



Call to Order / Welcome – Lynn Lawson, President

Public Comments - *The public is invited to provide comment at the beginning of each regular meeting. Any person or group wishing to speak is requested to sign in prior to the meeting indicating the issue they are addressing. The time for comments is limited to 3 minutes. The Board will listen but may not comment and no action will be taken during the time period. However, the full Board may give direction to staff following a presentation.*

Consent Agenda

The President / presiding Officer will remove any Consent Agenda item upon request by any Board Member. Items removed upon request will be considered separately by the Board immediately following action on the remaining Consent Agenda.

1. Board of Trustees meeting Minutes: April 17, 2023

Guest Presentation

- 2022 Audited Library Financial Report - Uli Keeley , Auditor, PBS

Action Items

- Finance Committee – Johnson & Hemphill
 - Accept 2022 Audited Financial Statements
 - Resolution to appropriate \$47,000 in additional funds from the Capital Reserve Budget for upgrade of Audio-Visual systems in meeting rooms
- Policy Committee - Krueger & Dewey
 - Approve review/ revision of Governance policy set: *Public Comment, Trustee By-Laws, Trustee Code of Ethics, Executive Sessions, Standing Committees and Naming Rights*

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
- Finance Committee - Hemphill & Johnson
- Facilities Task Force - Krueger & Hemphill
- Strategic Plan Task Force - Weston & Ellis
- Library Operations – Director Perrault
 - 1st Qtr Strategic Report
- Library Friends & Foundation - Ex. Director Walsh

Upcoming Meetings of the Board of Trustees

1. Regular Meeting: Monday, June 19, 2023, 6:30p, Wasson Board Room

Other Events

- Tour Eagle Rock School: Friday, May 26, 2023, 1:30p (carpool from Library parking lot)
- Memorial Day Library holiday closure: Monday, May 29, 2023
- Friends & Foundation Board Meeting: Tuesday, June 6, 2023 2p, Wasson Board Room

Adjourn

LIBRARY MISSION STATEMENT:

To bring people, ideas and opportunities together
for the enrichment of our community

Estes Valley Public Library District
BOARD OF TRUSTEES MEETING MINUTES
Monday, April 17, 2023 at 6:30pm
Estes Valley Library / Wasson Room

Call to Order / Welcome – Lynn Lawson called the meeting to order at 6:31pm. The following were present:

TRUSTEES: Lynn Lawson, President; Kay Weston, Vice-President; John Krueger, Secretary; Pete Johnson, Treasurer; David Hemphill

ABSENT: Anne Dewey; Beth Ellis

FRIENDS & FOUNDATION LIAISON: Sarah Walsh

STAFF: Cindy Seckman; Joanna Stensland

ABSENT: Claudine Perrault

Public Comments: None

Consent Agenda

1. Board of Trustees Meeting Minutes: March 20, 2023
2. Income & Expense Year-to-date Report: March 2023
3. Study Session April 6: Collections Report

Krueger moved to approve the April 17 Consent Agenda. Johnson seconded the motion. Ayes all. (23-09)

Strategic Discussion & Reports

- Gov't Affairs Committee – Lawson & Weston
Lawson reported on recent Committee actions which included the Director's Quarterly Check-In and Mid-Year Performance Review. She also informed the Board that the Friends & Foundation have requested that funds for the new audio-visual meeting room system be included in the Library's 2023 funds request to the Friends & Foundation.
- Finance Committee – Johnson & Hemphill
Johnson highlighted aspects of the Accountant's Report. The budget is on track and the ColoTrust yield is going up. Surplus funds have been transferred to the long-term reserve. There is a draft audit report before the Finance Committee and Auditor Uli Keeley will attend next month's Board meeting to make the official report. The contract for the audio-visual system has not yet been signed as the Library is still awaiting clarification on two small points. A resolution will be brought to the Board once there is spending on the project. The contract with Greenpoint Roofing has been signed.
- Policy Committee - Krueger & Dewey
The trustees will be considering an action item later in the meeting to approve a revised Safe Child Policy and Code of Conduct with Youth Addendum to the Employee Policy Handbook. All the Governance policies are also up for review this year. BOARD ACTION: Trustees are encouraged to review the by-laws.
- Director's Report
In Perrault's absence, Weston reported that the Collections Report at the Study Session went well. Walsh reported on the Friends & Foundation membership mailing which met the budget goal but new members are still welcome. The pre-Duck Race event may be canceled. A final decision will be made soon.
STAFF ACTION: Add discussion of the 1st Qtr Strategic Report to the May agenda.

- Facilities Task Force
Krueger expressed appreciation to Don Bryson for his help on the Facilities Task Force and to his brother for his help with the roofing project. The roofing work has been on the schedule to start on April 24th, but due to weather this will likely be delayed until May 1st. Two visits to other libraries have been scheduled by the Task Force in order to see their recent new construction or remodels, completed by architects of interest. There may be an opportunity for staff and other trustees to join the tours, or to conduct them on their own time.
- Strategic Planning Task Force - Weston
Weston invited Stensland to summarize the strategic planning process so far. On March 23, the State Library facilitated a session with staff to look at the draft goals and brainstorm some activities. **BOARD ACTION:** Gov't Affairs will plan a study session on the topic of the Strategic Plan before it comes before the Board for final approval.
- Friends & Foundation - Director Walsh
The financial audit is complete and the final 990 will be posted on the website. Staff will visit Cliffhanger as part of Staff Development Day. There was some discussion on allowing pets at Cliffhanger.

Action Items

- Policy Committee
 - Safe Child Policy
Krueger made a motion, seconded by Hemphill, to approve the revised Safe Child Policy and the new Code of Conduct with Youth Addendum to the Employee Handbook.
The Committee had some good discussion on the Safe Child Policy and received feedback from staff. Krueger reviewed the changes which included the addition of two new paragraphs at the beginning of the policy, the removal of one superfluous word in the main body of text and the addition of a Child Abuse Prevention paragraph, which was added so that the Library would be aligned with the Child Sexual Abuse & Accountability Act. There was a question about whether to include an age in the section on leaving children unattended. It was suggested that the procedures followed by staff cover any potential issues. **Ayes all. (23-10)**

Upcoming Meetings of the Board of Trustees

- Study Session: May 4, 2023, 6:30p (Wasson)
The review of the Strategic Plan proposal originally scheduled for this date might be postponed until a better time. The Gov't Affairs Committee will discuss other topic possibilities.
- Regular Meeting: May 15, 2023, 6:30p (Wasson)

Other Events

- Staff Development Day - Library Closure: April 20, 2023
- Stakeholder visit to Eagle Rock School: May 26, 2023
STAFF ACTION: Staff will confirm the time of the Eagle Rock visit and ask for RSVPs from trustees. Staff will also find out from trustee Ellis if there is space for any Friends & Foundation Board members to attend.
- Library Friends & Foundation Fundraiser: 8:30am-10am, May 5, 2023 - TBD

Adjourn

Lawson adjourned the meeting at 7:15 pm.

Minutes prepared by Joanna Stensland

Respectfully submitted,
John Krueger, Board Secretary

[attachments]

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**
Resolutions from April 17, 2023

(23-09) Krueger moved to approve the April 17 Consent Agenda. Johnson seconded the motion. **Ayes all.**

(23-10) Krueger moved and Hemphill seconded a motion to approve the revised Safe Child Policy and the Code of Conduct with Youth addendum to the Employee Policy Handbook. **Ayes all.**

Lynn Lawson, President
Estes Valley Public Library District
Board of Trustees

John Krueger, Secretary
Estes Valley Public Library District
Board of Trustees

Independent Auditor's report: If you do not read anything else, this is the document that you should read. This tells whether the numbers are accurate and whether you should have any concerns.

Introduction: Time period covered, who is responsible for financial statements i.e., it is the management and NOT the auditor. Auditor's report only a 'subjective' opinion based on tests performed.

Scope: How the audit is carried out; using *generally accepted audit standards* to be reasonably sure that the financial statements are free from material misstatements.

Opinions: This is where the action is.

- **Clean (Unqualified) opinion:** A 'standard auditor's report' with no qualifiers or red flags that limit the auditor's opinion. If the auditors do not find any material problems with the statements, they will issue an 'Unqualified audit report' that will say that **these statements are prepared 'in conformity with generally accepted accounting principles'** or similar language.
- **Qualified opinion:** A 'Nonstandard auditor's report' has an issue or problem that the auditor will explain in a 'Qualified Auditor's Report'. The auditor will qualify their opinions and note the problem areas. In this case, read the discussion of the problems in the MD&A (management discussion and analysis) as well as the notes to the financial statements. Can refer to work by different auditor; Accounting policy change; Material uncertainties; Specific disclosures.
- **Adverse opinion:** Big problems. Auditor found inappropriate misstatements or policies that materially affect the veracity of the reports. The auditor feels the data is unreliable or purposely misleading. This is when the entire governing board must be proactive in resolving the problems.



**HINKLE &
COMPANY**
Strategic PC
Business Advisors

Independent Auditors' Report

Board of Trustees
Estes Valley Public Library District
Estes Park, Colorado

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, the major fund, and the aggregate remaining fund information of the Estes Valley Public Library District as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the basic financial statements of the Estes Valley Public Library District, as listed in the table of contents.

Introduction

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We did not audit the financial statements of the Estes Valley Library Friends and Foundation, Inc., a discretely presented component unit. Those financial statements were audited by another auditor whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Estes Valley Library Friends and Foundation, Inc., is based solely on the report of the other auditor. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Scope

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, based on our audit and the report of the other auditor, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, the major fund, and the aggregate remaining fund information of the Estes Valley Public Library District as of December 31, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Hick & Company, PC

Greenwood Village, Colorado
June 11, 2019



Management's Discussion and Analysis: Required in audit. A 'should' read if a Qualified Auditor's Report is issued. The place to get insight into the problems found in the audit and the management's responses and actions. Other general information also discussed to give perspective.

Notes to Financial Statements: usually starts with a summary of significant accounting policies. Presentation details of financial statements, Accounting policies of handling assets, depreciation, liabilities, pensions. Other notes will give context to major aspects of the organization's operations. For the library, this includes a detailed analysis of pensions and PERA post employment benefits. Notes can also give perspective on any problems the auditor found and where they were found.

Basic Financial Statements: Lots of numbers. Statements of Activity and Net Position. Reports that have been seen by board and committees during the reporting year with the addition of end of year adjustments for accrual systems as well as auditor required or recommended adjustments. Deferred revenue and liabilities, accrued payroll, depreciation. Present different perspectives, L/T v S/T.

Other matters: Requirement of MD&A and RSI. This information helps put financial statements in context with history and/or economics. Reliance on other auditor's work for discreet component unit, etc.

Additional questions that may be asked:

Is the finance committee satisfied with the audit results?

Is management/audit committee satisfied with the auditor and the logistics of the work?

Did the organization fully cooperate with the auditor, especially if there were any qualifications in the report?

Are there any recommendations for internal controls of financial data or accounting policies?

Is the organization in compliance with all legal authorities and grant restrictions, etc.?

**ESTES VALLEY PUBLIC LIBRARY DISTRICT
ESTES PARK, COLORADO**

BASIC FINANCIAL STATEMENTS

December 31, 2022

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FINANCIAL SECTION



Board of Trustees
Estes Valley Public Library District
Estes Park, Colorado

INDEPENDENT AUDITOR'S REPORT

Opinions

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Estes Valley Public Library District (the "District"), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Estes Valley Public Library District as of December 31, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the budgetary comparison information, the schedules of the District's proportionate share, and the schedules of the District's contributions on pages 41-45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

PB Solutions LLC

Littleton, Colorado

April 11, 2023

ESTES VALLEY PUBLIC LIBRARY DISTRICT

Management's Discussion and Analysis

As management of Estes Valley Public Library District (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2022. The District's financial performance is discussed and analyzed within the context of the accompanying financial statements and disclosures following this section.

Overview of the Financial Statements

This Management's Discussion and Analysis document introduces the District's basic financial statements. The basic financial statements include: (1) district-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. The District also includes in this report additional information to supplement the basic financial statements. Comparative data are presented when available.

Government-wide Financial Statements

The District's annual report includes two government-wide financial statements. These statements provide both long-term and short-term information about the District's overall financial status. Financial reporting at this level uses a perspective similar to that found in the private sector with its basis in accrual accounting and elimination or reclassification of activities between funds.

- The *Statement of Net Position*. The government-wide statement of net position is presenting information that includes all of the District's assets and liabilities, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District as a whole is improving or deteriorating. Evaluation of the overall health of the District would extend to other nonfinancial factors such as diversification of the taxpayer base or the condition of District infrastructure, in addition to the financial information provided in this report.
- The *Statement of Activities* reports how the District's net position changed during the current year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the financial reliance of the District's distinct activities or functions on revenues provided by the District's taxpayers.

Both government-wide financial statements distinguish governmental activities of the District that are principally supported by property taxes from business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include general library operations. The District has no business-type activities.

The government-wide financial statements include not only the District itself (known as the primary government), but also a legally separate entity, which has a significant operational or financial relationship with the District. This entity, a discreetly presented component unit, is the Estes Valley Library Friends and Foundation, Inc. More information on the functions of this entity can be found in Note 1 to the financial statements.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's significant funds. Each major fund is separately reported.

The District has one fund type. *Governmental funds* are reported in the fund financial statements and encompass the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financial requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental funds balance sheet and the governmental funds operating statement provide a reconciliation to assist in understanding the difference between these two perspectives.

Notes to Financial Statements

The accompanying notes to the basic financial statements provide information essential to a full understanding of the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's detailed budget presentation. This statement demonstrates compliance with the District's adopted and final revised budget.

Government-Wide Financial Analysis

The following represents condensed financial information taken from the government-wide (accrual basis) financial statements for the years ended December 31, 2022 and 2021.

Statement of Net Position

	2022	Percent of Total	2021	Percent of Total
ASSETS				
Current Assets	\$ 5,438,140	78.9%	\$ 5,232,994	78.5%
Capital Assets, Net of Accumulated Depreciation	1,360,269	19.7%	1,430,420	21.5%
Net Pension Asset	97,248	1.4%	0.00	
Total Assets	<u>6,895,657</u>	<u>100.0%</u>	<u>6,663,414</u>	<u>100.0%</u>
DEFERRED OUTFLOWS				
Pensions, Net of Accumulated Amortization	141,415	91.1%	151,958	92.4%
OPEB, Net of Accumulated Amortization	13,808	8.9%	12,468	7.6%
Total Deferred Outflows	<u>155,223</u>	<u>100.0%</u>	<u>164,426</u>	<u>100.0%</u>
LIABILITIES				
Current Liabilities	53,103	29.6%	45,379	5.5%
Long-term Liabilities	<u>126,461</u>	<u>70.4%</u>	<u>776,130</u>	<u>94.5%</u>
Total Liabilities	<u>179,564</u>	<u>100.0%</u>	<u>821,509</u>	<u>100.0%</u>
DEFERRED INFLOWS				
Property Taxes	1,974,526	73.9%	2,011,706	80.0%
Pensions, Net of Accumulated Amortization	671,277	25.1%	478,675	19.0%
OPEB, Net of Accumulated Amortization	26,193	1.0%	24,321	1.0%
Total Deferred Inflows of Resources	<u>2,671,996</u>	<u>100.0%</u>	<u>2,514,702</u>	<u>100.0%</u>
NET POSITION				
Net Investment in Capital Assets	\$ 1,360,269	32.4%	\$ 1,430,420	41.0%
Restricted for Special Needs: Materials Nonexpendable				
Restricted for Emergencies	67,000	1.6%	64,070	1.8%
Unrestricted	<u>2,772,051</u>	<u>66.0%</u>	<u>1,997,139</u>	<u>57.2%</u>
Total Net Position	<u>\$ 4,199,320</u>	<u>100.0%</u>	<u>\$ 3,491,629</u>	<u>100.0%</u>

Statement of Activities

	2022	Percent of Total	2021	Percent of Total
REVENUES				
Program Revenues:				
Charges for Services	\$ 7,998	0.3%	\$ 4,972	0.2%
Operating Grants and Contributions	216,420	8.8%	208,165	9.2%
General Revenues:				
Taxes	2,157,830	87.6%	2,024,063	89.6%
Contributions Not Restricted to Specific Programs				
Investment Income	61,491	2.5%	1,509	0.1%
Other Revenues	20,447	0.8%	21,000	0.9%
Total Revenues	<u>2,464,186</u>	<u>100.0%</u>	<u>2,259,709</u>	<u>100.0%</u>
EXPENSES				
Library Services	\$ 1,756,495	100.0%	\$ 1,829,766	100.0%
CHANGE IN NET POSITION	\$ 707,691		\$ 429,943	

The District's net position increased in 2022 due to the net pension liability (asset). This is the ninth year of reporting net pension liability due to the adoption of GASB Statement No. 68, representing the District's proportionate share of the Local Government Division Trust Fund (LGDTF) pension liability (asset), administered by the Public Employees' Retirement Association of Colorado (PERA). As of December 31, 2022, LGDTF is reporting a net pension asset. This is due to increases in contributions, changes in benefits, and other changes in assumptions, investments, etc. The District's proportionate share of this net pension asset is \$97,248, a change from \$635,562 net pension liability in 2021.

The District is reliant on property tax revenue to support operations. During 2022, taxes provided 87.6% of the District's total revenues. Note that program revenues, including from the Library Friends & Foundation accounted for 12.4% of total revenues.

For the tax collection years 2000 - 2004, the annual authorized operating mill levy was 2.39. On November 2, 2004, the voters approved an increase to 3.28 mills for 2005 collection and each year thereafter. Since 1999, the voters allowed the District to collect, keep and expend all revenues (other than excess property tax revenue). It was also exempted from the 5.5% property tax revenue limitation. This has prevented the "ratchet-down" effect that the Taxpayer's Bill of Rights used to have on the District's property tax revenue. In addition, the District was successful with an election question to District residents seeking a mill levy tax increase. In 2014, the annual property tax rate for the District increased from 3.28 to 4.52 mills.

The District maintains a high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. However, to make this ratio meaningful, we have eliminated the property taxes receivable and the related deferred revenue. After this elimination, governmental current assets are \$3,229,470 and current liabilities are \$67,369. As a result, the current ratio for the District overall is 48 to 1 (48 to 1 for 2021).

Financial Analysis of the Funds

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the District's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the District's financial requirements. In particular, *unrestricted, unassigned fund balance* may serve as a useful measure of the District's net resources that are available for spending at the end of the fiscal year.

The District has two governmental funds: The General Fund and the Capital Reserve Fund. The General Fund is the chief operating fund of the District, whereas the Capital Reserve Fund is held for capital facilities projects. Total governmental funds fund balances increased by \$234,602 in 2022, with ending fund balances totaling \$3,410,511 (\$3,177,309 in the General Fund; \$233,202 in the Capital Reserve Fund).

Capital Assets and Long-Term Debt

Capital assets for the District consist of furniture, equipment, building improvements, and collection inventory. In 2022 the Self Check Kiosks and interior book drop were replaced. There was no capital outlay for furniture or building improvements during 2022. Collection inventory showed a net decrease for 2022 indicated by a continued increase in demand for digital materials which are not included in the inventory count.

Long-Term Debt for the District consists of net pension liability, net OPEB liability and compensated absences. The net pension liability actually flipped and is a net pension asset in the amount of \$97,248 for 2022. See Notes 6 and 7 for more information on pension and OPEB liability. Compensated absences is the total vacation payout liability (unused vacation) as of the end of the year. Compensated absences decreased in 2022 due to the retirement of long-term employees.

At the end of 2012, the District paid off its general obligation bonds prior to maturity. Upon retirement of the bonds, there were funds remaining in the former Debt Service Fund. The District Board of Trustees approved these funds to be used for facility maintenance and reinvestment. Those funds and their earnings are held in the Capital Reserve Fund.

General Fund Budgetary Highlights

General Fund revenues were \$2,460,176; a decrease of \$39,187 over final budget estimates. This is primarily due to budgeted contributions being higher than actually received. General Fund expenditures were \$180,275 less than budgeted. This was primarily due to staff turnover and the corresponding decrease in health benefits, retirement expense, and staff development expense. In addition, some planned capital projects were postponed.

Currently Known Facts

Members of the District Board of Trustees, staff, and Library Friends & Foundation Board prepared a one-year Operating Plan extending the most recent Strategic Plan. The Plan outlines several goals:

- 1) Focus on Early Literacy
- 2) Enable Lifelong Learning
- 3) Enable a Greater Sense of Community
- 4) Deliver Materials on a Personalized Basis
- 5) Grow Internally to Succeed Externally

The Library meets community expectations by fulfilling its Operating Plan. Significant projects completed in 2022 included conducting a Community Needs Assessment, adding more adult and teen services, implementing paperless invoicing and project management automation software, and an increase in overall circulation by 8% over the prior year.

Requests for Information

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Estes Valley Public Library District, PO Box 1687, Estes Park, Colorado 80517, or you may call the library director at (970) 586-8116.

BASIC FINANCIAL STATEMENTS

ESTES VALLEY PUBLIC LIBRARY DISTRICT

STATEMENT OF NET POSITION
December 31, 2022

	PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES	COMPONENT UNIT FOUNDATION
ASSETS		
Cash and Investments	\$ 3,417,680	\$ 1,512,973
Cash Held with County Treasurer	10,371	-
Intergovernmental Receivable	-	-
Taxes Receivable	1,974,526	-
Accounts Receivable	30,563	19,182
Prepaid Expenses	5,000	-
Loan Origination Fee, Net	-	4,960
Capital Assets, Not Depreciated	-	138,350
Capital Assets, Depreciated, Net of Accumulated Depreciation	1,360,269	646,314
Net Pension Asset	97,248	-
TOTAL ASSETS	6,895,657	2,321,779
DEFERRED OUTFLOW OF RESOURCES		
Related to Pensions	141,415	-
Related to OPEB	13,808	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	155,223	-
LIABILITIES		
Accounts Payable	25,499	2,299
Accrued Salaries and Benefits	27,604	-
Deposits	-	4,599
Noncurrent Liabilities		
Due Within One Year	34,926	24,336
Due in More Than One Year	15,499	507,853
Net OPEB Liability	76,036	-
TOTAL LIABILITIES	179,564	539,087
DEFERRED INFLOWS OF RESOURCES		
Deferred Property Tax Revenues	1,974,526	-
Related to Pensions	671,277	-
Related to OPEB	26,193	-
TOTAL DEFERRED INFLOWS OF RESOURCES	2,671,996	-
NET POSITION		
Net Investment in Capital Assets	1,360,269	252,475
Restricted	67,000	1,472,130
Unrestricted	2,772,051	58,087
TOTAL NET POSITION	\$ 4,199,320	\$ 1,782,692

The accompanying notes are an integral part of the financial statements.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

STATEMENT OF ACTIVITIES
Year Ended December 31, 2022

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION	
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	PRIMARY	COMPONENT
					GOVERNMENTAL	UNIT
					GOVERNMENTAL	FOUNDATION
PRIMARY GOVERNMENT						
Governmental Activities						
Library Services	\$ 1,756,495	\$ 7,998	\$ 216,420	\$ -	\$ (1,532,077)	\$ -
Total Primary Government	\$ 1,756,495	\$ 7,998	\$ 216,420	\$ -	\$ (1,532,077)	\$ -
Component Unit						
Foundation	\$ 394,141	\$ -	\$ 119,845	\$ -	\$ -	\$ (274,296)
GENERAL REVENUES						
					2,013,912	-
					143,918	-
					-	158,178
					20,447	129,087
					61,491	(272,499)
					<u>2,239,768</u>	<u>14,766</u>
					707,691	(259,530)
					<u>3,491,629</u>	<u>2,042,222</u>
					<u>\$ 4,199,320</u>	<u>\$ 1,782,692</u>

The accompanying notes are an integral part of the financial statements.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

BALANCE SHEET
GOVERNMENTAL FUNDS
December 31, 2022

	GENERAL FUND	NON-MAJOR CAPITAL RESERVE FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS			
Cash and Investments	\$ 3,184,478	\$ 233,202	\$ 3,417,680
Cash Held at County Treasurer	10,371	-	10,371
Taxes Receivable	1,974,526	-	1,974,526
Prepaid Expenses	30,563	-	30,563
Deposits	5,000	-	5,000
TOTAL ASSETS	<u>\$ 5,204,938</u>	<u>\$ 233,202</u>	<u>\$ 5,438,140</u>
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES			
LIABILITIES			
Accounts Payable	\$ 25,499	\$ -	\$ 25,499
Accrued Salaries and Benefits	27,604	-	27,604
TOTAL LIABILITIES	<u>53,103</u>	<u>-</u>	<u>53,103</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Property Tax Revenues	<u>1,974,526</u>	<u>-</u>	<u>1,974,526</u>
FUND BALANCES			
Nonspendable	50,563	-	50,563
Restricted for Emergencies	67,000	-	67,000
Assigned to Facility Maintenance	-	233,202	233,202
Unassigned	3,059,746	-	3,059,746
TOTAL FUND BALANCES	<u>3,177,309</u>	<u>233,202</u>	<u>3,410,511</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 5,204,938</u>	<u>\$ 233,202</u>	<u>\$ 5,438,140</u>

The accompanying notes are an integral part of the financial statements.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

RECONCILIATION OF THE GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION
Year Ended December 31, 2022

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances of governmental funds			\$ 3,410,511
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.			
	Capital Assets, Not Depreciated	-	
	Capital Assets, Depreciated	3,896,456	
	Accumulated Depreciation	<u>(2,536,187)</u>	1,360,269
Long-term liabilities and related assets are not due and payable in the current period and, therefore, are not reported in the funds.			
	Compensated Absences	(50,425)	
	Net Pension Asset	97,248	
	Net OPEB Liability	<u>(76,036)</u>	(29,213)
Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the funds.			
	Deferred outflows of resources - Related to Pensions	141,415	
	Deferred inflows of resources - Related to Pensions	(671,277)	
	Deferred outflows of resources - Related to OPEB	13,808	
	Deferred inflows of resources - Related to OPEB	<u>(26,193)</u>	<u>(542,247)</u>
Net position of governmental activities			<u>\$ 4,199,320</u>

The accompanying notes are an integral part of the financial statements.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended December 31, 2022

	GENERAL FUND	NON-MAJOR CAPITAL RESERVE FUND	TOTAL GOVERNMENTAL FUNDS
REVENUES			
Property Taxes	\$ 2,013,912	\$ -	\$ 2,013,912
Specific Ownership Taxes	143,918	-	143,918
Charges for Services	7,998	-	7,998
Grants and Contributions	216,420	-	216,420
Earnings on Investments	57,481	4,010	61,491
Miscellaneous	20,447	-	20,447
TOTAL REVENUES	2,460,176	4,010	2,464,186
EXPENDITURES			
Current			
Library Services	2,203,058	-	2,203,058
Capital Outlay	26,526	-	26,526
TOTAL EXPENDITURES	2,229,584	-	2,229,584
CHANGE IN FUND BALANCES	230,592	4,010	234,602
FUND BALANCES, Beginning	2,946,717	229,192	3,175,909
FUND BALANCES, Ending	\$ 3,177,309	\$ 233,202	\$ 3,410,511

The accompanying notes are an integral part of the financial statements.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
Year Ended December 31, 2022

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds		\$	234,602
Capital outlays to purchase or build capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expense in the statement of activities.			
	Capital Outlay	112,892	
	Depreciation	<u>(183,043)</u>	(70,151)
Some expenses reported in the statement of activities do not require current financial resources and are not reported in the funds.			
	Changes in Compensated Absences	<u>1,703</u>	1,703
Deferred Charges related to pensions and OPEB are not recognized in the governmental funds. However, for governmental activities those amounts reported in the statement of net position and amortized in the statement of activities.			
	Deferred charges related to Pension Plan	529,665	
	Deferred charges related to OPEB	<u>11,872</u>	<u>541,537</u>
Change in net position of governmental activities			<u>\$ 707,691</u>

The accompanying notes are an integral part of the financial statements.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Estes Valley Public Library District (the “District”) was formed on November 8, 1988, by the electorate of Larimer County and the Town of Estes Park. The accounting policies of the District conform to generally accepted accounting principles as applicable to governmental units. The District is governed by an elected board of seven members. Following is a summary of the more significant policies:

Reporting Entity

The financial reporting entity consists of the District and organizations for which the District is financially accountable. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are part of the District. In addition, any legally separate organizations for which the District is financially accountable are considered part of the reporting entity. Financial accountability exists if the District appoints a voting majority of the organization’s governing board and is able to impose its will on the organization, or if the organization provides benefits to, or imposes financial burdens on the District.

The Estes Valley Library Friends and Foundation, Inc. (the “Foundation”) is a non-profit organization with the purpose to assist in the promotion, development, and enhancement of the facilities and educational programs of the District. The Foundation is reported as a discreetly presented component unit. Separate financial statements for the Foundation may be obtained by writing to P.O. Box 1470, Estes Park, Colorado 80517.

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the District and its component unit. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported in a single column. Likewise, the *primary government* is reported separately from the legally separate *component units* for which the District is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of the given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*. Internally dedicated resources are reported as general revenues rather than as program revenues.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Property taxes, specific ownership taxes, grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the District.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

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

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation
(Continued)

In the fund financial statements, the District reports the following major governmental fund:

The *General Fund* is the District's primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund.

In addition, the District reports the following nonmajor governmental fund:

The *Capital Reserve Fund* accounts for the remaining debt service property taxes following final payment of the District's general obligation debt during the year ended December 31, 2012. The District intends to use the remaining funds for facility maintenance and reinvestment.

Assets, Liabilities, and Fund Balance/Net Position

Deposits and Investments –The District considers cash and cash equivalents to be all demand deposits as well as short- term investments with a maturity date of three months or less. Investments are stated at fair value.

Receivables – All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Prepaid Expenses – Certain payments to vendors reflect costs applicable to future years and are reported as prepaid expenses.

Capital Assets – Capital assets, which include property, equipment, and books and audio-visual materials, are reported in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year except for library books and audio-visual materials, which are capitalized regardless of cost. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Assets, Liabilities, and Fund Balance/Net Position (Continued)

Capital assets are depreciated using the straight-line method over the following estimated useful lives. Library books and audio-visual materials are depreciated using a composite rate on a first-in, first-out basis.

Buildings and Improvements	5-40 years
Furniture and Equipment	5-10 years
Library Books and Audio-Visual Materials	6 years

Unearned Revenues – The deferred revenues include amounts received but not yet available for expenditure.

Accrued Salaries and Benefits – Salaries and benefits of employees that were earned, but unpaid, as of December 31, 2021, were \$21,261.

Compensated Absences – District employees are entitled to certain compensated absences based on their length of employment and are allowed to accumulate unused absences. Employees are limited to the amount of accumulated vacation leave that can be carried to the next fiscal year depending on the employee’s years of service. Upon termination of employment, employees are entitled to receive compensation for accrued vacation days at their current pay rate. These compensated absences are recognized as expenditures when due in the governmental funds. A liability in the amount of \$52,128 has been recorded in the government-wide financial statements for the accrued compensated absences.

Deferred Outflows and Deferred Inflows of Resources – In addition to assets, the statement of financial position and balance sheets will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position and fund balance that applies to a future period(s) and so will not be recognized as an outflow of resources expense/expenditure) until then. In addition to liabilities, the statement of financial position and balance sheets will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position and fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Fund Balance/Net Position (Continued)

Property Taxes – Property taxes are levied on December 15 based on the assessed value of property as certified by the County Assessor on October 1. The property tax may be paid in total by April 30 or one-half payment by February 28 and the second half by June 15. The billings are considered due on these dates. The bill becomes delinquent, and penalties and interest may be assessed by the County Treasurer on the post mark day following these dates. The tax sale date is the first Thursday of November.

Under Colorado Law, all property taxes become due and payable on January 1, in the year following that in which they are levied. The County Treasurer’s Office collects property taxes and remits them to the District on a monthly basis.

Net Position– The government-wide financial statements utilize a net position presentation. Net position is categorized as investment in capital assets, restricted, and unrestricted.

Investment in Capital Assets is intended to reflect the portion of net position, which is associated with non-liquid, capital assets less outstanding capital asset related debt. The net related debt is the debt less the outstanding liquid assets and any associated unamortized cost.

Restricted Net Position are liquid assets, which have third party limitations on their use.

Unrestricted Net Position represents assets that do not have any third-party limitation on their use. While District management may have categorized and segmented a portion for various purposes, the District Board has the unrestricted right to revisit or alter these managerial decisions.

Fund Balance Classification – The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

:

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Assets, Liabilities, and Fund Balance/Net Position (Continued)

- **Nonspendable** – This classification includes amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact. The District reports prepaid expenses and deposits as nonspendable. In addition, the District reports \$15,000 in cash and investments as nonspendable for special needs materials.

- **Restricted** – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The District has classified Emergency Reserves as being restricted because their use is restricted by State Statute for declared emergencies.

- **Committed** – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board of Trustees removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. As of December 31, 2022, the District does not report any committed resources.

- **Assigned** – This classification includes amounts the government intends to use for specific purposes that do not meet the criteria to be classified as restricted or committed. The District has classified the fund balance of the Capital Reserve Fund as assigned because its use has been designated for a specific purpose by the District.

- **Unassigned** – This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

The District would typically use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned fund balance.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees; and natural disasters. The District carries commercial insurance for these risks of loss.

Subsequent Events

The District has evaluated events subsequent to the year ended December 31, 2022 through April 11, 2023, the date these financial statements were issued, and has incorporated any required recognition into these financial statements.

NOTE 2: **STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

Budgets

State statutes require that all funds have legally adopted budgets and appropriations. Total expenditures may not exceed the amounts appropriated at the fund level. Budgets are adopted on a basis consistent with generally accepted accounting principles. For the year ended December 31, 2021, the District did not adopt a budget for the Capital Reserve Fund because no expenditures were anticipated.

The District adheres to the following procedures in establishing the budgetary data reflected in the financial statements:

- Management submits to the Board of Trustees a proposed operating budget for the fiscal year commencing the following January 1. The budget includes proposed expenditures and the means of financing them. All budgets lapse at year end.
- Public hearings are conducted by the Board of Trustees to obtain taxpayer comments.
- Prior to December 15, the budget is adopted by formal resolution.
- Revisions that alter the total expenditures of any fund must be approved by the Board of Trustees.
- Budgeted amounts reported in the accompanying financial statements are as originally adopted or amended by the Board of Trustees.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 3: CASH AND INVESTMENTS

Cash and investments on December 31, 2022 consist of the following:

Petty Cash	\$	260
Deposits - Primary Government		154,735
Deposits - Component Unit		-
Investments - Primary Government		3,262,685
Investments - Component Unit		-
Total		\$ 3,417,680

The above amounts are classified in the statement of net position as follows:

Primary Government Cash and Investments	\$	3,417,680
Component Unit Cash and Investments		-
		\$ 3,417,680

The Estes Valley Library Friends and Foundation (the “Component Unit”) is a nonprofit entity with its own investment policy and is not subject to state statutes.

Deposits

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government’s deposits may not be returned to it. The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulations. At December 31, 2022, State regulatory commissioners have indicated that all financial institutions holding deposits for the District are eligible public depositories. Amounts on deposit in excess of federal insurance levels must be collateralized by eligible collateral as determined by the PDPA. PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution or held in trust for all the uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits.

At December 31, 2022, the District had deposits with financial institutions with a carrying amount of \$154,735. The bank balances with the financial institutions were \$200,416. All of these balances were covered by federal depository insurance.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 3: **CASH AND INVESTMENTS** (Continued)

Investments

Interest Rate Risk

State statutes generally limit investments to an original maturity of five years unless the governing board authorizes the investment for a period in excess of five year. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

Colorado statutes specify in which instruments the units of local government may invest which includes:

- Obligations of the United States and certain U.S. government agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper
- Local government investment pools
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts

Concentration of Credit Risk

State statutes do not limit the amount the District may invest in one issuer, except for corporate securities.

Local Government Investment Pools

The District had invested \$3,262,685 in the Colorado Government Liquid Asset Trust (ColoTrust) which has a credit rating of AAAm by Standard and Poor's. ColoTrust is an investment vehicle established for local government entities in Colorado to pool surplus funds and is regulated by the State Securities Commissioner. It operates similarly to a money market fund and each share is equal in value to \$1.00. Investments consist of U.S. Treasury and U.S. Agency securities, and repurchase agreements collateralized by U.S. Treasury and U.S. Agency securities. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. Substantially all securities owned are held by the Federal Reserve Bank in the account maintained for the custodial bank. The custodian's internal records identify the investments owned by the entities.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 3: CASH AND INVESTMENTS (Continued)

Investments (Continued)

Local Government Investment Pools (Continued)

ColoTrust is not a 2a7-like external investment pool. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. The government-investor does not "look through" the pool to report a pro rata share of the pool's investments, receivables, and payables.

NOTE 4: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2022, is summarized below:

	Balance 12/31/2021	Additions	Deletions	Balance 12/31/2022
Governmental Activities				
Capital Asset, Being				
Depreciated				
Buildings and Improvements	\$ 2,654,799	\$ -	\$ -	\$ 2,654,799
Furniture and Equipment	433,942	26,526	31,510	428,958
Books and Audio-Visual Materials	819,285	86,366	92,952	812,699
Total Capital Assets, Being Depreciated	<u>3,908,026</u>	<u>112,892</u>	<u>124,462</u>	<u>3,896,456</u>
Accumulated Depreciation				
Buildings and Improvements	1,549,833	80,471	-	1,630,304
Furniture and Equipment	355,340	16,942	31,510	340,772
Books and Audio-Visual Materials	572,433	85,630	92,952	565,111
Total Depreciation	<u>2,477,606</u>	<u>183,043</u>	<u>124,462</u>	<u>2,536,187</u>
Net Capital Assets	<u>\$ 1,430,420</u>	<u>\$ (70,151)</u>	<u>\$ -</u>	<u>\$ 1,360,269</u>

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 5: LONG-TERM DEBT

The following is a summary of the District’s long-term debt transactions for the year ended December 31, 2022:

	Balance 12/31/2021	Additions	Payments	Balance 12/31/2022	Due In One Year
Net Pension Liability	\$ 635,562	\$ -	\$ 727,810	\$ (92,248)	\$ -
Net OPEB Liability	88,440	-	12,404	76,036	-
Compensated Absence	52,128	-	1,703	50,425	34,926
Total	\$ 776,130	\$ -	\$ 741,917	\$ 34,213	\$ 34,926

Compensated absences are recognized as expenditures when due in the General Fund.

NOTE 6: DEFINED BENEFIT PENSION PLAN

Summary of Significant Accounting Policies

Pensions. The District participates in the Local Government Division Trust Fund (LGDTF), a cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees’ Retirement Association of Colorado (PERA). The net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position (FNP) and additions to/deductions from the FNP of the LGDTF have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

General Information about the Pension Plan

Plan description. Eligible employees of the District are provided with pensions through the LGDTF—a cost-sharing multiple-employer defined benefit pension plan administered by PERA. Plan benefits are specified in Title 24, Article 51 of the Colorado Revised Statutes (C.R.S.), administrative rules set forth at 8 C.C.R. 1502-1, and applicable provisions of the federal Internal Revenue Code. Colorado State law provisions may be amended from time to time by the Colorado General Assembly. PERA issues a publicly available annual comprehensive financial report (ACFR) that can be obtained at www.copera.org/investments/pera-financial-reports.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: **DEFINED BENEFIT PENSION PLAN** (Continued)

General Information about the Pension Plan (Continued)

Benefits provided as of December 31, 2021. PERA provides retirement, disability, and survivor benefits. Retirement benefits are determined by the amount of service credit earned and/or purchased, highest average salary, the benefit structure(s) under which the member retires, the benefit option selected at retirement, and age at retirement. Retirement eligibility is specified in tables set forth at C.R.S. § 24-51-602, 604, 1713, and 1714.

The lifetime retirement benefit for all eligible retiring employees under the PERA benefit structure is the greater of the:

- Highest average salary multiplied by 2.5% and then multiplied by years of service credit.
- The value of the retiring employee's member contribution account plus a 100% match on eligible amounts as of the retirement date. This amount is then annuitized into a monthly benefit based on life expectancy and other actuarial factors.

The lifetime retirement benefit for all eligible retiring employees under the Denver Public Schools (DPS) benefit structure is the greater of the:

- Highest average salary multiplied by 2.5% and then multiplied by years of service credit.
- \$15 times the first 10 years of service credit plus \$20 times service credit over 10 years plus a monthly amount equal to the annuitized member contribution account balance based on life expectancy and other actuarial factors.

In all cases the service retirement benefit is limited to 100% of highest average salary and also cannot exceed the maximum benefit allowed by federal Internal Revenue Code.

Members may elect to withdraw their member contribution accounts upon termination of employment with all PERA employers; waiving rights to any lifetime retirement benefits earned. If eligible, the member may receive a match of either 50% or 100% on eligible amounts depending on when contributions were remitted to PERA, the date employment was terminated, whether 5 years of service credit has been obtained and the benefit structure under which contributions were made.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: **DEFINED BENEFIT PENSION PLAN** (Continued)

General Information about the Pension Plan (Continued)

Upon meeting certain criteria, benefit recipients who elect to receive a lifetime retirement benefit generally receive post-retirement cost-of-living adjustments, referred to as annual increases in the C.R.S. Subject to the automatic adjustment provision (AAP) under C.R.S. § 24-51-413, eligible benefit recipients under the PERA benefit structure who began membership before January 1, 2007, and all eligible benefit recipients of the DPS benefit structure will receive the maximum annual increase (AI) or AI cap of 1.00% unless adjusted by the AAP. Eligible benefit recipients under the PERA benefit structure who began membership on or after January 1, 2007, will receive the lesser of an annual increase of the 1.00% AI cap or the average increase of the Consumer Price Index for Urban Wage Earners and Clerical Workers for the prior calendar year, not to exceed a determined increase that would exhaust 10% of PERA's Annual Increase Reserve (AIR) for the LGDTF. The AAP may raise or lower the aforementioned AI cap by up to 0.25% based on the parameters specified in C.R.S. § 24-51-413.

Disability benefits are available for eligible employees once they reach five years of earned service credit and are determined to meet the definition of disability. For State Troopers whose disability is caused by an on-the-job injury, the five-year service requirement is waived, and they are immediately eligible to apply for disability benefits. The disability benefit amount is based on the lifetime retirement benefit formula(s) shown above considering a minimum 20 years of service credit, if deemed disabled.

Survivor benefits are determined by several factors, which include the amount of earned service credit, highest average salary of the deceased, the benefit structure(s) under which service credit was obtained, and the qualified survivor(s) who will receive the benefits.

Contributions provisions as of December 31, 2022 Eligible employees of the District and the State are required to contribute to the LGDTF at a rate set by Colorado statute. The contribution requirements for the LGDTF are established under C.R.S. § 24-51-401, *et seq.* and § 24-51-413. Employee contribution rates for the period of 01/01/2021, through 12/31/2022 are summarized in the table below:

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

General Information about the Pension Plan (Continued)

	January 1, 2021 Through June 30, 2021	July 1, 2021 Through December 31, 2021	January 1, 2022 Through June 30, 2022	July 1, 2022 Through December 31, 2022
Employee contribution (all employees other than State Troopers)	8.50%	8.50%	8.50%	9.00%
State Troopers	12.00%	12.50%	12.50%	13.00%

** Contribution rates for the LGDTF are expressed as a percentage of salary as defined in C.R.S. § 24-51-101(42).

The employer contribution requirements for all employees other than State Troopers are summarized in the table below:

	January 1, 2021 Through June 30, 2021	July 1, 2021 Through December 31, 2021	January 1, 2022 Through June 30, 2022	July 1, 2022 Through December 31, 2022
Employer contribution rate	10.50%	10.50%	10.50%	11.00%
Amount of employer contribution apportioned to the Health Care Trust Fund as specified in C.R.S. § 24-51-208(1)(f)	(1.02%)	(1.02%)	(1.02%)	(1.02%)
Amount apportioned to the LGDTF	9.48%	9.48%	9.48%	9.98%
Amortization Equalization Disbursement (AED) as specified in C.R.S. § 24-51- 411	2.20%	2.20%	2.20%	2.20%
Supplemental Amortization Equalization Disbursement (SAED) as specified in C.R.S. § 24-51-411	1.50%	1.50%	1.50%	1.50%
Defined Contribution Supplement as specified in C.R.S. § 24-51-415	0.02%	0.02%	0.03%	0.03%
Total employer contribution rate to the LGDTF	13.20%	13.20%	13.21%	13.71%

** Contribution rates for the LGDTF are expressed as a percentage of salary as defined in C.R.S. § 24-51-101(42).

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

General Information about the Pension Plan (Continued)

The employer contribution requirements for State Troopers are summarized in the table below:

	January 1, 2021 Through June 30, 2021	July 1, 2021 Through December 31, 2021	January 1, 2022 Through June 30, 2022	July 1, 2022 Through December 31, 2022
Employer contribution rate	13.60%	13.60%	13.60%	14.10%
Amount of employer contribution apportioned to the Health Care Trust Fund as specified in C.R.S. § 24-51-208(1)(f)	(1.02%)	(1.02%)	(1.02%)	(1.02%)
Amount apportioned to the LGDTF	12.58%	12.58%	12.58%	13.08%
Amortization Equalization Disbursement (AED) as specified in C.R.S. § 24-51-411	2.20%	2.20%	2.20%	2.20%
Supplemental Amortization Equalization Disbursement (SAED) as specified in C.R.S. § 24-51-411	1.50%	1.50%	1.50%	1.50%
Defined Contribution Supplement as specified in C.R.S. § 24-51-415	0.02%	0.02%	0.03%	0.03%
Total employer contribution rate to the LGDTF	16.30%	16.30%	16.31%	16.81%

** Contribution rates for the LGDTF are expressed as a percentage of salary as defined in C.R.S. § 24-51-101(42).

Employer contributions are recognized by the LGDTF in the period in which the compensation becomes payable to the member and the District is statutorily committed to pay the contributions to the LGDTF. Employer contributions recognized by the LGDTF from the District were \$141,415 for the year ended December 31, 2022.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2022 the District reported an asset of \$97,248 for its proportionate share of the net pension asset. The net pension liability/ (asset) for the LGDTF was measured as of December 31, 2021, and the total pension liability/(asset) used to calculate the net pension liability/(asset) was determined by an actuarial valuation as of December 31, 2020. Standard update procedures were used to roll-forward the TPL to December 31, 2021. The District proportion of the net pension liability/(asset) was based District contributions to the LGDTF for the calendar year 2021 relative to the total contributions of participating employers.

At December 31, 2021, the District's proportion was 0.11%, which a decrease of 0.008% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022 the District recognized pension expense of \$(529,665). At December 31, 2022 the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$-	\$314
Changes of assumptions or other inputs	-	-
Net difference between projected and actual earnings on pension plan investments	-	623,818
Changes in proportion and differences between contributions recognized and proportionate share of contributions	-	47,145
Contributions subsequent to the measurement date	141,415	N/A
Total	\$141,415	\$671,277

\$141,415 reported as deferred outflows of resources related to pensions, resulting from contributions subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Year ended December-	
2023	\$(357,697)
2024	\$(211,502)
2025	\$(102,078)

Actuarial assumptions. The TPL in the December 31, 2020, actuarial valuation was determined using the following actuarial cost method, actuarial assumptions, and other inputs:

Actuarial cost method	Entry age
Price inflation	2.30%
Real wage growth	0.70%
Wage inflation	3.00%
Salary increases, including wage inflation:	
Members other than State Troopers	3.20%-11.30%
State Troopers	3.20%-12.40%
Long-term investment rate of return, net of pension plan investment expenses, including price inflation	7.25%
Discount rate	7.25%
Post-retirement benefit increases:	
PERA benefit structure hired prior to 1/1/07 and DPS benefit structure (compounded annually)	1.00%
PERA benefit structure hired after 12/31/06 ¹	Financed by the AIR

¹ Post-retirement benefit increases are provided by the AIR, accounted separately within each Division Trust Fund, and subject to moneys being available; therefore, liabilities related to increases for members of these benefit tiers can never exceed available assets.

The TPL as of December 31, 2021, includes the anticipated adjustments to contribution rates and the AI cap, resulting from the 2020 AAP assessment, statutorily recognized July 1, 2021, and effective July 1, 2022.

The mortality tables described below are generational mortality tables developed on a benefit-weighted basis.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: **DEFINED BENEFIT PENSION PLAN** (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

Pre-retirement mortality assumptions for members other than State Troopers were based upon the PubG-2010 Employee Table with generational projection using scale MP-2019.

Pre-retirement mortality assumptions for State Troopers were based upon the PubS-2010 Employee Table with generational projection using scale MP-2019.

Post-retirement non-disabled mortality assumptions for members other than State Troopers were based upon the PubG-2010 Healthy Retiree Table, adjusted as follows:

- **Males:** 94% of the rates prior to age 80 and 90% of the rates for ages 80 and older, with generational projection using scale MP-2019.
- **Females:** 87% of the rates prior to age 80 and 107% of the rates for ages 80 and older, with generational projection using scale MP-2019.

Post-retirement non-disabled mortality assumptions for State Troopers were based upon the unadjusted PubS-2010 Healthy Retiree Table, with generational projection using scale MP-2019.

Post-retirement non-disabled beneficiary mortality assumptions were based upon the Pub-2010 Contingent Survivor Table, adjusted as follows:

- **Males:** 97% of the rates for all ages, with generational projection using scale MP-2019.
- **Females:** 105% of the rates for all ages, with generational projection using scale MP-2019.

Disabled mortality assumptions for members other than State Troopers were based upon the PubNS-2010 Disabled Retiree Table using 99% of the rates for all ages with generational projection using scale MP-2019.

Disabled mortality assumptions for State Troopers were based upon the unadjusted PubS-2010 Disabled Retiree Table with generational projection using scale MP-2019.

The actuarial assumptions used in the December 31, 2020, valuation were based on the results of the 2020 experience analysis for the period January 1, 2016, through December 31, 2019, and were reviewed and adopted by the PERA Board at their November 20, 2020, meeting.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The long-term expected return on plan assets is reviewed as part of regular experience studies prepared every four to five years for PERA. Recently this assumption has been reviewed more frequently. The most recent analyses were outlined in the Experience Study report dated October 28, 2020.

Several factors are considered in evaluating the long-term rate of return assumption, including long-term historical data, estimates inherent in current market data, and a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed for each major asset class. These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and then adding expected inflation.

The PERA Board first adopted the 7.25% long-term expected rate of return as of November 18, 2016. Following an asset/liability study, the Board reaffirmed the assumed rate of return at the Board's November 15, 2019, meeting, to be effective January 1, 2020. As of the most recent reaffirmation of the long-term rate of return, the target asset allocation, and best estimates of geometric real rates of return for each major asset class are summarized in the table as follows:

Asset Class	Target Allocation	30 Year Expected Geometric Real Rate of Return
Global Equity	54.00%	5.60%
Fixed Income	23.00%	1.30%
Private Equity	8.50%	7.10%
Real Estate	8.50%	4.40%
Alternatives	6.00%	4.70%
Total	100.00%	

Note: In setting the long-term expected rate of return, projections employed to model future returns provide a range of expected long-term returns that, including expected inflation, ultimately support a long-term expected nominal rate of return assumption of 7.25%.

Discount rate. The discount rate used to measure the TPL was 7.25%. The projection of cash flows used to determine the discount rate applied the actuarial cost method and assumptions shown above. In addition, the following methods and assumptions were used in the projection of cash flows:

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 6: **DEFINED BENEFIT PENSION PLAN** (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

- Total covered payroll for the initial projection year consists of the covered payroll of the active membership present on the valuation date and the covered payroll of future plan members assumed to be hired during the year. In subsequent projection years, total covered payroll was assumed to increase annually at a rate of 3.00%.
- Employee contributions were assumed to be made at the member contribution rates in effect for each year, including the required adjustments resulting from the 2018 AAP assessment, and the additional 0.50% resulting from the 2020 AAP assessment, statutorily recognized July 1, 2021, and effective July 1, 2022. Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members.
- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law for each year, including the required adjustments resulting from the 2018 AAP assessment, and the additional 0.50% resulting from the 2020 AAP assessment, statutorily recognized July 1, 2021, and effective July 1, 2022. Employer contributions also include current and estimated future AED and SAED, until the actuarial value funding ratio reaches 103%, at which point the AED and SAED will each drop 0.50% every year until they are zero. Additionally, estimated employer contributions reflect reductions for the funding of the AIR and retiree health care benefits. For future plan members, employer contributions were further reduced by the estimated amount of total service costs for future plan members not financed by their member contributions.
- Employer contributions and the amount of total service costs for future plan members were based upon a process to estimate future actuarially determined contributions assuming an analogous future plan member growth rate.
- The AIR balance was excluded from the initial FNP, as, per statute, AIR amounts cannot be used to pay benefits until transferred to either the retirement benefits reserve or the survivor benefits reserve, as appropriate. AIR transfers to the FNP and the subsequent AIR benefit payments were estimated and included in the projections.
- The projected benefit payments reflect the lowered AI cap, from 1.25% to 1.00%, resulting from the 2020 AAP assessment, statutorily recognized July 1, 2021, and effective July 1, 2022.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 6: DEFINED BENEFIT PENSION PLAN (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

- Benefit payments and contributions were assumed to be made at the middle of the year.

Based on the above assumptions and methods, the LGDTF’s FNP was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return of 7.25% on pension plan investments was applied to all periods of projected benefit payments to determine the TPL. The discount rate determination does not use the municipal bond index rate, and therefore, the discount rate is 7.25%. There was no change in the discount rate from the prior measurement date.

Sensitivity of the District’s proportionate share of the net pension liability to changes in the discount rate. The following presents the proportionate share of the net pension liability calculated using the discount rate of 7.25%, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25%) or one percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Proportionate share of the net pension liability/(asset)	\$666,792	\$(97,248)	\$(736,335)

Pension plan fiduciary net position. Detailed information about the LGDTF’s FNP is available in PERA’s ACFR which can be obtained at www.copera.org/investments/pera-financial-reports.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN

OPEB. The District participates in the Health Care Trust Fund (HCTF), a cost-sharing multiple-employer defined benefit OPEB fund administered by the Public Employees' Retirement Association of Colorado ("PERA"). The net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, OPEB expense, information about the fiduciary net position (FNP) and additions to/deductions from the FNP of the HCTF have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefits paid on behalf of health care participants are recognized when due and/or payable in accordance with the benefit terms. Investments are reported at fair value.

General Information about the OPEB Plan

Plan description. Eligible employees of the District are provided with OPEB through the HCTF—a cost-sharing multiple-employer defined benefit OPEB plan administered by PERA. The HCTF is established under Title 24, Article 51, Part 12 of the Colorado Revised Statutes (C.R.S.), as amended, and sets forth a framework that grants authority to the PERA Board to contract, self-insure, and authorize disbursements necessary in order to carry out the purposes of the PERACare program, including the administration of the premium subsidies. Colorado State law provisions may be amended by the Colorado General Assembly. PERA issues a publicly available annual comprehensive financial report (ACFR) that can be obtained at www.copera.org/investments/pera-financial-reports.

Benefits provided. The HCTF provides a health care premium subsidy to eligible participating PERA benefit recipients and retirees who choose to enroll in one of the PERA health care plans, however, the subsidy is not available if only enrolled in the dental and/or vision plan(s). The health care premium subsidy is based upon the benefit structure under which the member retires and the member's years of service credit. For members who retire having service credit with employers in the Denver Public Schools (DPS) Division and one or more of the other four Divisions (State, School, Local Government and Judicial), the premium subsidy is allocated between the HCTF and the Denver Public Schools Health Care Trust Fund (DPS HCTF). The basis for the amount of the premium subsidy funded by each trust fund is the percentage of the member contribution account balance from each division as it relates to the total member contribution account balance from which the retirement benefit is paid.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

General Information about the OPEB Plan (Continued)

C.R.S. § 24-51-1202 *et seq.* specifies the eligibility for enrollment in the health care plans offered by PERA and the amount of the premium subsidy. The law governing a benefit recipient's eligibility for the subsidy and the amount of the subsidy differs slightly depending under which benefit structure the benefits are calculated. All benefit recipients under the PERA benefit structure and all retirees under the DPS benefit structure are eligible for a premium subsidy, if enrolled in a health care plan under PERACare. Upon the death of a DPS benefit structure retiree, no further subsidy is paid.

Enrollment in the PERACare health benefits program is voluntary and is available to benefit recipients and their eligible dependents, certain surviving spouses, and divorced spouses and guardians, among others. Eligible benefit recipients may enroll into the program upon retirement, upon the occurrence of certain life events, or on an annual basis during an open enrollment period.

PERA Benefit Structure

The maximum service-based premium subsidy is \$230 per month for benefit recipients who are under 65 years of age and who are not entitled to Medicare; the maximum service-based subsidy is \$115 per month for benefit recipients who are 65 years of age or older or who are under 65 years of age and entitled to Medicare. The maximum service-based subsidy, in each case, is for benefit recipients with retirement benefits based on 20 or more years of service credit. There is a 5% reduction in the subsidy for each year less than 20. The benefit recipient pays the remaining portion of the premium to the extent the subsidy does not cover the entire amount.

For benefit recipients who have not participated in Social Security and who are not otherwise eligible for premium-free Medicare Part A for hospital-related services, C.R.S. § 24-51-1206(4) provides an additional subsidy. According to the statute, PERA cannot charge premiums to benefit recipients without Medicare Part A that are greater than premiums charged to benefit recipients with Part A for the same plan option, coverage level, and service credit. Currently, for each individual PERACare enrollee, the total premium for Medicare coverage is determined assuming plan participants have both Medicare Part A and Part B and the difference in premium cost is paid by the HCTF or the DPS HCTF on behalf of benefit recipients not covered by Medicare Part A.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: **DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN** (Continued)

General Information about the OPEB Plan (Continued)

DPS Benefit Structure

The maximum service-based premium subsidy is \$230 per month for retirees who are under 65 years of age and who are not entitled to Medicare; the maximum service-based subsidy is \$115 per month for retirees who are 65 years of age or older or who are under 65 years of age and entitled to Medicare. The maximum service-based subsidy, in each case, is for retirees with retirement benefits based on 20 or more years of service credit. There is a 5% reduction in the subsidy for each year less than 20. The retiree pays the remaining portion of the premium to the extent the subsidy does not cover the entire amount.

For retirees who have not participated in Social Security and who are not otherwise eligible for premium-free Medicare Part A for hospital-related services, the HCTF or the DPS HCTF pays an alternate service-based premium subsidy. Each individual retiree meeting these conditions receives the maximum \$230 per month subsidy reduced appropriately for service less than 20 years, as described above. Retirees who do not have Medicare Part A pay the difference between the total premium and the monthly subsidy.

Contributions. Pursuant to Title 24, Article 51, Section 208(1) (f) of the C.R.S., as amended, certain contributions are apportioned to the HCTF. PERA-affiliated employers of the State, School, Local Government, and Judicial Divisions are required to contribute at a rate of 1.02% of PERA-includable salary into the HCTF.

Employer contributions are recognized by the HCTF in the period in which the compensation becomes payable to the member and the District is statutorily committed to pay the contributions. Employer contributions recognized by the HCTF from the District were \$10,713 for the year ended December 31, 2022.

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At December 31, 2022, the District reported a liability of \$76,036 for its proportionate share of the net OPEB liability. The net OPEB liability for the HCTF was measured as of December 31, 2021, and the total OPEB liability (TOL) used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2020. Standard update procedures were used to roll-forward the TOL to December 31, 2021. The District proportion of the net OPEB liability was based on the District's contributions to the HCTF for the calendar year 2021 relative to the total contributions of participating employers to the HCTF.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

At December 31, 2021, the District’s proportion was 0.008%, which was a decrease of 0.00048% from its proportion measured as of December 31, 2020.

For the year ended December 31, 2022, the District recognized OPEB expense of \$(11,872) At December 31, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$9	\$12,977
Changes of assumptions or other inputs	1,157	3,111
Net difference between projected and actual earnings on OPEB plan investments	-	3,500
Changes in proportion and differences between contributions recognized and proportionate share of contributions	1,929	6,605
Contributions subsequent to the measurement date	10,713	N/A
Total	\$13,808	\$26,193

\$10,713 reported as deferred outflows of resources related to OPEB, resulting from contributions subsequent to the measurement date, will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended December 31:	
2023	(\$7,537)
2024	(\$7,845)
2025	(\$4,759)
2026	(\$1,697)
2027	(\$1,085)
Thereafter	(\$175)

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Actuarial assumptions. The TOL in the December 31, 2020 actuarial valuation was determined using the following actuarial cost method, actuarial assumptions and other inputs:

	State Division	School Division	Local Government Division	Judicial Division
Actuarial cost method			Entry age	
Price inflation			2.30%	
Real wage growth			0.70%	
Wage inflation			3.00%	
Salary increases, including wage inflation				
Members other than State Troopers	3.30%- 10.90%	3.40%- 11.00%	3.20%- 11.30%	2.80%- 5.30%
State Troopers	3.20%- 12.40%	N/A	3.20%- 12.40%	N/A
Long-term investment rate of return, net of OPEB plan investment expenses, including price inflation			7.25%	
Discount rate			7.25%	
Health care cost trend rates				
PERA benefit structure:				
Service-based premium subsidy			0.00%	
PERACare Medicare plans			4.50% in 2021, 6.00% in 2022, gradually decreasing to 4.50% in 2029	
Medicare Part A premiums			3.75% in 2021, gradually increasing to 4.50% in 2029	
DPS benefit structure:				
Service-based premium subsidy			0.00%	
PERACare Medicare plans			N/A	
Medicare Part A premiums			N/A	

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Calculations are based on the benefits provided under the terms of the substantive plan in effect at the time of each actuarial valuation and on the pattern of sharing of costs between employers of each fund to that point.

In determining the additional liability for PERACare enrollees who are age 65 or older and who are not eligible for premium-free Medicare Part A in the December 31, 2020, valuation, the following monthly costs/premiums (actual dollars) are assumed for 2021 for the PERA Benefit Structure:

Medicare Plan	Initial Costs for Members without Medicare Part A		
	Monthly Cost	Monthly Premium	Monthly Cost Adjusted to Age 65
Medicare Advantage/Self-Insured Rx	\$633	\$230	\$591
Kaiser Permanente Medicare Advantage	596	199	562

The 2021 Medicare Part A premium is \$471 (actual dollars) per month.

All costs are subject to the health care cost trend rates, as discussed below.

Health care cost trend rates reflect the change in per capita health costs over time due to factors such as medical inflation, utilization, plan design, and technology improvements. For the PERA benefit structure, health care cost trend rates are needed to project the future costs associated with providing benefits to those PERACare enrollees not eligible for premium-free Medicare Part A.

Health care cost trend rates for the PERA benefit structure are based on published annual health care inflation surveys in conjunction with actual plan experience (if credible), building block models and industry methods developed by health plan actuaries and administrators. In addition, projected trends for the Federal Hospital Insurance Trust Fund (Medicare Part A premiums) provided by the Centers for Medicare & Medicaid Services are referenced in the development of these rates. Effective December 31, 2020, the health care cost trend rates for Medicare Part A premiums were revised to reflect the current expectation of future increases in rates of inflation applicable to Medicare Part A premiums.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

The PERA benefit structure health care cost trend rates used to measure the TOL are summarized in the table below:

Year	PERACare Medicare Plans	Medicare Part A Premiums
2021	4.50%	3.75%
2022	6.00%	3.75%
2023	5.80%	4.00%
2024	5.60%	4.00%
2025	5.40%	4.00%
2026	5.10%	4.25%
2027	4.90%	4.25%
2028	4.70%	4.25%
2029+	4.50%	4.50%

Mortality assumptions used in the December 31, 2020, valuation for the determination of the total pension liability for each of the Division Trust Funds as shown below, reflect generational mortality and were applied, as applicable, in the determination of the TOL for the HCTF, but developed using a headcount-weighted basis. Affiliated employers of the State, School, Local Government and Judicial Divisions participate in the HCTF.

Pre-retirement mortality assumptions for the State and Local Government Divisions (members other than State Troopers) were based upon the PubG-2010 Employee Table with generational projection using scale MP-2019.

Pre-retirement mortality assumptions for State Troopers were based upon the PubS-2010 Employee Table with generational projection using scale MP-2019.

The pre-retirement mortality assumptions for the School Division were based upon the PubT-2010 Employee Table with generational projection using scale MP-2019.

Pre-retirement mortality assumptions for the Judicial Division were based upon the PubG-2010(A) Above-Median Employee Table with generational projection using scale MP-2019.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: **DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN** (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Post-retirement non-disabled mortality assumptions for the State and Local Government Divisions (members other than State Troopers) were based upon the PubG-2010 Healthy Retiree Table, adjusted as follows:

- **Males:** 94% of the rates prior to age 80 and 90% of the rates for ages 80 and older, with generational projection using scale MP-2019.
- **Females:** 87% of the rates prior to age 80 and 107% of the rates for ages 80 and older, with generational projection using scale MP-2019.

Post-retirement non-disabled mortality assumptions for State Troopers were based upon the unadjusted PubS-2010 Healthy Retiree Table, with generational projection using scale MP-2019.

Post-retirement non-disabled mortality assumptions for the School Division were based upon the PubT-2010 Healthy Retiree Table, adjusted as follows:

- **Males:** 112% of the rates prior to age 80 and 94% of the rates for ages 80 and older, with generational projection using scale MP-2019.
- **Females:** 83% of the rates prior to age 80 and 106% of the rates for ages 80 and older, with generational projection using scale MP-2019.

Post-retirement non-disabled mortality assumptions for the Judicial Division were based upon the unadjusted PubG-2010(A) Above-Median Healthy Retiree Table with generational projection using scale MP-2019.

Post-retirement non-disabled beneficiary mortality assumptions were based upon the Pub-2010 Contingent Survivor Table, adjusted as follows:

- **Males:** 97% of the rates for all ages, with generational projection using scale MP-2019.
- **Females:** 105% of the rates for all ages, with generational projection using scale MP-2019.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: **DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN** (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Disabled mortality assumptions for members other than State Troopers were based upon the PubNS-2010 Disabled Retiree Table using 99% of the rates for all ages with generational projection using scale MP-2019.

Disabled mortality assumptions for State Troopers were based upon the unadjusted PubS-2010 Disabled Retiree Table with generational projection using scale MP-2019.

The following health care costs assumptions were updated and used in the roll-forward calculation for the Trust Fund:

- Initial per capita health care costs for those PERACare enrollees under the PERA benefit structure who are expected to attain age 65 and older ages and are not eligible for premium-free Medicare Part A benefits were updated to reflect the change in costs for the 2021 plan year.
- The health care cost trend rates for Medicare Part A premiums were revised to reflect the then-current expectation of future increases in rates of inflation applicable to Medicare Part A premiums.

Actuarial assumptions pertaining to per capita health care costs and their related trend rates are analyzed and updated annually by PERA Board's actuary, as discussed above.

The actuarial assumptions used in the December 31, 2020, valuation were based on the results of the 2020 experience analysis for the period January 1, 2016, through December 31, 2019, and were reviewed and adopted by the PERA Board at their November 20, 2020, meeting.

The long-term expected return on plan assets is reviewed as part of regular experience studies prepared every four to five years for PERA. Recently this assumption has been reviewed more frequently. The most recent analyses were outlined in the Experience Study report dated October 28, 2020.

Several factors are considered in evaluating the long-term rate of return assumption, including long-term historical data, estimates inherent in current market data, and a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected return, net of investment expense and inflation) were developed for each major asset class.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

These ranges were combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and then adding expected inflation.

As of the most recent reaffirmation of the long-term rate of return, the target asset allocation and best estimates of geometric real rates of return for each major asset class are summarized in the table as follows:

Asset Class	Target Allocation	30 Year Expected Geometric Real Rate of Return
Global Equity	54.00%	5.60%
Fixed Income	23.00%	1.30%
Private Equity	8.50%	7.10%
Real Estate	8.50%	4.40%
Alternatives	6.00%	4.70%
Total	100.00%	

Note: In setting the long-term expected rate of return, projections employed to model future returns provide a range of expected long-term returns that, including expected inflation, ultimately support a long-term expected nominal rate of return assumption of 7.25%.

Sensitivity of the District's proportionate share of the net OPEB liability to changes in the Health Care Cost Trend Rates. The following presents the net OPEB liability using the current health care cost trend rates applicable to the PERA benefit structure, as well as if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rates:

	1% Decrease in Trend Rates	Current Trend Rates	1% Increase in Trend Rates
Initial PERACare Medicare trend rate	3.50%	4.50%	5.50%
Ultimate PERACare Medicare trend rate	3.50%	4.50%	5.50%
Initial Medicare Part A trend rate	2.75%	3.75%	4.75%
Ultimate Medicare Part A trend rate	3.50%	4.50%	5.50%
Net OPEB Liability	\$73,852	\$76,036	\$78,565

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Discount rate. The discount rate used to measure the TOL was 7.25%. The projection of cash flows used to determine the discount rate applied the actuarial cost method and assumptions shown above. In addition, the following methods and assumptions were used in the projection of cash flows:

- Updated health care cost trend rates for Medicare Part A premiums as of the December 31, 2021, measurement date.
- Total covered payroll for the initial projection year consists of the covered payroll of the active membership present on the valuation date and the covered payroll of future plan members assumed to be hired during the year. In subsequent projection years, total covered payroll was assumed to increase annually at a rate of 3.00%.
- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law and effective as of the measurement date.
- Employer contributions and the amount of total service costs for future plan members were based upon a process to estimate future actuarially determined contributions assuming an analogous future plan member growth rate.
- Estimated transfers of dollars into the HCTF representing a portion of purchase service agreements intended to cover the costs associated with OPEB benefits.
- Benefit payments and contributions were assumed to be made at the middle of the year.

Based on the above assumptions and methods, the HCTF's FNP was projected to be available to make all projected future benefit payments of current members. Therefore, the long-term expected rate of return of 7.25% on OPEB plan investments was applied to all periods of projected benefit payments to determine the TOL. The discount rate determination does not use the municipal bond index rate, and therefore, the discount rate is 7.25%. There was no change in the discount rate from the prior measurement date.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
 NOTES TO THE FINANCIAL STATEMENTS
 December 31, 2022

NOTE 7: DEFINED BENEFIT OTHER POSTEMPLOYMENT BENEFIT (OPEB) PLAN (Continued)

OPEB Liabilities, OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)

Sensitivity of the District’s proportionate share of the net OPEB liability to changes in the discount rate. The following presents the proportionate share of the net OPEB liability calculated using the discount rate of 7.25%, as well as what the proportionate share of the net OPEB liability would be if it were calculated using a discount rate that is one-percentage-point lower (6.25%) or one-percentage-point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Proportionate share of the net OPEB liability	\$88,308	\$76,036	\$65,554

OPEB plan fiduciary net position. Detailed information about the HCTF’s FNP is available in PERA’s ACFR at www.copera.org/investments/pera-financial-reports.

NOTE 8: COMMITMENTS AND CONTINGENCIES

Claims and Judgments

The District participates in a number of federal and state programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the District may be required to reimburse the grantor government. As of December 31, 2022, significant amounts of grant expenditures have not been audited but the District believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on the overall financial position of the District.

Tabor Amendment

In November 1992, Colorado voters passed an amendment to the State Constitution, Article X, Section 20 (the “Tabor Amendment”), which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local government.

ESTES VALLEY PUBLIC LIBRARY DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022

NOTE 8: **COMMITMENTS AND CONTINGENCIES** (Continued)

Tabor Amendment (Continued)

The Tabor Amendment is complex and subject to judicial interpretations. The District believes it has complied with the Amendment.

In November 1999, the electors within the District authorized the District to collect and keep and expend all revenues received and to continue to levy its operating mill levy of 2.39 mills in 1999 and each year thereafter. An election in November 2014 increased the mill levy to 4.52 mills.

The District has established a reserve, representing 3% of qualifying expenditures, as required by the Amendment. At December 31, 2022, the emergency reserve of \$67,000 was reported as a restriction of net position and fund balance in the Governmental Activities and General Fund, respectively.

Ground Lease

On March 1, 1990, the District approved a ground lease with the Town of Estes Park to allow for the construction of a library facility on the site. Lease payments of \$1 are due annually on March 1, through 2089. At the end of the lease term, all title and interest of the District in the site will vest with the Town of Estes Park.

NOTE 9: **CHANGE IN ACCOUNTING PRINCIPLES-LEASES**

For the year ended December 31, 2022, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 87, Leases. GASB 87 enhances the relevance and consistency of information for the government's leasing activities. For lessees, the accounting standard establishes requirements for lease accounting based on the principle that leases are financings of the right to use a leased asset, The standard also establishes requirements for lessors to recognize a lease receivable and deferred inflow of resources. The District has determined that it has no agreements that would require disclosure under the new standard.

REQUIRED SUPPLEMENTARY INFORMATION

ESTES VALLEY PUBLIC LIBRARY DISTRICT

BUDGETARY COMPARISON SCHEDULE

GENERAL FUND

Year Ended December 31, 2022

	ORIGINAL AND FINAL BUDGET	ACTUAL	VARIANCE Positive (Negative)	2021 ACTUAL
REVENUES				
Property Taxes	\$ 2,013,706	\$ 2,013,912	\$ 206	\$ 1,880,790
Specific Ownership Taxes	130,000	143,918	13,918	143,273
Charges for Services	3,700	7,998	4,298	4,972
Grants and Contributions	330,100	216,420	(113,680)	208,165
Earnings on Investments	1,729	57,481	55,752	1,400
Miscellaneous	20,128	20,447	319	21,000
TOTAL REVENUES	2,499,363	2,460,176	(39,187)	2,259,600
EXPENDITURES				
Current				
Administration	806,298	761,078	45,220	601,634
Patron Services	271,202	262,025	9,177	278,912
Program and Outreach	517,600	420,135	97,465	297,178
Technical Services	603,474	605,372	(1,898)	517,398
Building	150,139	154,448	(4,309)	136,469
Capital Outlay	61,145	26,526	34,619	-
TOTAL EXPENDITURES	2,409,858	2,229,584	180,274	1,831,591
CHANGE IN FUND BALANCE	\$ 89,505	230,592	\$ 141,087	428,009
FUND BALANCES, Beginning		2,946,717		2,518,708
FUND BALANCES, Ending		\$ 3,177,309		\$ 2,946,717

See the accompanying independent auditor's report

ESTES VALLEY PUBLIC LIBRARY DISTRICT

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
PERA LOCAL GOVERNMENT TRUST FUND PLAN

Years Ended December 31,

	2021	2020	2019	2018	2017	2016	2015	2014	2013
Proportion of the Net Pension Liability (Asset)	0.1134%	0.1219%	0.1243%	0.1198%	0.1145%	0.1218%	0.1228%	0.1203%	0.1139%
Proportionate Share of the Net Pension Liability (Asset)	\$ (97,248)	\$ 635,562	\$ 909,399	\$ 1,505,825	\$ 1,275,372	\$ 1,644,900	\$ 1,353,053	\$ 1,078,527	\$ 937,107
Covered payroll	\$ 943,991	\$ 860,706	\$ 856,242	\$ 785,595	\$ 725,150	\$ 681,069	\$ 697,569	\$ 659,381	\$ 607,538
Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	-10.30%	73.84%	106.21%	191.68%	175.88%	241.52%	193.97%	163.57%	154.25%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	101.49%	90.88%	86.26%	75.96%	79.00%	74.00%	77.00%	81.00%	78.00%

NOTE: Information for the prior one year was not available for this report

See the accompanying independent auditor's report

ESTES VALLEY PUBLIC LIBRARY DISTRICT

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS
PERA LOCAL GOVERNMENT TRUST FUND PLAN

Years Ended December 31,

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Contractually Required Contributions	\$ 141,415	\$ 111,403	\$ 114,823	\$ 108,573	\$ 99,902	\$ 91,951	\$ 86,359	\$ 88,380	\$ 83,605
Contributions in Relation to the Contractually Required Contributions	141,415	111,403	114,823	108,573	99,902	91,951	86,359	88,380	83,605
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 1,050,564	\$ 843,985	\$ 888,055	\$ 856,241	\$ 787,871	\$ 725,150	\$ 681,069	\$ 697,001	\$ 659,381
Contributions as a Percentage of Covered Payroll	13.46%	13.20%	12.93%	12.68%	12.68%	12.68%	12.68%	12.68%	12.68%

NOTE: Information for the prior two years was not available for this report.

See the accompanying independent auditor's report

ESTES VALLEY PUBLIC LIBRARY DISTRICT

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET OPEB LIABILITY
PERA HEALTH CARE TRUST FUND PLAN

Years Ended December 31,

	2021	2020	2019	2018	2017
Proportion of the Net OPEB Liability (Asset)	0.0088%	0.0093%	0.0095%	0.0093%	0.0089%
Proportionate Share of the Net OPEB Liability (Asset)	\$ 76,036	\$ 88,440	\$ 107,027	\$ 126,375	\$ 115,672
Covered payroll	\$ 843,991	\$ 860,706	\$ 856,242	\$ 785,595	\$ 725,150
Proportionate Share of the Net OPEB Liability as a Percentage of its Covered Payroll	9.01%	10.28%	12.50%	16.09%	15.95%
Plan Fiduciary Net position as a Percentage of the Total OPEB Liability	39.40%	32.78%	24.49%	17.03%	17.53%

NOTE: Information for the prior five years was not available for this report.

See the accompanying independent auditor's report

ESTES VALLEY PUBLIC LIBRARY DISTRICT

SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS
PERA HEALTH CARE TRUST FUND PLAN

Years Ended December 31,

	2022	2021	2020	2019	2018	2017
Contractually Required Contributions	\$ 10,713	\$ 8,610	\$ 9,058	\$ 8,734	\$ 8,036	\$ 7,397
Contributions in Relation to the Contractually Required Contributions	10,713	8,610	9,058	8,734	8,036	7,397
Contribution Deficiency (Excess)	\$ -	\$ -	\$ -	\$ -	\$ -	
Covered payroll	\$ 1,050,564	\$ 843,985	\$ 888,055	\$ 856,241	\$ 788,159	\$ 725,150
Contributions as a Percentage of Covered Payroll	1.02%	1.02%	1.02%	1.02%	1.02%	1.02%

NOTE: Information for the prior five years was not available for this report.

See the accompanying independent auditor's report

**RESOLUTION FOR
SUPPLEMENTAL BUDGET APPROPRIATIONS TO THE 2023 BUDGET
NO. 23-012**

WHEREAS, the Board of Trustees of the Estes Valley Public Library District has adopted the 2023 annual budget in accordance with the Local Government Budget Law on December 12th, 2022; and

WHEREAS, additional costs related to the upgrade of the audio visual systems in the meeting rooms in the Capital Reserve Budget have been identified that were not known or included in the original annual budget.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE ESTES VALLEY PUBLIC LIBRARY DISTRICT, COLORADO:

That the appropriations be increased by \$47,000 for additional costs to upgrade the audio visual systems in the meeting rooms at 335 E. Elkhorn Avenue. This amount is hereby appropriated from available fund balance and long term reserves.

Fund #	Fund Name	Existing Appropriations	Amendment	Amended Appropriations
101	Capital Reserve Fund	\$220,000	\$47,000	\$267,000

ADOPTED this 15th day of May, 2023.

ESTES VALLEY PUBLIC LIBRARY DISTRICT

President

ATTEST:

Director

Estes Valley Library

PUBLIC COMMENT POLICY FOR MEETINGS OF THE BOARD OF TRUSTEES

Meetings of the Board of Trustees of the Estes Valley Library are conducted in accordance with the Colorado Sunshine Law as set out in Section 24-6-402 of Colorado Revised Statutes. Accordingly, other than those portions that are held in Executive Session, Board meetings are open to the public, and anyone may attend in order to observe the proceedings.

In order to provide a fair opportunity to every person who desires to address the Board of Trustees:

1. In support of the open meeting character of Board sessions, and to ~~ensure~~~~insure~~ that the minutes accurately identify individuals who make comments, any person wishing to address the Board must provide his or her name, address and telephone number on the attendance sheet for the meeting.
2. In the absence of special circumstances as determined by the President of the Board, individuals will be called to comment in the order in which they have signed in.
3. Each speaker may take up to three minutes to make his or her comments. This time constraint may be modified by the Board President to be fewer than three minutes if there are a number of persons wishing to speak. Speakers will be advised when they have one minute remaining.
4. All speakers will be asked to begin by stating their name and address.
5. The Board of Trustees acts as a body. Given the corporate nature of the Board:
 - Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole.
 - Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any trustee, the President of the Board shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the President deems appropriate.
 - Speakers are asked to understand that specific questions cannot be answered in dialogue format by the Board of Trustees. Acting as a Board, and only as a Board, the trustees will consider comments and

questions and may direct staff members to provide information. The Board may discuss matters raised by members of the public and, if the Board decides that some action or response is warranted, will do so as the Board.

Please refer to the Library Governance policy set for more information.

The Estes Valley Library **Public Comment Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on March 15, 2010 and reviewed on April 21, 2014, May 15, 2017, ~~and~~ November 16, 2020 and May 15, 2023.

~~Lynn Lawson~~
~~John Krueger~~, President
Secretary

~~John Krueger~~
~~Bill Gerritz~~,

Estes Valley Library

BOARD OF TRUSTEES BY- LAWS

ARTICLE I - NAME AND AUTHORITY

1. The name of this organization is the Board of Trustees of the Estes Valley Public Library District, Estes Park, Colorado. The Estes Valley Public Library District was established by a vote of eligible voters on November 8, 1988. It succeeds the Estes Park Public Library, a municipal library established by the Estes Park Town Board of Trustees on January 22, 1968 (#1968-2).
2. The Estes Valley Public Library District (Library) Board of Trustees (Board) operates under the authority of, and according to the duties and responsibilities defined in the Colorado Revised Statutes (CRS) Title 24, Article 90, Part 1; CRS 24-6-402 (Open Meetings Law); and other applicable statutes.

ARTICLE II – Board Composition, Term of Appointment, Cause for Removal

1. The Board shall be composed of seven Trustees, appointed jointly by the Estes Park Town Board of Trustees and the Larimer County Board of County Commissioners for staggered terms of office.
2. A Trustee term of office shall be four years **beginning January 1 and ending December 31 of the final year. Trustees cannot succeed themselves after serving two full, consecutive terms.** ~~A Trustee who has completed two full four-year terms cannot immediately succeed himself or herself.~~
3. Vacancies shall be filled for the remainder of unexpired terms as soon as possible in the manner in which Trustees are regularly chosen.
4. Appointees to the Board shall be at least 18 years of age and chosen from the residents within the legal service area of the Library.
5. The Board has been delegated the authority to recommend nominees when there are openings on the Board. The Board shall advertise for and actively seek applicants for filling any vacancy. The Board will select a nominee for each vacancy after interviews with all applicants have been performed. The Board ~~selected~~ nominee's name will be provided to the Town of Estes Park Board of Trustees and the Larimer County Board of County Commissioners for their approval by a two-thirds majority of each body, except that the failure of a body to act within sixty days upon a recommendation shall be considered a ratification of such appointment.
6. A Trustee may be removed only by a majority vote of the Town of Estes Park Board of Trustees and a majority vote of the Larimer County Board of County Commissioners. The Board shall recommend removal of a Trustee to these bodies only by an affirmative vote of at least four Trustees, and only upon a showing of

good cause as defined in, but not limited to, the bylaws adopted by the Board.
“Good cause” for removal means that four or more Trustees have voted to remove:

- a. A Trustee who misses three consecutive regular monthly Board meetings without adequate excuse.
 - b. A Trustee who disregards the Trustee Duties and Code of Ethics Policy.
 - c. A Trustee who shows a lack of interest in the Library and/or the Board.
 - d. A Trustee who violates a statute or ordinance, which results, or could result, in serious damage to the Library’s property or interest.
7. The Board may invite other individuals to participate in Board meetings on a periodic or regular basis. These individuals are not members of the Board, but may have responsibilities and expertise deemed useful to the Board. The Board shall define the responsibilities of each invited participant.
- a. The Library Director is asked to participate in all Board meetings.
 - b. The Board may also request the regular participation of the Estes Valley Library Friends & Foundation board.
 - c. All invited persons may participate fully in Board discussions but are not allowed to vote. Invited persons may not participate in Board executive sessions unless requested to do so by the Board.

ARTICLE III – BOARD RESPONSIBILITIES

1. The Board has the responsibility for the supervision, care, and custody of all property of the Library, including rooms or buildings constructed, leased, or set apart therefore.
2. The Board shall adopt such by-laws, rules, and regulations for its own guidance and policies for the governance of the Library as it deems expedient. The Board shall retain a qualified librarian who shall serve as the Library Director. The Board shall prescribe the Library Director’s duties and compensation. Upon the Library Director’s recommendation, the Board shall employ such other employees as may be necessary.
3. Each calendar year, the Board, with assistance from the Library Director and staff, shall prepare and make an Annual Report to the Estes Park Town Board of Trustees and the Larimer County Board of County Commissioners showing the condition of its trust during the year, the sums of money expended, and the purposes of the expenditures and such other statistics and information as the Board deems to be of public interest.

4. Each calendar year, the Board shall make a report to the Colorado State Library in the form of a response to a survey to be designed and administered by the Colorado State Library. The report shall contain such other statistics and information as may be required.
5. The Board shall adopt a budget and make appropriations for the ensuing fiscal year as set forth in part 1 of article 1 of title 29, CRS, and have exclusive control and spending authority over the disbursement of Library funds as set forth in section 24-90-112 (2) (a).
6. A Trustee shall avoid situations that could bring about a conflict of interest because of their association with the Board. If a conflict of interest arises or might arise in a particular matter before the Board, the Trustee with the conflict shall abstain from participation and from voting on that matter. If, in the determination of at least five Board members, a Trustee has a conflict of interest that cannot be resolved, the Board shall recommend to the appointing officials that the Trustee be removed from office.
7. Except as otherwise directed by a majority of the Board's members, official statements of the Board shall be limited to the President of the Board and the Library Director, subject to approval by the Board.
8. The Board may accept such gifts of money or property for Library purposes as it deems expedient.
9. The Board shall hold and acquire land by gift, lease, or purchase for Library purposes.
10. The Board may lease, purchase, or erect any appropriate building for Library purposes and acquire such other property as may be needed therefore.
11. The Board may sell, assign, transfer, or convey any property of the Library, whether real or personal, which may not be needed within the foreseeable future for any purpose authorized by law, upon such terms and conditions as it may approve, and lease any such property, pending sale thereof, under an agreement of lease, with or without an option to purchase the same. The Board, prior to the conveyance of such property, shall make a finding that the property may not be needed within the foreseeable future for Library purposes, but no such finding shall be necessary if the property is sold or conveyed to a state agency or political subdivision of this state.
12. The Board may borrow funds for Library purposes by means of a contractual short-term loan when monies are not currently available but will be in the future. Such loan shall not exceed the amount of immediately anticipated revenues, and such loan shall be liquidated within six months.
13. The Board may authorize the bonding of persons entrusted with Library funds.

14. The Board shall conduct an annual audit of the financial statements of the Library.
15. The Board shall hold title to property given to or for the use or benefit of the Library, to be used according to the terms of the gift.
16. The Board shall do all other acts necessary for the orderly and efficient management and control of the Library.
17. The Board shall have the authority to enter into contracts.
18. Under such rules and regulations as it may deem necessary and upon such terms and conditions as may be agreed upon, the Board may allow nonresidents of the Library District to use Library materials and equipment and may make exchanges of books and other materials with any other libraries, either permanently or temporarily.

ARTICLE IV - OFFICERS AND DUTIES

1. The officers of the Board shall be a President, Vice-President, Secretary and Treasurer.
2. Officers shall be elected annually at the first regular meeting of the Board in January and shall take office immediately following the election. The term of office shall be one year. Where possible for the sake of continuity, two consecutive years' appointment should be considered for each officer role. Officers may be re-elected; however, no one shall serve more than four full consecutive years in one position, after which at least one year must intervene before they are eligible for re-election to the same position.
3. The President shall preside at meetings of the Board and appoint members of committees and perform such other duties as are associated with the office.
4. The Vice-President shall perform the duties of the President in the absence of the President or in the event that the President is unable to perform the duties of the office. The Vice-President shall perform such other duties as may be assigned by the President.
5. The Secretary shall keep a full and accurate record of all meetings of the Board; make public announcements of meetings; maintain records that include policies, by-laws, meeting minutes, and reports; shall be responsible for ensuring that all Board documentation complies with the CRS Open Meeting Law; and shall perform other duties as are assigned by the Board.
6. The Treasurer shall be the financial officer of the Board and shall perform duties generally associated with that office, including reviewing budget development; preparing for audits; and having primary responsibility for oversight of bills involved with expenditure of Library funds. Any financial funds under direct control of the

Board involving a bank account or accounts shall be the responsibility of the Treasurer. The Treasurer shall submit such reports as the Board may require.

ARTICLE V – MEETINGS

1. The Board shall hold regular monthly meetings. The Board shall designate date, time and location for each meeting.
2. Special meetings may be held at any time when called by the President or at the request of three Trustees. All Trustees must be notified at least 24 hours in advance of a special meeting. Only items on the announced agenda may be considered at a special meeting.
3. A quorum of the Board consists of more than 50% of the Trustees appointed. The act of a majority of the Trustees present at a regular or special meeting at which a quorum is present shall be the act of the Board.
4. Any Trustee may participate in Board meetings by any means of communication through which the other Trustees can hear and respond verbally during the meeting. A Trustee participating in a meeting by this means will not be deemed to have “missed” the meeting for purposes of Article II, Section 6(a).
5. The Board will abide by all requirements of Colorado law regarding open meetings and notification.
6. Regular public meetings of the Board shall include an agenda item for public input, in order to provide a fair opportunity for every person who wishes to address the Board of Trustees. For additional information, see Public Comment Policy for Meetings of the Board of Trustees.

ARTICLE VI - COMMITTEES

1. The Board may establish standing committees, which shall make regular reports to the Board.
2. Special committees may be authorized by the Board and appointed by the President with the approval of the Board for special limited purposes, and shall serve only until completion of the assignment.
3. The Board, at its discretion, may appoint committee members who are not Trustees to standing or special committees.

ARTICLE VII - PARLIAMENTARY AUTHORITY

To ensure a respectful discourse, Robert's Rules of Order, latest revision, shall be the parliamentary authority for all matters or procedures not specifically covered by these Bylaws.

ARTICLE VIII - AMENDMENTS

The Bylaws may be amended by the affirmative vote of at least five Trustees present at a regular, scheduled meeting. Proposed amendments to these Bylaws shall be submitted to the membership at least five days prior to the meeting at which such action is proposed to be taken.

ARTICLE IX - FISCAL YEAR

The fiscal year of the Board of Trustees shall begin on the first day of January and end on the last day of December in each year.

Please refer to the Library Governance Policy set for more information.

The Estes Valley Library **Board of Trustees By-laws** were adopted and approved by the Estes Valley Public Library District Board of Trustees on March 14, 2005 and revised on December 8, 2008, June 20, 2011, January 21, 2013, June 16, 2014 and May 15, 2017, ~~and~~ reviewed November 16, 2020 ~~and revised on May 15, 2023~~.

~~Lynn Lawson~~**John Krueger**, President

~~John Krueger~~**Bill Gerritz**, Secretary

Estes Valley Library

TRUSTEE DUTIES & CODE OF ETHICS POLICY

The Estes Valley Public Library District (Library) Board of Trustees (Board) is responsible for governance of the Library in accordance with Colorado Library Law.

A Trustee must act in the best interests of the Library as it serves our community, over and above other interest group involvement, membership on other boards or personal interests.

In accordance with Board By-Laws, a Trustee may be recommended for removal from the Board in the event of disregard of this policy.

To this end, Trustees must observe ethical standards with truth, integrity and honor and are committed to the following principles:

Duties of Trustees – Trustees will:

1. Understand and be able to articulate the Library's mission.
2. Prepare for, attend and participate in all Board meetings.
3. Inform appropriate persons about expected absences before meetings.
4. Respect the agenda and abide by Board decisions on rules of order.
5. Recognize that all authority is vested in the Board when it meets in legal session and not with individual board members.
6. Determine or recommend Library policies.
7. Secure adequate funding and practice responsible fiscal management of the public money.
8. Plan for the future of the Library. Consider short and long term effects of decisions.
9. Monitor and evaluate the overall effectiveness of the Library.
10. Respect the confidential nature of Library records within the framework which allows for the monitoring of material usage and the need for public accounting
11. Promote the value of the library and advocate for the Library in the community.
12. Attempt to interpret the needs of the community to the Library and interpret the action of the Library to the community.
13. Represent the whole community to the Library and not a particular area or group.
14. Establish and support a planned program of public relations.
15. Support intellectual freedom in the selection of Library materials.
16. Work to learn more about a trustee's job and how to do it better.
17. Become familiar with state library law and Open Meetings Act.
18. Participate in statewide advocacy for library services.

Individual Responsibilities – Individual Board members will:

1. Remain well-informed of developments that are relevant to issues that may come before the Board.

2. Maintain a positive relationship with other members of the Board, library Friends and Foundation.
3. Listen carefully and respect the opinion of other Board members. Refrain from criticism, in or outside of Board meetings, of fellow Board members or their opinions.
4. Treat others in a courteous, dignified and fair manner.
5. Encourage and respect diversity of viewpoints and skills.
6. Express individual viewpoints but work harmoniously with the Board toward consensus.
7. Not act on behalf of the Board unless specifically designated by the Board, which includes interaction with the public or the media.
8. Call to the attention of the Board any issues that may ~~affect~~ ~~effect~~ the Library.
9. Disclose to the Board any personal or private interest in a matter that is proposed or pending before the Board, shall not vote on the item and shall not attempt to influence the decisions of other members voting on the matter.
10. Act impartially and not give preferential treatment to any organization or individual.
11. Not discuss confidential proceedings of a Board's Executive Session.
12. Not promise prior to a meeting how the Trustee will vote on any issue during the meeting.
13. Not use their Trustee status for private gain. Not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be paid from the public library fund.
14. Avoid situations where personal advantage or financial benefits may be gained at the expense of other library users.
15. Not use "inside information" in personal or private business.
16. Avoid using the Trustee position to obtain employment for self, family or friends.
17. Withdraw from the Board if seeking employment with Library.
18. Not use any part of the library for personal advantage or the personal advantage of friends or relatives.
19. Not accept nor give a personal gift in excess of \$50 from any individual, organization, contractor, or any other entity which does business with the Library.

Library Management

1. Employ a highly qualified library director to manage the day-to-day operation of the Library.
2. Recognize that a Trustee's job is to ensure that the Library is well-managed, not to manage the Library.
3. Limit trusteeship role to policy governance and advocacy and refrain from individually directing the library director or the staff.
4. Do not interfere with the duties of the director or undermine the director's authority.
5. Refer complaints about the Library to the proper level in the chain of command.
6. Evaluate the director's performance annually.

Board President – The Board President will:

1. Assume no authority to make decisions outside Board-dictated mandate.
2. Assume no authority to speak for the Board on issues not yet decided.
3. Ensure that all issues that belong to Board governance are brought to the Board for consideration and all relevant material is available.
4. Keep deliberation fair, open, thorough, but also efficient, timely, orderly and to the point.

Please refer to the Library Governance policy set for more information.

The Estes Valley Library **Trustee Duties and Code of Ethics** was adopted and approved by the Estes Valley Public Library District Board of Trustees on March 14, 2005 and revised on December 8, 2008, June 20, 2011 and April 21, 2014 and reviewed on May 15, 2017, ~~and~~ November 16, 2020 ~~and~~ May 15, 2023.

~~Lynn Lawson~~
~~John Krueger~~, President

~~John Krueger~~
~~Bill Gerritz~~, Secretary

Estes Valley Library

EXECUTIVE SESSION POLICY

Meetings of the Estes Valley Public Library District (Library) Board of Trustees are open to the public in accordance with the Colorado Open Meetings Law, set out in Colorado Revised Statutes (C.R.S.) Title 24, Article 6, Part 4. A limited number of specific topics may, under the statute, be discussed in an Executive Session that is not open to the public. Section 402(4) of the statute specifies those topics that may be discussed by the Board in Executive Session and the requirements for holding an Executive Session. An Executive Session may only be held at a regular or special meeting of the Board.

To go into an Executive Session:

1. Topic for discussion must be announced, along with the citation to the provision or provisions that authorizes the session.
2. Identify in the announcement the “particular matter to be discussed”, thus allowing an executive session.
3. Take a vote; requires two-thirds approval of the quorum present.

Once in the Executive Session:

1. No formal action, adoption, resolution, etc., may occur in the executive session.
2. Electronic record must be taken, and this record must contain a citation to the provision allowing the executive session.
3. If the public body’s attorney is present and deems all or part of the discussion to constitute attorney-client privilege, no record needs be taken of that part of the discussion. The record must state which portions are not being recorded, citing attorney-client privilege.

After the Executive Session:

1. Records of Executive Session are private, however, they can be compelled for review by a judge.
2. Must be maintained for 90 days and then may be destroyed.

Any inconsistency between this policy and the statute is governed by the language of the statute.

Please refer to the **Library Governance policy set** for more information.

The Estes Valley Library **Executive Session Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on June 16, 2008, revised June 20, 2011 and April 21, 2014, reviewed May 15, 2017, ~~and~~ revised November 16, 2020 ~~and~~ reviewed May 15, 2023.

Lynn Lawson ~~John Krueger~~, President

John Krueger ~~Bill Gerritz~~, Secretary

Estes Valley Library

STANDING COMMITTEES OF THE BOARD POLICY

The Estes Valley Public Library District (Library) Board of Trustees (Board) has established Standing Committees as authorized by Article VI, Paragraph 1 of the Board Bylaws. To comply with this authorization, the Chairperson of each Standing Committee shall make regular reports to the Board.

A committee is a Library Board committee only if its existence and authorization comes from the Board ~~itself, regardless of whether Library Board members sit on the committee~~. The only authorized Board Standing Committees are those which are set forth in this policy and these will continue in existence until this policy is modified to delete their authorization.

This Policy does not address Board Special Committees, which are authorized by Article VI, Paragraph 2 of the Library Bylaws. These Special Committees are authorized by the Board for special limited purposes, and serve only until completion of the assignment.

COMMITTEE RESTRICTIONS

Board committees have one essential role—to strengthen and support the work of the Board as a whole. Committees do not make decisions. They provide topical recommendations to aid the full Board in making decisions. Board committees are not to interfere with delegation from the Board to the Library Director, or from the Library Director to staff. Accordingly:

1. Board committees act as focus groups that concentrate on necessary information and background to bring a recommendation to the board.
2. Board committees most commonly assist the Board by undertaking activities not delegated to the Library Director, by preparing policy alternatives and implications for Board deliberation, or by performing specific monitoring functions. Board committees will normally not have direct involvement with current staff operations.
3. Board committees may not speak or act for the Board except when formally given such authority for specific and/or time-limited purposes.
4. This policy applies to any group formed by Board action, whether or not it is called a committee and regardless of whether the group includes Board members. It does not apply to committees formed under the authority of the Library Director.
5. Meetings that include 3 or more Trustees shall be considered public meetings with appropriate notice to the public being required prior to the meeting. Additional requirements for these meetings are noted in the By-laws to ensure compliance with Colorado Open Meeting Laws.

BOARD STANDING COMMITTEES

The authorized Library Board Standing Committees are:

1. Government Affairs Committee
2. Finance Committee
3. Policy Committee

COMMITTEE RESPONSIBILITIES

Government Affairs Committee is responsible for advising local, county, state and national government on issues of interest to the Library and bringing these issues to the Board as a whole. The Committee is also responsible for monitoring and reporting legislative changes that affect the Library to the Board. This committee sets the agenda for Board meetings. The Board President is the chair of the Government Affairs Committee.

Finance Committee is responsible for monitoring Library finances, making monthly reports detailing budget deviations and reporting the Library's financial situation to the Board. The Finance Committee provides assurance that the Library is in compliance with pertinent laws and regulations relating to accounting and financial matters; is operating in accordance with sound business practices; is conducting its affairs ethically; maintains effective controls against employee conflict of interest, errors and fraud; and provides accurate and complete financial disclosure. The Finance Committee reviews and modifies the proposed annual Library Budget as developed by the Library Director and staff. The Committee presents the recommended budget to the Board for final review and approval. It is also the duty of the Finance Committee to oversee the annual Financial Audit. The Board Treasurer is the chair of the Finance Committee.

Policy Committee is responsible for the regular review, modification, deletion or addition of Library policies for consideration and approval by the Board in accordance with Article V of the Bylaws. Each policy is reviewed approximately every three years by the Board to ensure the Library is serving its patrons efficiently, handling complaints effectively and enabling staff to work in a consistent manner. The Board Secretary is the chair of the Policy Committee.

BOARD STANDING COMMITTEE MEMBERSHIP

Each Committee member shall be appointed annually by the Board President. After the yearly Board Officer election the newly elected President will make committee assignment recommendations with final approval by the Board. Two Trustees will be appointed to serve on each committee with one designated as the Committee Chair. Committee members can be selected from outside the Board to provide needed or desired expertise and experience. The Library Director will serve as an ex-officio member of each committee.

The Board may remove a Committee member at any time when at least five Trustees vote to remove the member. When a vacancy occurs on any Committee, the President of the Library Board will name a replacement as soon as possible. All Committee assignments will be documented in the Board minutes.

Please refer to the Library Governance Policy set for more information.

The Estes Valley Library **Standing Committees of the Board of Trustees Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on August 21, 2006, revised December 8, 2008, March 21, 2011 and April 21, 2014, ~~and~~ reviewed on May 15, 2017 and November 16, 2020, **and revised on May 15, 2023.**

Lynn Lawson ~~John Krueger~~, President

John Krueger ~~Bill Gerritz~~, Secretary

Estes Valley Library

NAMING RIGHTS POLICY

Purpose

The purpose of this policy is to establish the authority and process for naming and renaming Estes Valley Public Library District (Library) buildings as well as interior and exterior spaces associated with the Library, and major programs and collections. Consistent with this policy the specific recognition given to donors may include named spaces, furnishings or fixtures within the Library, placement on a donor wall, and other items that commemorate a gift.

Authority

The Library Board of Trustees has authority over naming. All commemorative naming proposals shall be approved by the Library Director prior to discussing the proposal with a prospective donor. The Library Director will refer naming proposals for an entire building, significant area or collection within the Library at any of its locations, to the Trustees for their consideration and review.

Trustees delegate authority to the Library Director to approve any commemorative naming proposal for spaces, programs and collections and report them to the Trustees, within the scope of these policies and any project specific and pre-approved naming scheme.

Development staff and the Board of Directors of the Estes Valley Library Friends & Foundation, Inc., shall have advisory rights to any naming plan prior to final adoption by the Library Trustees.

Criteria for Naming Buildings and Interior/Exterior Spaces

A building or significant area within a building occupied by the Library may be named for individuals, families or entities meeting one or more of the following criteria:

- Donors who have made a significant financial contribution to the Library including donors who have made a significant contribution toward the construction or operational support of a building or major renovation of an existing building or portion thereof, an endowment whether at the Library or at the Friends & Foundation, or other program or activity of the Library.
- Distinguished person who has provided extraordinary service to the Library or who otherwise merits special recognition;
- Extraordinary service to the Library as a staff member.

A building or significant area within a building shall not be named for an individual not otherwise qualifying under the donor exceptions as stated above, earlier than five years following the departure, death, or retirement of the person from the Library, the Town of Estes Park, Larimer County or the State of Colorado or the end of an elected official's service in office.

When the naming opportunity concerns a new library building or renovation of the existing building, a donor will be required to provide a gift supporting a substantial portion of the funds needed to complete the project, or a predetermined gift to endowment. Appropriate naming opportunities and naming gift thresholds will be established and documented in a funding plan for each project. Naming a physical space requires a completed *Gift Agreement* detailing the terms of the gift commitment and of the naming, which shall in all cases be in compliance with this policy. Physical spaces will not be named in honor of a donor in return for an estate commitment.

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library.
- Evaluation of the impact on future giving by the donor and others.
- Any other factors that could reflect on the Library.

In order to avoid any appearance of commercial influence or conflict of interest, or any other potentially adverse consequence, additional due diligence shall be undertaken before recommending the naming opportunities that includes a commercial enterprise. Naming

opportunities may be assigned that include a commercial enterprise only if the proposed name is appropriate in the public setting of the Library and will not detract from the Library's use or the Library's reputation as a public entity.

Duration of Names and Name Changes

Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the building, interior/exterior space or program.

Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Trustees may at their sole discretion elect to remove the established commercial enterprise name or to change the name, if either such action is determined to be in the best interest of the Library.

If a building or area within a building is substantially renovated (providing new useful life equivalent to a new building), or if there is a significant addition to a building, it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

Prior Procedures and Named Spaces

Building names or names of interior/exterior spaces in existence at the time of the adoption of this policy shall remain in effect, subject to future renaming consistent with this policy and subject to restrictions in any gift agreements related to prior naming action.

Removal or Change of Name

Naming recognition is provided to individuals, families and entities that exemplify the attributes of integrity and civic leadership. If an individual, family or entity for whom a naming commitment has been made violates these standards, the Library may elect to remove the individual, family or entities name from the naming opportunity. Before taking such action, the Library shall undertake due diligence, including consultation with counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) related to naming opportunities or in regard to any other matter that may have legal bearing upon a proposed change in name. Any naming authorized by the Trustees can only be revoked by a vote of that body.

Alternatively, unforeseen circumstances may make it impossible for a donor to complete a gift commitment after that commitment has been recognized by placing a name on a building, interior/exterior space or major program. The Trustees, in cooperation with the board of the Friends & Foundation, will make reasonable efforts to work with the donor to create a plan for completion of the commitment. However, in certain circumstances it may be necessary in the best interests of the Library to remove the donor's name from the naming opportunity.

Please refer to the Library Governance Policy set for more information.

The Estes Valley Library **Naming Rights Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on March 21, 2016 and reviewed November 16, 2020 and **May 15, 2023.**

Lynn Lawson~~John Krueger~~, President

~~John Krueger~~**Bill Gerritz**, Secretary

7 Norms of Collaboration

1. Pausing . . .

"I am waiting a minute to allow time to think first."

(Pausing before responding and/or asking a question allows for think time for yourself and others.)

2. Paraphrasing

"So..." "As you are..." "You're thinking..." "You're wondering..." "The intention seems to be..."
(Efficient paraphrases help all members hear and understand the ideas being presented.)

3. Posing questions

"Please say more..." "I'm curious about..." "I'd like to hear more about..."

"Then, you are saying..." "Do you mean everyone?" "Specifically what..."

(Asking questions to increase clarity and understanding as well as the precision of the group's thinking.)

4. Putting ideas on the table

Label the intention of your comments: "Here is one idea..." "One thought I have is..."
"Here is a possible approach..." "Here is one idea..." "Another consideration might be..."

5. Providing data

"I would like to share this data point..."

"This qualitative/quantitative data..."

(Seek first to understand before advocating for your own idea.)

6. Paying attention to self & others

How am I reacting to what is being said? How am I feeling? How are others reacting to what I am saying?
Have I used possible charged language unintentionally?

(Watch for body language and check perceptions by paraphrasing and probing for specificity.)

7. Presuming positive intentions

"I know we are trying to learn more about all angles so let me share..."

"Knowing that we would like to make a decision that works for all of us, let's..."

(Thinking in your head thoughts like: "I am sure (s)he didn't mean to sound charged when (s)he said that.")

2024-2028 Strategic Planning

2023 PROJECT STEPS

- ~~1. STAFF:~~ Share Community Needs Assessment Report with:
 - Board of Trustees (~~December '22~~)
 - Library Staff (~~January~~)
 - and the Public (~~February~~)
- ~~2. TASK FORCE:~~ Establish the Goals and Objectives for the Library's 2024-2028 Strategic Plan (~~March 10~~)
- ~~3. STAFF:~~ Consensus building around 1st draft of Plan (~~March 23~~)
- **4. TASK FORCE:** Revise Goals and Objectives and recheck Library's Mission, Vision & Values (**June 5**)
- **5. BOARD:** Receive and review 5-year Proposed Strategic Plan (goals, objectives, mission, vision & values) (**June 19**)
- **6. STAFF:** Teams plan activities for 5-year Plan using Design Thinking (**July 25**)
- **7. BOARD:** Approve 5-year Strategic Plan (**August 21**)
- **8. STAFF:** Director and Supervisors finalize activities, timeline, metrics and budget for 2024. Link to performance plans. (**August 1 - September 30**)
- **9. STAFF:** Deliver official draft 2024 budget to Board (**October 1**)
- **10. BOARD:** Approve 2024 budget (**December 11**)



Monthly Administration Report May 2023

Financials - Seckman

Due to the short time between the first of the month and the scheduled Finance Committee meeting, as well as unavailability of staff, April Budget Report and month end Financial Report will be presented in the June Board Packet along with May's month end reports.

The contract with Ford Audio Visual for the **audio visual system upgrades** has been finalized. Per the agreement we have prepared and mailed them a check for 50% of the contract (\$43,172.00) for the purchase of materials. Brad Maggetti is coordinating with our Ford AV Project Manager and library stakeholders. The project should finish by end Q3 and we will continue to provide updates. A draft Budget Resolution is included in the May Board Packet to appropriate the additional funds approved by the Board in March of 2023.

Facilities - Antozzi

GreenPoint Roofing commenced work on the roof Monday, May 1st. As of May 6th, GreenPoint Roofing completed the shingle replacement. Work on the flat roofs is expected to be done by the end of May.

During the March 20, 2023 board meeting, Claudine Perrault updated the Board on the items from the 2020 10-year **Facilities Maintenance Plan**. Based on this discussion, it was determined that staff should add a status column to future audit reports to indicate whether an item is complete or deferred. Also the board asked that staff determine what the grades on the audit report represent. Those grades are:

- A - Good*
- B - Close to good*
- C - Mediocre*
- D - Not good*
- F - Needs replacing now*

For more detail, below are the report and responses regarding the timing of maintenance work and the report's grading system:

- [Maintenance & Facility Cost Audit Report 12/10/2020](#)
 - [Response to Suggested EVPLD Building Maintenance from Audit Report](#)
 - [Grading Key for Maintenance & Facility Report](#)
-

Communications - Hazelton

A significant focus over the past few weeks has been refining our approach to in-house promotions. You may recall the “**PR Czar**” initiative from the Communications & Marketing Strategic Plan: As a refresher, the concept is that the Communications Specialist (with support from the IT & Creative Technologist) will be the “gatekeeper” of any official Library communication. This includes print and digital collateral posted around the building, which has historically been created/managed by Programs & Outreach staff. The purpose of the PR Czar is to ensure that all communication contains consistent voice and style, and is maintained at Library standards. We are handling this transition process thoughtfully, to ensure that Programs & Outreach staff are supported, program promotion isn’t lost, and a reliable process is put in place.

Technical Services - Maggetti

TS has begun providing **project management** services for other library teams using Monday.com. The platform has already improved communication, eg, consider our ticket system now used by all teams: since implementing in February, we have collaboratively received, routed, and tracked progress towards completion for 100 task requests. Previously, these task requests would have been a series of emails, phone calls, chats, or drive-by meetings, and much more difficult to track. It’s been a collaborative effort to create and refine tools provided by Monday.com for the Library, thanks everyone.

The **collection inventory project** is nearly complete and will be finished ~4 months ahead of schedule.

We’re also on track to meet the Town’s technical requirements for using the Library as a point of service for our patrons to get a local’s 2 hour parking pass, which we anticipate will remove a barrier to accessing library services. **Park Like a Local** promotions begin in earnest at the start of the summer season.

HR - Stensland

No Report.

Director's Report - Perrault

Visiting ERS: On Friday May 26, the Library board and members of the Friends & Foundation are invited to tour Eagle Rock School (ERS). While a library partner, the ERS school campus is closed to public or drop-in visits, so this is our opportunity to learn more about ERS, its mission, and to tour the grounds. We will meet at the library at 1:30p to carpool to the campus. I'll send out an RSVP request shortly after the Regular May meeting, so we can provide a head-count to our host, Library Trustee and ERS Director of Students Beth Ellis. This is decidedly a tour and not a meeting. As such the board will NOT be discussing library business on the tour, but we will publicly post the event for the fullest possible transparency.

Reducing Property Taxes and Voter-approved Revenue Change: SB23-108 and 303

There's been growing awareness of these bills quickly moving through the legislative process. There are implications for libraries, especially library districts funded by property tax. As currently understood, the impact to library districts is a further reduction in assessed property tax rates. This is in addition to the reduced rates from SB21-293 and SB22-238.

There's plenty of detail (promised backfill from the State, new subclasses of residential property, impact to years beyond 2024) to explore. The Special District Association, Colorado Association of Libraries, and others, are keeping a watchful eye on the implications and developments. Our accountant - and likely legal counsel - will have more information to share at the June regular Board meeting.

Library Friends & Foundation - President Groesbeck

Thank you to all that adopted ducks. We raised \$3,784 at the 35th annual Duck Race Festival. Out of the 64 nonprofits participating, we were 16th in total money raised.

We raised \$450 at Cliffhanger's \$1 sale to celebrate National Librarian Day.

Thank you to Sunrise Rotary for granting \$1,700 to purchase book trucks for Cliffhanger.

Thank you to Village Thrift for granting \$4,477 to redo the floor in Cliffhanger's bargain backroom and the classics/religion area.

We have a new tenant in Apartment C at Cliffhanger.

Summer hours start at Cliffhanger on May 26, expanding from 10am to 6pm.



1st Quarter Strategic Report 2023

Staff will report quarterly on progress towards activities and measures.

Consolidation and Planning Year

Key Targets

1. [Community Needs Assessment](#) (CNA) recommendations:
 - Offer programs at times more conducive to participation by target audiences.
 - Offer programs targeting adults.
 - Streamline website navigation and event registration.
 - Find ways to educate the community on all the library offers.
 - Explore options for overcoming the challenges related to access.
2. [Star Libraries Metrics](#) (8 measures correlate to all others *Per Capita*): Physical Circulation; Circulation of e-Materials; Library Visits; Program Attendance; Public Internet Computer Users; Wifi Sessions ; Database Use; Library Website Visits

1. Grow Internally to Succeed Externally

PRIMARY OBJECTIVE: We provide laser-focus on evaluation of service effectiveness.

Objective Lead: Technical Services (TS) Supervisor

Activities:

- **PRIMARY ACTIVITY:** Supervisors will assess the 2022 Community Needs Assessment (CNA) results, then working collaboratively with their team, adapt services accordingly.
- TS Supervisor will explore LJ Star Library metrics for strategic plan inclusion.

- The Library Director, with a task force of library stakeholders, will create the 2024-2028 Strategic Plan.

Performance Measures:

1. By Q3 '23, all CNA recommendations are incorporated into all team practices.
2. By Q4 '23, all LJ Star Library metrics are incorporated into Library's multi-year Strategic Plan.
3. By Q4 '23, new Strategic Plan in place, staff ready to fulfill beginning Q1 2024.

Progress Q1

1. TS is using custom computer code to integrate Sirsi data with the Town's parking contractor: the goal is to offer the free "local's parking pass" for qualifying patrons at the same time they are getting a library card. TS, with the Communications Specialist, is also implementing a complete website overhaul: we've created a "wireframe" prototype and our first launch milestone is set for June 30 for an updated estesvalleylibrary.org; improved integration with the Sirsi catalog and event calendar to follow.
2. Star Library metrics formed the backbone starting point for the recent multi-year strategic plan retreat. PLAR (Public Library Annual Report) state survey was submitted on time including a fresh take on our data procedures, with lots of help from veteran survey respondents.
3. The Strategic Plan Task Force met March 10, and staff reviewed the draft goals on March 23. This project is on target for budgeting in the fall and implementation Q1 '24.

OBJECTIVE B: We continuously improve marketing and outreach efforts.

Objective Lead: Communications Specialist

Activities:

- Communications Specialist will implement a new, comprehensive Communications Strategic Plan, integrating external communication channels (including earned, owned, and paid media), and staff orientation on Plan.
- Communications Specialist will lead campaigns to promote programs and services and identify which promotional methods and frequency deliver highest return (program registrations, door count, collections and other take rate).

Performance Measures:

1. By Q2, the New Communications Strategic Plan is incorporated into staff practices.

2. Quarterly reports reflect how program attendees heard about programs as well as if our advertising is reaching new audiences.

Progress Q1

1. Communications Specialist Hazelton presented the Communications & Marketing Strategic Plan to Supervisors Maggetti and Limmiatis and the full Patron Services team. Admin has also seen the presentation (by joining the Board Study Session and the Patron Services staff meeting). Technical Services and Programs & Outreach will receive the plan by the end of April. We are on track to implement strategy and tactics by the end of Q2.
2. Hazelton continues to gather data from our digital sources (website, social media channels, newsletter service, etc.) to better inform how patrons are receiving our communications – and if they are converting. As additional data is collected, a separate Communications report will be produced monthly and/or quarterly.

According to Adult Program surveys in Q1, Library email, Library website, and newspaper articles are consistently the top three resources for how attendees learned about programs.

OBJECTIVE C: We conduct development programs to strengthen staff, trustees, Friends & Foundation, and volunteers.

Objective Lead: Administrative Specialist

Activities:

- Staff Development Committee (SDC) will plan, organize and evaluate training for staff, based on our Topics of Staff Development and Strategic Priorities.
- HR Team will create a new employee video onboarding system.
- HR Team will implement various staff retention strategies.
- Administrative Specialist will evaluate volunteer onboarding and enrichment.
- Emergency Management Group (EMG) will review the Library's emergency plan and train staff in emergency preparedness.
- TS Supervisor will create staff workflow systems in the new project management software, and will train staff in their use.

Performance Measures:

1. Each quarter, 75% of staff say that professional development was helpful to their role as a Library team member.

2. By Q3, Video Onboarding system in place for new hires.
3. By Q4, library retained a greater number of staff than averaged the past 3 years.
4. By Q4, 75% of volunteers surveyed say they feel part of the Library team and satisfied with their role.
5. By Q3, 75% of staff report they feel prepared to handle an emergency situation.
6. By Q2, Tactical Team have received training on Monday.com and reviewed the project management dashboard as part of every tactical meeting.

Progress Q1

1. In response to a survey, 93.3% of staff stated that professional development in the 1st Quarter was helpful to their role as a Library team member.
2. We have completed the first draft of a video onboarding system.
3. No report
4. No report
5. No report. Staff will go through emergency training on Staff Development Day in April.
6. All of the Tactical Team have been trained in Monday.com. Monday.com is used at every tactical meeting to manage tasks and projects, and by all library teams for day-to-day tasks and projects.

OBJECTIVE D: We plan for physical capacity building.

Objective Lead: Operations Specialist

Activities:

- Operations Specialist will work with Contractors to refurbish or replace the library's roof with a 20 year coating.
- Admin and Technical Services will update the Emergency Plan to include staff procedures, drills, basic training and minimal services plan.
- Library building 10-year renovation plan will be completed, including RFP for Architect/interior specialist, timeline, priorities and funding (district reserves, F&F, grants).

Performance Measures:

1. Library remained open during roof repair, with no adverse patron effects, and the roof is rated to last another 20 years.
2. By Q2 '23, the Emergency/minimal services plan is complete and accessible to all staff.
3. By Q3, results of interior plan in place for 2024 budget & funding plan.

Progress Q1

1. No report.
2. The Emergency plan has been updated with new photos of emergency shutoffs, updated 2nd floor systems, and a streamlined digital table of contents.
3. No report.

OBJECTIVE E: We plan for technical capacity building.

Objective Lead: Technical Services Supervisor

Activities:

- Technical Services Team will create an annual calendar of reports for the director, including acquisitions, ILS, and scheduled equipment replacement.
- Technical Services Team will upgrade the library's presentation systems, bringing modern wireless streaming and ease of use for personal devices in all meeting spaces, starting with an RFP.
- Administrative Team staff will migrate to paperless record management / process automation.

Performance Measures:

1. By Q3 a recurring TS reporting calendar is in place, to implement by Q1 2024.
2. By Q4 staff report that presentation equipment met or exceeded expectations for meeting room use (staff as presenters, and verbatims from public use).
3. By Q1 2024, Paperless systems and workflow in place.

Progress Q1

1. No report.
2. Ford AV was selected as the vendor for our new presentation equipment at the March 20 board meeting. We are working with the Accounting team and P&O to arrange contracts and finalize a work schedule.

OBJECTIVE F: We plan for an annual budget and longer-term financial health.

Objective Lead: Accountant

Activities:

- Accounting team will implement paperless invoicing options and train all relevant staff.

Performance Measures:

1. By Q2, all staff trained in paperless invoicing processes; paperless invoicing the norm for all staff by Q3.

Progress Q1

1. Paperless invoicing for Accounts Payable went live on 01/01/2023. All staff are exclusively using this system to submit and approve invoices.
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2. Deliver Materials on a Personalized Basis

OBJECTIVE A: We deliver customized access to physical & digital collections

Objective Lead: Technical Services Supervisor

Activities:

- Technical Services team will coordinate with the Programs & Outreach team to promote circulating materials associated with their programs, and use displays to connect materials with services offered.
- Technical Services team staff will physically inventory the collection and update catalog records in the ILS, assessing the collection to better reflect our community and patron interests.
- Technical Services team will reassess staff and public-facing interfaces including ILS, event calendar software, and catalog, collectively referred to as “the website” to improve patron experience and overall search success.

Performance Measures:

1. By the end of Q4, Patrons checked out 15% more materials than 2022 from the collection, increasing circulation.

2. By the end of Q4, the entire collection is inventoried and reflected accurately in the catalog.
3. By the end of Q4, website visits increase 10% and both staff and patrons report a more streamlined, enjoyable experience with “the website.”

Progress Q1

1. Total circulation in Q1 2022: 31,721 physical, 8,025 digital: **39,746 total**
Total circulation Q1 2023: 28,537 physical, 9,455 digital: **37,992 total**
4% decrease
 2. Inventory project is currently ahead of schedule, already **60% complete**.
 3. No report on website experience Q1. Website visits (sessions): Q1 2022: **28,580**
Q1 2023: **30,671, 7% increase**.
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3. Enable a Greater Sense of Community

OBJECTIVE A: We bring readers together in shared literary experiences.

Objective Lead: Program & Outreach Supervisor

Activities:

- The Program & Outreach team will coordinate and host literary events.

Performance Measures:

1. By end of Q4, Literary event attendance will increase 10% over 2022.

Progress Q1

1. In 2022, 65 literary events were hosted with an attendance of 740. In Q1 2023, 34 literary programs were hosted with an attendance of 915. We have met and exceeded our goal of 814.

OBJECTIVE B: We build civic engagement skills that enable community members to participate effectively in issues of public concern.

Objective Lead: Program & Outreach Supervisor

Activities:

- Adult Services Librarian will host monthly Living Room Conversations, Conflict Resolution Month events, and other Deliberative Engagement events.

Performance Measures:

1. By the end of Q4, two-thirds of survey respondents express that the program helped build civic engagement skills that will enable them to participate productively in community dialogue and problem solving.

Progress Q1

1. Living Room Conversations in January and February were not held due to extenuating circumstances. In March 2023, Aging & Ageism was offered with an attendance of 9. The Citizen's Information Academy was also hosted in February and March in conjunction with the Town of Estes Park with an average attendance of 18. 12 of 12 survey respondents confirmed the programs helped them build civic engagement skills that will enable them to participate productively in community dialogue and problem solving.

OBJECTIVE C: We partner in celebrations of civic life & village events (outreach)

Objective Lead: Program & Outreach Supervisor

Activities:

- All P&O team staff will participate in key outreach events in town (eg: Halloween, Dia de los Muertos, Community Resource Fair, National Philanthropy Day, etc).
- Each P&O team staff member will create target market specific PowerPoint to provide presentations as a part of the Library's Outreach services.

Performance Measures:

1. By the end of Q4, P&O staff will participate in 6 of the identified civic events on the Tactical Trail Map.
2. By the end of Q4, P&O staff will act as guest presenters - offsite, onsite or by Zoom - at 6 community groups as part of the Library's Outreach services.

Progress Q1

1. In March, Program & Outreach Services Supervisor Limmiatis participated on behalf of the Library at How to Prepare for Everything organized by Larimer County Office of Emergency Management.
 2. In Q1 2023, the P&O staff acted as guest presenters at 3 community groups:
 - a. Teen Librarian Vegas presented to 6th Grade at the School District.
 - b. Program & Outreach Services Supervisor Limmiatis presented to P.E.O. (Philanthropic Educational Organization) Chapter AV on Library services, and the Makerspace
 - c. Adult Services Librarian White presented to Friends & Foundation on Library Lover's Day.
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4. Enable Lifelong Learning

OBJECTIVE A: We enable participants of all ages to find fulfillment in curiosity and leisure, and to prepare for critical life choices.

Objective Lead: Program & Outreach Supervisor

Activities:

- Tech Arts Librarian will provide Database-specific programs to benefit target audiences.

Performance Measures:

1. At least once a Quarter, the Tech Arts Librarian will present one or more database-specific programs.

Progress Q1

1. Six programs were offered in Q1 to encourage patrons to use Ancestry.com to complete their family tree and a heritage scrapbook. 28 participants of all ages participated in these programs.
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5. Focus on Early Literacy

OBJECTIVE A: We develop young minds so that they are prepared to read, write and listen in Kindergarten (ages 0-5).

Objective Lead: Program & Outreach Supervisor

Activities:

- Children's Librarian will encourage circulation of library materials at programs targeting age 0-5.
- Children's Librarian will use outreach and the Library's promotional platforms, to actively promote programs targeting ages 0-5 to new and underserved audiences.

Performance Measures:

1. By the end of Q4, circulation of children's materials will increase by 10%.
2. By the end of Q4, participation at programs targeting ages 0-5 will increase by 10%.

Progress Q1

1. At the end of 2022, children's materials circulation was 41,475. By the end of Q1 2023, children's materials circulation was 10,000. At the current rate, we will need to increase our efforts to reach our goal of 45,623.
2. At the end of 2022, 386 onsite and off site programs targeting ages 0-5 received 7,203 participants. By the end of Q1 2023, 117 programs targeting ages 0-5 received 2,005 participants. At the current rate, we are on track to reach and exceed our target goal of 7,923.

OBJECTIVE B: We develop young minds so that they become year-round readers (ages 6-18).

Objective Lead: Program & Outreach Supervisor

Activities:

- Youth/Teen Librarian will offer abundant tween/teen promotional outreach materials throughout the community, including a minimum of 3 school visits each to the elementary, middle, high, and Eagle Rock schools.

Performance Measure:

1. By the end of Q4, 20% more patrons ages 6-18 have circulated at least one item.

Progress Q1

1. Youth Services Librarian Vegas presented to 6th Grade, visited the Librarian and teachers at Eagle Rock, visited the Middle School to hand out books over lunch, hosted Author Christina Soontornvat at the High School and also visited the High School a second time over lunch to hand out books. At the end of 2022, 198 patrons aged 6-18 circulated at least one item and by the end of Q1 2023, 92 patrons aged 6-18 circulated at least one item. At the current rate, we are on track to reach and exceed our goal of 238.