anythink™

A REVOLUTION OF RANGEVIEW LIBRARIES

TO: Anythink Board of Trustees

FROM: Pam Sandlian Smith

RE: **Wednesday, October 21, 2020 5:00 pm virtual meeting**

Enclosed please find information for the upcoming Board meeting. Included in this packet is:

- Agenda for the Board Meeting on October 21, 2020
- Board Meeting Minutes from September 16, 2020 meeting
- September 2020 Financial Statements
- Draft 2021 Budget
- Anythink Financial Health Document
- Library Director's Report
- Assistant Director's Report
- Director of Customer Experience Report
- Director of Products and Technology Report
- Director of Innovations and Brand Strategy Report
- Legal Counsel Report

Please feel free to call me at 303 405-3299 if you have any questions.

See you Wednesday via our GoToMeeting.

Pam

RANGEVIEW LIBRARY DISTRICT
Board of Trustees

Regular Meeting
October 21, 2020
5:00 p.m.

Please join our virtual meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/859930317

You can also dial in using your phone.
United States: +1 (571) 317-3112

Access Code: 859-930-317

1. Call to Order

2. Additions or Changes to the Agenda

3. Public Comment -*The public is invited to provide comment at the beginning of each meeting. Any person or group wishing to speak is requested to sign in prior to the meeting, indicating the issue which they are addressing. The time for comments will be limited to 3 minutes per person. Please note that the Board will listen to the comments but may not comment on them during this time period. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.*

4. Approval of the Minutes of **September 16, 2020 Regular Board Meeting.**

5. Finance Manager's Report
   - Presentation and acceptance of the September 2020 financials

6. Presentation and discussion of proposed 2021 Annual Budget

7. Library Director's Report

8. Director of Strategic Partnerships Report

9. Legal Counsel Report

10. For the Good of the Order

11. Adjourn

UPCOMING MEETINGS: 2020

January 15th - Wright Farms
February 20th - Brighton
March 19th - Wright Farms
April 16th – Perl Mack
May 20th - Wright Farms
June 17th - Huron Street
July 15th – Wright Farms
August 19th-Bennett
September 16th – Wright Farms
October 21st – Commerce City
November 18th – Wright Farms
December 16th - Thank you

RANGEVIEW LIBRARY DISTRCT
BOARD OF TRUSTEES
REGULAR MEETING
SEPTEMBER 16, 2020

1. **Call to Order:** A meeting of the Rangeview Library District Board of Trustees was called to order at 5:05 pm. The meeting was virtual, due to COVID-19.

   Trustees Attending: Andrew Southard, Gretchen Lapham, Lynne Fox, Suzie Brundage and Yadira Caraveo.
   Staff: Pam Sandlian Smith, Director; Dolores Sandoval, Administrative Assistant/Recorder; Susan Dobbs, Assistant Director; Stacie Ledden, Director of Strategic Partnerships; Logan Macdonald, Director of Products and Technology; Nan Fisher, Finance Manager; Suzanne McGowan, Director of Customer Experience.
   Guests: Cameron Richards, Legal Counsel.
   (Total signed in to GoToMeeting – 21)

2. **Additions or Changes to the Agenda:** None. **Motion to approve the Agenda was made by Trustee Brundage and seconded by Trustee Southard. Motion carried.**

3. **Public Comment:** None.

4. **Motion to approve the Minutes from the August 19, 2020 Regular Board Meeting was made by Trustee Brundage, and seconded by Trustee Lapham. Motion carried.**

5. **Motion to accept the August 2020 financials was made by Trustee Southard and seconded by Trustee Lapham. Motion carried.**

6. **Library Director's Report – Pam Sandlian Smith:** Pam reports Anythink has been working with Rocky Mountain Partnerships *(previously Adams County Youth Initiative)* for more than ten years. She is a member of the Community Leaders Council and the Policy and Legislative Advisory Network. This year they have convened seven ADCO COVID task forces, two of which Stacie and Pam have participated in. Stacie shared a power point overview of the organization. Pam reviewed our strategic plan, stating our strategic plan parallels with the Rocky Mountain Partnership's outcomes.
   Pam reports with COVID cases still on the rise in Adams County, we continue to stay at fifty percent capacity in our buildings. Our team is working on creating outdoor programming. Pam wanted to make the Board aware of the executive order signed by the President directing the Secretary of the Treasure to use his authority to defer the withholding, deposit and payment of employee-side Social Security tax. Anythink has decided to OPT OUT of this program.

Due to COVID-19, Pam proposes to hold a book club/conversation in place of the December dinner/board meeting. She suggests the book "Infinite Game" by Simon Sinek. She asks all to let her know which format they would like.

7. **A resolution in support of November 2020 election question to repeal the Gallagher Amendment was drafted and presented by legal counsel. A Motion to adopt the resolution as drafted was made by Trustee Southard and seconded by Trustee Lapham. Motion carried unanimously.**

8. **Director of Products and Technology Report – Logan Macdonald:** Logan reports two months into WISE, things are going as smooth as expected. We are also starting a regular check-in with the WISE product team.
   He reports the increase in the e-content budget has helped us decrease the wait time for holds.
   We were invited by The City of Thornton to submit a grants request for a technology lending program to purchase additional laptops and hotspots.
   The Studio at WF have been doing grab bag crafts and this month's craft is a wind chime kit.

9. **Director of Customer Experience Report – Suzanne McGowan:** Suzanne reports the Huron Street manager Genne Boggs has resigned. Her last day is September 18.
   Anythink has joined Rocky Mountain PBS as a printing partner for Colorado Classroom learn with me at home.
   Suzanne states we have been open now for a month and have added statistics back into the board packet. She reviewed the content.
   She reports we have starting bringing back some programing to include outdoor and virtual.

10. **Director of Strategic Partnerships - Stacie Ledden:** Stacie states that working with the Rocky Mountain Partnership will be really powerful.
    She announces Erica Grossman is the new Innovations Manager.
    Stacie talked about her new role as Director of Strategic Partnerships, stating she has been working with Kimberley Sherwood since May, doing coaching professional development. She has also been working with the Admin Team, we will share more at the next board meeting.
    Stacie gave an update on the storytelling project we are working with Adams County and Rocky Mountain Partnerships. She will have more at the next meeting.

11. **Legal Counsel Report – Cameron Richards:** Legal counsel along with Library Director, Pam Sandlian Smith, and Library Finance Manager Nan Fisher participated in a call with Adams County and DURA to talk about the proposed Globeville Commercial Urban Redevelopment Plan Amendment. Legal counsel states at some point the Board will be asked to consider approving the plan amendment.

12. **For the Good of the Order:** None.

13. **Adjournment:** There being no further business to come before the Board, upon motion made by Trustee Brundage and seconded by Trustee Lapham the meeting adjourned at 6:24 pm.

Respectfully submitted,

Dolores Sandoval
Administrative Assistant/Recorder

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Acting Secretary of the Board
Rangeview Library District

RANGEVIEW LIBRARY DISTRICT
REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE MONTH ENDING SEPTEMBER 2020

REVENUES	SEPTEMBER	YTD Actual	2020 Budget	Difference	%
Property Tax	128,599.04	21,119,080.84	21,477,914	358,833	98.33%
Int/Penalties Del Taxes	2,059.10	17,839.71	30,000	12,160	59.47%
Specific Ownership Tax	159,830.56	1,210,578.13	1,534,984	324,406	78.87%
Fines and Fees	2,715.47	30,035.99	166,000	135,964	18.09%
Interest on Deposits	148,483.67	653,095.63	200,000	(453,096)	326.55%
Grants, Donations & Misc.	3,243.86	135,641.92	223,000	87,358	60.83%
TOTAL REVENUE	444,931.70	23,166,272.22	23,631,898	465,626	98.03%

EXPENDITURES	SEPTEMBER	YTD Actual	2020 Budget	Difference	%
Personnel					
Salaries and Wages	562,545.11	5,125,551.80	7,839,139	2,713,587	65.38%
Payroll Taxes	41,186.53	408,890.99	717,523	308,632	56.99%
Unemployment & Worker's Comp.	0.00	13,360.75	15,000	1,639	89.07%
Employee Benefits	114,811.17	1,057,074.99	1,671,733	614,658	63.23%
TOTAL PERSONNEL	718,542.81	6,604,878.53	10,243,395	3,638,516	64.48%
Professional & Technology Services					
Legal/CPA/Audit	1,957.66	71,188.80	90,000	18,811	79.10%
Professional Services	33,899.57	238,769.46	540,000	301,231	44.22%
BCR/Cataloging/ILL	458.57	75,181.91	151,500	76,318	49.63%
Technology Equipment	7,433.74	377,731.30	805,450	427,719	46.90%
Technology Maint. Fees	10,990.25	129,083.26	264,206	135,123	48.86%
Technology Hosting Fees	13,529.04	95,834.73	212,300	116,465	45.14%
Telecommunications	38,291.95	294,917.63	369,741	74,823	79.76%
Website Development	0.00	38,146.25	80,000	41,854	47.68%
TOTAL PROFESSIONAL & TECHNICAL	106,560.78	1,320,853.34	2,513,197	1,192,344	52.56%
Facilities, Vehicle & Equipment Expenses					
Building Repairs & Maintenance	15,396.38	111,526.46	220,000	108,474	50.69%
Rent & Leases	(1,213.68)	2,470.38	3,500	1,030	70.58%
Utilities	29,600.44	243,616.42	350,000	106,384	69.60%
Snow Removal & Ground Maint.	14,328.10	122,376.38	245,000	122,624	49.95%
Janitorial	43,053.33	248,164.65	380,000	131,835	65.31%
Equipment Rental (Leases)	13,014.87	81,146.12	135,000	53,854	60.11%
Equip. Maint. & Repair	0.00	1,672.65	7,000	5,327	23.90%
Fuel, Gas & Oil	1,019.89	7,739.66	28,000	20,260	27.64%
Vehicle & Equip. Repair & Maintenance	941.43	18,925.43	20,000	1,075	94.63%
TOTAL FACILITIES, VEHICLE & EQUIP.	116,140.76	837,638.15	1,388,500	550,862	60.33%
Operations Expense					
Advertising & Marketing	(5,948.96)	215,817.24	360,000	144,183	59.95%
Liability & Property Insurance	0.00	120,373.25	121,600	1,227	98.99%
Meetings, Travel and Training	6,552.98	99,168.52	150,500	51,331	65.89%
Memberships, Licenses & Fees	11,860.99	45,786.79	60,000	14,213	76.31%
Postage & Delivery	1,879.37	47,583.13	100,000	52,417	47.58%
Supplies	8,265.20	84,717.10	150,000	65,283	56.48%
TOTAL OPERATIONS EXPENSE	22,609.58	613,446.03	942,100	328,654	65.11%
Library Materials					
Books	45,691.54	716,419.15	1,366,747	650,328	52.42%
Materials Proccessing Supplies	18,382.92	127,480.06	385,000	257,520	33.11%
Non-Print Materials (Audio/Visual)	26,547.61	272,736.51	585,272	312,535	46.60%
Downloadable Materials	87,020.81	700,064.41	1,047,981	347,917	66.80%
Electronic Resources	42,334.87	90,485.90	175,000	84,514	51.71%
Subscriptions/Publications	1,539.80	33,396.45	40,000	6,604	83.49%
TOTAL LIBRARY MATERIALS	221,517.55	1,940,582.48	3,600,000	1,659,418	53.91%

Library Services					
	Library Programming	11,025.00	35,228.35	162,000	126,772	21.75%
	Programming Supplies	3,087.18	27,369.83	85,000	57,630	32.20%
	Summer Reading Programs	91.00	49,335.53	125,000	125,000	39.47%
	Studio Programming	11,454.98	23,232.49	50,000	26,768	46.46%
	District Wide Programming	0.00	6,028.36	70,000	70,000	8.61%
	Neighborhood Innovations Projects	(8,000.00)	0.00	50,000	50,000	0.00%
	TOTAL LIBRARY SERVICES	17,658.16	141,194.56	542,000	456,169	26.05%
Miscellaneous						
	Lease Purchase Interest & Principal	0.00	545,097.67	3,012,825	2,467,727	18.09%
	Paying Agent Fee	0.00	4,000.00	9,300	5,300	43.01%
	Treasurer's Fee	1,970.20	317,174.04	322,168	4,994	98.45%
	TOTAL MISCELLANEOUS	1,970.20	866,271.71	3,344,293	2,478,021	25.90%
	Total Expenditures	1,204,999.84	12,324,864.80	22,573,485	10,303,984	54.60%
REVENUE OVER OPERATING EXPENDITURES		(760,068.14)	10,841,407.42	1,058,413	(9,838,358)	
Capital Expenses						
	Building Improvements	7,400.00	56,865.02	471,413	414,548	
	Office Furniture and Fixtures	10,654.24	56,581.23	150,000	93,419	
	Sorters	0	329,149.31	330,000	851	
	Heavy Equip/Vehicle	0.00	-	107,000	107,000	
	Total Capital Expenses	18,054.24	442,595.56	1,058,413	615,817	41.82%
	Total Expenditures & Capital Expenses	1,223,054.08	12,767,460.36	23,631,898	10,919,802	54.03%
	NET REVENUE OVER EXPENDITURES	(778,122.38)	**10,398,811.86**	-	(10,454,176)	

75% of the Fiscal Year has lasped

UNAUDITED

Rangeview Library District
General Fund
2021 Preliminary Operating Budget

	2019 Audited	2020 Budget	2020 Projected	2021 Budget	$ Change 2020 to 2021 Budget	% Change 2020 to Projected 2021 Budget
GENERAL FUND BEGINNING BALANCE	20,341,078	20,977,391	20,977,391	23,912,891		
REVENUE						
Property Tax	17,335,148	21,477,914	21,477,914	22,710,812	1,232,898	5.74%
Int/Penalties Del Taxes	47,909	30,000	30,000	10,000	(20,000)	-66.67%
Specific Ownership Tax	1,491,276	1,534,984	1,534,984	1,565,684	30,700	2.00%
Fines and Fees	192,302	196,000	80,000	155,000	(41,000)	-20.92%
Interest on Deposits	768,619	200,000	500,000	250,000	50,000	25.00%
Grants and Misc	53,635	100,000	88,000	106,428	6,428	6.43%
Erate	-	25,000	25,000	25,000	-	0.00%
Café Revenue	60,945	68,000	30,000	50,000	(18,000)	-26.47%
TOTAL REVENUES	19,949,834	23,631,898	23,765,898	24,872,924	1,241,026	5.25%

EXPENDITURES

	2019 Audited	2020 Budget	2020 Projected	2021 Budget	$ Change 2020 to 2021 Budget	% Change 2020 to Projected 2021 Budget	% of Total Budget
PERSONNEL							
Salaries and Wages	6,609,623	7,839,139	7,013,186	8,012,000	172,861		
Payroll Taxes	499,621	705,523	701,319	801,200	95,677		
Unemployment and Compensation	11,443	25,000	16,000	20,000	(5,000)		
Employee Benefits	1,368,801	1,673,733	1,420,539	1,758,062	84,329		
TOTAL PERSONNEL	8,489,487	10,243,395	9,151,044	10,591,262	347,867	3.40%	45%
PROFESSIONAL & TECHNOLOGY SERVICES							
Legal/CPA/Audit	71,672	90,000	60,000	85,000	(5,000)		
Professional Services	827,667	700,000	355,000	550,000	(150,000)		
Development Services	-	-	-	50,000	-		
BCR/Cataloging/ILL	59,450	41,500	45,000	55,000	13,500		
Technology Equipment	604,861	805,450	805,000	920,000	114,550		
Technology Maintenance Fees	181,185	184,206	182,000	134,200	(50,006)		
Technology Hosting Fees	147,215	212,300	250,000	287,170	74,870		
Telecommunications	329,906	334,741	320,000	465,000	130,259		
Website Development	18,875	60,000	60,000	85,000	25,000		
TOTAL PROFESSIONAL & TECHNOLOGY SERVICES	2,240,831	2,428,197	2,077,000	2,631,370	153,173	6.31%	11%

	2019 Audited	2020 Budget	2020 Projected	2021 Budget	$ Change 2020 to 2021 Budget	% Change 2020 to Projected 2021	% of Total Budget
FACILITIES, VEHICLE & EQUIPMENT							
Building Repairs & Maintenance	166,116	220,000	180,000	230,000	10,000		
Rent & Lease	2,922	3,500	7,000	5,000	1,500		
Utilities	350,354	350,000	332,838	357,000	7,000		
Snow Removal & Ground Maint	184,683	245,000	190,000	195,000	(50,000)		
Janitorial	331,522	380,000	346,850	451,400	71,400		
Equipment Rental (Leases)	131,983	135,000	130,000	135,000	-		
Equipment Maintenance and Repair	-	7,000	1,000	7,000	-		
Fuel, Gas & Oil	13,655	28,000	12,000	18,000	(10,000)		
Vehicle & Equip. Repair & Maint	9,236	20,000	20,000	20,000	-		
	1,190,471	1,388,500	1,219,688	1,418,400	29,900	2.15%	6%
OPERATIONS EXPENSE							
Advertising and Marketing	230,617	280,000	300,000	300,000	20,000		
Liablity and Property Insurance	109,934	121,600	120,373	123,984	2,384		
Business Meeting and Mileage	44,845	50,000	30,000	50,000	-		
Training and Travel	132,037	275,500	160,000	200,000	(75,500)		
Memberships, License & Fees	55,317	58,500	50,000	60,000	1,500		
Postage and Delivery	49,439	30,000	45,000	60,000	30,000		
Products for Sale	835	5,000	2,000	5,000	-		
Supplies & Non-Consumables	163,947	336,500	150,000	285,000	(51,500)		
TOTAL OPERATIONS EXPENSE	786,971	1,157,100	857,373	1,083,984	(73,116)	-6.32%	4%
LIBRARY MATERIALS							
Books	981,619	1,366,747	1,300,000	1,146,473	(220,274)		
Materials Processing Supplies	306,408	385,000	385,000	380,000	(5,000)		
Non-Print Materials (Audio/Visual)	470,361	585,272	585,000	694,577	109,305		
Downloadable Materials	730,220	747,981	740,000	1,063,950	315,969		
Electronic Resources and Content	114,909	175,000	175,000	200,000	25,000		
Non-Traditional materials	-	-	-	175,000	-		
Subscriptions/Publications	39,479	40,000	40,000	40,000	-		
TOTAL LIBRARY MATERIALS	2,642,996	3,300,000	3,225,000	3,700,000	225,000	7%	15%
LIBRARY SERVICES							
Library Programming	87,988	332,000	150,000	225,000	(107,000)		
Programming Supplies	58,543	85,000	65,000	70,000	(15,000)		
Studio Programming and Materials	33,095	50,000	30,000	135,000	85,000		
District Wide Programming	21,014	70,000	25,000	270,000	200,000		
Neighborhood Innovations Project	1,268	50,000	5,000	65,000	15,000		
Summer Reading Programs	60,499	125,000	85,000	150,000	25,000		
TOTAL LIBRARY SERVICES	262,407	712,000	360,000	915,000	203,000	29%	4%

		2019 Audited	2020 Budget	2020 Projected	2021 Budget	$ Change 2020 to 2021 Budget	% Change 2020 to Projected 2021 Budget	% of Total Budget
MISCELLANEOUS								
	Lease Purchase Interest & Principal	3,011,064	3,012,825	3,012,825	3,012,825	-		
	Paying Agent Fees	4,000	9,300	9,300	9,500			
	Treasurer's Fees	260,764	322,169	322,169	340,662	18,493		
	TOTAL MISCELLANEOUS	3,275,828	3,344,294	3,344,294	3,362,987	18,493	1%	14%
	TOTAL EXPENDITURES	18,888,991	22,573,486	20,234,399	23,703,004	904,318		
CAPITAL EXPENSES								
	Office Furniture & Fixtures	383,520	150,000	150,000	200,000	50,000		
	Sorters - HU, BR, WF and NG	-	261,000	261,000	-	(261,000)		
	Building Improvements	41,010	135,000	135,000	200,000	65,000		
	Warehouse for Book hotel	-	405,412	-	-	(405,412)		
	Vechicles	-	107,000	50,000	50,000	(57,000)		
		424,530	1,058,412	596,000	450,000	(608,412)	-57%	2%
	Total Expenditures	19,313,521	23,631,898	20,830,399	24,153,004			
ENDING BALANCE		20,977,391	20,977,391	23,912,891	24,632,810			
Net Fund Change		636,313	0	2,935,499	719,920			
RESERVES								
	Emergency Reserves	599,365	708,987	708,997	708,987			
	Operating Reserves	3,801,225	4,659,473	4,659,473	4,659,473			
	Capital Reserve (Future Projects)	1,000,000	1,000,000	1,000,000	2,000,000			
	Repalcement Funds Reserved	500,000	500,000	500,000	500,000			
	Total Reserved funds	5,900,590	6,868,460	6,868,470	7,868,460			
	ENDING FUND BALANCE AVAILABLE	20,977,391	20,977,391	23,912,891	24,632,810			

ANYTHINK LIBRARIES

FINANCIAL HEALTH OF ANYTHINK

CASH POSITION AND 5-YEAR PROJECTION ANALYSIS

The district's fund balance at the end of 2019 was $20M. The district has $18M in investments and cash. The reserve policy is to have 3 months of operating revenue – currently approximately $7M – set aside for reserves. Another $1M is set aside for capital improvements that might be needed outside of the annual budget.

$3.2M is budgeted annually for our Certification of Participation (COP) payment thru the year 2030.

Revenues

Property Taxes

If the repeal of the Gallagher Amendment (Colorado Amendment B) is passed in 2021, it will impact property taxes in 2022 and beyond. If it is passed, Anythink's revenue will continue to reflect the normal assessed valuation at the current rate of 7.15%. If Gallagher is not repealed, the impact to our revenue is estimated at approximately $350K less in 2022, and the state property tax revenue will continue to vary in the future based upon the required ratio of non-residential (55%) to residential (45%). For years, Adams County has experienced rapid growth in both the residential and commercial markets. The overall impact of COVID-19 on the residential and commercial market in Adams County has been relatively minor.

Expenditures

- Payroll will remain consistent, with a 5% increase in budget built-in.
- Health care costs remain stable, with increases below 5%.
- Insurance costs are rising slightly. The Special District's pool helps these costs stay at no more than a 10% increase.
- Library materials will be based upon the overall budget. Funds may be shifted from print and audio/visual materials to digital materials to support increased demand for downloadable and streaming products. Budget allocations to the materials budget remain a high priority for the district.

- The library's technology costs will continue to vary from year to year. Technology infrastructure – including internal networks, hosted servers and internet connections – were upgraded in 2019/2020, and should have a service life of seven to 10 years. Staff and public computers will remain on a three- or four-year replacement cycle, and pricing will only increase slightly with inflation. With the new WISE system and new automated materials handling machines at four locations, technology maintenance costs will be steady. Telecommunications expenditures may need to be increased to support higher demand for internet bandwidth and the circulating of mobile devices like WiFi hotspots.
- Capital replacement will continue to be a priority as our buildings begin to age. The buildings audit conducted in 2019 show that our libraries are in excellent condition. The lifespan of our HVAC systems, etc., is approximately 20 years. Therefore, expenditures over the next five years should continue to include routine maintenance and upgrades. The projected budget has a healthy amount budgeted for such costs.

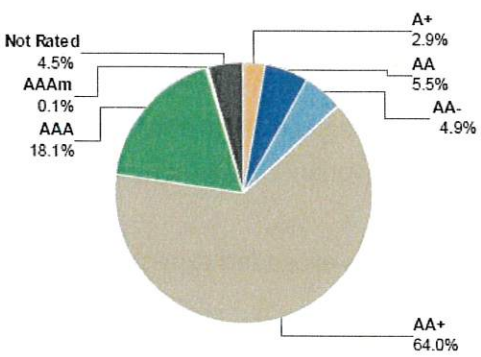
The cash flow projections have property taxes increasing at roughly 5-8% over the next 5 years. This is a very conservative projection, as we do not know how COVID-19 is going to impact revenue in the long-term. The district's investments have been returning at rate of 4-5% over the past two years. Anythink diversifies its portfolio, and it has investments ranging from 3 months to 5 years. At this time – quarter ending on June 30, 2020 –the district's investments are allocated as follows:

Portfolio Statistics

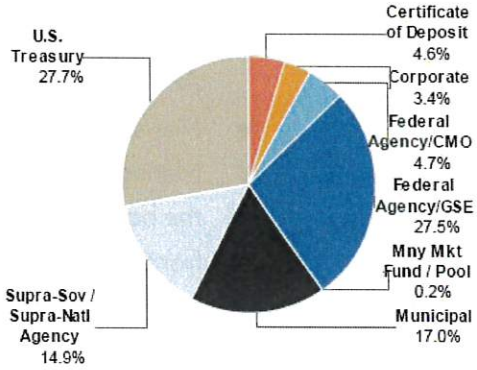
As of June 30, 2020

Par Value:	$11,616,759
Total Market Value:	$12,093,574
Security Market Value:	$12,019,237
Accrued Interest:	$55,924
Cash:	-
CSIP	$18,413
Amortized Cost:	$11,637,550
Yield at Market:	0.42%
Yield at Cost:	1.81%
Effective Duration:	2.67 Years
Average Maturity:	2.78 Years
Average Credit: *	AA

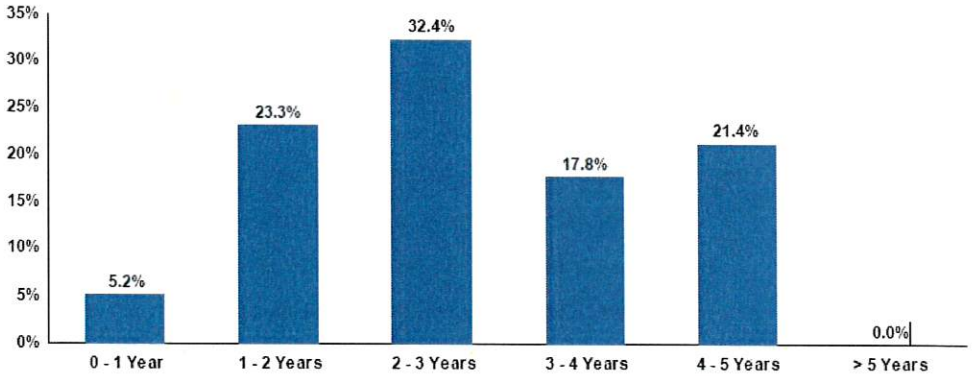
Credit Quality (S&P Ratings)



Sector Allocation



Maturity Distribution



** An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.*

Anythink is in a good position, as 70% of its investments are in 2-5 years. This is a fiscally conservative investment strategy that is serving the district well. The organization's projection is that 2020 and the first half of 2021 will yield a 5-7% return. In 2022, this portfolio will start to decline to a roughly 2% rate of return.

1) Budget Practices

- The district's budget is done by members of its administrative team working with the Finance Manager. Resources are allocated to key strategies and initiatives as the organization maintains a conservative growth strategy regarding its personnel budget. Anythink remains a fairly lean organization, which creates long-term financial stability.
- Management prioritizes library materials with a minimum of a 15% increase each year. Management analyzes budget variance on a monthly basis, and they are discussed with the board at each meeting.
- For the past 4 years, revenue has exceeded expenses, resulting in an increased fund balance.

2) Liabilities

- The district has two liabilities, the Certification of Participation (COP) debt and the pension liability.
- The COP debt payment is through the year 2030, and is $3M per year.
- The pension liability is reported on the annual audit, due to GASB 68 requirements to disclose the underfunded balance of the pension. This amount is strictly a reporting amount. Pension contributions are withheld from employee paychecks and submitted to the pension on a monthly basis. As a member of the Adams County Retirement Plan, the library district contributes monthly to support each qualifying staff member.

3) Political and Economic Environment

- As a special library district, the library director reports to the Board of Trustees. With the dedicated mill levy of 3.69%, the district is able to develop long-term strategies to serve the community. The district's key initiatives directly support the overall health and prosperity of the Adams County community. Anythink libraries are well-respected by its members and other local governments.
- The future economic environment is uncertain. There is a high level of unemployment, but housing and car purchasing is still strong. Colorado has a diversified job market, and state unemployment was at roughly 7.5% in July 2020. COVID-19 has decreased the state budget, and current forest fires will also impact government budgets. However, housing continues to grow, and Adams County has capacity for this growth.

Development is projected to increase the assessed values in 2022, which should reflect an increase of 5-10% in property taxes for the district.

- The cash flow analysis for 2021 to 2025 shows an anticipated increase of 5% in 2022 and 8% in 2024. A conservative estimate has been applied due to the many unknown issues, including the potential repeal of the Gallagher amendment and the long-term impacts of COVID-19.

Financial Ratios:

1) Defensive Interval (DI):

$$\frac{\text{Cash + Marketable Securities + Receivables}}{\text{Average Monthly Expenses}}$$

Reflects how many months an entity can operate without any additional funding. For Anythink, this is 11 months.

$17,953,780		
$ 1,621,452	11	Months

2) Debt Ratio

$$\frac{\text{Average Total Debt}}{\text{Average Total Assets}}$$

Provides the organization's asset provided via debt.

$36,937,726	
$75,993,891	49%

A good debt ratio is .40 to .60 for the opportunity to borrow in the future

October 15, 2020

TO: Board of Trustees

FROM: Pam Sandlian Smith – Executive Director

RE: Anythink Update

- This week we received the assessed valuation for 2021. There is a 5.74% increase in revenue for the 2021 budget year. This is excellent news as we prepare the draft 2021 budget which we will detail at the October Board of Trustees meeting. Planning for 2021 is unusually challenging because of the uncontrollable variables. The administrative team has been discussing our focus for the 2021 Operating Plan which connects directly to our 2018-2022 Strategic Plan as well as looking through the lens of the Rocky Mountain Partnership strategies that we reviewed at the September Board meeting. Key areas for our 2021 work include: Equity, Community Well Being, Gathering and Engagement, Culture and the Arts, and Career. We are thinking broadly regarding the library role in supporting our community during this pandemic. Our team will be reviewing key ideas and recommended allocation of resources next week.

- October marks the installation of an exquisite alebrije. In celebration of art, culture and Hispanic heritage, Anythink hosts a monumental folk-art sculpture Xolotl: Dios Perro by renowned Mexican artist Oscar Becerra Mora at Anythink Wright Farms. I would like to thank Adams County Manager Ray Gonzalez for reaching out to us to collaborate with the Mexican Cultural Center of Denver on this inspiring project. Of course, we said yes to this opportunity just a few weeks ago without having full details. We knew it was an opportunity that we could not pass up. I extend a huge round of applause to the Anythink Wright Farms team and our Innovations crew. This art installation has provided the opportunity to turn the library into an interactive museum. The team has created brilliant complimentary displays and experiences focused on Día de los Muertos, the Mexican holiday that commemorates the passing of loved ones. This exhibit has transformed the library bringing color, culture, ideas, and a joyful experience. This experience reminds us of the importance of creating opportunities to understand our rich cultural heritage.

- I extend a note of gratitude to Yadira Caraveo for bringing the Legislative Basecamp tour to Anythink Wright Farms last week. Over 35 State legislators and businesspeople toured our library with our administrative team highlighting our work. One tour member called Anythink the Mayo Clinic of Libraries. This was our first physically distanced indoor gathering since the beginning of the pandemic. It was such an honor to be able to share our expertise with key members of our community.

anythink™

A REVOLUTION OF RANGEVIEW LIBRARIES

Human Resources Staffing Report
October 2020

Arrivals	Date	Branch/Title
Promotions		
Brian Hague	09/23/2020	From PM Wrangler to SS Materials Dispatcher
Departures		
Genne Boggs	09/11/2020	HU/Branch Manager
Reannon Dreeszen	10/24/2020	BE/Concierge
Open Reqs	**Posting closes:**	**Status**

Board Report Sept – October 2020
Customer Experience Report, Suzanne McGowan

Farmer's Markets were a huge success!

- Although the markets were a little smaller, with COVID farmer's market guidelines, the COVID CARES funding allowed for the vouchers and this kept the markets busy and provided resources where there was need.
- The markets gave 2152 vouchers to customers. City of Thornton provided funding through the CARES Act to give vouchers to city of Thornton residents. The Steering Committee was able to find/provide funding to support non-residents as well.
- Vouchers of $25 were given to customers to purchase fresh produce and other food items.
- We had 10 weeks of markets at each branch.
- TCHD and AHA are working with Ricardo and the Commerce City to distribute produce boxes for a short period of time.
- From a Steering Committee member, "We all have made such huge impact to the community and many clients expressed their gratitude at the market yesterday. Thank you all for making this possible and I look forward to talk with you al soon!
- From a community member, "Thanks to all of you at the Farmer's Market. So many have enjoyed having fresh fruit and veggies all summer. The $25 vouchers have been wonderful. Thank you for all your hard work. It's been so nice to meet all of you."

Book Clubs - Values Challenge

The book clubs were a lot of fun and a great success! We all held our first meetings and will be moving on to our second meetings.

- We had 13 different groups.
- Variety of genres and subjects. A few examples: Books about Books, Ancient Texts, How About YA, and True Crime
- Fun collaboration between branches and HR
- Each participant will get a sticker for their water bottles – and one of the book club leaders created some individual genre/subject stickers as well.

Food Bank of the Rockies (FBR) Partnership and food distribution

Pre-pandemic closure, we were gearing up to start at WF, which would get us to 5 branches. We are starting back with food distribution at one branch – Commerce City. Here are some statistics:

- We're currently distributing 2 days per week at CC (Tuesdays and Thursdays from 4-5pm)
- We receive about 30 meals per week to distribute.
- In our first week of distribution we distributed about 20 meals, and this week we did about 10 meals.
- Still working to get the word out and distribution is much lower from the 50-60 meals we used to distribute. This is mostly due to much lower volume of kids in the branch.
- FBR is allowing grab and go option instead of requiring that kids stay in the branch to eat, and they are even allowing parents to pick up meals for children.

Report to the Board
Director of Products and Technology
October 2020

Prospector availability has been delayed a bit due to some technical issues. We are working with OCLC and Innovative to get Anythink back on Prospector using the Wise system. As of now, we do not have an estimated date but we are very close to having the issues resolved.

One feature that Wise has allowed us to make available to staff is the ability to sort the daily holds pull list by walking path rather than title or call number. Staff at each branch have worked hard to determine the ideal walking path for pulling holds and we are seeing some modest gains in efficiency of the daily holds fulfillment process.

The IT team is also working to test some portable tablet and printer sets that will allow branch staff to print a hold slip or transit slip on-the-go. We hope to have this equipment deployed for a pilot test at one branch very soon.

The downloadable materials market saw a major shift recently with Overdrive's acquisition of Recorded Books. For our customers, this means that more than 35,000 Recorded Books audiobooks were recently made available via the Overdrive and Libby apps. This more than tripled the number of downloadable audiobooks available via Overdrive and findable in the Anythink catalog.

OCTOBER 2020

ANYTHINK INNOVATIONS REPORT

XOLOTL: DIOS PERRO

Anythink has partnered with the Mexican Cultural Center of Denver and Adams County Government to host *Xolotl: Dios Perro*, by artist Óscar Becerra Mora. Mora traveled from Mexico to spend the week at Anythink repairing and installing the 15-foot, 140-pound sculpture and talk with community members about his process and inspiration. Staff from the Mexican Cultural Center also set up a traditional ofrenda – or altar – in celebration of Día de los Muertos, and informational experience zones and displays are set up throughout the library honoring this tradition and Hispanic culture. Community members are invited to place photographs or other memorabilia on the altar to honor loved ones who have passed. Over the next several weeks, Anythink Wright Farms staff and the Innovations team will be hosting experiences and virtual programs celebrating this work as well as this fantastic partnership.

VIRTUAL CIVIC SATURDAY

Civic Saturday returns to Anythink on Saturday, Oct. 24, 9:30-11 am, in an exciting new format! Last month, Anythink Wright Farms Adult Guide Maria Mayo became the next Anythinker to attend Citizen University's Civic Fellowship to learn the philosophy and planning behind hosting Civic Saturday. Anythink Wright Farms Manager Rebecca Bowman will be participating as a fellow later this month.

As a way to ensure the sustainability and growth of this important initiative across the district, Anythink Wright Farms staff are taking the lead in implementing this next exciting version of Civic Saturday at Anythink, with the theme of "Beyond the Voting Booth." We hope to grow to other branches and staff in the future. While there will still be singing, group discussions, and a civic sermon given by Maria, it will all be hosted online via Zoom and in breakout rooms. A local poet is commissioning a poem just for this gathering. Rocky Mountain Partnership is our main partner for

the event, and CEO Becky Hoffman will be joining us to share information about their new strategic plan, their focus on equity and their work ahead.

We've had such a fantastic response to our previous Civic Saturdays that we're excited to build off of that momentum to bring this new format to our community – making it even more accessible to people throughout the region – and celebrate the meaning of civic purpose leading up to the election.

COMMUNITY FEEDBACK

Alex Flores
1 review
★★★★★ 3 weeks ago
I like how all the staff is very welcoming, respectful, and very informative went out their way to try to help me find a DVD video even though I didn't have a clue of the name even the security guard got in the search with trying to Google it on his own phone. Good place to get what you need a library can offer.

Reply 1

Jinx Penaflor
7 reviews
★★★★★ 4 weeks ago
Anythink libraries always feel so homey, and they even have a cafe!

1

Fràncо Bowman
1 review
★★★★★ a month ago
The LIBRARIANS ARE MOST HELPFUL & NICE

1

ANYTHINK MEDIA EXPOSURE
September 2020

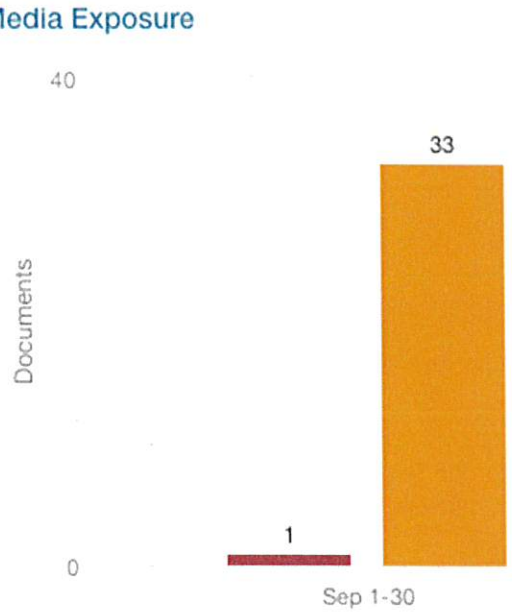
ONLINE

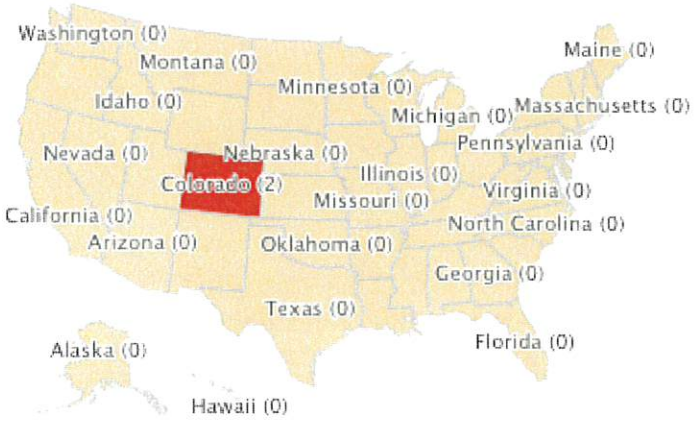
Overall Online Media Exposure Measured
Online sources: 1 mention (3%)
Social mentions: 33 mentions (97%)

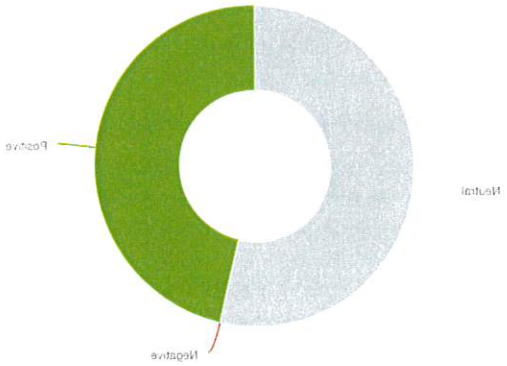
Social Media Sentiment
Positive mentions: 13
Neutral mentions: 15

Media Exposure by Location

- Colorado







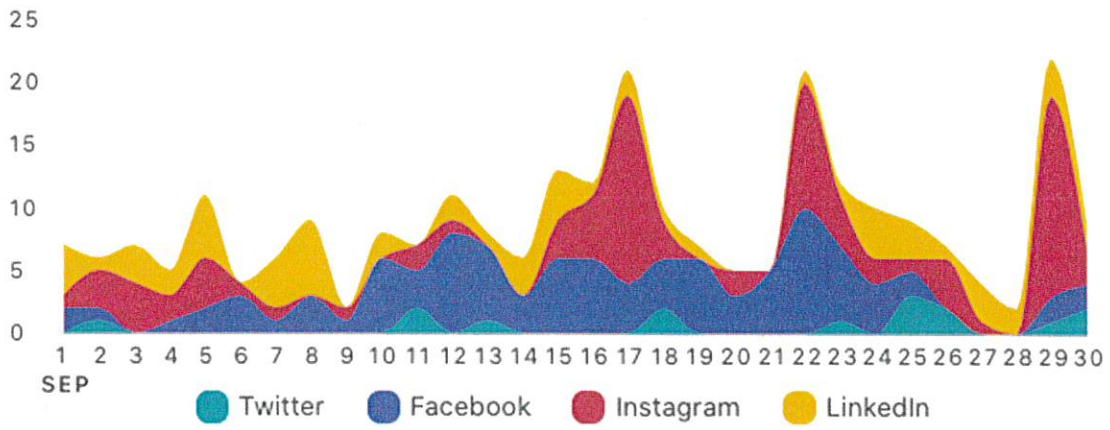
**Not all social platforms are measured*
***Specific customer interaction, responded to by staff*
****Comment about fines on a library account; addressed by staff*

ANYTHINK SOCIAL MEDIA OVERVIEW

September 2020

Impressions	Engagements	Post Link Clicks
177,445 ↘15.8%	**5,443** ↘31.7%	**879** ↘14.1%

Audience Gained, by Day



- Number of impressions decreased by 16% since previous date range.
- Total engagements decreased by 31% since previous date range.

Profile	Audience	Audience Growth	Published Posts	Impressions	Engagements
Anythink	12,021	50	58	134,248	4,188
Anythink Libraries	3,398	48	32	20,728	1,001
Anythink Libraries	5,915	61	20	5,216	114
Anythink Libraries	4,258	-3	34	17,253	140

Impressions – # of times content served to users of Twitter, Facebook and LinkedIn.
Engagements – # of engagements (reactions, comments, shares, likes, RTs, etc.) across Twitter, Facebook and LinkedIn.

Seter & Vander Wall, P.C.
ATTORNEYS AT LAW

KIM J. SETER
BARBARA T. VANDER WALL
JEFFREY E. ERB
ELIZABETH A. DAUER
COLIN B. MIELKE
RUSSELL NEWTON
CAMERON J. RICHARDS

MEMORANDUM

TO: Rangeview Library District Board of Trustees; Pam Sandlian Smith, Executive Director; Susan Dobbs, Assistant Director; Stacie Ledden, Director of Innovations and Brand Strategy

FROM: Seter & Vander Wall, P.C.

DATE: October 16, 2020

RE: Legal Status Report for the October 21, 2020 Board Meeting

Globeville Commercial Urban Redevelopment Plan – Plan Amendment

Task: Assist with evaluation and analysis for proposed Globeville Commercial Urban Redevelopment Plan Amendment.

Status: **No update for October.**

In 2012 an urban redevelopment plan was commenced jointly between the City and County of Denver, Denver Urban Renewal Authority ("DURA") and Adams County to repurpose the ASARCO Globe plat site located north of 51st Street, south of 56th Street and between Washington Street and I-25. The project was funded through Tax Increment Financing (TIF) revenues derived from both the City and County of Denver and Adams County. The project has successfully remediated and redeveloped the site, and the required revenues to pay for the project have been generated by the TIF. DURA is requesting a plan amendment to allow for additional projects to enhance the already completed development, including improving pedestrian and wayfinding improvements.

Urban renewal projects utilizing TIF financing allow for the payment of project costs utilizing the increased property value and resulting tax revenues. The District collects the same revenue from if the property was never redeveloped, everything above that baseline is diverted to the project. The TIF can be collected for up to 25 years. This particular project has been completed in 8 years. The amendment would extend the TIF payment for another 5 years, ending in 2025, still well short of the 25-year cap.

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Since the project was originally approved in 2015, the Urban Renewal Authority (URA) statutes have changed to require a URA to obtain the consent of other taxing districts affected by a plan and provide a process for the agreement and negotiation of a TIF rate that allows both the project to move forward and a taxing district to account for the increased cost of services resulting from the project. DURA is asking for the District's consent to extend the project scope.

A preliminary call was held with Adams County, DURA, and the Executive Director, Finance Director and legal counsel. Additional information will be provided as it becomes available. At some point the Board will be asked to consider approving the plan amendment.

Action: None at this time.

IGA with City of Brighton Regarding Armory Depot Plaza

Task: Advise and assist with the negotiation of an intergovernmental agreement between the District, the City of Brighton and the Brighton Urban Renewal Authority concerning maintenance and operations of the Armory Depot plaza in Brighton, Colorado.

Status: No change. A draft IGA was provided to the District. Legal counsel reviewed and, in consultation with the Executive Director and library leadership, proposed some changes to how the parties will manage the shared area. Negotiations are ongoing. The District is responsible for approximately 48% of the plaza area. The City is taking the lead on preparing the formal agreement.

Action: No action is required at this time.