

ANYTHINK LIBRARIES



2017 ANNUAL BUDGET AND 2012-2017 STRATEGIC PLAN

*Prepared by Nan Fisher
Finance Manager
December 31, 2016*

Anythink Libraries
Finance Office
5877 East 120th Avenue
Thornton, Colorado 80602

2017 ANNUAL BUDGET AND 2012-2017 STRATEGIC PLAN

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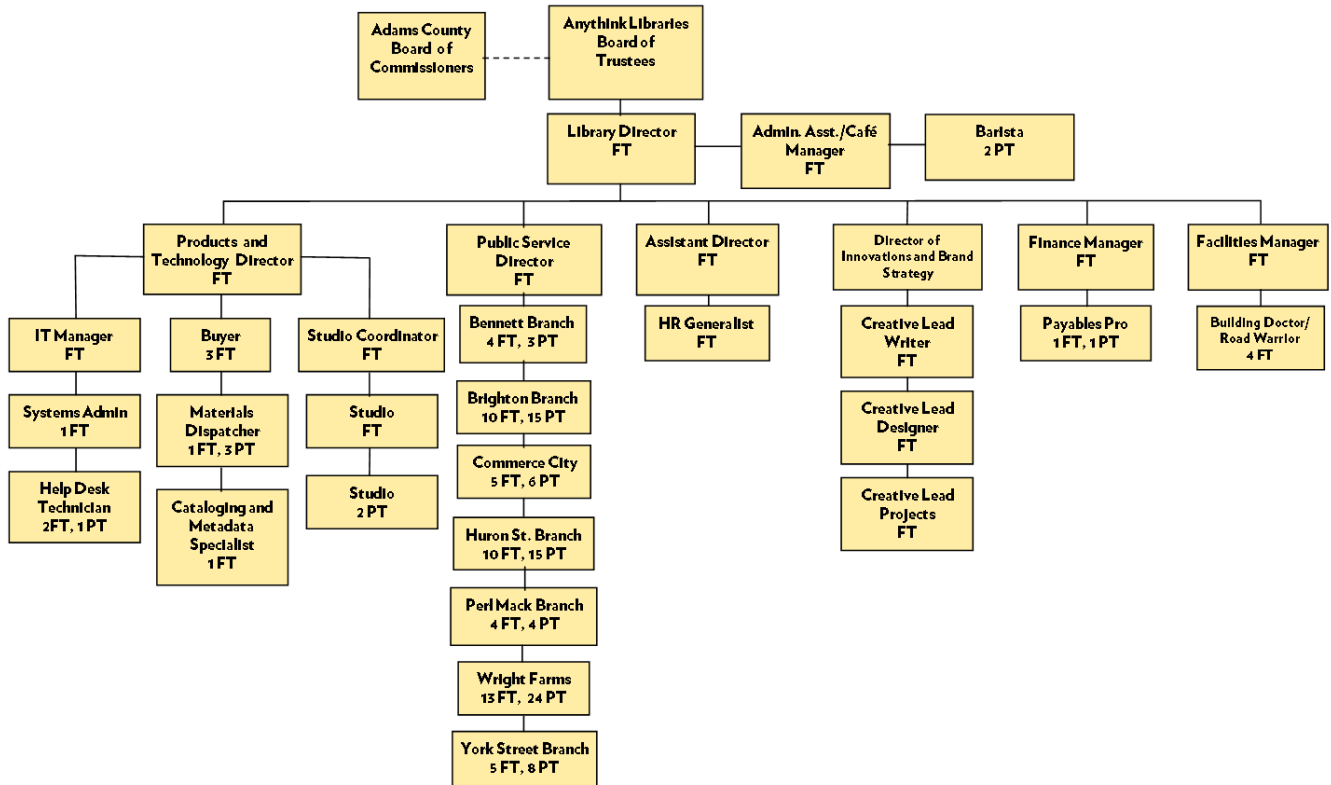
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ANYTHINK LIBRARIES
2017 Annual Budget and Strategic Plan
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ANYTHINK LIBRARIES ORGANIZATIONAL CHART



Anythink Libraries Organizational Chart 2017
 79 Full-time, 50 Part-time 20 hour, 37 Part-time 25hr
 Total head count: 166 Total FTE: 127

LETTER TO THE CITIZENS OF ADAMS COUNTY, BOARD OF TRUSTEES AND LIBRARY DIRECTOR

November 23, 2016

To the Citizens of Adams County,
To Board of Trustees and Library Director
of Anythink Libraries:

As Finance Manager, I am honored to present the 2017 Annual Budget and Strategic Plan on behalf of the citizens of Adams County. The 2017 Annual Budget has been prepared in compliance with the Colorado Budget Laws and in accordance with the policies, procedures and direction of the Board of Trustees, Library Director and Anythink administrative staff. The district's mission statement, strategic plan, operating plan and financial projections have been incorporated into a sustainable financial plan, allocating our resources efficiently and effectively.

The General Fund is the only active fund in 2017. Often referred to as the "operating budget," the General Fund receives revenues and appropriates expenditures for the day-to-day operations of the district.

The following sections of this document provide an overview of the budgeting process, how the strategic plan guides budget decisions, as well as describing the challenges and opportunities that lie ahead in designing future budgets.

Questions and comments are welcome.

Respectfully submitted,

Nan Fisher
Finance Manager
Anythink Libraries

BUDGET OVERVIEW

The estimated total revenue for 2017 is \$ 16,145,306 and \$ 16,459,739 has been appropriated for library expenditures in the General Fund.

Fund	Beginning Fund Balance	Estimated Revenues and Transfers In	Appropriations (Expenditures) and Transfers Out	Ending Fund balance at 12/31/2017
General	\$ 13,325,039	\$ 16,145,306	\$ 16,459,739	\$ 13,010,606
Capital Projects (closed)	\$ -	\$ -		
Total All Funds	\$ 13,325,039	\$ 16,145,306	\$ 16,459,739	\$ 13,010,606
Excluded Transfers	\$ -			
Net total All Funds	\$ 13,325,039	\$ 16,145,306	\$ 16,459,739	\$ 13,010,606

Statistics demonstrate that although Anythink remains near the bottom of local revenue per capita, as well as expenditures per capita for library service areas (LSA) in Colorado, we continue to grow in terms of expanded services and program attendance district-wide.

REVENUE PER CAPITA

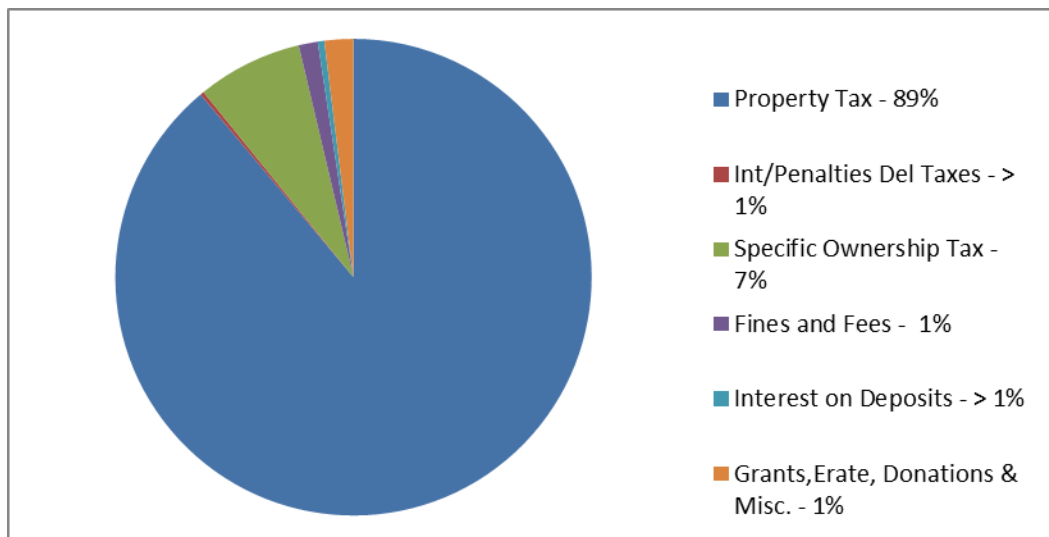
	2015	
Library	LSA Population	Local Revenue per Capita
HIGH PLAINS LIBRARY DISTRICT	257,157	\$ 105.99
ARAPAHOE LIBRARY DISTRICT	257,305	\$ 85.80
DENVER PUBLIC LIBRARY	664,620	\$ 62.52
DOUGLAS COUNTY LIBRARIES	314,592	\$ 60.88
PUEBLO CITY - COUNTY LIBRARY DISTRICT	161,782	\$ 57.41
POUDRE RIVER PUBLIC LIBRARY DISTRICT	190,776	\$ 42.63
JEFFERSON COUNTY PUBLIC LIBRARY	558,532	\$ 42.30
PIKES PEAK LIBRARY DISTRICT	616,089	\$ 39.19
RANGEVIEW LIBRARY DISTRICT	368,652	\$ 36.46
WESTMINSTER PUBLIC LIBRARY	111,834	\$ 26.76
AURORA PUBLIC LIBRARY	350,773	\$ 13.37

EXPENDITURES PER CAPITA

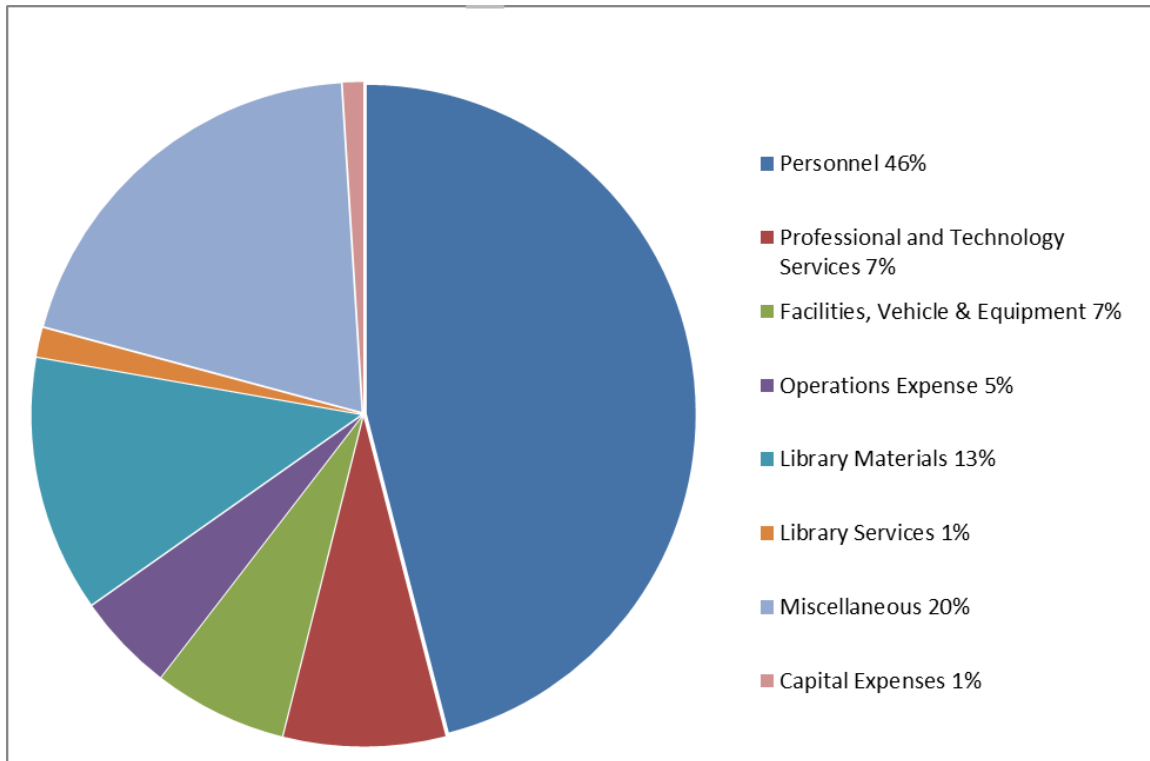
Library	LSA Population	Local Expenditures per Capita
ARAPAHOE LIBRARY DISTRICT	257,305	89.60
HIGH PLAINS LIBRARY DISTRICT	257,157	65.51
DOUGLAS COUNTY LIBRARIES	314,592	66.86
DENVER PUBLIC LIBRARY	664,620	63.80
PUEBLO CITY - COUNTY LIBRARY DISTRICT	161,782	59.70
JEFFERSON COUNTY PUBLIC LIBRARY	558,532	42.93
POUDRE RIVER PUBLIC LIBRARY DISTRICT	190,776	44.42
PIKES PEAK LIBRARY DISTRICT	616,089	41.79
RANGEVIEW LIBRARY DISTRICT	368,652	36.96
WESTMINSTER PUBLIC LIBRARY	111,834	31.86
AURORA PUBLIC LIBRARY	350,773	14.37

The sources and uses of the above funds are illustrated in the graphs below. Revenues are generated from property taxes, specific ownership taxes, fees, interest and miscellaneous/grants/gifts. The expenditure categories are Personnel Related Expenses, Professional & Technology Services, Facilities, Vehicle and Equipment Expenses, Operations, Library Materials and Library Services and for Lease Purchase Interest and Principal and other Miscellaneous expenses.

REVENUES – \$ 16,145,306



EXPENDITURES – \$ 16,459,738



REVENUE

Property tax revenue projections are calculated using the “Certification of Valuation by Adams County Assessor” received in mid-August.

Current year’s gross total taxable assessed valuation	\$ 4,009,868,610
Less TIF (tax incremental financing)	\$ 98,395,910

Current year’s net total taxable assessed value	\$3,911,472,700
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Property tax receipts are calculated by taking the total assessed valuation multiplied by the mill rate (3.659) and dividing by 1,000:

\$3,911,472,700 x 3.659 divided by 1,000 =	\$14,312,079
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The following table indicates an upward trend in property tax assessed valuations:

Assessed Valuation			
Levy/Collection Year	Assessed Valuation	Increase	% Increase
2001/2002	\$2,184,330,380		
2002/2003	\$2,301,344,350	\$117,013,969	5.36%
2003/2004	\$2,510,791,260	\$209,446,909	9.10%
2004/2005	\$2,612,001,890	\$101,210,629	4.03%
2005/2006	\$2,845,712,610	\$233,710,719	8.95%
2006/2007	\$2,947,771,890	\$102,059,279	3.59%
2007/2008	\$3,236,598,640	\$288,826,749	9.80%
2008/2009	\$3,317,379,040	\$80,780,399	2.50%
2009/2010	\$3,296,881,800	-\$20,497,241	-0.62%
2010/2011	\$3,259,281,600	-\$37,600,201	-1.14%
2011/2012	\$3,232,958,140	-\$26,323,461	-0.81%
2012/2013	\$3,281,189,640	\$48,231,499	1.49%
2013/2014	\$3,392,435,490	\$111,245,849	3.39%
2014/2015	\$3,484,113,730	\$91,678,239	2.70%
2015/2016	\$3,485,450,370	\$1,336,640	0.04%
2016/2017	\$3,829,901,720	\$344,451,350	9.88%
2017/2018	\$3,911,472,700	\$81,570,980	2.13%

Revenues for 2017 total \$16,145,306, a \$ 381,359 increase over budgeted revenues for 2016. Appropriations for operations (including lease purchase interest and principal) for 2017 are \$16,459,738 an increase of \$280,627 over 2016.

EXPENDITURES

1. PERSONNEL – Part wizard, part genius and part explorer, every staff member contributes to the success of Anythink. Personnel expenditures include expenses related to salaries and wages, contract employment, payroll taxes, unemployment, worker's compensation and employee benefits.

Personnel expenses for 2017 are \$7,535,115 compared to \$6,766,490 in 2016. As a percentage of total expenditures, personnel increased by 11 percent over expenses in 2016. The additional increase is due to increasing full-time guide salaries based on the FLSA ruling, adding three wranglers, adding a full-time studio specialist, and two part-time studio hosts.

A 4 percent increase in salaries is budgeted for merit increases. The actual merit salary increase that an employee could receive would range from 0-5 percent of their base salary. The amount of merit increase will be based on the employee's performance evaluation.

Health insurance premiums only increased by 1% over 2016 rates.

Employees' shared costs of benefits remain the same as in 2016.

PROFESSIONAL/TECHNOLOGY SERVICES – In order to provide the best tools for customers and operate as a 21st century library, Anythink continues to support technology development. Professional/technology expenditures include expenses related to legal and audit, professional services, cataloging and inter-library loan fees, technology equipment, technology maintenance fees, telecommunications and website development.

Legal and audit expenses increased by \$ 2,000 over 2016. This increase is for legal services for the research and guidance regarding a mill levy increase campaign.

Professional services expenses increased with the addition of our contract security company that helps provide our staff and customers a safe place to visit and work.

Cataloging and ILL resources increased due to the implementation of Proquest.

Technology equipment (computers and software) budget was decreased for 2017 since public and non-public computers have been replaced over the past two years.

Technology maintenance fees have increased slightly due to the additional software and maintenance contracts on the new computer equipment.

Telecommunications budget increased in 2017 due to additional equipment and contracts for services.

Website development costs increased for 2017 for upgrades.

FACILITIES, VEHICLE AND EQUIPMENT – Anythink serves the residents of Adams County with its seven physical locations and Anythink in Motion, the district's bookmobile. Our facilities are spaces of inspiration that invite customers to explore and create, and we take great pride in their maintenance. Facilities, vehicle and equipment expenditures include expenses related to building repair and maintenance, rent/leases, utilities, snow removal, grounds maintenance, janitorial services, equipment rental/leases, equipment maintenance and repair, fuel, gas and oil, and vehicle repair and maintenance.

- Building repair and maintenance costs increased by 3 percent as building maintenance costs stabilize and trend slightly upward.
- Rent and lease expenditures remained the same as 2017.
- Utilities cost increased due to water rate increases in 2016.
- Grounds maintenance costs have decreased due to new snow removal contract.
- Janitorial services budget increased based on a new contract for cleaning services.
- Equipment rental (leases for copier/printer/fax/scanning equipment) increased due to upgrading public copiers at branch locations. New contracts were negotiated with reduced conglomerate pricing for color and black-and-white copies included in the equipment pricing. Additional copiers will be added to the Northglenn location once the remodel is complete.
- Equipment maintenance and repair line item increased due to copiers getting older and the need for repairs.
- Fuel, gas and oil budget has remained the same as 2016.
- Vehicle and equipment repair and maintenance increased slightly due to aging vehicles.

OPERATIONS – The funding of Anythink’s operations allows us to inform the community about Anythink’s offerings, provide top-notch training and experiences for our staff to share with the public. Operations expenditures include expenses related to advertising and marketing, property and liability insurance, meetings, travel, training, memberships, licenses, fees, postage and delivery, products for sale, supplies and non-consumables.

- Advertising and marketing budgets increased to add for the cost of the 2017 awareness campaign.
- Property and liability insurance expenses increased by 1 percent as coverage for buildings, equipment and liability insurance costs increase.
- Meetings, travel and training costs increased to maintain the professional development of district employees and provide opportunities for staff.
- Memberships, licenses and fees increased to account for the bank fees associated with investment costs and agent fee which increased due to increased property taxes.
- Postage and delivery costs have decreased due to the decision not to mail late notices.
- Supplies and non-consumables increased by 4%.

LIBRARY MATERIALS – Anythink is committed to providing the community with high-demand, cutting-edge materials, media and services. Library materials expenditures include expenses related to: books, materials processing supplies, non-print materials (audio/visual), downloadable materials, electronic resources and content, subscriptions and publications.

Library materials expenditures, including electronic and downloadable media, increased by 4 percent to help enhance and expand Anythink’s collections to meet the needs of the community.

LIBRARY SERVICES – From mySummer to Space Month, Anythink’s programs provide all ages with opportunities to learn and explore. Library services expenditures include expenses related to library programming, programming supplies and mySummer, Anythink’s summer program.

Library programming budgets were increased by 9 percent to include funding for increase in the participation in the popular mySummer program and additional programs district-wide. Part of this increase is additional funding for artists in residence (AIRs).

MISCELLANEOUS – Miscellaneous expenditures include expenses related to lease-purchase principal and interest and treasurer’s fees.

In 2015, the 2008 Certificates of Participation was refinanced, saving \$791,081 in interest for 2015. This refinance will save a total of \$ 927,784 over the next 15 years in interest payments.

Treasurer's fees increased in 2016 from 1% to 1.5% of the taxes collected.

CAPITAL EXPENSES – Capital expenditures include expenses related to office furnishings, building improvements, technology, vehicles and heavy equipment.

A budget of \$115,500 is added for the rehab of furnishings. As each library confirms how its customers are best utilizing spaces, we plan to adapt furnishings to meet those changing needs. \$20,000 has been added for shade structures at our Brighton, Commerce City and Huron locations.

\$ 35,000 has been added for Studio upgrades at the Wright Farms location.

CHALLENGES AND OPPORTUNITIES FOR 2017 AND BEYOND

As property values continue to rise and economic conditions improve, revenues continue to climb proportionately. Though this fact eliminates the need for dipping into reserve funds at this time, careful planning and budgeting is still necessary in order to continue to foster growth and meet future needs.

Personnel costs continue to rise as wages, health care and other benefit costs trend upward. Challenges include maintaining the size of our workforce while continually improving the services offered to the community. Fortunately, hospitality is in abundance at Anythink, and the good news is that it has a zero line item budget!

In 2015 and 2016 all of the public computers were replaced, giving our customers better processing speeds and reliability. The district is working on the infrastructure to provide upgraded high-speed internet to keep up with the latest technology and to replace all non-public computers.

Changing library technologies create new and varied expectations. As those new technologies emerge, we continue to be challenged with learning, as well as teaching staff and customers how to use those technologies.

Managing and maintaining the traditional library collection, as well as offering an expansive digital collection, changes the cost structure of collection management. The digital library is more than acquiring technologies; it brings new challenges with regard to access and costs. The 2017 budget for library materials has been increased to meet the growing demands of our customers. Keeping our collection fresh and up-to-date is an ongoing challenge that we continue to address.

Attendance at Anythink events and programs continues to soar as staff creativity expands the ways we plan and deliver library services. From mySummer activities to interactive exhibitions to computer programming workshops, programs and events at Anythink are versatile and provide community members with opportunities to explore, create and learn something new. Determining which programs and services to provide within budgetary limitations presents an ongoing challenge.

2016 SIGNIFICANT ACCOMPLISHMENTS

“Discover Space: A Cosmic Journey” & Space Month. In early 2016, Anythink Huron Street hosted “Discover Space: A Cosmic Journey,” an interactive exhibition produced by the Space Science Institute. With opportunities to explore the cosmos from space storms to asteroids and the universe beyond, this exhibition provided families and community members of all ages with an educational and fun experience.

“Discover Space” was hosted in conjunction with Space Month, a month-long celebration of all things space science. Throughout Space Month, customers were invited to participate in a variety of programs and activities designed to spark curiosity about everything from rocketry to microgravity. This included special guests from NASA, the Denver Museum of Nature and Science, University of Denver’s Chamberlin Observatory and the Astronomy Club of Front Range Community College.



PLA 2016. Anythink joined libraries nationwide for the Public Library Association 2016 Conference (PLA) in downtown Denver. This biennial conference brings the library industry and its advocates together with a variety of educational programs, exhibits and speakers to enhance the development and effectiveness of public libraries. Along with other Colorado libraries, Anythink was able to play a large role at PLA 2016 by hosting and co-hosting several sessions. In addition, Anythink created the Take Charge Lounge, a space for conference attendees to relax, socialize and refuel in the exhibit hall. Two hundred librarians from across the country visited Anythink Huron Street for an open house the week of the conference for an opportunity to see an Anythink library in action and talk with staff about Anythink’s approach to library service.

Pam Sandlian Smith elected president of Public Library Association. Following the PLA 2016 conference, Anythink Director Pam Sandlian Smith was elected president of the Public Library Association. A division of the American Library Association, PLA helps provide a diverse

program of communication, advocacy and programming for the advancement of public library services across the country. The elected three-year term position is voted on by PLA's 9,000 members. Sandlian Smith's campaign focused on a people-first platform that highlighted the ingenuity of library staff as the industry continues to evolve and innovate.

Building renovations. In 2016, Anythink completed a large-scale renovation of its Northglenn facility. This property is now home to the district's IT, Collection Development and Outreach departments. It also serves as a space for staff to test new equipment for the district. In order to maintain clean, updated and beautiful buildings for its customers, Anythink also installed new carpeting at its Brighton and Commerce City locations.

Partnerships. In an effort to provide comprehensive programs and opportunities for the community, Anythink continues to develop relationships with a variety of organizations. Local and national partnerships included Adams County Sustainability, the Aspen Institute, Brighton Fire Rescue, City of Northglenn, City of Thornton, Denver Museum of Nature and Science, Exploration Universe, Great Divide Brewing, Midtown, Northglenn High School, Rocky Mountain PBS, the Space Science Institute and Welby Heritage.

Beerology. In anticipation of the 2016 Backyard Concert Series, Anythink hosted Beerology, a beer education event and fundraiser for the Anythink Foundation. Hosted by Anythink Foundation board member and brewery manager for Denver-based Great Divide Brewing Ro Guenzel, Beerology was an opportunity for adults to discover beer through a variety of lenses, including its history, impact on culture and literature, and the science of brewing. Great Divide Brewing is a sponsor of the Backyard Concert Series, for which it brewed a special literary-themed beer recipe selected by concert attendees.



Backyard Concert Series. For the fourth year in a row, Anythinkers gathered on the Anythink Wright Farms one-acre park to enjoy music, food and fun at the Backyard Concert Series. This series of free outdoor concerts drew nearly 1,000 community members and continues to be a great source of family-friendly entertainment in the Thornton area. Funds raised through donations, a silent auction, and food and beverage sales helped support the Anythink Foundation.

Anythink LIVE! From solo piano virtuosos to punk rock bands, teens from across the district submitted their original tracks as entries to Anythink LIVE!, a music contest just for teens. After a panel of judges narrowed the submissions, the public voted for teen pianist Jacob Robertson to perform at the Anythink Backyard Concert Series as opening act for the August show. Anythink LIVE! invites young Anythinkers to record their music at the library and explore their passion with other informal learning opportunities through The Studio.



Boyd Norton photography exhibition. Preeminent conservation photographer Boyd Norton displayed a special exhibition of photography at Anythink Wright Farms. The exhibition featured photos of landscapes and animals from across the world, highlighting endangered animals and ecosystems. Norton, a recipient of the 2015 Ansel Adams Award for lifetime achievement, discussed his photography with the community during a special opening reception.

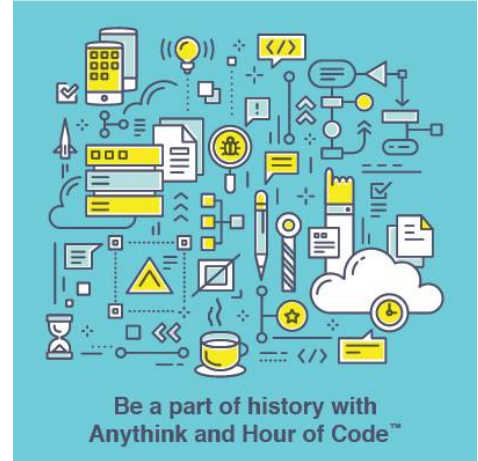
Anythink Block Party. To help connect residents with each other and the library, Anythink hosted a series of seven block parties across Adams County. These block parties served as an opportunity for residents to meet friends and neighbors out in the places where they live, work and play. From parks to festivals to fire stations, each block party was held in a different location representative of the branch's community. The Anythink Block Party was part of Outside the Lines, a weeklong international celebration of the creativity and innovation happening in libraries.



What Every American Should Know. In partnership with the Aspen Institute and Rocky Mountain PBS, Anythink hosted "What Every American Should Know," a community dialogue. Based on the Aspen Institute's initiative with the same name, this event explored local perspectives of how Americans can cultivate a sense of shared destiny and common civic purpose in an age of increasing diversity and widening inequality. The dialogue was attended by local cultural leaders, elected officials and community members, and was moderated by Rocky Mountain PBS's John Ferrugia.

Operation Free Bird. Anythink continues to participate in Operation Free Bird, an annual event hosted by the Adams County Sheriff's Office to help families in need during the holiday season. At Operation Free Bird, community members are invited to sign up for an Anythink card, interact with staff and check out Anythink in Motion, the district's bookmobile.

Hour of Code. Continuing with its support of STEAM (science, technology, engineering, art and mathematics) education, Anythink participated in Hour of Code™. This annual global movement promotes coding literacy to show that anybody, no matter their age or background, can learn the basics. Anythink partnered with Exploration Universe, a locally based science and technology education organization, to provide fun and interactive tech workshops for all ages.



BUDGET MESSAGE

Financial Reporting Entity

Rangeview Library District was established by resolution of the Adams County Board of County Commissioners on Dec. 15, 2003, and on Jan.1, 2004, the Adams County Library System was merged into the new district. The general objectives are to provide citizens of the library district with library services for their education and recreation. Operations of this district are generally governed by the Colorado State Statutes: Library Law, Title 24, Article 90 CRS.

Budget Process

The budget calendar is based on Colorado State Statute (29-1-108 (4), C.R.S.), as well as internal planning for completion of each phase. The process should begin in June, concurrent with analysis and updates to the Strategic Plan to set objectives, goals, strategies and budgetary impact for all libraries and departments. This information becomes an intrinsic part of the overall budget process.

Detailed analysis of current and historical costs for operational expenses, and the 10-Year Financial Projection spreadsheet are all evaluated for essential inclusion in the annual budget. A preliminary budget is distributed to members of the Fiscal Affairs Committee for review, input and feedback.

On or before Oct. 15, a preliminary budget for the following year with a short narrative is officially submitted to the RLD Board of Trustees. This budget is based upon estimates of valuation for assessment prepared by the county assessor. Notice of a public hearing to be held at a subsequent meeting of the Board of Trustees is published with the Notice of Budget.

Prior to the public hearing, the budget for the coming year is available to the public for review. The Board of Trustees considers changes or adoption of the proposed budget at their meeting that is held after the public hearing. The budget may be approved at that time or may be tabled until a later meeting.

Final valuation for assessment numbers is not due from the county assessor until Dec. 10. Certification of the mill levy is due to the county commissioners by Dec. 15. The RLD Trustees may adopt a budget, appropriate funds for expenditures and certify the mill levy at any time after the public hearing. It is not necessary to have a meeting between Dec. 10 and Dec. 15 unless there is a dramatic change in the final valuation for assessment.

No later than 30 days following the start of the fiscal year (Jan. 30, 2016), a certified copy of the adopted budget must be filed with the Colorado Division of Local Government.

A budget presents a complete financial plan by fund and by spending agency within each fund and sets the following:

Proposed expenditures must be shown for administration, operations, maintenance, debt service, and capital projects to be undertaken or executed during the year.

Anticipated revenue must be set forth.

Estimated beginning and ending fund balances must be shown.

Three years' worth of comparable data must be shown in the budget; the prior fiscal year's actual figures; the estimated figures through the end of the current fiscal year; and the coming budget year's data.

Written budget message must:

Describe the important features of the budget

Include a statement of the budgetary basis of accounting used in the budget (cash, modified accrual, or encumbrance)

Include a description of the services to be delivered during the budget year

Expenditures and revenues must be described with "...explanatory schedules or statements classifying the expenditures by object and the revenues by source."

No deficit spending: No budget shall provide for expenditures in excess of available revenues and beginning fund balances.

Lease-purchase agreement supplemental schedule: The adopted budget must separately set forth the total amount to be expended during the budget year for payment obligations under all lease purchase agreements for real property and for all other property. It must also show the total maximum payment liability under the agreement, and all optional renewal terms.

Filing the budget: A certified copy of the budget must be filed with the Division of Local Government by January 31. A certified copy means that it has on it a signed statement indicating:

I, _____, certify that the attached is a true and accurate copy of the adopted _____ (year) Budget of the Rangeview Library District.

BUDGET TIMELINE

<u>DATE</u>	<u>ACTIVITY</u>	<u>PERSONNEL</u>
May 2016	Review current Strategic Plan and Operations Plan; begin evaluation of which 2017 actions will be moving into the 2017 Budget year.	Administration and Leadership Team
Jun-16	Begin evaluation of preliminary plans for the 2017 Budget in relation to the Strategic Plan. Submit requests to manager; managers collect and add your input and submit to director/finance manager.	Branch Managers, Supervisors, Administrative Team
July 2016	Deadline for input on district-wide equipment and capital expenditures from Administrative Team. Results will be incorporated into the budget.	Administrative Team
August 2016	Preliminary 2017 Budget prepared for Administrative Team review. During review, tie budget expenditures to Strategic Plan.	Administrative Team
September 2016	Revised Preliminary 2017 Budget presented to Administrative Team for review.	Administrative Team
September 2016	Final presentation to Administrative Team of 2017 Budget, including narrative tying to Strategic Plan.	Finance Manager
October 2016	Presentation of 2017 Budget to Finance Committee.	Finance Manager
October 2016	Delivery of Draft 2017 Budget to Board of Trustees	Finance Manager
November 2016	Official presentation of 2017 Budget to the Board of Trustees at board meeting. Public hearing of the 2017 Budget.	Finance Manager
December 2016	Board of Trustees meeting: Adoption & appropriation of the 2017 Budget; certification of mill levies. (State law requires that the Board must approve the mill by December 15.)	Finance Manager

Process to Amend the Budget

Changes to the budget can be made through a formal resolution process by the library Board of Trustees. If during the fiscal year, the district receives unanticipated revenue or revenues not assured at the time of the adoption of the budget from any source other than the district's property tax mill levy, the library Board of Trustees may authorize the expenditure of these unanticipated funds by enacting a supplementary budget and appropriation.

Basis of Accounting

Basis of accounting refers to the specific time at which revenues and expenditures are recognized in the accounts and reported in the financial statements. The General Fund and the Capital Project Fund both utilize the modified accrual basis of accounting.

Under the modified accrual basis of accounting, expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows and revenues are recorded when earned. Property taxes are reported as a receivable and deferred revenue when levied and as revenue upon collection in the following year. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period, not to exceed 60 days.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period.

Expenditures are generally recorded when a liability is incurred as under accrual accounting. An exception to the general rule is compensated absences which are recorded when the payment is due.

Budgetary Basis of Accounting

There is no appreciable difference in the basis of accounting used for financial statements and the accounting method used for budgeting. The budgetary basis of accounting for budgeting purposes is also modified accrual. The only two funds for which budgets are formulated for Anythink are the General Fund and the Capital Fund – both funds reflect modified accrual basis of accounting for budgetary purposes.

Anythink Financial Management Guide

The district maintains a Financial Management Guide that describes the policies and procedures for the annual audit, financial planning, reserves, investing, capital expenditures, debt, financial reporting, cash management, purchasing, banking and records retention. These policies will be updated on a regular basis. All current financial policies are available for review from the Finance Department.

Governing Board

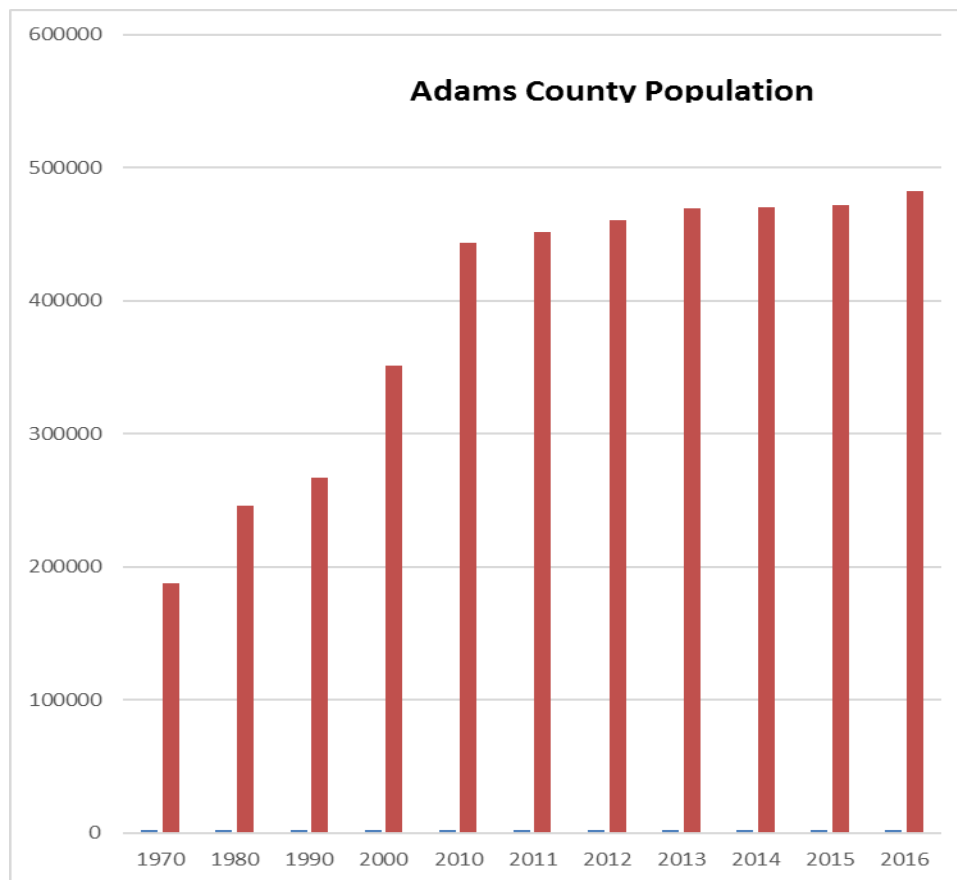
The Adams County Board of County Commissioners appoints the five-member Board of Trustees that oversees the operation of the district.

The current members of the RLD Board of Trustees, their positions on the Board and the years their terms expire are as follows:

<u>Board Member</u>	<u>Board Position</u>	<u>Term Expires</u>
Ray Coffey	President	2017
Kerry L Glenn	Vice President	2017
Linda Wisniewski	Treasurer	2019
Lynne Fox	Secretary	2020
Burke Beu	Trustee	2021

HISTORY, DEMOGRAPHICS AND LOCATIONS

The Adams County Public Library was first established in 1953 and became the Adams County Library System in 1988. Rangeview Library District was established pursuant to the Colorado Library Law, Article 90 of Title 24, C.R.S., as amended, by resolution of the Adams County Board of County Commissioners on December 15, 2003. On January 1, 2004, the Adams County Library System was merged into the new district. The district encompasses most of the county (approximately 1,192 square miles) except for the City of Aurora, the City of Westminster and Deer Trail School District 26-J, all of which are served by libraries that existed before the establishment of the district. According to the U.S. Census Bureau, the county had an estimated population of 485,000 in 2016. From the 2010 census to the 2016, Adams County population increased by 10 percent.



The county is one of the seven major counties making up the Denver metropolitan area, and it is located just north of the City and County of Denver. The district serves a diverse population and a large geographic area. It serves the rural towns of Bennett and Strasburg; the cities of Brighton, Commerce City, Federal Heights, Northglenn and Thornton; and all unincorporated portions of the county.

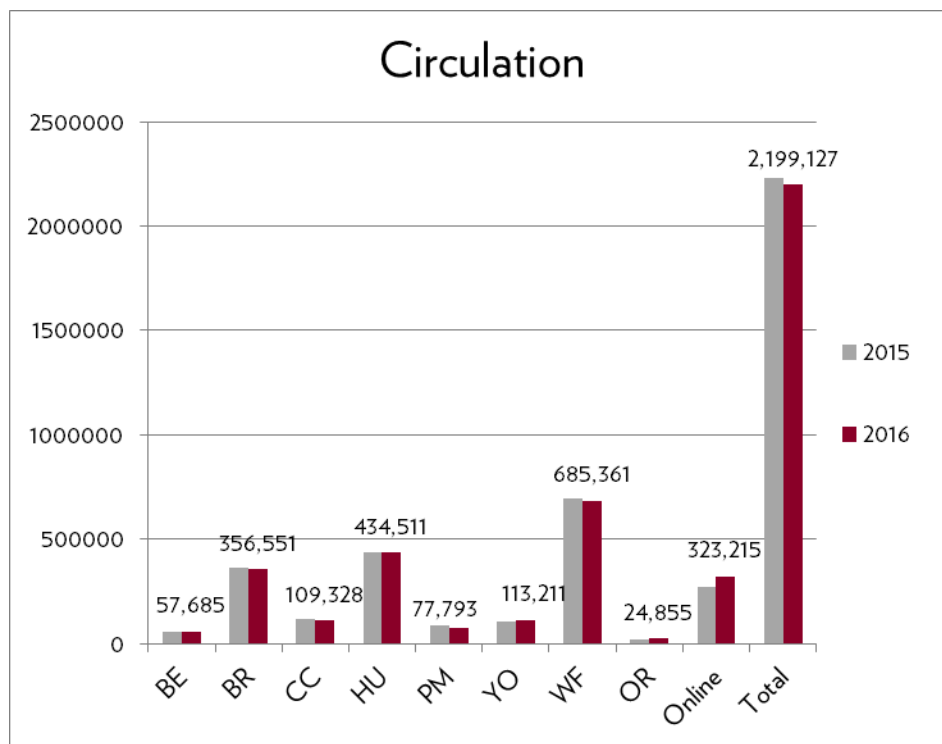
LIBRARY SERVICES

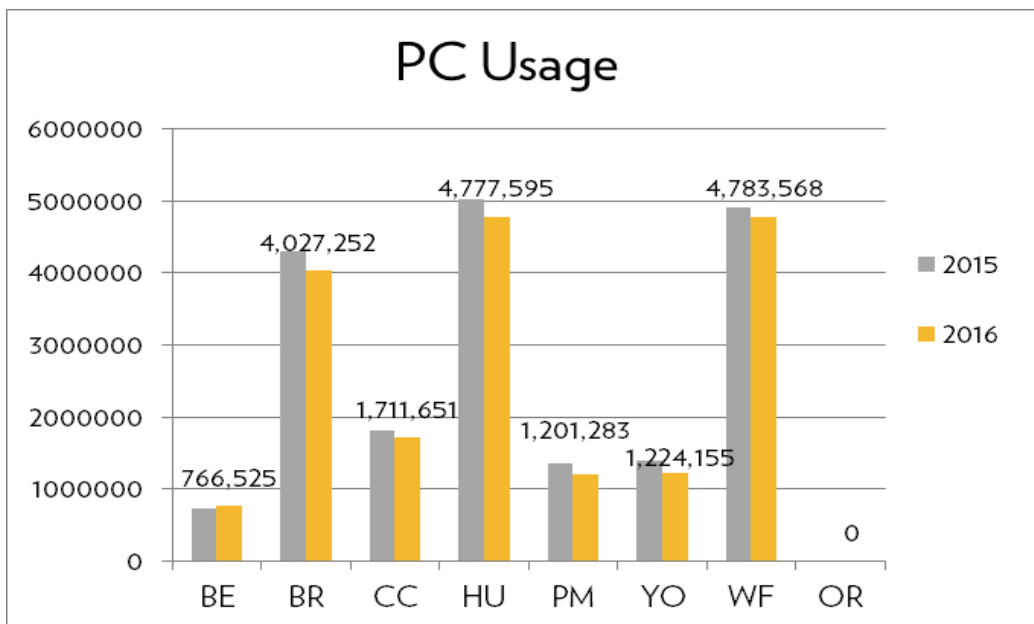
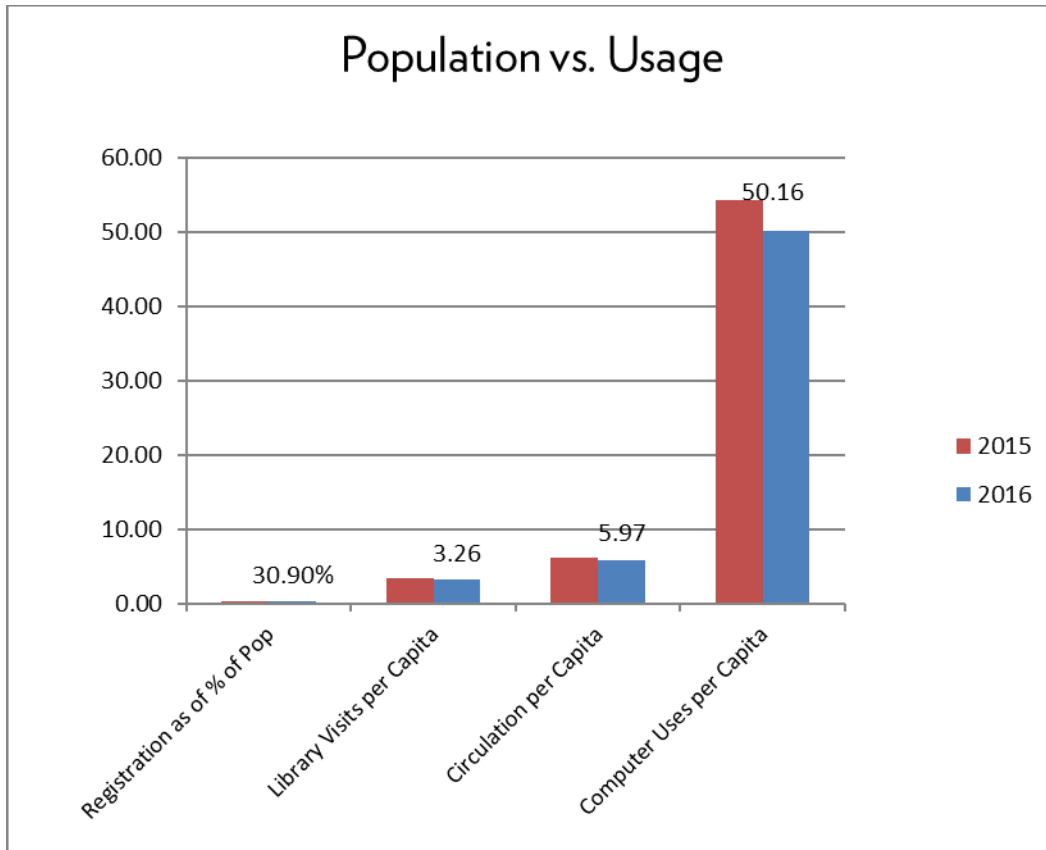
Anythink's collection includes books, audio books, DVDs, magazines and CDs. More than 90 percent of the collection is less than 5 years old.

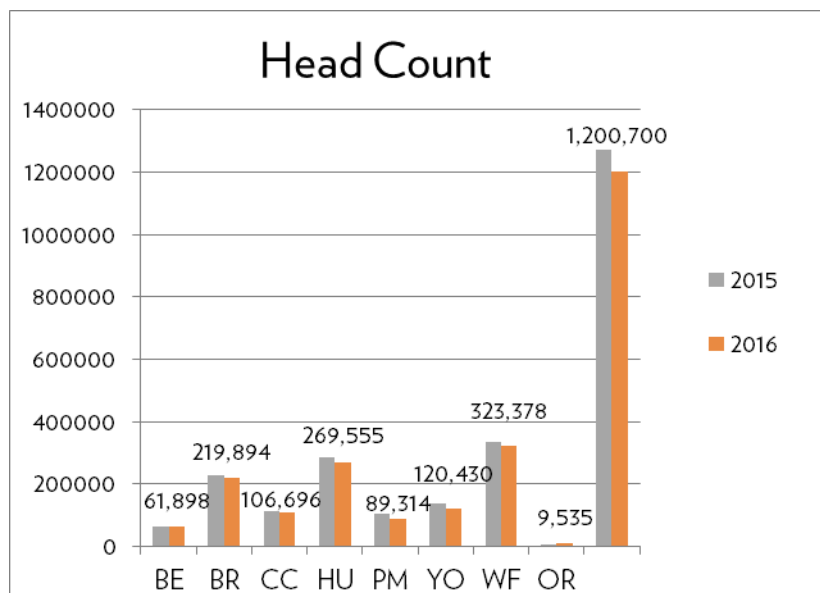
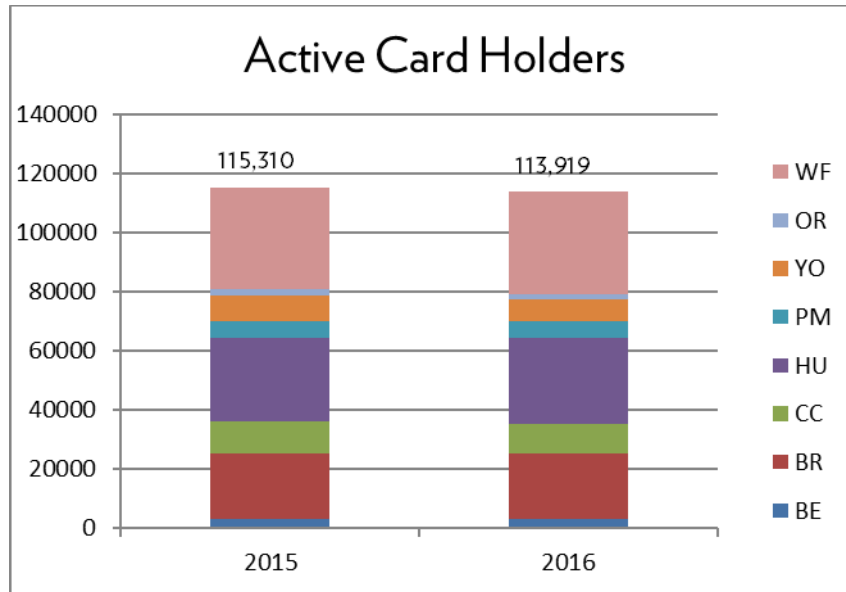
Public access computers at all library locations, including the bookmobile, provide access to the Internet and a wealth of premium electronic databases and downloadable ebooks and audiobooks. Customers can also utilize many resources through the library's website at anythinklibraries.org, including instant streaming services.

Anythink libraries offer programs for adults, teens and children to showcase their collections and resources. Story hours and an annual summer program for children, teens and adults are designed to engage people in the art of reading.

The Outreach/Anythink In Motion Department provides library services to customers who are not able to visit a library facility.







ANYTHINK LOCATIONS

Anythink Bennett

495 7th Street
Bennett, CO 80102
303-405-3231
Rebecca Bowman, Anythink manager
Tue, Thurs, 10 am-7 pm
Wed, Fri and Sat, 10 am-5:30 pm
Sunday and Monday, Closed

Anythink Brighton

327 E. Bridge Street
Brighton, CO 80601
303-405-3230
Kelly Allen, Anythink manager
Mon-Thurs, 9:30 am-8:30 pm
Fri and Sat, 9:30 am-5:30 pm
Sunday, Closed

Anythink Commerce City

7185 Monaco Street
Commerce City, CO 80022
303-287-0063
Deborah Hogue, Anythink manager
Tues and Thurs, 11 am-7 pm
Wed, Fri and Sat, 9:30 am-5:30 pm
Sunday and Monday, Closed

Anythink Huron Street

9417 Huron Street
Thornton, CO 80260
303-452-7534
Sandra Sebbas, Anythink manager
Mon-Thurs, 9:30 am-8:30 pm
Fri and Sat, 9:30 am-5:30 pm
Sunday, Closed

Anythink Perl Mack

7611 Hilltop Circle
Denver, CO 80221
303-428-3576
Annette Martinez, Anythink manager
Tues and Thurs, 11 am-7 pm
Wed, Fri and Sat, 9:30 am-5:30 pm
Sunday and Monday, Closed

Anythink Wright Farms

5877 E. 120th Avenue
Thornton, CO 80602
303-405-3200
Suzanne McGowan, Anythink manager
Mon-Thurs, 9:30 am-8:30 pm
Fri and Sat, 9:30 am-5:30 pm
Sunday, 1-5 pm

Anythink York Street

8990 York Street, Ste. A
Thornton, CO 80229
303-405-3234
Kathy Totten, Anythink manager
Tues and Thurs, 11 am-7 pm
Wed, Fri and Sat, 9:30 am-5:30 pm
Sunday and Monday, Closed

Outreach/Anythink In Motion

303-288-2018

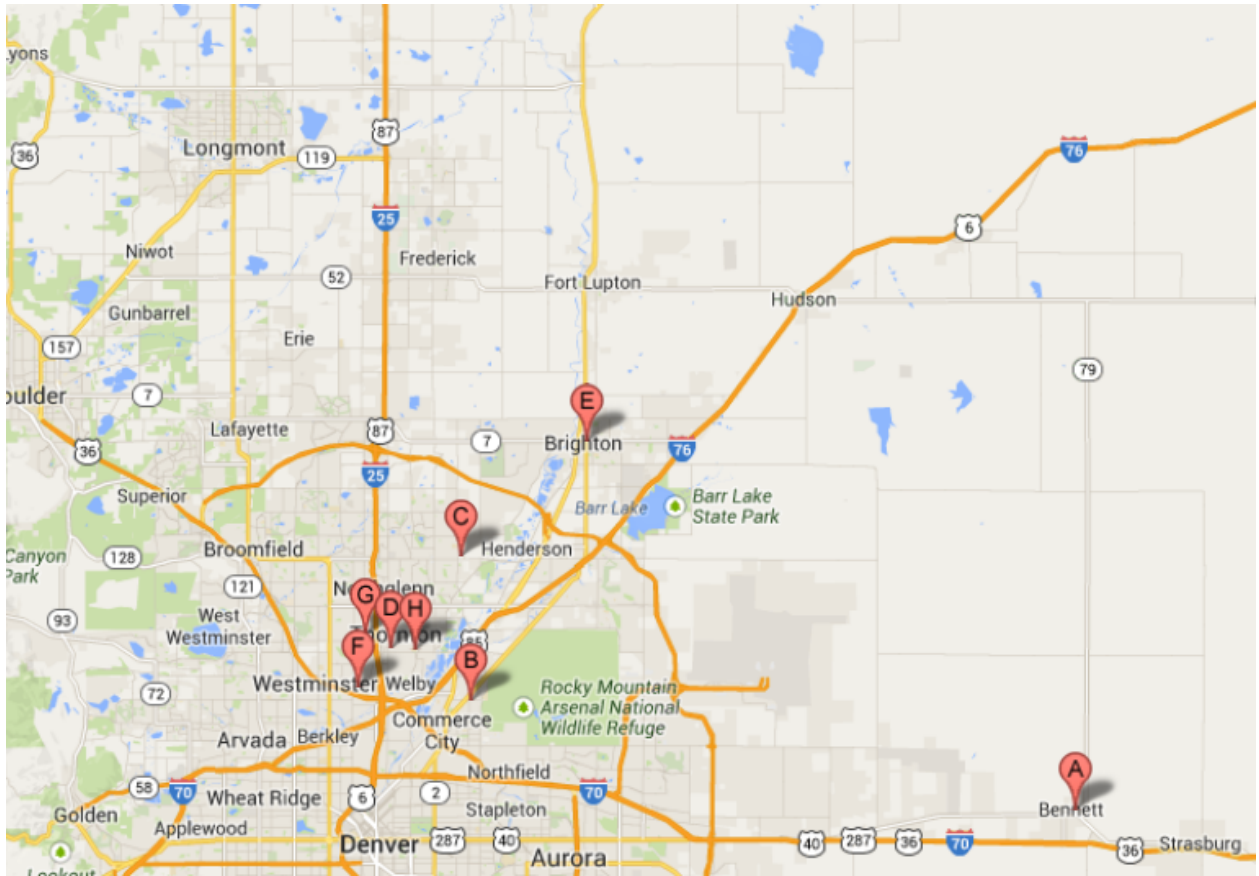
Anythink Support Services

5877 E. 120th Ave.
Thornton, CO 80602
303-288-2001
Mon-Fri, 8 am-5 pm

Anythink Support Services at Northglenn

10530 Huron St.
Northglenn, CO 80234

ANYTHINK LOCATIONS



- A Anythink Bennett 495 Seventh Street, Bennett, CO 80102
- B Anythink Commerce City 7185 Monaco Street, Commerce City, CO 80022
- C Anythink Wright Farms 5877 E. 120th Avenue, Thornton, CO 80602
- D Anythink Brighton 327 E. Bridge Street, Brighton, CO 80601
- E Anythink Perl Mack 7611 Hilltop Circle, Denver, CO 80221
- F Anythink Huron Street 9417 Huron Street, Thornton, CO 80260
- G Anythink York Street 8990 York Street, Suite A, Thornton, CO 80229

ANYTHINK LIBRARIES

2012-2017 STRATEGIC PLAN



Anythinkers are the heart of our organization. Supporting our staff is a top priority, from growing a culture of optimism to encouraging creativity at every touch point. As Anythink evolves over the next years, we face the next chapter of our adventure. Anythink is growing into a place of learning, experimentation and discovery. The idea of a library is morphing from a place of books to a place where the community connects with information and creates content. This means we are building the Anythink version of a 21st century organization:

“Success in today’s society requires information literacy, a spirit of self-reliance, and a strong ability to collaborate, communicate effectively, and solve problems. Combining strengths in traditional learning with robust investment in modern communication infrastructures, libraries and museums are well-equipped to build the skills Americans need in the 21st century.” (IMLS 2008)

– Pam Sandlian Smith, Anythink Director

MISSION

We open doors for curious minds.

OUR VALUES

We are guided by these shared values in everything we do:

Compassion for our customers and for each other

Passion for our product

Eagerness to learn

Optimistic attitude – we believe that anything is possible

Everyone is creative

STRATEGIC INITIATIVES

Anythink is a Learning Organization

Anythink is an Experience Library

We Understand and Collaborate with Our Community

Creativity and Innovation are Supported By Technology

Shift Perceptions of Anythink & Libraries

The 2012-2017 Strategic Plan provides the basis for budgeting decisions that are linked to the strategic initiatives, values and goals for the district. The following chart demonstrates how these factors influence budget decisions:

I. ANYTHINK IS A LEARNING ORGANIZATION

As a place of ideas, supporting curiosity and discovery is paramount – for staff and customers.

Value: Eagerness to Learn

GOAL 1: Establish Anythink as a center for ideas and innovation.

GOAL 2: Anythink provides training for essential staff skills. Staff demonstrates on-going learning and curiosity to stay ahead of the curve.

GOAL 3: Continue to grow a culture that supports problem solving, creativity and innovation.

GOAL 4: Anythink and its staff understand and exhibits 21st century skills.

II. ANYTHINK IS AN EXPERIENCE LIBRARY

People bump into information. Surprise and delight ensue. That's what Anythink is all about.

Value: Passion for our product.

GOAL 1: Hospitality becomes the cornerstone of the Anythink experience.

GOAL 2: Through the arts and sciences, customers gain a better understanding of themselves and their community.

GOAL 3: Anythink engages the community in creating, producing and sharing products and ideas.

GOAL 4: Authors, artists and specialists contribute to the Anythink experience.

GOAL 5: Support healthy communities by expanding Nature Explore outdoor classrooms and our community gardens.

III. WE UNDERSTAND & COLLABORATE WITH OUR COMMUNITY

We are partners in our constituents' lives. We support and learn from each other.

Value: Compassion for our customers and for each other.

GOAL 1: Create and implement an information gathering strategy to identify community assets.

GOAL 2: Community members connect and share their expertise through library-sponsored programs, initiatives and mentoring.

GOAL 3: Anythinkers advocate for the library in the community.

GOAL 4: Partnerships with community organizations expand library outcomes.

GOAL 5: Collections, programs and services integrate and reflect the community. We strive to give our customers what they want, when and where they want it in an easy and intuitive way.

GOAL 6: Anythink Foundation grows as a critical partner with the library and community.

IV. CREATIVITY AND INNOVATION ARE SUPPORTED BY TECHNOLOGY

We believe everyone is creative. We provide the tools for people to explore their creativity, connect with others and ideas.

Value: Passion for our product.

GOAL 1: Anythink becomes a destination for people to explore technology and ideas.

GOAL 2: Expand technology training for identified staff to support content creation.

GOAL 3: Create digital learning labs that serve people of all ages.

GOAL 4: Transition Anythink's collection to digital as driven by community demand.

GOAL 5: Continue to develop the district's online services and community.

V. SHIFT PERCEPTIONS OF ANYTHINK & LIBRARIES

Anythink is a new style of library that supports creativity and ideas. We want the world to understand what a library can be and how important they are in Adams County and beyond.

Value: Optimistic attitude – we believe that anything is possible.

GOAL 1: Community gains better understand about Anythink as a new style of library and its impact on the county's quality of life.

GOAL 2: Continue to push boundaries and inspire the library industry and the communities we serve.

GOAL 3: Develop and implement Anythink awareness campaign and advocacy program.

GOAL 4: Library Board of Trustees helps shift perceptions of libraries.

RANGEVIEW LIBRARY DISTRICT					
GENERAL FUND -					
ADOPTED BUDGET					
For the Period Ending December 31, 2017					
			2015	2016	2017
			Audited	Final Budget	Adopted Budget
GENERAL FUND BEGINNING BALANCE			17,384,534	14,367,333	13,952,171
REVENUES					
	Property Tax		12,367,367	14,013,610	14,312,079
	Delinquent Property Tax		58,396	40,800	40,000
	Specific Ownership Tax		1,115,524	1,126,351	1,198,138
	Fees & Services		197,099	205,020	207,000
	Interest on Deposits		137,163	70,000	130,000
	Café Revenues		40,121	45,000	50,000
	Grants, E-Rate, Misc		287,015	293,168	208,089
	Total Revenue		14,202,685	15,763,949	16,145,306
	Total funds available		31,587,219	30,131,282	30,097,477
			2015	2016	2017
EXPENDITURES			Audited	Final Budget	Adopted Budget
Personnel					
	Salaries and Wages		4,750,782	5,057,089	5,800,742
	Payroll Taxes		354,137	432,926	464,059
	Unemployment & Compensation		33,212	38,125	30,000
	Employee Benefits		1,139,425	1,238,350	1,240,314
	TOTAL PERSONNEL		6,277,556	6,766,490	7,535,115
Professional & Technology Services					
	Legal/CPA/Audit		75,033	58,000	60,000
	Professional Services		251,017	283,600	406,100
	BCR/Cataloging/ILL		7,310	5,370	10,500
	Technology Equipment		115,703	413,624	172,400
	Technology Maintenance Fees		303,087	179,185	170,041
	Technology Hosting Fees		-	147,742	131,076
	Telecommunications		285,104	305,500	310,000
	Website Development		39,152	50,000	60,000
	TOTAL PROFESSIONAL & TECHNOLOGY		1,076,406	1,443,021	1,320,117
Facilities, Vehicle & Equipment Expenses					
	Building Repairs & Maintenance		111,256	130,000	128,750
	Rent & Leases		111,651	5,000	5,000
	Utilities		300,083	333,000	339,660
	Snow Removal & Ground Maintenance		199,362	202,000	199,864
	Janitorial		224,496	246,336	235,000
	Equipment Rental (Leases)		2,051	132,000	150,000
	Equipment Maintenance and Repair		1,955	5,000	6,000
	Fuel, Gas & Oil		13,885	16,000	16,000
	Vehicle & Equip. Repair & Maint.		23,538	17,000	16,000
	TOTAL FACILITIES, VEHICLE & EQUIP.		988,277	1,086,336	1,096,274

Operations Expense				
	Advertising & Marketing	55,294	185,000	225,000
	Liability & Property Insurance	82,898	98,000	99,000
	Meetings, Travel and Training	130,325	165,000	185,000
	Memberships, Licenses & Fees	47,424	30,000	50,000
	Postage & Delivery	23,849	32,000	22,000
	Supplies & Non-Consumables	232,644	202,000	218,000
	TOTAL OPERATIONS	572,434	712,000	799,000
Library Materials				
	Books	733,128	760,234	779,226
	Materials Processing Supplies	365,804	325,000	320,000
	Non-Print Materials (Audio/Visual)	433,163	438,755	461,100
	Downloadable Materials	274,557	324,095	359,200
	Electronic Resources and Content	88,578	103,500	102,500
	Subscriptions/Publications	34,472	35,000	35,000
	TOTAL LIBRARY MATERIALS	1,929,702	1,986,584	2,057,026
Library Services				
	Library Programming	25,605	70,000	52,000
	Programming Supplies	62,889	55,000	83,000
	Summer Reading	84,000	86,000	96,000
	TOTAL LIBRARY SERVICES	172,494	211,000	231,000
Miscellaneous				
	Lease Purchase Interest & Principal	2,433,110	3,022,825	3,026,825
	Paying Agent Fees	5,405	9,000	9,200
	Treasurer's Fees	125,224	210,136	214,681
	TOTAL MISCELLANEOUS	2,563,739	3,241,961	3,250,706
	Total Expenditures	13,580,608	15,447,392	16,289,238
Capital Expenses				
	Office Furniture & Fixtures	98,599	100,000	115,500
	Building Improvements	127,976	631,719	55,000
	Technology		-	
	Vehicles & Heavy Equipment	68,641	-	
	Total Capital Expenses	295,216	731,719	170,500
	Total Expenditures & Capital Expenses	13,875,824	16,179,111	16,459,738
ENDING BALANCE		14,367,333	13,952,171	13,637,739

JOB POSITIONS

2017			
Director	Full-time Regular	Anythink Manager	Full-time Regular
Administrative Assist./ Café Mgr.	Full-time Regular	Guide	Full-time Regular
Innovations and Brand Strategy		Concierge (2)	Full-time Regular
Director of Brand Strategy	Full-time Regular	Concierge (3)	Part-time 25 Hours
Creative Lead Design	Full-time Regular	Wrangler (1)	Part-time Regular
Create Lead Writer	Full-time Regular	BRIGHTON	
Creative Lead Anythink Projects	Full-time Regular	Anythink Manager	Full-time Regular
Human Resources		Guide (5)	Full-time Regular
HR Director	Full-time Regular	Concierge (4)	Full-time Regular
HR Generalist	Full-time Regular	Concierge (5)	Part-time 25 Hours
Finance		Wrangler (11)	Part-time Regular
Finance Manager	Full-time Regular	COMMERCE CITY	
Payables Pro/ Accounting Ace	Full-time Regular	Anythink Manager	Full-time Regular
Payables Pro	Part-time Regular	Guide (2)	Full-time Regular
Public Service		Concierge (2)	Full-time Regular
Public Services Director	Full-time Regular	Concierge (3)	Part-time 25 Hours
Products and Technology		Wrangler (4)	Part-time Regular
Director of Products and Technology	Full-time Regular	HURON	
IT Manager	Full-time Regular	Anythink Manager	Full-time Regular
Systems Admin	Full-time Regular	Guide (4)	Full-time Regular
Help Desk Specialist	Full-time Regular	Concierge (5)	Full-time Regular
Help Desk Technician	Part-time Regular	Concierge (4)	Part-time 25 Hours
Materials Dispatcher (3)	Part-time Regular	Wrangler (12)	Part-time Regular
ILL Tech	Full-time Regular	OUTREACH	
Cataloging Assistant	Full-time Regular	Anythinker in Motion (2)	Full-time Regular
Facilities		Anythinker in Motion (1)	Part-time 25 Hours
Facilities Manager	Full-time Regular	PERL MACK	
Building Doctor (3)	Full-time Regular	Anythink Manager	Full-time Regular
Library Courier	Full-time Regular	Guide (1)	Full-time Regular
Café		Concierge (2)	Full-time Regular
Barista (2)	Part-time Regular	Concierge (2)	Part-time 25 Hours
		Wrangler (2)	Part-time Regular
		YORK STREET	
		Anythink Manager	Full-time Regular
		Guide (2)	Full-time Regular
		Concierge (5)	Part-time 25 Hours
		Wrangler (3)	Part-time Regular
		WRIGHT FARMS	
		Branch Manager	Full-time Regular
		Guide (7)	Full-time Regular
		Concierge (6)	Full-time Regular
		Concierge (11)	Part-time 25 Hours
		Wrangler (16)	Part-time Regular

Rangeview Library District			
FUND BALANCE SUMMARY			
For the years Ended and Ending December 31, 2017			
GENERAL FUND	Audited 2015	Amend Budget 2016	Adopted 2017
BALANCE, Beginning of Year***	17,384,534	14,367,333	13,952,171
Revenue	14,202,685	15,763,949	16,145,306
TRANSFERS FROM CAPITAL			
Total Revenue	14,202,685	15,763,949	16,145,306
Total Expenditures	13,875,824	16,179,111	16,459,738
TRANSFERS TO CAPITAL	0	0	0
BALANCE, End of Year	17,711,395	13,952,171	13,637,739
BALANCE, Restricted*	4,007,454	4,399,785	4,453,320
BALANCE, Available	13,703,941	9,552,386	9,184,419
RESERVES			
Emergency reserve (3% of Revenue less Bond Proceeds)	426,081	472,918	484,359
Operating Reserves	2,081,374	2,426,867	2,468,961
Replacement Funds Reserved	500,000	500,000	500,000
Capital Reserve (future projects)	1,000,000	1,000,000	1,000,000
TOTAL RESTRICTED	4,007,454	4,399,785	4,453,320
COMBINED FUND BALANCE, End of Year	14,367,333	13,952,171	13,637,739

10-YEAR FINANCIAL PROJECTIONS

This document is a forecast of the long-range financial picture for Anythink Libraries. It includes revenues and expenses for the General Fund, updated annually when the current year budget is prepared, and updated again at the close of the year when actual current year figures are available. This document is used throughout the year to analyze debt obligations, determine when certain projects might best be implemented and to generally ascertain how long our current revenue and expense patterns will continue to support our objectives without necessitating additional tax monies.

The General Fund 10-Year Projections show a positive unassigned fund balance through the end of 2026 of \$7,942,547.

In 2015, the district refinanced the Certificate of Participation which saved a total of \$246,232 in interest and the reserve final payment of \$3,244,998 was applied to the outstanding debt. The district was able to avoid the June 2015 interest payment of \$798,837 due to the timing of the refinance. This additional money in the general fund has been allocated to the remodel of the Northglenn office building for 2016.

In the reserves, TABOR requires 3 percent to be reserve of operating revenue. It is also required for a reserve of three months of expenses, which is the operating reserves. Additional reserves are \$1.5 million for capital projects and replacement funds.

While the revenues for the district do not include any donations from the Anythink Foundation, it is possible that in the upcoming years the non-profit will begin to collect enough funds to contribute to the district. Revenues from the mill levy increased by 3 percent for 2017 and projections are 10 percent increase in 2018. The assessed values have increased due to the economy and growth in Adams County.

2017 began with \$13,325,039 in our Operating Fund Balance, and it is projected to end with a balance of approximately \$13,010,607 million. The fund balance increased during years when construction projects and renovations were taking place. As those funds have been expended, the fund balance decreased and will continue to decline slightly during the next 10 years.

In 2007, \$3,314,630 was added to the fund balance

In 2008, \$6,157,502 was added to the fund balance

In 2009, \$1,324,129 was added to the fund balance

In 2010, \$1,295,620 was added to the fund balance

In 2011, \$3,559,035 was added to the fund balance (\$1,500,000 of which was earmarked for capital reserves and replacement reserves)

In 2012, the fund balance increased by \$333,933 due to expenses budgeted in 2012 that were not expended and were re-allocated to the budget in 2013.

In 2013, the fund balance decreased by \$539,601. Operating expense were greater than collected revenue.

In 2014, the fund balance increased by \$ 531,113 due to the economic improvement.

In 2015, the fund balance increased by \$ 326,860 also based on continuing economic growth.

In 2016, the fund balance decreased by 415,162 due to the remodel of the Northglenn Support Services Building.

RANGEVIEW LIBRARY DISTRICT GENERAL FUND - REVENUE/EXPENDITURE BUDGET FORCAST FOR YEARS 2016 TO 2025											
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	Estimated Budget	
GENERAL FUND BEGINNING BALANCE	13,952,171	13,637,739	14,013,925	14,125,326	14,177,935	14,151,536	14,243,209	14,158,850	13,837,303	13,628,864	
REVENUES											
Property Tax	14,312,079	15,743,287	16,058,153	16,700,479	17,201,493	17,889,553	18,247,344	18,612,291	19,170,659	19,745,779	
Delinquent Property Tax	40,000	42,000	42,420	42,844	43,273	43,705	44,579	45,471	46,380	47,308	
Specific Ownership Tax	1,198,138	1,258,045	1,295,786	1,334,660	1,374,700	1,402,194	1,416,216	1,444,540	1,473,431	1,502,899	
Fees	207,000	213,210	223,871	226,109	232,892	235,221	239,926	244,724	247,172	252,115	
Interest on Deposits	130,000	131,300	137,865	140,622	144,841	147,738	152,170	155,213	158,318	161,484	
Cafe Revenues	50,000	50,500	48,000	48,480	50,000	52,000	55,000	57,000	58,000	59,160	
Grants, E-Rate	208,089	200,000	150,000	150,000	125,000	125,000	125,000	125,000	125,000	127,500	
Total Revenue	16,145,306	17,638,342	17,956,094	18,645,194	19,172,199	19,895,411	20,280,235	20,684,239	21,278,960	21,896,246	
Total funds available	30,097,477	31,276,080	31,970,019	32,768,520	33,350,134	34,046,947	34,523,444	34,843,089	35,116,262	35,525,109	
EXPENDITURES											
Personnel											
Salaries and Wages	5,800,742	6,090,779	6,395,318	6,715,084	7,050,838	7,403,380	7,773,549	8,162,227	8,488,716	8,828,264	
Contract Employment											
Payroll Taxes	464,059	548,170	575,579	604,358	634,575	666,304	699,619	734,600	763,984	832,743	
Unemployment & Compensation	30,000	31,500	40,000	42,000	43,260	44,990	46,790	48,662	49,000	49,500	
Employee Benefits											
1110 LTD and Life Insurance Premiums	25,328	26,595	26,861	32,233	33,844	34,860	36,254	36,616	37,349	38,469	
1150 Employee Assistance	4,500	5,500	6,000	7,000	8,000	9,000	9,500	9,500	10,000	10,300	
1100 Employee Awards	27,000	28,000	29,000	32,000	32,000	35,000	36,000	36,000	36,500	37,595	
1130 Retirement Contributions	388,110	407,516	427,892	462,123	475,987	490,266	504,974	520,123	535,727	551,799	
1120 Medical and H.S.A.	748,914	786,360	794,223	857,761	892,072	918,834	946,399	965,327	994,287	1,024,115	
1080 Dental Insurance	44,798	45,246	45,698	49,354	49,354	50,835	52,868	53,926	56,622	58,321	
1140 Vision Insurance	1,664	1,681	1,750	2,000	2,300	2,500	2,800	3,000	3,500	3,605	
TOTAL PERSONNEL	7,535,115	7,971,346	8,342,321	8,803,913	9,222,230	9,655,969	10,108,754	10,569,861	10,975,685	11,434,711	
Professional & Technology Services											
Legal/CPA/Audit	60,000	65,000	65,000	75,000	75,000	80,000	85,000	85,000	85,000	90,000	
Professional Services	406,100	414,222	455,644	478,426	492,779	507,563	517,714	522,891	533,349	544,016	
BCR/Cataloging/ILL	10,500	10,710	10,817	10,925	11,144	11,367	11,594	11,710	11,827	12,182	
Technology Equipment	172,400	250,000	250,000	200,000	150,000	150,000	150,000	150,000	150,000	155,000	
Technology Maintenance Fees	178,041	178,543	183,899	189,416	195,089	200,952	206,980	211,120	215,342	219,649	
Technology Hosting Fees	131,076	132,000	134,000	136,000	140,000	145,000	150,000	151,000	152,000	155,000	
Telecommunications	310,000	330,000	339,900	373,890	385,107	396,660	404,593	412,685	420,939	429,357	
Website Development	60,000	60,000	65,000	65,000	70,000	75,000	75,000	80,000	80,000	80,000	
TOTAL PROFESSIONAL & TECHNOLOGY	1,320,117	1,440,475	1,504,261	1,528,658	1,519,128	1,566,541	1,600,881	1,624,406	1,648,457	1,685,204	
Facilities, Vehicle & Equipment Expenses											
Building Repairs & Maintenance	128,750	150,000	160,000	160,000	160,000	175,000	175,000	177,000	177,000	180,000	
Rent & Leases	5,000	10,000	15,000	15,000	15,000	16,000	20,000	20,000	20,000	20,000	
Utilities	339,660	349,850	356,847	367,552	378,579	389,936	401,634	413,683	426,094	434,615	
Snow Removal & Ground Maintenance	199,864	209,857	211,956	214,075	235,483	242,547	247,398	249,872	257,368	262,516	
Janitorial	235,000	237,350	249,218	256,694	269,529	277,615	285,943	288,802	297,467	303,416	
Equipment Rental (Lease)	150,000	150,000	160,000	160,000	160,000	160,000	160,000	165,000	165,000	165,000	
Equipment Maintenance and Repair	6,000	6,500	7,000	7,500	8,500	9,000	10,000	10,000	10,000	10,000	
Fuel, Gas & Oil	16,000	17,600	18,000	18,900	20,000	21,000	21,000	21,400	22,000	23,000	
Vehicle & Equip. Repair & Maint.	16,000	16,800	18,480	18,000	18,900	20,000	20,600	22,000	22,000	22,000	
TOTAL FACILITIES, VEHICLE & EQUIP.	1,096,274	1,147,957	1,196,500	1,217,722	1,265,990	1,311,098	1,340,576	1,367,778	1,396,929	1,420,547	
Operations Expense											
Advertising & Marketing	225,000	200,000	200,000	225,000	225,000	250,000	250,000	250,000	250,000	255,000	
Liability & Property Insurance	99,000	99,000	100,000	100,000	100,000	105,000	105,000	110,000	110,000	112,000	
Meetings, Travel and Training	185,000	185,000	185,000	185,000	185,000	190,000	190,000	190,000	190,000	195,000	
Memberships, Licenses & Fees	50,000	50,000	50,000	50,000	52,000	52,000	55,000	55,000	55,000	55,000	
Postage & Delivery	22,000	25,000	25,000	25,000	25,000	28,000	28,000	28,000	28,000	28,000	
Products for Sale	5,000	5,000	5,500	5,500	5,500	6,000	6,000	6,000	6,000	6,000	
Supplies & Non-Consumables	213,000	220,000	220,000	225,000	225,000	230,000	234,600	240,000	247,200	248,000	
TOTAL OPERATIONS	799,000	784,000	785,500	815,500	822,500	861,000	868,600	879,000	891,200	899,000	
Library Materials											
Books	779,226	818,187	900,006	927,006	973,357	992,824	1,022,608	1,043,061	1,063,922	1,085,200	
Materials Processing Supplies	320,000	336,000	352,800	370,440	388,962	400,631	412,650	420,903	429,321	437,907	
Non-Print Materials (Audio/Visual)	461,100	484,155	532,571	559,199	587,159	604,774	622,917	635,375	654,437	667,525	
Downloadable Materials	359,200	377,160	396,018	415,819	436,610	449,708	463,199	477,095	491,408	501,236	
Electronic Resources and Content	102,500	107,625	113,006	118,657	124,589	128,327	132,177	134,820	138,865	141,642	
Subscriptions/Publications	35,000	40,000	40,000	43,000	43,000	43,000	45,000	45,000	45,000	45,000	
TOTAL LIBRARY MATERIALS	2,057,026	2,163,127	2,334,401	2,434,121	2,553,677	2,619,263	2,698,551	2,756,254	2,822,952	2,878,511	
Library Services											
Library Programming	52,000	75,000	78,750	80,000	83,000	85,000	88,000	90,000	92,000	92,000	
Programming Supplies	83,000	87,150	91,508	96,083	100,887	103,914	107,031	109,172	114,630	115,000	
Summer Reading	96,000	95,000	98,000	100,000	102,000	105,000	105,000	105,000	107,000	108,000	
TOTAL LIBRARY SERVICES	231,000	257,150	268,258	276,083	285,887	293,914	300,031	304,172	313,630	315,000	
Miscellaneous											
Lease Purchase Interest & Principal	3,026,825	3,023,025	3,011,625	3,012,825	3,014,831	3,016,025	3,014,025	3,012,525	3,013,125	3,016,875	
Treasurer's Fees	223,881	235,075	246,829	251,765	264,354	274,928	283,176	291,671	300,421	309,434	
TOTAL MISCELLANEOUS	3,250,706	3,258,100	3,258,454	3,264,590	3,279,185	3,290,953	3,297,201	3,304,196	3,313,546	3,326,309	
Total Expenditures	16,289,238	17,022,155	17,689,693	18,340,586	18,948,598	19,598,738	20,214,594	20,805,787	21,362,399	21,959,283	
Capital Expenses											
Office Furniture & Fixtures	115,500	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Building Improvements	55,000	100,000	55,000	150,000	100,000	55,000	50,000	50,000	-	50,000	
Vehicles & Heavy Equipment	-	40,000	-	-	50,000	50,000	-	50,000	25,000	-	
Total Capital Expenses	170,500	240,000	155,000	250,000	250,000	205,000	150,000	200,000	125,000	150,000	
Total Expenditures & Capital Expenses	16,459,738	17,262,155	17,844,693	18,590,586	19,198,598	19,803,738	20,364,594	21,005,787	21,487,399	22,109,283	
ENDING BALANCE	13,637,739	14,013,925	14,125,326	14,177,935	14,151,536	14,243,209	14,158,850	13,837,303	13,628,864	13,415,827	
RESERVES											
Emergency Reserves (Tabor 3 %)	484,359	529,150	538,683	559,296	575,166	596,862	608,407	620,527	638,369	656,887	
Operating Reserves 15% of total expenditures	2,468,961	2,589,323	2,676,704	2,788,588	2,879,790	2,970,561	3,054,689	3,150,868	3,223,110	3,316,392	
Capital Reserve (Future Projects)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Replacement Funds Reserved	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	
Total Reserved funds	4,453,320	4,618,474	4,715,387	4,847,884	4,954,956	5,067,423	5,163,096	5,271,395	5,361,479	5,473,280	
ENDING FUND BALANCE AVAILABLE	\$9,184,419	\$9,395,451	\$9,409,939	\$9,330,051	\$9,196,580	\$9,175,786	\$8,995,754	\$8,565,907	\$8,267,385	\$7,942,547	
Increase/Decrease in Fund	(3,699,120)	376,186	111,401	52,609	(26,399)	91,673	(84,359)	(321,547)	(208,439)	(213,037)	

CERTIFICATION OF VALUATION BY ADAMS COUNTY ASSESSOR

Patsy Melonakis
ASSESSOR



Assessor's Office
4430 South Adams County Parkway
2nd Floor, Suite C2100
Brighton, CO 80601-8201
PHONE 720.523.6038
FAX 720.523.6037
www.adcogov.org

August 26, 2016

Rangeview Library District
C/O Nan Fisher
5877 E. 120th Avenue
Thornton, Colorado 80602

Dear Ms. Fisher:

The August 25, 2016 certification of value is being revised.
We have discovered that one of our oil and gas companies had a decimal error in the amount of oil production reported causing an incorrect assessment on the production. It has now been corrected and a new certification of value is enclosed.

I apologize for any inconvenience this may cause.

Sincerely,

A handwritten signature in cursive script that reads 'Patsy Melonakis'.

Patsy Melonakis
Adams County Assessor

CERTIFICATION OF VALUATION BY ADAMS COUNTY ASSESSOR

Name of Jurisdiction: **002 - RANGEVIEW LIBRARY DISTRICT**

New Entity: No

IN ADAMS COUNTY ON 8/25/2016

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATIONS (5.5% LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2016 IN ADAMS COUNTY, COLORADO

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$3,829,894,120
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: *	\$4,009,868,610
3. LESS TIF DISTRICT INCREMENT, IF ANY:	\$98,395,910
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	\$3,911,472,700
5. NEW CONSTRUCTION: **	\$158,658,890
6. INCREASED PRODUCTION OF PRODUCING MINES: #	\$0
7. ANNEXATIONS/INCLUSIONS:	\$0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: #	\$0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD ## OR LAND (29-1-301(1)(b) C.R.S.):	\$12,780,690
10. TAXES COLLECTED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(a) C.R.S.):	\$11,232.91
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a) C.R.S.) AND (39-10-114(1)(a)(I)(B) C.R.S.):	\$124,531.79

* This value reflects personal property exemptions IF enacted by the Jurisdiction as authorized by Art. X, Sec.20(8)(b), Colo.

** New construction is defined as: Taxable real property structures and the personal property connected with the structure.

Jurisdiction must submit respective certifications (Forms DLG 52 AND 52A) to the Division of Local Government in order for the values to be treated as growth in the limit calculation.

Jurisdiction must apply (Forms DLG 52B) to the Division of Local Government before the value can be treated as growth in the limit calculation.

USE FOR 'TABOR' LOCAL GROWTH CALCULATIONS ONLY

IN ACCORDANCE WITH THE PROVISION OF ARTICLE X, SECTION 20, COLO CONST, AND 39-5-121(2)(b), C.R.S. THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2016 IN ADAMS COUNTY, COLORADO ON AUGUST 25, 2016

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: @	\$31,497,189,427
ADDITIONS TO TAXABLE REAL PROPERTY:	
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS: I	\$483,061,141
3. ANNEXATIONS/INCLUSIONS:	\$0
4. INCREASED MINING PRODUCTION: %	\$0
5. PREVIOUSLY EXEMPT PROPERTY:	\$921,993
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	\$14,606,490
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT:	\$0
(If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.)	
DELETIONS FROM TAXABLE REAL PROPERTY:	
8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	\$245,360
9. DISCONNECTIONS/EXCLUSION:	\$0
10. PREVIOUSLY TAXABLE PROPERTY:	\$923,268

@ This includes the actual value of all taxable real property plus the actual value of religious, private schools, and charitable real property.

I Construction is defined as newly constructed taxable real property structures.

% Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S. AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS: 1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY: \$0

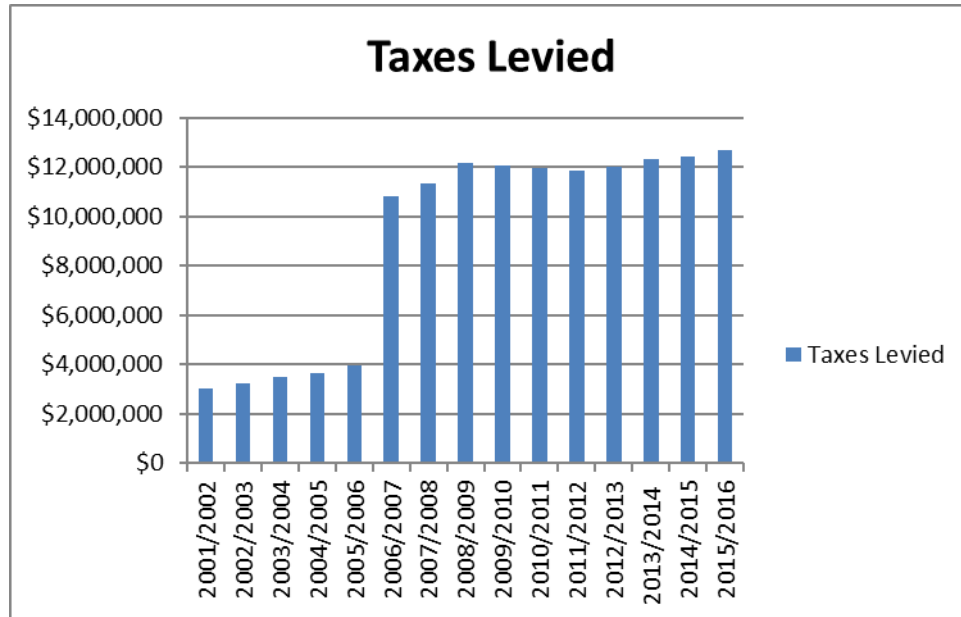
NOTE: All levies must be Certified to the Board of County Commissioners NO LATER THAN DECEMBER 15, 2016

Data Date: 8/25/2016

Property Tax Collections			
Levy/Collection Year	Taxes Levied	Taxes Collected	% of Collections
2001/2002	\$3,031,851	\$2,990,036	98.62%
2002/2003	\$3,201,170	\$3,180,542	99.36%
2003/2004	\$3,482,468	\$3,461,430	99.40%
2004/2005	\$3,641,131	\$3,630,542	99.71%
2005/2006	\$3,948,849	\$3,935,800	99.67%
2006/2007	\$10,785,897	\$10,758,092	99.74%
2007/2008	\$11,341,042	\$11,351,643	100.09%
2008/2009	\$12,138,290	\$12,110,931	99.77%
2009/2010	\$12,063,290	\$12,044,670	99.85%
2010/2011	\$11,951,068	\$11,891,819	99.50%
2011/2012	\$11,829,394	\$11,941,238	100.95%
2012/2013	\$12,005,872	\$11,849,741	98.70%
2013/2014	\$12,288,792	\$12,367,139	100.64%
2014/2015	\$12,443,407	\$12,410,353	99.73%
2015/2016	\$12,666,868	\$12,367,367	97.64%

Mill Levy History	
Levy/Collection Year	% Increase
2001/2002	1.386
2002/2003	1.391
2003/2004	1.387
2004/2005	1.394
2005/2006	1.388
2006/2007	3.659
2007/2008	3.504
2008/2009	3.659
2009/2010	3.659
2010/2011	3.659
2011/2012	3.659
2012/2013	3.659
2013/2014	3.659
2014/2015	3.659
2015/2016	3.659
2016/2017	3.659

Assessed Valuation			
Levy/Collection Year	Assessed Valuation	Increase	% Increase
2001/2002	\$2,184,330,380		
2002/2003	\$2,301,344,350	\$117,013,969	5.36%
2003/2004	\$2,510,791,260	\$209,446,909	9.10%
2004/2005	\$2,612,001,890	\$101,210,629	4.03%
2005/2006	\$2,845,712,610	\$233,710,719	8.95%
2006/2007	\$2,947,771,890	\$102,059,279	3.59%
2007/2008	\$3,236,598,640	\$288,826,749	9.80%
2008/2009	\$3,317,379,040	\$80,780,399	2.50%
2009/2010	\$3,296,881,800	-\$20,497,241	-0.62%
2010/2011	\$3,259,281,600	-\$37,600,201	-1.14%
2011/2012	\$3,232,958,140	-\$26,323,461	-0.81%
2012/2013	\$3,281,189,640	\$48,231,499	1.49%
2013/2014	\$3,392,435,490	\$111,245,849	3.39%
2014/2015	\$3,484,113,730	\$91,678,239	2.70%
2015/2016	\$3,485,450,370	\$1,336,640	0.04%
2016/2017	\$3,829,901,720	\$344,451,350	9.88%
2017/2018	\$3,911,472,700	\$81,570,980	2.13%



CERTIFICATION OF TAX LEVIES FOR NON-SCHOOL GOVERNMENTS

County Tax Entity Code _____ DOLA LGID/SID 01054 / _____

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Adams County, Colorado.

On behalf of the Rangeview Library District, _____

(taxing entity)^A

the Board of Trustees, _____

(governing body)^B

of the Rangeview Library District, _____

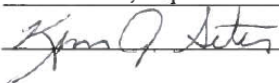
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 4,008,927,530 assessed valuation of: _____
(GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: _____
(NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/15/2016 for budget/fiscal year 2017.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>2.827</u> mills	<u>\$ 11,053,121</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	<u>< ></u> mills	<u>\$ < ></u>
SUBTOTAL FOR GENERAL OPERATING:	<u>2.827</u> mills	<u>\$ 11,053,121</u>
3. General Obligation Bonds and Interest ^J	_____ mills	<u>\$</u>
4. Contractual Obligations ^K	<u>.832</u> mills	<u>\$ 3,251,675</u>
5. Capital Expenditures ^L	_____ mills	<u>\$</u>
6. Refunds/Abatements ^M	_____ mills	<u>\$</u>
7. Other ^N (specify): _____	_____ mills	<u>\$</u>
	_____ mills	<u>\$</u>
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>3.659</u> mills	<u>\$14,304,796</u>

Contact person: _____ Daytime
(print) Kim J. Seter, Esq. phone: (303) 770-2700
Signed:  Title: Attorney Reg#14294

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

CERTIFIED COPY OF RESOLUTION TO ADOPT BUDGET AND
APPROPRIATE FUNDS FOR YEAR 2016

**RANGEVIEW LIBRARY DISTRICT
BOARD OF TRUSTEES**

CERTIFIED COPY OF RESOLUTION TO ADOPT BUDGET AND APPROPRIATE FUNDS FOR YEAR2017

STATE OF COLORADO)
) ss.
COUNTY OF ADAMS)

The Board of Trustees of the Rangeview Library District, Adams County, Colorado held a regular meeting at the Anythink Commerce City Library, 7185 Monaco Street, Commerce City, CO 80022 on Wednesday, November 16, 2016, at the hour of 5:00p.m.

The following members of the Board of Trustees were present:

Treasurer: _____ Trustee: _____ President: _____
Vice President: _____

Lynne Fox
Burke Beu
Ray Coffey
Kerry Glenn

Absent: Linda Wisniewski.

Counsel reported that, prior to the meeting, each of the Trustees were notified of the date, time and place of this meeting and the purpose for which it was called. Counsel further reported that this meeting is a regular meeting of the Board of Trustees of the District and that a Notice of Regular Meeting was posted at least three places within the boundaries of the District and at the Adams County Administration Building in Brighton, Colorado, and to the best of Counsel's knowledge, remains posted to the date of this meeting. A copy of the published Notice as to Amended 2016 Budget and Proposed 2017 Budget, as shown below, and is incorporated into these proceedings.

{00247328}

**NOTICE AS TO AMENDED 2016 BUDGET
AND PROPOSED 2017 BUDGET**

NOTICE IS HEREBY GIVEN that a proposed 2017 budget has been submitted to the **RANGEVIEW LIBRARY DISTRICT** for the fiscal year 2017. A copy of such proposed budget has been filed in the office of the District Finance Director, located at 5877 East 120th Avenue, in Thornton, Colorado, where same is open for public inspection. Such proposed budget will be considered at a regular meeting of the Rangeview Library District to be held at 5:00 p.m. on Wednesday, November 16, 2016. If necessary, an amended 2016 budget will be filed in the office of the District Finance Director and open for public inspection for consideration at the regular meeting. The meeting will be held at the Anythink Commerce City Library, located at 7185 Monaco Street, Commerce City, Colorado. Any interested elector within the Rangeview Library District may inspect the amended and proposed budgets and file or register any objections at any time prior to the final adoption of the amended 2016 budget and proposed 2017 budget.

BY ORDER OF THE BOARD OF TRUSTEES:
RANGEVIEW LIBRARY DISTRICT

By: /s/ SETER & VANDERWALL, P.C.
Attorneys for the District

Publish in: Publish on:

Northglenn/Thornton Sentinel
Thursday, November 3, 2016

{00247328}

Thereupon, Trustee Glenn introduced and moved the adoption of the following Resolution:

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, LEVYING PROPERTY TAXES FOR COLLECTION IN THE YEAR 2017 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE RANGEVIEW LIBRARY DISTRICT, ADAMS COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2017, AND ENDING ON THE LAST DAY OF DECEMBER, 2017.

WHEREAS, the Board of Trustees of the Rangeview Library District has authorized its budget officer to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board of Trustees of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 16, 2016, and interested electors were given the opportunity to file or register any objections to the proposed budget; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

{00247328}

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RANGEVIEW LIBRARY DISTRICT OF ADAMS COUNTY, COLORADO:

Section 1. Summary of 2017 Revenues and 2017 Expenditures. That the estimated revenues and expenditures for each fund for fiscal year 2017, as more specifically set forth in the budget attached hereto, are accepted and approved.

Section 2. Adoption of Budget. That the budget as submitted, amended and attached hereto and incorporated herein is approved and adopted as the budget of the Rangeview Library District for fiscal year 2017.

Section 3. Levy of General Property Taxes. That the foregoing budget indicated that the amount of money necessary to balance the budget for the General Fund for operating expenses from property tax revenue is \$14,304,796 and that the 2016 valuation for assessment, as certified by the Adams County Assessor, is \$ 3,909,482,500. That for the purposes of meeting all general operating expenses of the District during the 2017 budget year, there is hereby levied

a tax of 3.659 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2016.

Section 4. Levy of Debt Retirement Expenses. That the foregoing budget indicated that the amount of money necessary to balance the budget for the Debt Service Fund for debt retirement expense from property tax revenue is \$ 0 and that the 2016 valuation for assessment, as certified by the Adams County Assessor, is\$ 3,909,482,500. That for the purposes of meeting all debt retirement expenses of the District during the 2017 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2016.

Section 5. Certification to County Commissioners. That the Secretary of the District, or its designee, is hereby authorized and directed to immediately cause to have certified to the County Commissioners of Adams County, the mill levy for the District hereinabove determined and set forth on the Certification of Tax Levies for Non-School Governments attached hereto.

{00247328}

Section 6. Budget Certification. That the budget shall be certified by the Secretary or Acting Secretary of the District, and made a part of the public records of the Rangeview Library District.

The foregoing Resolution was seconded by Trustee Coffey.

2016.

RESOLUTION APPROVED AND ADOPTED THIS 16TH DAY OF NOVEMBER,

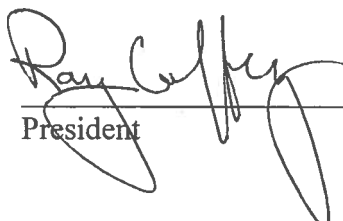
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*Rangeview Library District
2017 Budget Resolution Signature Page*

RANGEVIEW LIBRARY DISTRICT

By:



President

ATTEST:

EBT AND LEASE OBLIGATIONS

Debt Obligations

During 2007, Rangeview Library District began planning and construction of multiple new library buildings. In 2008, to finance the construction, \$43,847,800 in Certificates of Participation were executed and delivered by a Special Purpose Trust.

In 2015, the District refinanced the outstanding Certificates of Participation and applied the escrow reserve payment of \$ 3,244,998 to the outstanding debt. The refinance saved \$ 246,232 in interest. The new debt service will continue thru December 2030.

This lease will be an annually renewable obligation of the district payable solely from Base Rentals and Additional Rentals and will not be a general obligation or other indebtedness of the district or a multiple fiscal year direct or indirect debt or other financial obligation.

Lease Obligations

When appropriate and fiscally prudent, the district's leadership believes in leasing technology equipment. We have found that leasing provides the most up-to-date technologies available for both the library staff and customers. Currently, we have multiple leases for multi-function copiers and a postage machine.

Rangeview Library District						
All Components of Leased Property						
Payment Schedule for Series 2015						
	<u>Base Rentals</u>					
<u>Base Rentals Payment Date</u>	<u>Principal Portion</u>	<u>Base Rentals Interest Portion</u>	<u>Total Base Rentals</u>	<u>Series 2008 Remaining - Principal</u>	<u>Series 2008 Interest</u>	<u>Total Payment</u>
June 1, 2016		\$583,312.50	\$583,312.50		\$ 103,100.00	\$686,412.50
December 1, 2016	\$0.00	\$583,312.50	\$583,312.50	\$ 1,650,000.00	\$ 103,100.00	\$2,336,412.50
June 1, 2017		\$583,312.50	\$583,312.50		\$ 70,100.00	\$653,412.50
December 1, 2017	\$0.00	\$583,312.50	\$583,312.50	\$ 1,720,000.00	\$ 70,100.00	\$2,373,412.50
June 1, 2018		\$583,312.50	\$583,312.50		\$ 35,700.00	\$619,012.50
December 1, 2018	\$0.00	\$583,312.50	\$583,312.50	\$ 1,785,000.00	\$ 35,700.00	\$2,404,012.50
June 1, 2019		\$583,312.50	\$583,312.50			\$583,312.50
December 1, 2019	\$1,845,000.00	\$583,312.50	\$2,428,312.50			\$2,428,312.50
June 1, 2020		\$546,412.50	\$546,412.50			\$546,412.50
December 1, 2020	\$1,920,000.00	\$546,412.50	\$2,466,412.50			\$2,466,412.50
June 1, 2021		\$522,415.50	\$522,415.50			\$522,415.50
December 1, 2021	\$1,970,000.00	\$522,415.50	\$2,492,415.50			\$2,492,415.50
June 1, 2022		\$483,012.50	\$483,012.50			\$483,012.50
December 1, 2022	\$2,050,000.00	\$483,012.50	\$2,533,012.50			\$2,533,012.50
June 1, 2023		\$442,012.50	\$442,012.50			\$442,012.50
December 1, 2023	\$2,130,000.00	\$442,012.50	\$2,572,012.50			\$2,572,012.50
June 1, 2024		\$388,762.50	\$388,762.50			\$388,762.50
December 1, 2024	\$2,235,000.00	\$388,762.50	\$2,623,762.50			\$2,623,762.50
June 1, 2025		\$344,062.50	\$344,062.50			\$344,062.50
December 1, 2025	\$2,325,000.00	\$344,062.50	\$2,669,062.50			\$2,669,062.50
June 1, 2026		\$285,937.50	\$285,937.50			\$285,937.50
December 1, 2026	\$2,445,000.00	\$285,937.50	\$2,730,937.50			\$2,730,937.50
June 1, 2027		\$249,262.50	\$249,262.50			\$249,262.50
December 1, 2027	\$2,515,000.00	\$249,262.50	\$2,764,262.50			\$2,764,262.50
June 1, 2028		\$186,387.50	\$186,387.50			\$186,387.50
December 1, 2028	\$2,640,000.00	\$186,387.50	\$2,826,387.50			\$2,826,387.50
June 1, 2029		\$120,387.50	\$120,387.50			\$120,387.50
December 1, 2029	\$2,775,000.00	\$120,387.50	\$2,895,387.50			\$2,895,387.50
June 1, 2030		\$51,012.50	\$51,012.50			\$51,012.50
December 1, 2030	\$2,915,000.00	\$51,012.50	\$2,966,012.50			\$2,966,012.50
	\$27,765,000.00	\$11,905,831.00	\$39,670,831.00	\$ 5,155,000.00	\$417,800.00	\$44,557,218.50

FINANCIAL POLICIES

AUDIT POLICY

As required by the Colorado Revised Statutes (CRS), Local Government Audit Law, 29-1-601 through 29-1-608, and Library Law, 24-90-109, and the belief that sound financial reporting is an essential element of public-sector accountability to the citizens they serve, the Rangeview Library District Board of Trustees shall ensure that an annual audit of the financial statements of the District be conducted for each fiscal year and that the District complies with all applicable provisions of CRS 29-1-601 through 29-1-608.

The audit report:

A) Content

Financial statements setting forth the financial position and results of operation of each fund and activity of Rangeview Library District and a comparison of actual figures with budgeted figures for each fund or activity for which a budget has been prepared.

The opinion of the auditor with respect to the financial statements of the District.

Full disclosure by the auditor of violations of state or local law, which are identified during the audit process.

B) Submission of report

Audit shall be completed and the audit report submitted by the auditor to the Rangeview Library District Board of Trustees no later than the June Board meeting.

The District will send one copy of the audit to the state auditor within 30 days after receipt by the District but no later than July 31.

One copy of the audit shall be maintained as a public record for public inspections at reasonable times at the principal office of the District.

C) Responsibilities

A) An audit committee, comprised of two members of the Board of Trustees, working with the Director of Finance and the Library Director, will initiate a formal Request for Proposal (RFP) process every three years, at a minimum, to acquire the services of an auditor. The committee will evaluate submitted proposals, conduct interviews if necessary, and select a certified public accountant or partnership of certified public accountants. However, the contract for audit services may be renewed for two additional years pending approval of the audit committee and the Board of Trustees. The committee will work with the Director of Finance, the Library

Director and the auditor to reach agreement regarding the scope of audit work for the annual audits.

B) The Board of Trustees shall approve the selection of a certified public accountant or partnership of certified public accountants, based on the recommendation of the Audit Committee, at the close of each fiscal year.

C) The Director of Finance will be responsible for the preparation of a working trial balance, analysis of various accounts, complete files of Board minutes, contracts, bank confirmations, and any additional schedules or information necessary to complete the audit. The Director of Finance will also be responsible for the production work necessary to complete the final audit reports.

ADOPTED: April 21, 2010

BUDGET POLICY

Annual budget preparation and adoption by the Rangeview Library District shall comply with all statutory requirements stipulated in the Colorado Local Government Budget Law, Section 29-1-101 et seq., C.R.S. The preparation of the budget, or financial plan, of the District shall also be compiled using recommended GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standards Board) standards for budget preparation and presentation.

An Operations Plan and/or a Strategic Plan will be developed for each fiscal year, consisting of objectives, strategies and tactics to be used as a guide in the development of the annual budget. It is based on the needs of the community and recommendations from the staff and Board of Trustees on how best to meet those needs.

A) Scope

This policy is applicable to all funds, departments and financial functions of the District.

B) Responsibilities

The Board of Trustees shall be responsible for the annual approval and adoption of the budget and certification of the mill levy in accordance with the time frame requirements as mandated by Statute. The Board of Trustees shall also be responsible for the approval and adoption of the Strategic Plan.

The Finance Office shall be responsible for distribution of budgetary materials, compilation of budget requests, preparation of revenue estimates, and final preparation and distribution of materials necessary to comply with Statute.

The Department Directors (or managers) shall be responsible for reviewing and making recommendations for budgetary submissions and adjustments for their departments, and ensuring budgetary compliance with the Operations, Strategic and Long-Range Financial projections.

ADOPTED: April 21, 2010

RESERVE POLICY

It is the policy of the Rangeview Library District to establish reserves of District funds for specified reasons or purposes. The reserves represent District funds, assets or revenues that are “set aside” and not generally available for appropriation for the current year’s operating or capital projects budgets unless authorized by the Board of Trustees. Reasons and purposes for the reserves may include compliance with laws governing the District, compliance with legal obligations resulting from binding agreements entered into by the District, for prudent and responsible management of the District’s financial affairs and for other reasons and purposes that may be specified and approved by the Board of Trustees. Reserves and reserve amounts are approved annually through the budget process.

Reserves shall be established for the following reasons and purposes:

A) Taxpayer Bill of Rights (TABOR) Emergency Reserve

The reserve shall be in an amount to comply with Article X, Section 20 of the Colorado Constitution, The Taxpayer Bill of Rights that requires the District to maintain an emergency reserve in an amount equal to 3% or more of the District’s fiscal year spending (as defined by TABOR) less bonded debt service. The minimum amount required for compliance shall be placed in reserve unless a higher amount is approved by the Board of Trustees. These Emergency Reserves may be used only for emergencies declared by resolution of the Board of Trustees.

B) Operating Reserve

The District shall maintain an Operating Reserve equal to at least 30 days and up to 90 days of estimated operating expenditures for the budget year. In general, approximately 15% of the annual budgeted operating expenditures are held as an operating reserve. The purpose of the reserve is to lessen the impact to the District in the event of an unforeseen revenue shortfall or emergency.

Reserves shall be established for the following reasons and purposes if required by legal obligations or otherwise at the discretion of the Board of Trustees:

(C) Capital Projects Fund

If the District issues bonds to be used for specific capital projects, the use of the bond proceeds is restricted or “reserved” for the specific projects for which the bonds are issued. Such restricted funds are part of the Capital Projects Fund. The District may reserve additional funds for other specific capital projects.

D) Debt Service Fund

Funds may be reserved for the payment of debt service on bonds or other debt. In addition, legal documents related to bonds and other debt may require funds to be set aside in a reserve account to be held throughout the duration of the obligation. In both instances, such funds are held in a Debt Service Fund.

E) Replacement Reserves

Upon approval by the Board of Trustees, the District may utilize a reserve for replacement of designated fixed assets. The Replacement Reserves will typically be calculated using a replacement reserve schedule. This schedule includes the future replacement costs of the fixed assets, the year the assets are expected to be replaced, and the annual amount of funding needed so that funds will be available to replace the assets. The purpose of the reserve is to “set aside” funds over time to be used to replace specific fixed assets when the fixed asset reaches the end of its useful life.

ADOPTED: April 21, 2010

INVESTMENT POLICY

It is the policy of the Rangeview Library District to invest excess funds not needed for current operations or obligations to the best advantage of the library in such securities and/or depositories as are permitted by law, as defined in C.R.S. 24-75-601.

The Finance Director is designated as investment officer for the library and is responsible for all investment decisions and investment activities and for providing periodic reports of investment activities to the Board of Trustees. Two signatures will be required to establish and/or close accounts, the investment officer and the Library Director.

The investment officer will be guided by the “Prudent Investor Rule” which states that investments shall be made with judgment and care under circumstances then prevailing, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived. The guiding principles for investments are:

Safety of Principal – The primary objective is to protect against the loss of any principal.

Liquidity – Investments are managed to ensure that funds are available to meet obligations as necessary.

Yield – Investments are managed to optimize returns within the appropriate safety and liquidity constraints.

The investment officer, acting within the guidelines of library policy and state law and exercising due diligence, shall not be held personally responsible for specific investment transactions. The investment officer will be held responsible for maintaining a balanced investment portfolio, insuring sufficient liquidity of investments so that library operations can be maintained consistently.

All deposit-type securities (e.g., certificates of deposit) shall be collateralized as required by Public Deposit Protection Act for any amount exceeding FDIC or FSLIC coverage. Money market instruments such as SEC registered money market mutual funds qualified under C.R.S. 24-75-601 and state pools under C.R.S. 24-75-701 shall be collateralized as required by law.

Short-term investment maturities for all funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, bond payments) as well as considering sizeable blocks of anticipated revenue (property taxes, state and federal transfer payments).

No long-term investments shall exceed 5 years without approval by the Rangeview Library District Board of Trustees.

The District may retain the services of a qualified investment advisor to assist with investment strategy, security selection, transaction execution and investment reporting. The actions and recommendations of the qualified investment advisor are subject to the investment policies established by the Board of Trustees and applicable provisions of State statutes.

This Policy shall not apply to the investment of proceeds from sale/lease back transactions or other financing mechanisms wherein the investment of funds is governed by the documents related to the specific transaction.

ADOPTED: June 16, 2010

FIXED ASSET POLICY

The purpose of the Fixed Assets Policy is to present a uniform method of maintaining and updating the Rangeview Library District's fixed asset property records. The incorporated principles are in accordance with Generally Accepted Accounting Principles (GAAP).

It is the policy of the Rangeview Library District to record Fixed Asset items in the Fixed Asset Group of accounts. Fixed Assets represent land, buildings, vehicles, equipment and materials owned by the District and acquired by purchase or donation. The capitalization threshold for

recording items in the Fixed Asset Group of Accounts is \$5,000 for all individual items. Materials, specifically books and audio-visual materials of lasting value, will be recorded in aggregate at year-end for inclusion in the Fixed Asset Group.

In accordance with Colorado State Statue, C.R.S. 29-1-506, an inventory of such assets will be performed each year. The inventory of fixed assets will be reconciled annually to the general ledger, and any differences reconciled and adjusted.

Estimated useful lives of each asset are as follows:

- Buildings 40 years
- Computers/Electronics 5 years
- Equipment 7 years
- Furniture 10 years
- Shelving 20 years
- Books & Materials 4 years
- Vehicles 4 years

Depreciation of fixed assets will occur annually based on this schedule, and adjustments will be made to the Fixed Asset Group.

ADOPTED: June 16, 2010

DEBT POLICY

The Board of Trustees of the Rangeview Library District may adopt a resolution to issue debt or enter into capital lease arrangements as a means of financing long-term capital projects subject to applicable provisions and requirements of the Colorado Constitution and Colorado Revised Statutes upon determining that doing so is in the best interest of the district and it's residents. Such indebtedness may be subject to approval by the resident voters of the District.

ADOPTED: August 18, 2010

PURCHASING POLICY

Introduction

This policy sets forth the requirements and restrictions that govern purchases of goods and services for the Rangeview Library District. The intent of this policy is to maximize the use of the District's funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the District's needs for goods and services. This policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for purchasing staff to function effectively in the public's interest. It is the goal of the Rangeview Library District to extend honest, courteous and impartial treatment to all vendors.

Purchases of goods and services for the District shall be subject to the requirements and restrictions in this policy.

Exclusions

This policy does not apply to the following:

- Real property and Insurance;
- Dues and memberships in trade or professional organizations;
- Subscriptions for periodicals, advertisements;
- Postage;
- Petty cash purchases;
- Utility services;
- Copyrighted materials, patented material, art and artistic services;
- Employee benefits;
- Library materials;
- Legal Services;
- Fees and costs of job-related travel, seminars, registrations and training; and
- Procurement, transfer, sale or exchange of goods or services between the District and other governmental entities or nonprofit organizations.

A) Responsibilities

The Rangeview Library District uses centralized purchasing to ensure competitive buying, sound vendor relationships, and adherence to the purchasing policies adopted by the Board of Trustees.

In general, purchasing responsibilities are as follows: The Board of Trustees is responsible for the approval and/or revision of this policy. The Director has the delegated authority to approve or disapprove purchases according to the guidelines stated herein, and to create procedures for efficient execution of this policy. The Finance Office is responsible for obtaining bids and quotations, developing vendor information, handling all procedural purchasing functions within a comprehensive centralized purchasing format, and maintaining an inventory of all fixed assets.

Before entering into any contract for services with the Rangeview Library District, all contractors complete the Contractor's Certification of Compliance.

B) Bids and Quotations

SINGLE ITEM PURCHASES

Single items ordered and purchased individually. (Example - one computer, one copy machine, one book return, etc.)

\$0.00-\$3,000.00	Multiple quotations not required Authorized through the Purchase Order System if over \$1,000.
\$3,000.01-\$10,000.00	Three or more written, catalog or telephone quotations required. Authorized by Director or designee and through the Purchase Order System if over \$1,000.

AGGREGATE SINGLE ITEM PURCHASES

Single, identical items ordered and purchased in lots or groups. (Example - twenty printers, fifty chairs, four desks, etc.) EXCLUDED: The purchase of materials (ie. Books, CD's, DVD's, etc.). Major materials vendors are chosen through a formal proposal process every three years.

\$0.00-\$3,000.00	Multiple quotations not required Authorized through the Purchase Order System if over \$1,000.
\$3,000.01-\$10,000.00	Three or more written, catalog or telephone quotations required Authorized by Director or designee and through the Purchase Order System if over \$1,000.

FOR ALL PURCHASES

\$10,000.01-\$25,000.00	Three or more written quotations or proposals required Authorized by Director or designee and through the Purchase Order System
\$25,000.01-\$100,000.00	Three or more written quotations or proposals required Approval by the Board of Trustees [Director approval can be granted in lieu of Board of Trustees approval if a specific expenditure has been approved through the formal budget process. These items must be individually, specifically itemized through the budget approval process.]
\$100,000.01 or more	Formal bid, RFP or proposal process required Approval by the Board of Trustees [Director approval can be granted in lieu of Board of Trustees approval if a specific expenditure has been approved through the formal budget process. These items must be individually, specifically itemized through the budget approval process.] [The Board of Trustees, by resolution, may waive the requirement for formal bids over \$100,000.01 on a case by case basis.]

NOTE: The number of bids or quotations to be obtained is subject to the other provisions of this policy. If other provisions of this policy do not apply, and it is not possible or reasonable to obtain the required number of bids or quotations, the reason is included in the documentation.

C) Evaluation of Bids, Quotations and Proposals

A purchase order is awarded to the most acceptable and responsible bidder, judged in terms of overall suitability, e.g. quality, delivery, terms, service, and life expectancy -- in addition to price and discount. Selection of specific products that have rated high in product performance evaluations may be justified as best buys for the District. The Board of Trustees reserves the

right to reject any or all bids and to accept the bid that appears to be in the best interests of the District. All bids are a matter of public record.

Exceptions To Purchases Based On Bids And Quotations

A) State Purchase Program

The Rangeview Library District is eligible to purchase various commodities under the Colorado State Purchasing Program. Contracts and price agreements that have been awarded by the state are acceptable as satisfying bid and quotation requirements of the District.

B) Cooperative Purchasing

The District may participate in joint bidding and/or other cooperative purchasing ventures with other library organizations and government agencies if it is deemed in the best interests of the District to do so.

C) Sole Source Purchases

A sole source purchase may be made if it has been determined that only one vendor is capable of meeting all specifications and purchase requirements or that it is in the District's best interests. Purchases may then be made on the basis of prices established by negotiation. District may purchase from a sole source supplier under the following circumstances:

1. Product or service is available from only one source.
2. Product or service is wanted for experimental trial or testing.
3. Product is purchased for resale.
4. Additional products and services are needed to complete an ongoing task, or to supplement an existing system.
5. Product or service is purchased from, or a sale is made to, another unit of government.
6. Item is a component or replacement part for which there is no commercially available substitute and which can be purchased only from the manufacturer or distributor.
7. Compatibility is the overriding consideration for purchasing that specific item or service, or the purchase matches an existing product or service.
8. Technical support agreements.
9. The District has a compelling and valid interest in selecting a particular vendor.
10. The vendor is uniquely qualified to provide the product or service.

The justification for any sole-source purchase in excess of \$10,000 shall be documented in writing and approved by the Library Director or designee.

D) Emergency Purchases

An emergency purchase can only be made outside of normal purchasing department hours. Management staff may purchase materials, supplies, etc. from a vendor without a purchase order under “emergency” conditions as outlined below:

An emergency is any condition that will adversely affect the welfare of the District, or may endanger lives or property should the necessary materials, supplies, or services not be secured immediately.

A Purchase Order is initiated at the start of the next business day accompanied by any invoices supporting the purchase.

E) Professional/Personal Services

Agreements for professional or personal services, including but not limited to architectural, engineering, legal and consulting services, are negotiated on the basis of demonstrated competence and qualifications at fees not in excess of market rates.

A secondary service provider may be selected on the advice of a primary service provider, e.g. the Board attorney may recommend bond counsel; the financial advisor may recommend an appraiser. An agreement for performance of services may be extended to include a wider or expanded scope of services if the extension is within two years of the initial agreement; the fee does not exceed market rates; and the process is not in violation of any Colorado law or Constitutional regulation.

Other

A) Selection of Vendor

The Library District will make selection based on the best value, selection and service. Review of all Library District vendors is done regularly to ensure the best value and versatility to our patrons and citizens.

B) Contract Review

All contract renewals with increases in excess of 15% from one period to the next go out for bid in accordance with the District’s Purchasing policies.

All contracts with open price arrangements are subject to bid annually.

All contracts are reviewed annually to determine whether market conditions or other factors may allow for more favorable contracts.

C) Standardization

All materials, supplies and equipment are standardized as much as possible for better prices through centralization, quantity purchases of fewer varieties of materials, and an increased proficiency in evaluating product and vendor performance.

D) Local Vendor Preference

Independent vendors located in Adams County may be given a 5% price allowance in order to encourage local purchasing. When selecting an independent vendor over a national or regional vendor, all other criteria are met in terms of quality, availability, service, etc.

E) Code of Ethics

No employee of the District, member of the employee's immediate family, or firm owned by same, is allowed to sell to the District goods or services of any kind without the prior written consent of the Board of Trustees for expenditure of over \$500.00 per item/incident. Goods or services costing \$500.00 per item/incident or less can be approved by the Director or designee.

No member of the Board of Trustees, or member of the Board of Trustees' immediate family, or firm owned by same, is allowed to sell to the District goods or services of any kind, at any cost, without the prior written consent of the Board of Trustees. Members of the Board of Trustees follow all rules of conduct as outlined in C.R.S. (Colorado Revised Statutes) Title 24; Article 18.

[Excerpt: Subsection C.R.S. 24-18-108.5: "Rules of conduct for members of boards and commissions. (1) Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached his fiduciary duty. (2) A member of a board, commission, council or committee who receives no compensation other than a per diem allowance or necessary and reasonable expenses shall not perform an official act which may have a direct economic benefit on a business or other undertaking in which such member has a direct or substantial financial interest."]

No employee or trustee of the District accepts a fee, gift, or other valuable item or service for personal use from any person or group of persons when such gift or other valuable item or service is given in the hope or expectation of receiving preferential treatment over others wishing to do business with the Rangeview Library District.

ADOPTED: August 18, 2010

PURCHASING CARD POLICY

Purchasing (credit) cards may be issued to District employees at the request of the employee's Department Head or the Director.

The Purchasing Card Policies and Procedures Manual establishes minimum standards for use of the Rangeview Library District Purchasing Card. In order to participate in the use of a purchasing card the employee is required to read and be familiar with the Purchasing Card Policies and Procedures Manual and review and sign the Purchasing Cardholder Agreement.

Participation in the Purchasing Card Program is a privilege that may be revoked for repeated violations of the Purchasing Card Policies and Procedures. It is the cardholder's responsibility to be knowledgeable of and follow all Purchasing Card Policies and Procedures contained in the manual.

ADOPTED: August 18, 2010

REIMBURSEMENT FOR TRAVEL POLICY

It is the policy of Rangeview Library District to reimburse employees, the Director and members of the Board of Trustees for reasonable, authorized travel expenses incurred in business-related activities for the District. Reimbursable expenses may include automobile mileage, airfare, parking, meals, lodging, tips, taxi and tolls.

The Rangeview Library District has adopted an "Accountable Plan" for the reimbursement of business related travel. An accountable plan is defined in the Internal Revenue Code (IRS), and requires that certain conditions be met, including: (1) the expense must be business related; (2) the employee must substantiate the expense, and (3) the employee must return any amounts received in excess of substantiated amounts.

ADOPTED: September 15, 2010

BANKING POLICY

The Board of Trustees approves all bank accounts to be opened and/or closed by resolution. The Finance Director is the only District employee authorized to open or close a bank account.

Authorized Check Signatories

All checks for goods or services are signed by the Director. In his or her absence, checks are signed by the Library Board President or Treasurer. Checks over \$100,000 require two signatures; the Director and either the Library Board President or Treasurer, unless they are a part of budgeted expenses that are contracted and/or are to major materials vendors (ie. Books, CD's, DVD's, etc.), and do not exceed the annual budget.

ADOPTED: September 15, 2010

RECORDS RETENTION POLICY

The Rangeview Library District recognizes a need for a comprehensive records retention schedule for the district's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value. The Colorado State Archives has developed a statewide record retention schedule in cooperation with the Colorado Special Districts Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts to use and follow.

The Rangeview Library District has adopted the 2008 Colorado State Archives Special District Records Retention Schedule and all subsequent revisions as the records retention policy for the district, and authorizes the District Secretary to submit the request to be used as legal authority for the destruction and preservation of district records to the Colorado State Archives on behalf of the district.

ADOPTED: September 5, 2010

POST ISSUANCE COMPLIANCE POLICY

PURPOSE:

The purpose of this post-issuance compliance policy and procedure manual is to adopt policies and procedures to guide the RANGEVIEW LIBRARY DISTRICT in meeting the requirements of the Internal Revenue Code of 1986, as amended, and Treasury Regulations (the "Tax Code") concerning tax-exempt and tax-advantaged debt ("debt issuances"). Non-compliance with the Tax Code may result in fines and/or loss of the preferential status of the debt issuances.

COMPLIANCE OFFICER:

The Compliance Officer shall be the person primarily responsible for ensuring that the RANGEVIEW LIBRARY DISTRICT successfully carries out its post-issuance compliance requirements under applicable provisions of the Tax Code with regard to all debt issuances of the RANGEVIEW LIBRARY DISTRICT. The Compliance Officer shall be assisted by other RANGEVIEW LIBRARY DISTRICT staff and officials when appropriate. The Compliance Officer will also be assisted in carrying out post-issuance compliance requirements by contracted entities including Bond Counsel, Financial Advisor, Paying Agent, Trustee, Arbitrage Consultant, and/or other consultants deemed necessary.

The Compliance Officer shall be responsible for assigning post-issuance compliance responsibilities to other RANGEVIEW LIBRARY DISTRICT staff, Bond Counsel, the Financial Advisor, the Paying Agent, the Trustee and the Arbitrage Consultant. The Compliance Officer

shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the RANGEVIEW LIBRARY DISTRICT.

DUE DILIGENCE REVIEW AT REGULAR INTERVALS

This policy and its related procedures start with a review of the due diligence measures that will take place at regular intervals, as well as each filing date to ensure that each debt issuance is compliant with the requirements of the Tax Code. The RANGEVIEW LIBRARY DISTRICT will complete the annual due diligence review every year on all debt issuances.

IDENTIFYING THE COMPLIANCE OFFICER RESPONSIBLE FOR REVIEW

The Finance Department is primarily responsible for the administration of this policy. Within the Finance Department the Compliance Officer will be responsible for the due diligence review. The due diligence review will apply to all debt issuances.

TRAINING OF COMPLIANCE OFFICER

The Compliance Officer has and will continue to take all necessary steps to maintain an adequate understanding of post-issuance compliance requirements relating to the debt issuances for which he/she will review. These steps include, but are not limited to: Attending trainings, review materials and have one on one conversations with the Arbitrage Staff.

RETENTION OF ADEQUATE RECORDS TO SUBSTANTIATE COMPLIANCE

General overview

1. Debt not refunded: Currently the IRS record retention requirements are to keep all records, data and documents associated with non-refunded debt issuances for three years past the final maturity date for the debt issuance (or longer if required by local or state law.)
2. Refunded debt: Since the refunding debt issuance (new debt issuance) is dependent on the tax-exempt or tax-advantaged status of the refunded debt issuance (old debt issuance), all records are required to be maintained for three years past the final maturity of both debt issuances (or longer if required by local or state law).

(The complete policy and procedure can be requested from the Finance Department)

GLOSSARY

Acronyms

ADA

Americans with Disabilities Act

ALA

American Library Association

ALTA

American Library Trustee Association

AST

Advanced Search Team

AVRLSS

Arkansas Valley Regional Library Service

BCR

Bibliographic Center for Research

CARL

Colorado Alliance of Research Libraries

CAL

Colorado Association Libraries

CGFOA

Colorado Government Finance Officers Association

CLiC

Colorado Library Consortium

COPs

Certificates of Participation

DLG

Division of Local Government

DRCOG

Denver Regional Council of Governments

ESL

English as a Second Language

GFOA

Government Finance Officers Association

ILL/ILO

Interlibrary Loan Office

ILS

Integrated Library System

IPMA

International Personnel Management Association

LSTA

Library Services & Technology Act

MH

Materials Handler

MLS

Master of Library Science degree

MPLA

Mountain Plains Library Association

MSEC

Mountain States Employers Council

OCLC

Online Computer Library Center

OPAC

Online public access catalog

PLA

Public Library Association

PSS

Patron Services Specialist

QMOE

Qwest Metro Optical Ethernet

RLD

Rangeview Library District

RFID

Radio Frequency Identifier

RFP

Request for Proposal

SDA

Special District Association

TDD

Telephone Device for the Deaf

DEFINITIONS

Abatement – A complete or partial cancellation of a levy imposed by a government.

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Ad Valorem Taxes – Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the mill levy (tax) rate.

Amortization – The reduction of debt by regular payment of principal and interest sufficient to retire the debt by maturity.

Amortization Schedule – A schedule of debt service payments separating the portions of payments attributable to principal and interest.

Annualize – Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.

Appropriation – A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation – The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

Asset – Resources owned or held by a government having no monetary value.

Attrition – A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Audit – A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

Authorized Positions – Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance – This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet – The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP (Generally Accepted Accounting Principles).

Base Budget – Cost of continuing the existing levels of service in the current budget year.

Basis of Accounting – A term used to refer to *when* revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in the accounts and reported in the financial statements.

Basis Point – Equal to 1/100 of one percent. If interest rates rise from 7.50 percent to 7.75 percent, the difference is referred to as an increase of 25 basis points.

Bond – A long term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amounts of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

General Obligation (G.O.) Bond – This type of bond is backed by the full faith, credit and taxing power of the government.

Revenue Bond – This type of bond is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

Bond Refinancing – The payoff and re-issuance of bonds, to obtain better interest rates and / or bond conditions.

Budget – A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budget Message – A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

Budgetary Basis – This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar – The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control – The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets – Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Budget – The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

Capital Improvements – Expenditures related to the acquisition, expansion or rehabilitation of an element of government's physical plant; sometimes referred to as infrastructure.

Capital Improvement Program (CIP) – A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay – Fixed assets which have a value of \$500 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

Capital Project – Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Capital Reserve – An account used to segregate a portion of the government's equity to be used for future capital program expenditures.

Cash Basis – A basis of accounting in which transactions are recognized only when cash is increased or decreased.

CGFOA – Colorado Government Finance Officers Association. Colorado chapter of the Government Finance Officers Association (see GFOA).

CGFO – Certified Government Finance Officer. Certification program offered and administered through the CGFOA.

Compensated Absences – Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, post-retirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

Component Units – Legally separate organizations for which the elected officials of the primary government are financially accountable.

Comprehensive Annual Financial Report (CAFR) – An annual financial report of the government's fiscal condition, which includes a minimum of three parts: 1) Introductory section providing background on the government; 2) Financial section including the combined general purpose financial statements and notes; and 3) Statistical section comprising 15 or more tables of non-audited information composed of 10-year trend data on revenues, expenditures and tax collections.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services – Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Cost-of-living Adjustment (COLA) – An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Service – The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit – The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single account period.

Department – The basic organizational unit of government which is functionally unique in its delivery of services.

Disbursement – The expenditure of monies from an account.

Employee (or Fringe) Benefits – Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Enterprise fund – Proprietary fund type used to report an activity for which a fee is charged or contributions are received from external users for goods or services.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Facilities to Provide Service – Building, vehicle and equipment operating costs, including facility maintenance & repair, insurance, utilities, leases, and capital outlay expenses.

Fiscal Policy – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – A 12-month period designated as the operating year for accounting and budgeting purposes in an organization.

Fixed Assets – Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Full Faith and Credit – A pledge of government’s taxing power to repay debt obligations.

Full-time Equivalent Position (FTE) – A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a full-time position.

Fund – A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance – The excess of the assets of a fund over its liabilities, reserves, and carryover.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

GASB – Governmental Accounting Standards Board. The authoritative accounting and financial reporting standard-setting body for government entities.

GFOA – Government Finance Officers Association. A national group whose membership includes government finance officers through the USA and Canada. Formed to network ideas and strategies for best governmental accounting strategies. Provides input and limited funding to the GASB.

Goal – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Grants – A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

Hourly – Employees who are paid on a per-hour basis, and receive limited benefits.

Indirect cost – A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure – The physical assets of a government (e.g., streets, water, sewer, public building and parks).

Inter-fund Transfers – The movement of monies between funds of the same governmental entity.

Levy – To impose taxes for the support of government activities.

Line-item Budget – A budget prepared along departmental lines that focuses on what is to be bought.

Long-term debt – Debt with a maturity of more than one year after the date of issuance.

Lump-sum Appropriation – An appropriation made for a stated purpose, or for a named department, without specifying further the amounts that may be spent for specific activities or for particular objects of expenditure.

Materials and Services – Books, non-print materials, subscriptions and digital materials which compose the library collections, program supplies and expense necessary to provide services to the public; and operating supplies necessary to conduct departmental operations.

Mill – The property tax rate which is based on the valuation of property. A tax rate one mill produces one dollar of taxes on each \$1,000 assessed property valuation.

Millage – Rate used in calculating taxes based upon the value of property, expressed in mills per dollar of property value.

Modified Accrual Basis – The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments are recognized when they become susceptible to accrual, this is when they become both “measurable” and “available to finance expenditures of the current period.” “Available” means collectible means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Objective – Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations – Amounts which a government may be legally required to meet out of its resources.

Operations Expense – Expense incurred for the general administration of the Rangeview Library District. This includes operating expenses for Finance, Human Resources, Communications & Marketing, and the office of the Director. Also included are tax collection costs, professional fees and postage.

Output Indicator – A unit of work accomplished, without reference to the resources required to do the work (e.g. number of permits issued, number of refuse collections made, or number of books checked out). Output indicators do not reflect the effectiveness or efficiency of the work performed.

Pay-as-you-go Basis – A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

People to Provide Service (Personnel) – Expenditures for salaries, wages, and fringe benefits of a government’s employees.

Performance Budget – A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

Performance Measure – Data collected to determine how effective or efficient a program is in achieving its objectives.

Program – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Program Budget – A budget which allocates money to the functions or activities of a government rather than to specific items or costs or to specific departments.

Program Performance Budget – A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

Program Revenue (Income) – Revenues earned by a program, including fees for services, license and permit fees, and fines.

Prospector – A consortium of public and academic libraries which share their materials through an on-line catalog ordering system.

Purpose – A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

Reserve – An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Reserved Fund Balance – Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Resolution – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue – Sources of income financing the operations of government.

Supplemental Appropriation – An additional appropriation made by the governing body after the budget year or biennium has started.

Tax Levy – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes – Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Turnover Rate – How many times each item is check out in a year.

Unreserved Fund Balance – The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Governmental Accounting, Auditing and Financial Reporting, Government Finance Officers Association, Chicago, IL, 2001

The Best of Governmental Budgeting: A guide to Preparing Budget Documents, Government Finance Officers Association, Chicago, IL, 1994