggest Grantors

Institute of Museum and Library Services**

The Weld Trust

Buell Foundation

Weld Community Foundation

*Includes funds that went directly to the District

**Funds granted went directly to the District

Colorado Gives Day Campaign

	Number of Gifts	Net Income	Matching Fund	Average Gift
2021	57	\$6,600.02	\$128.54	\$115.78
2020	43	\$8,515.34	\$188.67	\$209.66
2019	49	\$4,755.69	\$159.10	\$97.05

ACHIEVING EXTRAORDINARY TOGETHER

WELD
GI♥**ES DAY** 12.07.21

www.ColoradoGives.org

#WEAREWELD

Nonprofits from Weld County have come together, making it easy to support this incredible place we call home!



Number of:	New Donors	Recurring Donors	Increased Gifts
2021	16	33	11
2020	5	34	10
2019	12	30	2

Weld County Collaborative

Statewide

Participating Organizations

37

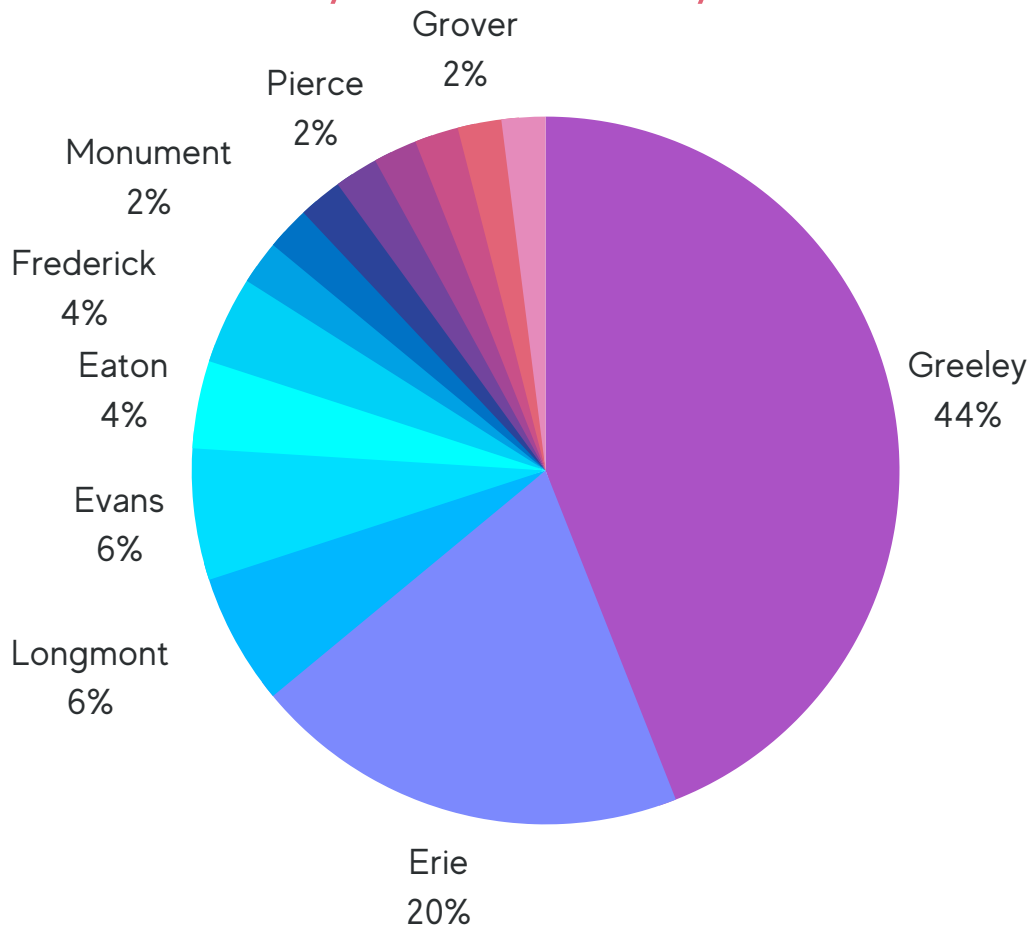
3,063

Total Funds Raised

\$443,558

\$54,409,297

Colorado Gives Day Donations by Location



End of Year Campaign

Online Giving



Community First Foundation

\$1,122



CyberGrants

\$102.04

Checks Received



Revenue

\$5,250

Total Revenue

10,237

Employee Giving



Vacation Donation

\$2,563



Monthly Gifts

\$1,200

Links for Literacy Golf Tournament

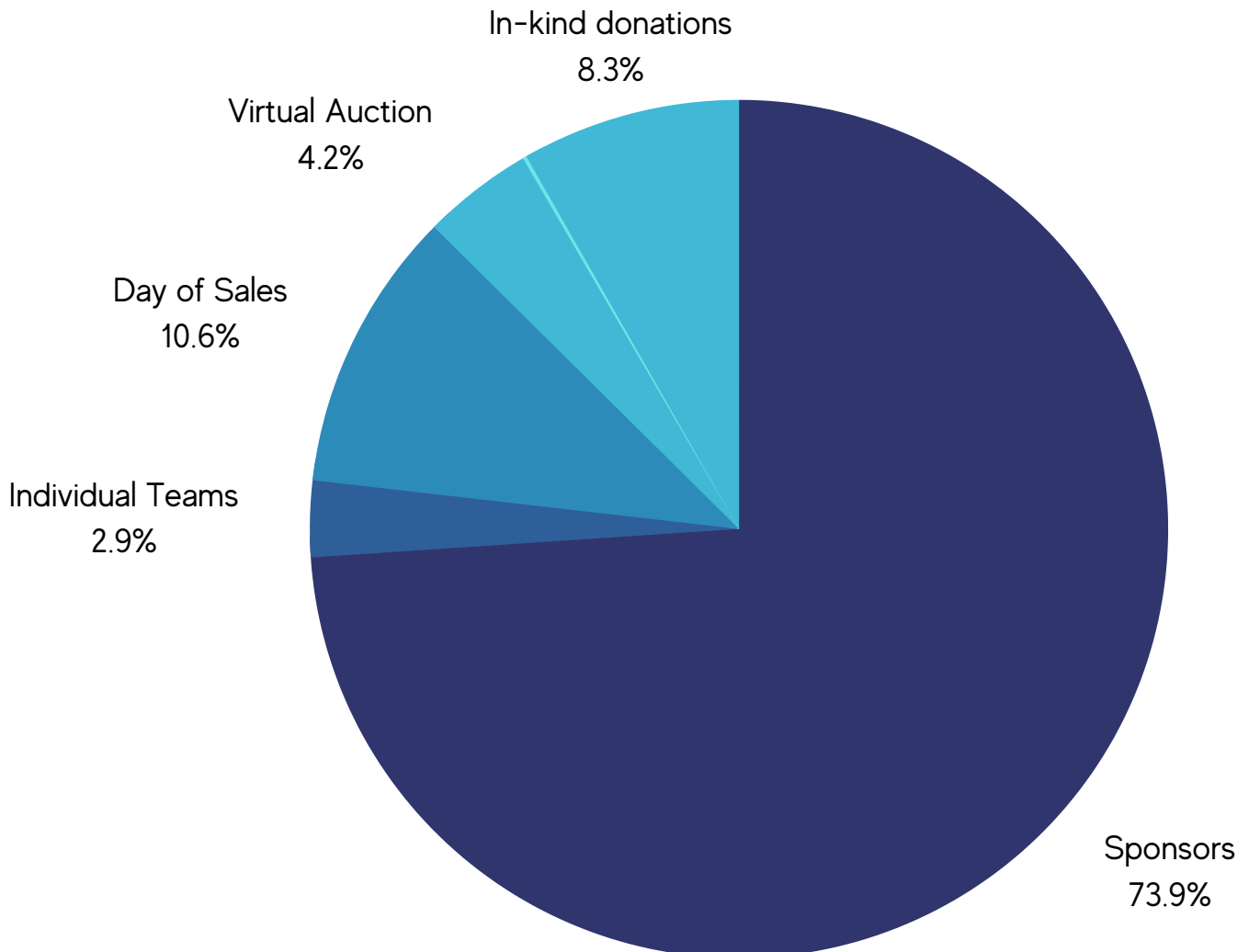
	Gross Income	Expenses	Net Income	Kiwanis Split	In Kind Gifts
2021	\$32,950	\$9,522	\$23,427.58	\$11,713.79	\$2,875
2020	\$29,029	\$9,209	\$19,819	\$9,909	\$3,130
2019	\$31,313	\$7,824	\$23,489	\$11,744	\$4,800



3rd year in a row of 24 teams on the course



2021 Links for Literacy Income Avenues



2021 Solicitation Overview



Links for Literacy Golf Tournament

\$31,950



Funds Granted

\$126,010



Colorado Gives Day Campaign

\$6,836



Vacation Donations

\$2,563



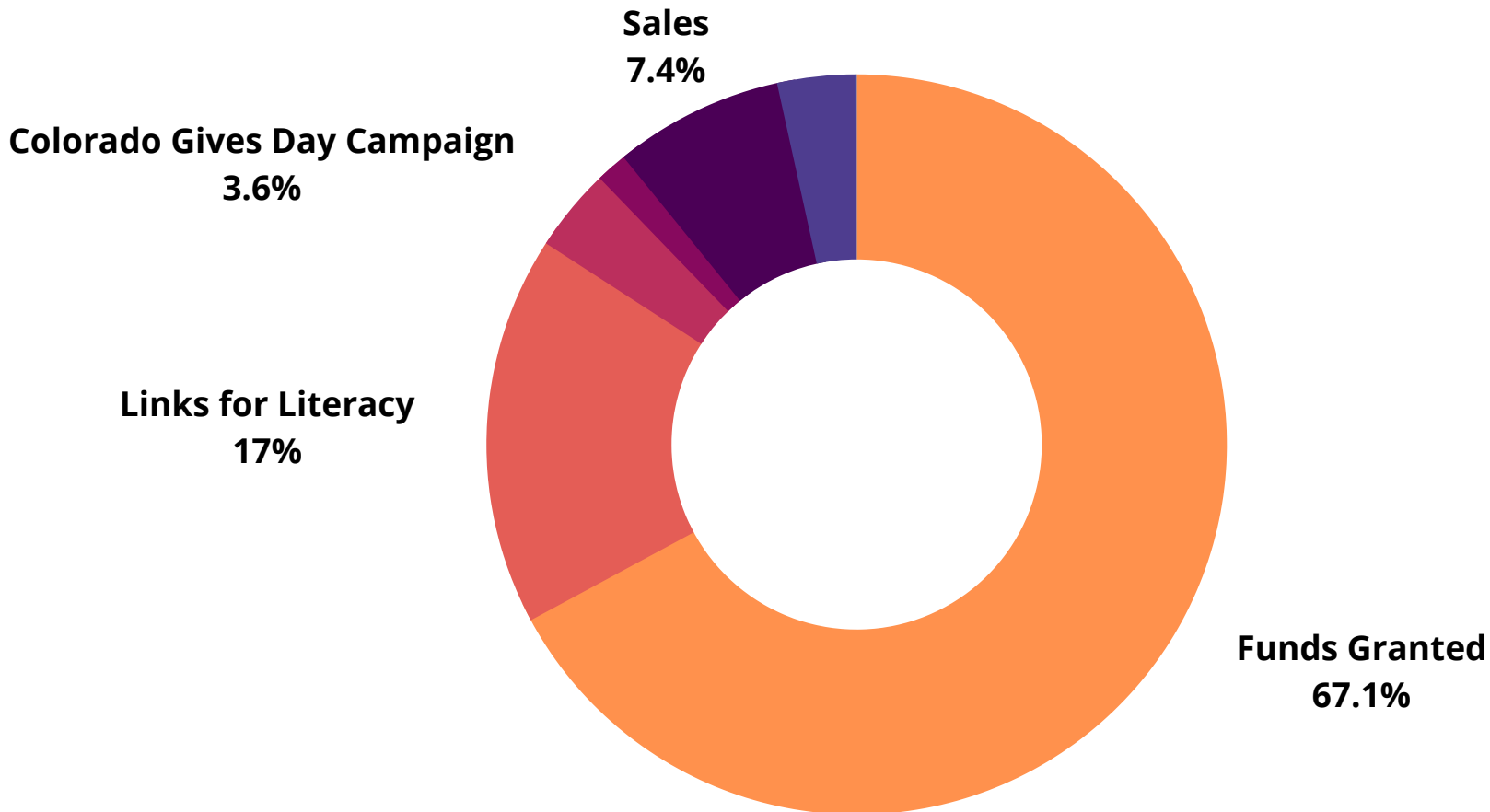
Sales

\$13,878



End of Year Campaign

\$6,372

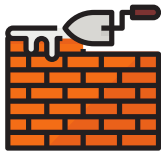


Board Participation

	Board Giving	New & Revised Policies	New Members	Attendance			
				Q1	Q2	Q3	Q4
2021	\$1,395	1	3	71%	57%	100%	100%
2020	\$300	2	2	75%	100%	100%	78%
2019	\$400	3	8	100%	100%	86%	100%

Board Designated Funds

Total designations: \$26,000



\$20,000

LINC Capital Project

Project Lead: Dr. Matthew Hortt



\$2,500

Summering Reading Adventure

Program Lead: Amy Ortiz



\$1,000

Widening the Window

Program Lead: Carolyn Valencia



\$2,500

Signature Author Series*

Program Lead: Amy Ortiz

*Contingent upon event's occurrence



2022 Calendar

Date	Event
January	Links for Literacy Planning Begins
January	YES!fest Planning Begins
January 3	Writer in Residence Application Opens
January 3	December Board Report
February 8	January Board Report
February 18	Q1 E-Newsletter
February 28	Q1 Work and Regular Session
March	YES!fest Campaign Begins
March 4	Writer in Residence Application Closes
March 4	February Board Report
March 7	Writer in Residence Selection Begins
April 1	Writer in Residence Announced
April 1	March Board Report
April 4	Launch HPLD Friends & Foundation Rebrand
April 4	Monthly Donor Cards
April 15	Q2 E-Newsletter
April 16	SAS-TBD
April 18	Foundation Support Form Opens for 2023 Requests
May	Public Phase of LINC Capital Campaign Begins
May 6	April Board Report
May	Links for Literacy Campaign Begins
June 3	May Board Report
July	Employee Giving and Appreciation Planning Begins
July	End of Year and Colorado Gives Day Planning Begins
July 1	June Board Report
August 5	July Board Report
August 5	Monthly Donor Cards
August 15	Foundation Support Form Closes for 2023 Calendar Year
August 19	Q3 E-Newsletter is released
September 2	August Board Report
September 17	YES!fest
September 27	Links for Literacy
October	Colorado Gives Day and End of Year Campaign Begins
October 7	September Board Report
November	Employee Giving and Appreciation Campaign Begins
November 4	October Board Report
November 29	Giving Tuesday (Weld Gives Rally)

December 2	November Board Report
December 6	Colorado Gives Day

All dates subject to change.

TBD Events

- Q2, Q3, Q4 Foundation Board Regular Sessions
- LINC Fundraising Event
- Friends Evening
- Spread the Good Luncheon with the Weld Community Foundation