

## AGENDA

### Call to Order

### Roll Call

### Mission

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### Review of Agenda

### Public Input

[ In Person ]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to sign up on the form provided at the meeting room entrance. When you are recognized, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

[ Zoom ]

Individuals wishing to participate in Public Invited to be Heard (non-agenda item) are requested to indicate a desire to participate in the Zoom chat box. When you are recognized: unmute, state your name and address, and then speak to the Board of Trustees.

Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes.

### Director's Report - Ann Kling, Director

- Communication
- Monthly Statistics

### Personnel Report - Rochelle Brotsky

### Treasurer's Report - Ron Dunworth

### Friends & Foundation Report - Rochelle Brotsky

### Reports of the Liaisons

## Reports of the Board Member

### Old Business

- Approve Minutes of the July 28, 2022 meeting (Action)
- Facilities Plan Update
- Board Openings Update

### New Business

- Presentation on Weld RE4 School Bond - Staff, Weld RE4 (Information)
- Report of the Audit Committee - Ron Dunworth, Library Board Treasurer (Information)
- Public Comment Policy - Person, Title (Action / Information)
- First Reading of the By-laws - Ann Kling, Library Director, William Garcia, Library District Attorney (Information)
- Review Population and Housing Data for the District- Ann Kling, Library Director (Information)
- Approve State Grant Application - Ann Kling, Library Director (Action)

### Executive Session

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations.

### Upcoming Agenda

### Adjourn

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### Upcoming Meetings

- Board of Trustees Regular Meeting, Sept. 29, 2022, 5:30 p.m. – Windsor Severance Library

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*

## DIRECTOR'S REPORT - July 2022

### *Districtwide Update - Director Ann Kling*

#### Highlights

- A very successful Summer Adventure Program ended on Saturday, July 30, with the return of the Bounce House Carnival. The public services staff worked very hard to provide programs and opportunities for all ages throughout the months of June and July. See the Public Services report for more details.
- Many meetings concerning the building projects were held in July. The Ash St. renovation was scheduled to begin in July but was postponed until August 1. The remodel of the Windsor Severance Library is on hold until Ash St. is completed. The design of Severance is nearing completion and will be sent to the Severance Planning Department in August.

#### Opportunities

- The need to move our collections into smaller spaces during the renovation of the Windsor Severance Library has necessitated a massive collection weeding project. By taking a good look at the age and condition of the collections, the materials selectors will be able to remove items that are no longer needed and refresh the collections with newer items.

#### Challenges

- In order to stem turnover in part-time positions, the district has been converting part-time positions in Customer Service and Mobile Services to full-time positions. While a mix of full-time and part-time positions is needed to cover the seven days of library service the district provides, it is hoped that offering a 40-hour work week and benefits will draw candidates who will stay with the district for longer periods of time.

#### Personnel

- The monthly Friday All Staff, 8 am meeting was held on July 8. Staff were energized by the guest speaker, Amy Delpo from the Denver Public Library. Amy is in charge of serving senior citizens. She provided good information on the needs of seniors and a host of suggestions for programs that have worked for their library system.
- On July 1 and July 8, Detectives Alec Doocy and Tommy Olson of the Windsor Police Department held training sessions for the staff on emergency preparedness, including tornadoes, lockdowns, active shooters, and more. The training emphasized having a current plan for emergencies, and we are now working on updating our plan. Detective Doocy will meet with Mobile Services Supervisor, **Katie Northern** and Public Services Manager, **Casey Lansinger-Pierce** to discuss emergency preparedness on the bookmobile.
- The district currently has a customer service specialist position open.
- All other open positions are currently filled.

### **Board of Trustees Meeting Highlights - Month Year**

- The Board approved a Cash Management Policy
  - The Board approved a Program Policy
  - The Board approved a Photography, Videography, and Recording Policy
  - The Board received a preview of the 2021 Impact Report
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### ***Public Services Update - Public Services Manager Casey Lansinger-Pierce***

#### **Highlights**

- We wrapped up our Summer Adventure Program on July 29 after a summer full of ocean-themed programming and challenges. Overall we received 1945 registrations across all age groups. This is a 21% increase from last year's registrations. We recently sent out a survey to all registrants and have received accolades and constructive feedback to take into consideration when planning next year.
- We hosted an end-of-summer carnival in the parking lot of the Windsor-Severance Library on July 30. This popular event was on a 2-year hiatus due to Covid. Approximately 350 happy kids and parents joined us to celebrate. This number is lower than the crowds we've seen in past years, possibly due to having taken a hiatus. We are already considering ideas to garner more attendees next year.

#### **Opportunities**

- We experimented this summer with adding a Friday Summer Adventure Program-themed program for ages 0-5. We offered this every Friday during the months of June and July. It was a great success, with every single registration spot filled for all programs. We will offer this again next year.
- As we gear up for a return to another school year, we have been in touch with many Weld RE-4 School District teachers to plan in-school programming and a library presence at back-to-school events. We have largely been out of the schools over the past two years due to Covid, and we are grateful that we can resume many of our usual visits. Most of our outreach numbers during the academic year come from school visits.
- Public Services had an open Mobile Services Assistant position in July. Adult Services Assistant Jennifer King was interviewed and offered the position. This left Jennifer's adult services role open. After interviewing, we offered the adult services position to Rebecca Robbins, who was already working with the library on the customer service team. Both Rebecca and Jennifer are off to a great start in their new roles.

#### **Challenges**

- Our Bookmobile has been in the shop since July 15 due to failing the EGR (exhaust gas



recirculation) cooler. Unfortunately, the date to pick up the bookmobile has been continually pushed back because of the delivery of wrong parts and long wait times for the correct parts. As a result, the bookmobile has been off the road for a month since this writing. However, our mobile services team has risen to the occasion as they always do. We have been stocking the courier van with library material and have continued to service all of our bookmobile stops. We should have the bookmobile back soon to resume normal service.

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## ***IT & Technical Services Update - IT & Technical Services Manager Beth Gallinger***

### **Highlights**

- Jesse Feavel, IT Assistant, completed an upgrade to our patron printing system to allow for mobile printing. Patrons can now easily print from a phone, tablet, or laptop using a web interface or send an email to our public printer/copier.
- Ash St. technology plans are coming along with the printer/copier ordered, network configuration plans are underway, and phone system location has been ordered. We are currently under budget with all equipment, configuration and low voltage costs.
- IT assistants have verified the Quick Assist application is installed and working on each staff and public computer. This will allow for quick and simple support from anywhere, which is imperative when IT and technical services staff move to Ash St. and will not always be physically available in a library.

### **Opportunities**





- We ran server load testing to determine the best hardware to replace our current servers which are nearing their end of life. We purchased a Dell PowerEdge server that is powerful enough to include the current servers and future growth with the Clearview Library District branch in Severance. This single server will be powerful enough to run virtual machines for all of our current servers, with room for growth.
- We completed an inventory of PCs at the Windsor-Severance library and discovered that the public internet computers hadn't been replaced since 2013. We received quotes from several vendors and ordered 20 public computers from Dell. They should arrive in August and be deployed to the public in late August and September.
- We have hired RockFan, an AV company, to make the meeting room AV equipment user-friendly and improve the sound quality. The new equipment has been ordered but with supply chain issues, it may take a while for everything to come in. We expect to have this completed by the end of 2022.

### **Challenges**

- The technical services supervisor position is continuing to get a poor candidate pool. After analyzing the technical service processes, a need for more acquisitions staff was identified. We are rewriting the job to be acquisitions focused and Beth Gallinger will continue to




supervise the technical services staff.

- Staff have been very frustrated with the EDI process for ordering new materials. After looking at our EDI workflow, we identified a gap that an acquisitions staff member could fill. We are looking at doing a complete overhaul of the process once the new staff member is hired.
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Patrons Served			
Counts for Jul 2022	% Change from Jun 2022	% Change from Jul 2021	Sparklines (data since Jan 2019)
Library 12,515	-2.40%	26.80%	
Bookmobile 639	-49.37%	-1.08%	
Outreach 65	-57.79%	-19.75%	
Total Patrons 13,219	-7.16%	24.74%	

Select a date to see that month's data. Cumulative data is shown until a date is selected.

Month ▾
<b>Jul 2022</b>
Jun 2022
May 2022
Apr 2022
Mar 2022
Feb 2022
Jan 2022
Dec 2021
Nov 2021
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021

Circulation			
Counts for Jul 2022	% Change from Jun 2022	% Change from Jul 2021	Sparklines (data since Jan 2019)
Physical Circs 36,078	-0.44%	6.13%	
Digital Circs 9,039	10.20%	6.82%	
Database Usage 810	37.06%	38.94%	

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>



Programs			
Counts for Jul 2022	% Change from Jun 2022	% Change from Jul 2021	Sparklines (data since Jan 2019)
Program Attendees 2,518	24.28%	54.29%	N/A
Total Programs 107	44.59%	64.62%	
Waitlisted People 106	-28.38%	27.71%	
Waitlisted Programs 22	-15.38%	15.79%	

Select a date to see that month's data. Cumulative data is shown until a date is selected.

Month ▾
Jul 2022
Jun 2022
May 2022
Apr 2022
Mar 2022
Feb 2022
Jan 2022
Dec 2021
Nov 2021
Oct 2021
Sep 2021
Aug 2021
Jul 2021
Jun 2021

Cardholders			
Counts for Jul 2022	% Change from Jun 2022	% Change from Jul 2021	Sparklines (data since Jan 2019)
Active Cardholders 4,837	2.74%	1.21%	
New Cardholders 275	-4.18%	-74.84%	

Website Stats			
Counts for Jul 2022	% Change from Jun 2022	% Change from Jul 2021	Sparklines (data since Jan 2019)
Pageviews 21,789	8.74%	6.72%	

For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>



## July 2022 Usage Stats

### Highlights:

- July was a good month for virtual borrowing. Overdrive had over a thousand users, many of whom checked out e-books. With Summer Adventure Program participants encouraged to use Kanopy, views increased for the second month in a row.
- Physical circulation and visitors to the library remained level. With the bookmobile off the road for maintenance, bookmobile visitors and borrowing were lower.
- The library district offered even more programs in July, leading to an increase in program participants.

### About the Dashboards:

- Percentages in dark blue boxes represent positive change.
- Percentages in gray boxes represent negative or no change.
- Sparklines are small line graphs without axes. They represent the ups and downs of each metric since January 2019, with the end of the line being the most recent month.

### About the Metrics:

- Patrons Served: This metric counts the number of people who physically visit the library in three possible ways: entering the Windsor-Severance Library building, visiting the Bookmobile, and attending Outreach events.
- Circulation: Circulation includes the checkouts and renewals of all physical items, checkouts and renewals of downloadable and streaming content, and database usage.
- Programs: Program attendance is the combined count of attendees to in-person and virtual programs. This section also includes the total number of virtual and in-person programs, and a count of waitlisted patrons for programs at full capacity.
- Cardholders: Active cardholders had some kind of activity associated with their library account in the past month, including checkouts, renewals, and virtual borrowing. New cardholders are patrons who signed up for a new card in the past month.
- Website Stats: Pageviews represents the number of times a page on the library website was visited.

**For more detailed information, please visit <https://clearviewlibrary.org/about-us/values-priorities/our-impact>**

## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of July 31, 2022

Jul 31, 22

## ASSETS

## Current Assets

## Checking/Savings

1010 · Petty Cash	100.65
1015 · Cash on Hand	433.30
1033 · ColoTrust LT Bldg 8004	3,374,271.88
1034 · Colo Trust Gen Fund Res 8005	1,004,075.92
1038 · Colo Trust Operating Fund 8003	3,728,198.28
1040 · Colo Trust Capital Fund-8001	1,133,729.38
1053 · Bank of Colorado--Checking	179,424.63
1054 · Bank of San Juans, Glacier FB	5,165,294.18

<b>Total Checking/Savings</b>	<b>14,585,528.22</b>
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## Accounts Receivable

1200 · Accounts Receivable	527.66
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<b>Total Accounts Receivable</b>	<b>527.66</b>
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## Other Current Assets

1150 · Delinquent Property Tax	6,294.11
1151 · Current Prop. Taxes Rec.	4,850,856.00
1170 · Prepaid Expenses	35,751.01

<b>Total Other Current Assets</b>	<b>4,892,901.12</b>
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<b>Total Current Assets</b>	<b>19,478,957.00</b>
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## Other Assets

1250 · Land	1,037,824.00
1255 · Land Improvements	146,656.00
1260 · Building & Improvement	3,166,664.27
1270 · Furniture and Equipment Asset	854,924.37

<b>Total Other Assets</b>	<b>5,206,068.64</b>
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<b>TOTAL ASSETS</b>	<b>24,685,025.64</b>
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Accounts Payable

2000 · *Accounts Payable	104,768.71
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<b>Total Accounts Payable</b>	<b>104,768.71</b>
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## Other Current Liabilities

2100 · Fed W/H. Taxes Payable	861.71
2101 · Payroll Liabilities	3,522.36
2110 · Pera Payable (Employee)	235.91
2111 · Pera Payable (Library)	-459.20
2112 · Employee Health Insurance Payab	-2,354.72
2120 · Colorado W/H. Taxes Payable	-399.08
2130 · Medicare W/H Payable	0.10
2200 · Deferred Revenue - Property	4,850,856.00
2210 · Deferred Revenue - Grant	-12,239.01

<b>Total Other Current Liabilities</b>	<b>4,840,024.07</b>
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## CLEARVIEW LIBRARY DISTRICT

## Balance Sheet

As of July 31, 2022

	<u>Jul 31, 22</u>
Total Current Liabilities	4,944,792.78
Long Term Liabilities	
2850 - Invest. in Gen. Fixed Assets	6,038,354.43
Total Long Term Liabilities	<u>6,038,354.43</u>
Total Liabilities	10,983,147.21
Equity	
2860 - 2000 Fund Balance	2,289,503.00
2862 - TABOR Requirement	81,280.00
3900 - Retained Earnings	3,887,992.09
Net Income	7,443,103.34
Total Equity	<u>13,701,878.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>24,685,025.64</u></u>

# CLEARVIEW LIBRARY DISTRICT

## Balance Sheet Prev Year Comparison

08/17/22

Accrual Basis

As of July 31, 2022

	Jul 31, 22	Jul 31, 21	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · Petty Cash	100.65	149.05	-48.40	-32.5%
1015 · Cash on Hand	433.30	433.30	0.00	0.0%
1033 · ColoTrust LT Bldg 8004	3,374,271.88	3,350,316.25	23,955.63	0.7%
1034 · Colo Trust Gen Fund Res 8005	1,004,075.92	1,000,193.31	3,882.61	0.4%
1038 · Colo Trust Operating Fund 8003	3,728,198.28	3,274,655.36	453,542.92	13.9%
1040 · Colo Trust Capital Fund-8001	1,133,729.38	1,129,345.35	4,384.03	0.4%
1053 · Bank of Colorado--Checking	179,424.63	146,663.40	32,761.23	22.3%
1054 · Bank of San Juans, Glacier FB	5,165,294.18	0.00	5,165,294.18	100.0%
<b>Total Checking/Savings</b>	14,585,528.22	8,901,756.02	5,683,772.20	63.9%
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	527.66	527.66	0.00	0.0%
<b>Total Accounts Receivable</b>	527.66	527.66	0.00	0.0%
<b>Other Current Assets</b>				
1150 · Delinquent Property Tax	6,294.11	6,294.11	0.00	0.0%
1151 · Current Prop. Taxes Rec.	4,850,856.00	4,850,856.00	0.00	0.0%
1170 · Prepaid Expenses	35,751.01	51,099.70	-15,348.69	-30.0%
<b>Total Other Current Assets</b>	4,892,901.12	4,908,249.81	-15,348.69	-0.3%
<b>Total Current Assets</b>	19,478,957.00	13,810,533.49	5,668,423.51	41.0%
<b>Other Assets</b>				
1250 · Land	1,037,824.00	1,037,824.00	0.00	0.0%
1255 · Land Improvements	146,656.00	146,656.00	0.00	0.0%
1260 · Building & Improvement	3,166,664.27	3,166,664.27	0.00	0.0%
1270 · Furniture and Equipment Asset	854,924.37	854,924.37	0.00	0.0%
<b>Total Other Assets</b>	5,206,068.64	5,206,068.64	0.00	0.0%
<b>TOTAL ASSETS</b>	<b>24,685,025.64</b>	<b>19,016,602.13</b>	<b>5,668,423.51</b>	<b>29.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · *Accounts Payable	104,768.71	70,203.63	34,565.08	49.2%
<b>Total Accounts Payable</b>	104,768.71	70,203.63	34,565.08	49.2%
<b>Other Current Liabilities</b>				
2100 · Fed W/H. Taxes Payable	861.71	861.71	0.00	0.0%
2101 · Payroll Liabilities	3,522.36	42.13	3,480.23	8,260.7%
2110 · Pera Payable (Employee)	235.91	104.42	131.49	125.9%
2111 · Pera Payable (Library)	-459.20	-13.20	-446.00	-3,378.8%
2112 · Employee Health Insurance Payab	-2,354.72	1,362.99	-3,717.71	-272.8%
2120 · Colorado W/H. Taxes Payable	-399.08	-399.00	-0.08	0.0%
2130 · Medicare W/H Payable	0.10	0.00	0.10	100.0%
2200 · Deferred Revenue - Property	4,850,856.00	4,850,856.00	0.00	0.0%
2210 · Deferred Revenue - Grant	-12,239.01	-12,239.01	0.00	0.0%
<b>Total Other Current Liabilities</b>	4,840,024.07	4,840,576.04	-551.97	0.0%
<b>Total Current Liabilities</b>	4,944,792.78	4,910,779.67	34,013.11	0.7%
<b>Long Term Liabilities</b>				
2850 · Invest. in Gen. Fixed Assets	6,038,354.43	6,038,354.43	0.00	0.0%
<b>Total Long Term Liabilities</b>	6,038,354.43	6,038,354.43	0.00	0.0%
<b>Total Liabilities</b>	10,983,147.21	10,949,134.10	34,013.11	0.3%



**CLEARVIEW LIBRARY DISTRICT**  
**Balance Sheet Prev Year Comparison**

08/17/22

Accrual Basis

As of July 31, 2022

	<u>Jul 31, 22</u>	<u>Jul 31, 21</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Equity</b>				
<b>2860 · 2000 Fund Balance</b>	2,289,503.00	2,289,503.00	0.00	0.0%
<b>2862 · TABOR Requirement</b>	81,280.00	81,280.00	0.00	0.0%
<b>3900 · Retained Earnings</b>	3,887,992.09	1,675,218.89	2,212,773.20	132.1%
<b>Net Income</b>	7,443,103.34	4,021,466.14	3,421,637.20	85.1%
<b>Total Equity</b>	<u>13,701,878.43</u>	<u>8,067,468.03</u>	<u>5,634,410.40</u>	<u>69.8%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>24,685,025.64</b></u>	<u><b>19,016,602.13</b></u>	<u><b>5,668,423.51</b></u>	<u><b>29.8%</b></u>

**CLEARVIEW LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
January through July 2022

	<u>Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
3110 · General Property Tax	22,919.23	4,155,604.00	-91,727.65	97.79%
3120 · Specific Ownership	18,652.12	210,000.00	-72,380.59	65.53%
3121 · Senior/Veteran's Tax	0.00			
3130 · Abatement	82.08			
3140 · Abatement Interest	-17.88			
3189 · Delinquent Tax	0.00			
3190 · Interest on Deliq. Taxes	89.46			
3335 · State Library Grant	9,914.00	9,914.00	0.00	100.0%
3522 · Book Replacement	694.02	6,000.00	-1,209.68	79.84%
3600 · Miscellaneous Revenue	201.46	3,500.00	-2,797.60	20.07%
3601 · Transfer from reserves	0.00	2,643,927.00	-2,643,927.00	0.0%
3610 · Earnings on Investments	12,771.76	3,500.00	28,069.99	902.0%
3611 · COP / Lease	0.00	5,686,076.00	73,924.00	101.3%
<b>Total Income</b>	<b>65,306.25</b>	<b>12,718,521.00</b>	<b>-2,666,722.56</b>	<b>79.03%</b>
<b>Gross Profit</b>	<b>65,306.25</b>	<b>12,718,521.00</b>	<b>-2,666,722.56</b>	<b>79.03%</b>
<b>Expense</b>				
4045 · Tuition Reimbursement	0.00	0.00	0.00	0.0%
4050 · Operating Supplies	2,864.42	50,000.00	-33,447.98	33.1%
4053 · Overdue Collection Agency Chrg	11.65	350.00	-61.60	82.4%
4054 · Credit Card Processing Fees	165.67	2,500.00	-608.63	75.66%
4055 · Bank Charges	20.00	525.00	-277.50	47.14%
4056 · Payroll Service	459.26	3,200.00	-1,157.71	63.82%
4057 · Administration Wages				
4047.1 · Director Salary	11,807.72	140,824.00	-82,832.81	41.18%
4057 · Administration Wages - Other	22,659.84	337,459.00	-201,655.80	40.24%
<b>Total 4057 · Administration Wages</b>	<b>34,467.56</b>	<b>478,283.00</b>	<b>-284,488.61</b>	<b>40.52%</b>
4058 · Administration Pera/Payroll Tax	5,576.19	73,867.00	-43,324.98	41.35%
4059 · Workers Comp	2,241.00	9,019.00	-1,958.00	78.29%
4060 · Administration SDI	19.29	2,207.00	-2,071.97	6.12%
4061 · Administration Health Insurance	1,569.76	48,287.00	-38,432.53	20.41%
4062 · Admin Life Insurance	31.00	0.00	62.00	100.0%

**CLEARVIEW LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
January through July 2022

	<u>Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4080 · Staff Development	0.00	2,000.00	-1,518.46	24.08%
4100 · Auditing	4,700.00	10,000.00	-5,300.00	47.0%
4102 · Consultants	0.00	48,000.00	-48,000.00	0.0%
4120 · Wellness Benefit	100.00	5,400.00	-4,735.00	12.32%
4129 · Meetings-Employees	0.00	4,500.00	-4,225.98	6.09%
4130 · Conferences / Workshops	267.00	4,500.00	731.13	116.25%
4131 · Mileage	222.07	7,000.00	-5,804.66	17.08%
4132 · Meetings (non employees)	218.34			
4139 · Board Expenses	808.00	100.00	708.00	808.0%
4140 · Dues	296.00	3,000.00	1,684.00	156.13%
4141 · Library District Memberships	150.00	7,100.00	-6,660.00	6.2%
4145 · Staff Incentives	235.00	10,000.00	-8,413.88	15.86%
4150 · Legal	5,360.80	55,000.00	-21,470.95	60.96%
4160 · Telephone	171.24	15,000.00	-13,823.79	7.84%
4170 · Postage	24.00	1,500.00	-638.42	57.44%
4185 · Copy Machine Lease	860.70	18,500.00	-11,668.02	36.93%
4190 · Miscellaneous Expenses	1,032.14	41,124.00	-21,372.06	48.03%
4191 · Public Relations				
4191.1 · Ads/Sponsorships	-3,274.60			
4191.2 · Print Materials	300.00			
4191.3 · Promotional Items	37.50			
4191 · Public Relations - Other	0.00	98,400.00	-98,028.00	0.38%
<b>Total 4191 · Public Relations</b>	<b>-2,937.10</b>	<b>98,400.00</b>	<b>-85,011.46</b>	<b>13.61%</b>
4200 · Treasurer's Fee	355.56	62,334.00	-759.33	98.78%
4401 · Salary & Wages Circulation	17,737.49	248,239.00	-118,766.19	52.16%
4402 · Circulation Pera/Payroll Taxes	2,869.95	35,469.00	-15,090.27	57.46%
4403 · Circulation Health Insurance	772.27	27,294.00	-21,912.55	19.72%
4404 · Circulation Worker's Comp	0.00	0.00	0.00	0.0%
4405 · Circulation SDI	84.25	840.00	-250.25	70.21%
4406 · Circulation Life Insurance	7.75	93.00	-38.75	58.33%
4440 · Courier Service	0.00	2,700.00	-2,700.00	0.0%
4445 · Annual Maint / Support Software	5,039.64	76,500.00	-31,719.71	58.54%

## CLEARVIEW LIBRARY DISTRICT

### Profit & Loss Budget vs. Actual

January through July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
4446 · Tech Support	130.00	1,500.00	-590.00	60.67%
4450 · Computer Equipment & Supplies	553.38	81,150.00	-54,343.69	33.03%
4460 · Monthly Online Services Soft.	3,118.00	1,600.00	11,545.60	821.6%
4470 · Salary & Wages-Tech Services	26,452.35	467,290.00	-259,339.47	44.5%
4472 · Tech Serv Pera/Payroll Taxes	4,279.99	58,409.00	-25,685.65	56.02%
4473 · Tech Serv Health Insurance	5,159.36	55,285.00	-22,526.17	59.25%
4474 · Tech Serv Worker's Comp	0.00	0.00	0.00	0.0%
4475 · Tech Services SDI	107.72	1,877.00	-1,077.28	42.61%
4476 · Tech Serv Life Insurance	15.50	372.00	-224.75	39.58%
4485 · Teen Programs	534.57	5,000.00	-2,568.58	48.63%
4486 · Internet Service	1,880.69	26,400.00	-17,373.55	34.19%
4498 · Youth Services SDI	84.23	2,994.00	-2,404.39	19.69%
4500 · Salary & Wages-Youth Services	35,137.16	489,943.00	-267,696.80	45.36%
4501 · Youth Services Life Insurance	23.25	558.00	-410.78	26.38%
4502 · Youth Serv Pera/Payroll Taxes	5,682.29	75,246.00	-40,256.22	46.5%
4503 · Youth Serv Health Ins.	1,726.56	69,107.00	-53,437.71	22.67%
4504 · Youth Serv Workers Comp	0.00	0.00	0.00	0.0%
4505 · Youth Service Programs				
4505-2 · Youth Services Programs - SAP	2,720.88			
4505 · Youth Service Programs - Other	-294.58	40,000.00	-23,469.97	41.33%
<b>Total 4505 · Youth Service Programs</b>	<b>2,426.30</b>	<b>40,000.00</b>	<b>-19,211.41</b>	<b>51.97%</b>
4507 · Adult Serv Pera/Payroll Taxes	1,228.91	23,695.00	-13,131.51	44.58%
4508 · Adult Serv Health Insurance	2,522.96	18,428.00	-1,033.94	94.39%
4509 · Adult Serv Worker'sComp	0.00	0.00	0.00	0.0%
4510 · Adult Programs	1,419.14	14,000.00	-7,513.60	46.33%
4511 · Salary & Wages-Adult Services	7,595.24	154,282.00	-87,116.31	43.53%
4513 · Adult Services SDI	75.69	728.00	-198.17	72.78%
4514 · Adult Services Life Insurance	0.00	0.00	0.00	0.0%
4515 · Adult Print Materials	4,211.31	55,000.00	-29,050.06	47.18%
4517 · Materials Processing	111.05	16,000.00	-12,588.60	21.32%
4520 · Adult Non-Print Materials	765.01	40,000.00	-32,196.87	19.51%
4521 · Explore Kits	0.00	5,000.00	-4,214.76	15.71%

**CLEARVIEW LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
January through July 2022

	<u>Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4525 · Periodicals	1,058.80	5,000.00	1,221.49	124.43%
4530 · Electronic Databases	8,686.00	27,000.00	-6,287.70	76.71%
4531 · Downloadable / Streaming Serv.	13,364.74	80,000.00	-10,165.22	87.29%
4532 · Youth Services Print Materials	2,904.86	25,000.00	-12,885.85	48.46%
4533 · Youth Serv Non-Print Materials	57.85	3,500.00	-2,335.74	33.27%
4534 · Games	0.00	10,000.00	-7,886.30	21.14%
4535 · Adult E Materials	4,424.33	94,000.00	-79,087.25	15.87%
4536 · Youth E Materials	562.03	50,000.00	-47,097.66	5.81%
4600 · Teen Print	244.37	3,500.00	-1,836.80	47.52%
4610 · Repairs & Maintenance				
4610.1 · Repair and Maint 3rd Street	0.00			
4610.2 · Repair and Maint Ash Street	4,598.13			
4610 · Repairs & Maintenance - Other	2,472.50	50,000.00	-36,707.88	26.58%
<b>Total 4610 · Repairs &amp; Maintenance</b>	<b>7,070.63</b>	<b>50,000.00</b>	<b>-30,655.75</b>	<b>38.69%</b>
4615 · Security Service	48.00	1,270.00	-130.00	89.76%
4620 · Utilities				
4620.1 · Utilities 3rd Street	111.62			
4620.2 · Utilities Ash Street	184.60			
4620 · Utilities - Other	3,230.77	40,000.00	-36,484.53	8.79%
<b>Total 4620 · Utilities</b>	<b>3,526.99</b>	<b>40,000.00</b>	<b>-18,822.31</b>	<b>52.94%</b>
4630 · Insurance	386.00	27,000.00	-1,281.72	95.25%
4631 · Bookmobile Maintenance	0.00	15,000.00	-11,253.25	24.98%
4632 · Fuel, Oil, Lubricants				
Book Mobile Fuel	0.00			
4632 · Fuel, Oil, Lubricants - Other	1,920.08	4,000.00	-2,023.97	49.4%
<b>Total 4632 · Fuel, Oil, Lubricants</b>	<b>1,920.08</b>	<b>4,000.00</b>	<b>-1,947.65</b>	<b>51.31%</b>
4637 · Outreach Life Insurance	7.75	93.00	-38.75	58.33%
4638 · Salary & Wages-Outreach	12,903.98	177,231.00	-93,200.59	47.41%
4639 · Outreach PERA/ Payroll Taxes	2,087.84	24,509.00	-11,275.72	53.99%
4640 · Outreach Health Ins	767.85	25,339.00	-20,001.77	21.06%
4641 · Outreach Worker's Comp	0.00	0.00	0.00	0.0%
4643 · Book Mobile Expenses/Supplies	12.99	500.00	-346.18	30.76%

**CLEARVIEW LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
January through July 2022

	<u>Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4644 · Outreach Phone	0.00	0.00	1,174.71	100.0%
4647 · Outreach SDI	64.79	866.00	-359.61	58.48%
4710 · Land/Building Improvements	0.00			
4720 · Furniture and Equipment	181.17			
4721 · Computer/Tech Equipment	0.00	45,000.00	-45,000.00	0.0%
4722 · Courier Van	0.00	60,000.00	-6,995.64	88.34%
4723 · Lease Payment	0.00	363,015.00	-332,919.00	8.29%
4726 · Transfer to Reserve Funds	0.00	0.00	0.00	0.0%
9000 · Capital Outlay				
9000.1 · 3rd Street	1,893.94			
9000.2 · Ash Street	0.00			
9000.3 · Severance	19,383.19			
9000 · Capital Outlay - Other	5,880.70	8,530,003.00	-7,752,394.24	9.12%
<b>Total 9000 · Capital Outlay</b>	<b>27,157.83</b>	<b>8,530,003.00</b>	<b>-7,697,743.53</b>	<b>9.76%</b>
<b>Total Expense</b>	<b>278,480.44</b>	<b>12,818,521.00</b>	<b>-10,209,825.90</b>	<b>20.35%</b>
<b>Net Income</b>	<b>-213,174.19</b>	<b>-100,000.00</b>	<b>7,543,103.34</b>	<b>-7,443.1%</b>

## Clearview Library District

### Treasurer's Report(Draft not yet approved by the Board) For

7/31/2022

#### Current Assets

#### Checking/Savings/Cash

	6/30/2022	7/31/2022	Change +/-
1010 - Petty Cash	\$ 140.65	\$ 100.65	\$ (40.00)
1015 - Cash on Hand	\$ 433.30	\$ 433.30	\$ -
1033 - ColoTrust LT Bldg 8004	\$ 3,371,794.50	\$ 3,374,271.88	\$ 2,477.38
1034 - Colo Trust Gen Fund Res 8005	\$ 1,002,665.90	\$ 1,004,075.92	\$ 1,410.02
1038 - Colo Trust Operating Fund 8003	\$ 3,981,797.71	\$ 3,728,198.28	\$ (253,599.43)
1040 - Colo Trust Capital Fund-8001	\$ 1,132,137.27	\$ 1,133,729.38	\$ 1,592.11
1053 - Bank of Colorado--Checking	\$ 121,026.01	\$ 179,424.63	\$ 58,398.62
1054 - Bank of San Juans, Glacier	\$ 5,165,294.18	\$ 5,165,294.18	\$ -
<b>Total Checking/Savings</b>	<b>14,775,289.52</b>	<b>14,585,528.22</b>	<b>\$ (189,761.30)</b>

June 2022 Close	\$ 14,775,289.52
July 2022 Close	\$ 14,585,528.22
Month To Month Change	\$ (189,761.30)

## **Draft Minutes (Unapproved)**

### **Call to Order**

President Kendra Adams called the meeting to order at 5:38 p.m.

### **Roll Call**

Present: President Kendra Adams, Vice-President Rochelle Brotsky, Treasurer Ron Dunworth, Secretary Jeromey Balderrama, Trustee Cole Gerstner, Trustee Alternate/Town of Severance Liaison Frank Baszler, Town of Windsor Liaison Julie Cline, and Attorney William Garcia.

Absent: Weld RE-4 School District Liaison Aaron Smith

Staff: Library Director Ann Kling, Public Services Manager Casey Lansinger-Pierce, IT & Tech Services Manager Beth Gallinger, Communications Specialist Christine Henschler, and Financial/HR Specialist Erin Mitchell.

### **Mission**

Cultivate Curiosity. Enlighten the Mind. Strengthen the Community.

### **Review of Agenda**

Nothing at this time.

### **Public Input**

Nothing at this time.

### **Director's Report** - Ann Kling, Library Director

- Communication
  - Director Kling reported that the audit is complete with one change per Trustee Dunworth. The audit will be filed on July 29<sup>th</sup>. The next steps are a meeting with the auditor for a Q&A session, and a report will be presented at the August regular board meeting.
- Monthly Statistics
  - Director Kling reported on the Summer Reading Program numbers. Kendra congratulated staff on the high number of registrants!

### **Personnel Report** - Rochelle Brotsky, Vice-President

Director Kling reported that the Technical Services Supervisor and Mobile Services Assistant positions remain open. Director Kling stated that two Customer Services Specialists have moved to full-time. Board members agreed that offering more full-time positions may help to retain personnel.



**Treasurer's Report** - Ron Dunworth, Treasurer

Ron reported that the library's cash position has grown. Ron reported receiving Weld County's preliminary assessment numbers for next year from Director Kling. Ron said that number will put next year's budget by about \$1.5 million. Ron reported that the library is on course for staying within its long-term budgeting plans through 2032.

Motion by Cole Gerstner, second by Rochelle Brotsky, to accept the Treasurer's Report as presented for June 2022; motion passed unanimously.

**Friends & Foundation Report** - Rochelle Brotsky, Vice-President

Rochelle was unable to attend their latest meeting, so Casey gave the report. Casey reported the Friends & Foundation is still looking for an author for their next Author Talk in 2023. They are looking at possibly alternating years with a well-known and local author who may donate their time. The Friends & Foundation would happily assist with another library garage sale. Next up for Friends & Foundation is the Sip, Shop, and Swap event on 9/22/22 in conjunction with the Words of Windsor bookstore.

**Reports of the Liaisons**

Town of Windsor: Julie Cline reported that the Town of Windsor has been able to secure 2 locations in downtown Windsor for parking. Properties are located at 106 N. 6<sup>th</sup> St and between 501 and 517 Ash St. These properties should be ready early next year, providing more parking near the lake. The Town is also working to create shared spaces with businesses downtown, swapping day vs. night. Julie reported a new pedestrian crossing at 5<sup>th</sup> and Main St. Julie reported the Summer Concert series is still going through August 18<sup>th</sup>, summer movies on Friday nights at Eastman Park, and Farmer's Market at Boardwalk Park on Saturdays. The Town is collecting survey data from citizens concerning a 25-cent increase in sales tax. The results should determine if this possible sales tax increase gets added to the November ballot or not.

Town of Severance: Frank Baszler reported on Severance Days on 8/19-8/21/22, hosting a car show, concerts, parade, and more. Frank reported on two potential November ballot issues. One issue regards the home rule, and the other is a use tax on motor vehicles at 3%. Frank said Severance welcomed a new council member, Dave Bruen.

Weld RE-4 School District: Aaron Smith is absent.

**Reports of the Board Members**

Kendra reported attending a Town of Severance Board Meeting where she gave an update on the library district. Kendra spoke of the importance of library board members attending the Town's board meetings in order to provide updates on the library district.

### **Old Business**

- Approve Minutes of the June 30, 2022, Regular Board Meeting
  - Minutes were approved.
  - Motion by Rochelle Brotsky, second by Ron Dunworth, to approve minutes of the June 30, 2022, Regular Board Meeting; motion passed unanimously.
- By-laws, Update - Ann Kling, Library Director, William Garcia, Attorney
  - Attorney Garcia reported on several sections within the By-laws that are being worked on and moving procedures out of these sections. Attorney Garcia recommended tabling the By-laws until the board is done working on policies. Attorney Garcia will send an updated email concerning which policies are being worked on.
  - Motion by Jeromey Balderrama, second by Ron Dunworth, to approve tabling the By-laws until September; motion passed unanimously.
- Facilities Plan Update - Ann Kling, Library Director
  - Director Kling reported that work on the Ash St. location will begin Monday, 8/1/22.
  - Director Kling reported that the ground will need work regarding its soil at the Severance location. Director Kling said that the Town of Severance has been great throughout the planning process.
  - Director Kling reported that the Windsor building conversation on the interior space is moving along.
- Policy Committee Update - Jeromey Balderrama, Trustee
  - Jeromey reported on the Policy Committee having meetings where they collaborated to create a Policy Adoption Procedure, and discussed how the procedure would work.
- Cash Management Policy/Procedure - Ann Kling, Library Director
  - Director Kling reported reviewing the Cash Management and Banking procedures with Erin. It is Director Kling's and Erin's recommendation that the Board adopt the policy/procedure.
  - Trustee Balderrama shared board member thoughts and concerns in regards to the procedures. Board members held discussion.
  - Motion by Cole Gerstner, second by Ron Dunworth, to strike Department Managers from the second bullet point, and to strike Managers from the third bullet point and add all board members instead. Additionally, add that all board members may sign the checks. Motion made this option available for discussion.
  - Motion by Cole Gerstner, second by Ron Dunworth, to strike Department Managers from the second bullet, and to strike Managers from the third bullet point and add Library Board President and Library Board Treasurer as signers instead; motion passed unanimously. Motion passes 4 to 1.

- Program Policy - Ann Kling, Library Director, Casey Lansinger-Pierce, Public Services Manager
  - Jeromey presented the updated revisions to the Program Policy. He spoke of the library's mission and vision, that programs that are being created with these ideals, and he also highlighted some of the bullet points.
  - Kendra paused the meeting for a quick break at 7:27 p.m.
  - Kendra called the meeting back to order at 7:33 p.m. All parties are still present.
  - Director Kling reported on the High Plains Program Policy and how it is similar to Clearview Library District's proposed Program Policy, especially on age groups, parental attendance to programs, and programs in general.
  - The board held a thorough discussion on this policy.
  - Motion by Jeromey Balderrama, second by Rochelle Brotsky, to accept the Program Policy as Written with the applied edits that were Approved at this Meeting; motion passed 4 to 1.

#### **New Business**

- Photography, Videography, and Recording Policy - Ann Kling, Library Director
  - Jeromey presented on this policy and any updates that were made to this policy.
  - The board held a discussion on the policy.
  - Motion by Cole Gerstner, second by Ron Dunworth, to approve the Photography, Videography, and Recording Policy with the change of being "asked" to being "required"; motion passed unanimously.
- Impact Report - Ann Kling, Library Director, Christine Henschler, Communications Specialist
  - Director Kling reported on the Impact Report that she and Christine worked on. Director Kling thanked Christine for all her hard work and asked the board to contact Christine with any edits or additions. Director Kling thanked the library staff for all their hard work during 2021.
  - Christine spoke about the report and all that the library, especially the staff, has accomplished.
- Director's Goals, Quarterly Update - Ann Kling, Library Director
  - Director Kling shared her document with the board, and answered any questions.
- Strategic Planning Committee, 2023-2025, Library Board Participation - Ann Kling, Library Director
  - Director Kling reported that the staff will begin this process with a brainstorming meeting, and making suggestions of who in the community would like to serve on this committee.
  - Library Board members participating in the strategic planning process: President Kendra Adams and Secretary Jeromey Balderrama.
- Board Openings for 2023 - Ann Kling, Library Director

- Director Kling reported on three board openings and 3 incumbents. Director Kling will notify the towns and school district of the openings and post them on the library's website.
- Library Board members whose terms have been fulfilled and end as of 2023 are: President Kendra Adams, Treasurer Ron Dunworth, and Trustee Alternate Frank Baszler. All three board members said that they will reapply.

### **Executive Session**

An Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) for the Purpose of Determining Positions Relative to Matters that may be Subject to Negotiations.

Motion by Rochelle Brotsky, second by Jeromey Balderrama, to go into executive session pursuant to C.R.S. § 24-6-402 (4)(e)(I); motion passed unanimously at 9:09 p.m.

The board went directly into Executive Session Pursuant to C.R.S. § 24-6-402 (4)(e)(I) and finished this session at 9:09 p.m.

President Kendra Adams called the regular meeting of the library board back to order at 9:39 p.m. Present: Kendra Adams, Rochelle Brotsky, Ron Dunworth, Jeromey Balderrama, Cole Gerstner, Frank Baszler, Director Kling, and Attorney Garcia.

### **Upcoming Agenda**

Report of the Audit Committee  
Public Comment Policy  
First Reading of the By-laws  
Approve State Grant Application

### **Adjourn**

Motion by Jeromey Balderrama, second by Rochelle Brotsky, to adjourn; motion passed unanimously. The meeting adjourned at 9:40 p.m.

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### **Upcoming Meetings**

- Board of Trustees Regular Meeting, August 25, 2022, 5:30 p.m. – Hybrid Meeting, Windsor Severance Library and Zoom.

*The Clearview Library District will make reasonable accommodations for access to library services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call 970-686-5603 by noon on the business day prior to the meeting to make arrangements.*



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** August 25, 2022

**Re:** Annual Audit

**Item 5.2:** New Business

### **Background / Discussion**

Each year the library district is required to conduct an audit of its financial records. The 2021 audit was conducted by Hinkle and Company and filed with the State of Colorado on July 29, 2022. The Audit Committee (Board President, Kendra Adams, Board Treasurer, Ron Dunworth, Friends and Foundation President, Joann Perko, Friends and Foundation Treasurer, Tami Bothwell, Town of Windsor Board Member, Julie Cline, Town of Severance Financial Officer, Nancy Mueller, Financial Assistant, Erin Mitchell and Library Director, Ann Kling) met via Zoom with Mr. Hinkle on Thursday, Aug. 18 at 6 pm. Treasurer Dunworth will summarize the meeting for the Board.

### **Attachments**

2021 Financial Statements for the Clearview Library District  
Required Communication Letter

**Clearview Library District**

**Financial Statements**  
with Independent Auditor's Report

**December 31, 2021**



# Clearview Library District

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**HINKLE &  
COMPANY**  
Strategic <sup>PC</sup>  
Business Advisors

## Independent Auditor's Report

Board of Trustees  
Clearview Library District  
Windsor, Colorado

### Report on the Audit of the Financial Statements

#### **Opinions**

We have audited the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of Clearview Library District (the District), as of and for the year ended December 31, 2021, 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 present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the District, as of December 31, 2021, 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) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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**

The District's management is responsible for the preparation and fair presentation of the 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 one year after the date that the financial statements are issued.

#### Office Locations:

Colorado Springs, CO  
Denver, CO  
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***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.



***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

*Hick & Company, PC*

Englewood, Colorado  
July 26, 2022



# Clearview Library District

## Management's Discussion and Analysis

### December 31, 2021

As management of the Clearview Library District (the "District"), we offer readers of the District's financial statement this narrative overview and analysis of the financial activities of the District for the fiscal year ended December 31, 2021. The District's financial performance is discussed and analyzed within the context of the accompanying financial statement 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.* This is the government-wide statement of financial position 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 and from business-type activities that are intended to recover a portion of their costs through user fees and charges. Governmental activities include general library operations. The District has no business-type activities.

#### 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.

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Management's Discussion and Analysis  
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The District has one fund type. *Governmental funds* are reported in the fund financial statement 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 presentations. This statement demonstrates compliance with the District's adopted and final revised budget.

As discussed, the district reports major funds in the basic financial statements. The District report one such fund – The General Fund.

**Government-wide Financial Analysis**

The following represents condensed financial information taken from the government-wide (accrual basis) financial statement for the year ended December 31, 2021.

**Clearview Library District**  
Management's Discussion and Analysis  
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Financial Analysis of the Funds

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

<b>Statement of Net Position</b>		
	<b>2021</b>	<b>Percent of Total</b>
<b>Assets</b>		
Cash and Investments	\$ 7,093,197	44.65%
Accounts Receivable	590	0.00%
Property Tax Receivable	4,652,026	29.28%
Prepaid Expenses	30,064	0.19%
Capital Assets, Not Being Depreciated	1,037,824	6.53%
Capital Assets, Being Depreciated	3,074,212	19.53%
Total Assets	15,887,913	100.00%
<b>Deferred Outflows of Resources</b>		
Pension, Net of Accumulated Amortization	281,575	93.80%
OPEB, Net of Accumulated Amortization	18,624	6.20%
Total Deferred Outflows of Resources	300,199	100.00%
<b>Liabilities</b>		
Accounts Payable	55,123	3.92%
Accrued Liabilities	37,718	2.69%
Noncurrent Liabilities		
Due Within One Year	63,758	4.55%
Due in More Than One Year	39,077	2.79%
Net Pension Liability	1,059,746	75.54%
Net OPEB Liability	147,374	10.51%
Total Liabilities	1,402,796	100.00%
<b>Deferred Inflows of Resources</b>		
Property Taxes	4,652,026	85.08%
Deferred Inflows – Pension	776,118	14.20%
Deferred Inflows - OPEB	39,178	0.72%
Total Deferred Inflows of Resources	5,467,322	100.00%
<b>Net Position</b>		
Net Investment in Capital Assets	4,112,036	44.13%
Restricted	173,000	1.86%
Unrestricted	5,032,958	54.01%
Total Net Position	\$ 9,317,994	100.00%

**Clearview Library District**  
Management's Discussion and Analysis  
December 31, 2021

<b>Statement of Activities</b>		
	<b>2021</b>	<b>Percent of Total</b>
<b>Revenues</b>		
Property Taxes	\$ 5,513,891	95.39%
Specific Ownership Taxes	233,582	4.04%
Charges for Services	8,122	0.14%
Grant	17,573	0.30%
Investment Income	3,753	0.06%
Miscellaneous	3,900	0.07%
Total Revenue	5,780,821	100.00%
<b>Expenditures</b>		
Library Services	3,273,168	56.62%
Loss on Disposal of Assets	21,334	0.37%
Total Expenditures	3,294,502	56.99%
<b>Change in Net Position</b>	\$ 2,486,319	43.01%

Financial Highlights

- As of December 31, 2021 the District's net pension liability was \$1,059,746 which is a decrease from 2020 of \$358,529. \$4,112,036 of the District's net position is reflected in the net investment in capital assets. \$173,000 is restricted for emergencies.
- The District is reliant on property tax revenue to support operations. During 2021, taxes provided 95.39% of the District's total revenue.
- Beginning with tax collection year 2002, the annual authorized combined operating and debt service mill levy is 3.546. Since 2001, the voters allowed the District to collect, keep and expend all revenues related to this levy. It was also exempted from the old law 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.
- During 2011, the District retired the remaining \$110,000 of its general obligation bonds, leaving it with no long-term debt.
- The District maintains a current ratio of 60.1 to 1 which is current assets of \$11,775,877 and current liabilities of \$195,676.
- The District had governmental revenues exceed expenses for 2021 in the amount of \$2,486,319 with ending Net Position totaling \$9,317,994. Excess revenues over expenses of the General Fund of \$2,194,909, was less than the amount shown in the Governmental-Wide statements by \$291,410 due to the depreciation of \$191,706; capital outlays of \$(948,850); Loss on Disposal of Assets of \$21,334; compensated absences of an increase of \$1,901; and net effect of pension liability of an increase of \$437,499.

**Clearview Library District**  
Management's Discussion and Analysis  
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- In 2021, the library Board adopted a facilities plan, *A Plan for the Future*, which outlined a path forward for the district to cope with an increased need for more physical space in order to continue to provide high quality service to a rapidly growing population. The three solutions in the plan are as follows: 1. Purchase an office building and move administrative and support staff to that facility. 2. Remodel the library on 3<sup>rd</sup> St. providing more spaces for the public and better spaces for the staff. 3. Build a 10,000 sq. ft. branch in the Town of Severance. To that end, the district purchased an existing office building located at Ash St. in Windsor for \$750,000 which once renovated will become the central services hub housing the administrative, technical services and IT staff. The district hired an owner's representative, Wember, Inc., an architectural design firm, Ratio Design, and a Construction Manager at Risk, Fransen Pittman to assist in the renovation of the office building and the 3<sup>rd</sup> St. library and to design and build the branch library.
- The library district started out the year with the library building and bookmobile closed to the public due to high Covid-19 rates in Weld County and Windsor. The library resumed being open to the public on January 21, 2021 and remained open throughout the rest of the year. Programming remained virtual until summer when staff were able to hold programs outdoors. Programming staff was not at full capacity due to the reduction in in-person programs which lower overall staffing costs.
- Extraction Oil and Gas paid their 2020 back taxes as they had promised to do bringing in \$843,581 additional revenue for 2021 including the interest on the late payment of taxes due the previous year.

**Request for Information**

This financial report is designed to provide a general overview of the District's finances for anyone who is interested. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Clearview Library District, 720 3<sup>rd</sup> St., Windsor, CO 80550, or you may call the library director at (970)-686-9955.

## **Basic Financial Statements**



**Clearview Library District**  
Statement of Net Position  
December 31, 2021

	Primary Governmental Activities
<b>Assets</b>	
Cash and Investments	\$ 7,093,197
Accounts Receivable	590
Property Taxes Receivable	4,652,026
Prepaid Expenses	30,064
Capital Assets, Not Being Depreciated	1,037,824
Capital Assets, Net of Accumulated Depreciation	3,074,212
Total Assets	15,887,913
<b>Deferred Outflows of Resources</b>	
Pensions, Net of Accumulated Amortization	281,575
OPEB, Net of Accumulated Amortization	18,624
Total Deferred Outflows of Resources	300,199
<b>Liabilities</b>	
Accounts Payable	55,123
Accrued Liabilities	37,718
Noncurrent Liabilities:	
Due Within One Year	63,758
Due in More Than One Year	39,077
Net Pension Liability	1,059,746
Net OPEB Liability	147,374
Total Liabilities	1,402,796
<b>Deferred Inflows of Resources</b>	
Property Taxes	4,652,026
Pensions, Net of Accumulated Amortization	776,118
OPEB, Net of Accumulated Amortization	39,178
Total Deferred Inflows of Resources	5,467,322
<b>Net Position</b>	
Net Investment in Capital Assets	4,112,036
Restricted	173,000
Unrestricted	5,032,958
Total Net Position	\$ 9,317,994

See Notes to the Financial Statements.

**Clearview Library District**  
Statement of Activities  
For the Year Ended December 31, 2021

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Change in Net Position Governmental Activities
		Charges for Services	Operating Grant and Contributions	
<b>Primary Government</b>				
<i>Governmental Activities</i>				
Library Services	\$ 3,273,168	\$ 8,122	\$ 17,573	\$ (3,247,473)
Total Primary Government	\$ 3,273,168	\$ 8,122	\$ 17,573	\$ (3,247,473)
<b>General Revenues</b>				
				5,747,473
				3,753
				3,900
				(21,334)
Total General Revenues and Special Item				5,733,792
<b>Change in Net Position</b>				2,486,319
<b>Net Position, Beginning of Year</b>				6,831,675
<b>Net Position, End of Year</b>				\$ 9,317,994

**Clearview Library District**  
 Balance Sheet  
 Governmental Funds  
 December 31, 2021

	General
<b>Assets</b>	
Cash and Investments	\$ 7,093,197
Accounts Receivable	590
Property Taxes Receivable	4,652,026
Prepaid Items	30,064
 Total Assets	 11,775,877
<b>Liabilities</b>	
Accounts Payable	55,123
Accrued Liabilities	37,718
 Total Liabilities	 92,841
<b>Deferred Inflows of Resources</b>	
Property Taxes	4,652,026
<b>Fund Balance</b>	
Nonspendable:	
Prepaid Items	30,064
Restricted for:	
Emergencies	173,000
Committed:	
Operating Reserve	1,000,307
Capital Reserve	1,129,474
Long-term Building	3,350,698
Unrestricted, Unassigned	1,347,467
 Total Fund Balance	 7,031,010
 Total Liabilities, Deferred Inflows of Resources and Fund Balance	 \$ 11,775,877
<b>Amounts Reported for Governmental Activities in the Statement of Net Position are Different Because:</b>	
 Total Fund Balance of Governmental Funds	 \$ 7,031,010
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in governmental funds.	4,112,036
Long-term liabilities and related items are not due and payable in the current year and, therefore, are not reported in governmental funds.	
Accrued Compensated Absences	(102,835)
Net Pension Liability	(1,059,746)
OPEB Liability	(147,374)
Deferred Outflows - Pension	281,575
Deferred Outflows - OPEB	18,624
Deferred Inflows - Pension	(776,118)
Deferred Inflows - OPEB	(39,178)
 Total Net Position of Governmental Activities	 \$ 9,317,994

See Notes to the Financial Statements.

**Clearview Library District**  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds  
For the Year Ended December 31, 2021

	General
<b>Revenues</b>	
Property Taxes	\$ 5,513,891
Specific Ownership Taxes	233,582
Charges for Services	8,122
Grants	17,573
Investment Income	3,753
Miscellaneous	3,900
Total Revenues	5,780,821
<b>Expenditures</b>	
Current	
Library Services	2,775,350
Capital Outlay	810,562
Total Expenditures	3,585,912
<b>Net Change in Fund Balance</b>	2,194,909
<b>Fund Balance, Beginning of Year</b>	4,836,101
<b>Fund Balance, End of Year</b>	\$ 7,031,010
<b>Amounts Reported for Governmental Activities in the Statement of Activities are Different Because:</b>	
Net Change in Fund Balance of Governmental Funds	\$ 2,194,909
Capital outlays to purchase or construct capital assets are reported in governmental funds as expenditures. However, for governmental activities those costs are capitalized in the statement of net position and are allocated over their estimated useful lives as annual depreciation expense in the statement of activities.	
Depreciation Expense	(191,706)
Loss on Disposal of Assets	(21,334)
Capital Outlays	943,850
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Accrued Compensated Absences	(1,901)
Net Pension Liability	358,529
OPEB Liability	53,727
Deferred Outflows - Pension	(35,416)
Deferred Outflows - OPEB	(3,178)
Deferred Inflows - Pension	(776,118)
Deferred Inflows - OPEB	(35,043)
Change in Net Position of Governmental Activities	\$ 2,486,319

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 1: Summary of Significant Accounting Policies**

The Clearview Library District (the District) was formed on August 25, 1985, by the Town of Windsor and the Weld RE4 School District. The District is governed by a five-member Board of Trustees appointed in accordance with the by-laws of District.

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

**Reporting Entity**

The financial reporting entity consists of the District, organizations for which the District is financially accountable, and organizations that raise and hold economic resources for the direct benefit of the District. All funds, organizations, institutions, agencies, departments, and offices that are not legally separate are part of the District. 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 there is a potential for the organization to provide benefits to, or impose financial burdens on, the District.

The District Friends and Foundation (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 discretely presented component unit in the District's financial statements. Separate financial statements for the Foundation may be obtained by writing to 720 3<sup>rd</sup> Street, Windsor, Colorado 80550.

**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 activities of the District. *Governmental activities*, which are normally supported by taxes and intergovernmental revenues, are reported in a single column. The *primary government* is reported separately from the legally separate *component unit* 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 or applicants 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.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 1: Summary of Significant Accounting Policies (Continued)**

**Government-wide and Fund Financial Statements** (Continued)

Separate financial statements are provided for the governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**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*. 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 year or soon enough thereafter to pay liabilities of the current year. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current year. Taxes, intergovernmental revenues, and investment income associated with the current year are considered to be susceptible to accrual and so have been recognized as revenues of the current year. All other revenues 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 a specific use, it is the District's practice to use restricted resources first, and unrestricted resources as they are needed.

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

The *General Fund* is the District's primary operating fund. It is used to account for all financial activities of the District, except those accounted for in another fund.

**Assets, Liabilities and Net Position/Fund Balance**

*Receivables* - 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.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 1: Summary of Significant Accounting Policies (Continued)**

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

*Capital Assets* - Capital assets, which include buildings and improvements, furniture and 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 \$3,000 or more 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 the acquisition value on the date of donation. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized.

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	15 - 40 years
Furniture and Equipment	5 - 15 years
Library Books and Audio-Visual Materials	10 years

*Compensated Absences* - Employees of the District are allowed to accumulate unused vacation time. Upon termination of employment from the District, an employee will be compensated for all accrued vacation time at their current pay rate.

These compensated absences are recognized as expenditures when due in the governmental funds. A long-term liability has been reported in the government-wide financial statements for the accrued compensated absences, which are expected to be liquidated with revenues of the General Fund.

*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, and additions to and deductions from the LGDTF's fiduciary net position have been determined using the economic resources measurement focus and the accrual basis of accounting, the same basis of accounting used by the LGDTF. 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.

*Deferred Inflows of Resources* - Deferred inflows of resources include property taxes earned but levied for a subsequent fiscal year.

*Net Position/Fund Balance* - In the government-wide and fund financial statements, net position and fund balance are restricted when constraints placed on the use of resources are externally imposed. The Board of Trustees is authorized to commit fund balance through passage of a resolution and has assigned fund balances to specific purposes using the budget message.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 1: Summary of Significant Accounting Policies (Continued)**

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

The District has not established a formal policy for its use of restricted and unrestricted fund balances. However, if both restricted and unrestricted fund balances are available for a specific purpose, the District uses restricted fund balance first, followed by committed, assigned and unassigned fund balances.

**Property Taxes**

Property taxes attach as an enforceable lien on property on January 1, are levied the following December, and collected in the subsequent calendar year. Taxes are payable in full on April 30 or in two installments on February 28 and June 15. The County Treasurer's Office collects property taxes and remits to the District on a monthly basis.

**Risk Management**

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

**Note 2: Cash and Investments**

A summary of cash and investments at December 31, 2021, follows:

Petty Cash	\$ 574
Deposits	178,378
Investment	<u>6,914,245</u>
Total	<u>\$ 7,093,197</u>

**Deposits**

The Colorado Public Deposit Protection Act (PDPA) requires all local government entities to deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of federal insurance levels must be collateralized by eligible collateral as determined by the PDPA. The financial institution is allowed 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 uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits.



**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 2: Cash and Investments (Continued)**

**Investments**

The District is required to comply with State statutes which specify investment instruments meeting defined rating, maturity, and concentration risk criteria in which local governments may invest, which include the following. State statutes do not address custodial risk.

- Obligations of the United States and certain U.S. agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Banker's 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

*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 years.

*Credit Risk* - State statutes limit certain investments to those with specified ratings from nationally recognized statistical rating organizations, depending on the type of investment.

*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 Pool* - At December 31, 2021, the District had \$6,914,245 invested in the Colorado Local Government Liquid Asset Trust (ColoTrust), an investment vehicle established for local government entities in Colorado to pool surplus funds. The Colorado Division of Securities administers and enforces the requirements of creating and operating Colotrust. ColoTrust operates in conformity with the Securities and Exchange Commission's Rule 2a-7, with each share valued at \$1. Colotrust is rated AAAM by Standard and Poor's. Investments of ColoTrust are limited to those allowed by State statutes. A designated custodial bank provides safekeeping and depository services in connection with the direct investment and withdrawal functions. The custodian's internal records identify the investments owned by the participating governments.

*Fair Value Measurements* - The District reports its investments using the fair value measurements established by generally accepted accounting principles. As such, a fair value hierarchy categorizes the inputs used to measure the fair value of the investments into three levels. Level 1) inputs are quoted prices in active markets for identical investments; Level 2) inputs include quoted prices in active markets for similar investments, or other observable inputs; and Level 3) inputs are unobservable inputs. At December 31, 2021, the District's investment in ColoTrust was reported at the net asset value per share, measured utilizing quoted prices in active markets for similar investments (Level 2 inputs).

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 3: Capital Assets**

Capital asset activity for the year ended December 31, 2021, is summarized below.

	<b>Balance 12/31/20</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance 12/31/21</b>
<i>Capital Assets, not being depreciated</i>				
Land	\$ 1,037,824	\$ -	\$ -	\$ 1,037,824
Total Capital Assets, <i>not being depreciated</i>	<u>1,037,824</u>	<u>-</u>	<u>-</u>	<u>1,037,824</u>
<i>Capital Assets, being depreciation</i>				
Buildings and Improvement	\$ 3,166,664	\$ 810,562	\$ -	\$ 3,977,226
Land Improvements	146,656	-	-	146,656
Books	637,856	124,444	(42,668)	719,632
Furniture and Equipment	829,671	8,844	-	838,515
Total Capital Assets, <i>being depreciation</i>	<u>4,780,847</u>	<u>943,850</u>	<u>(42,668)</u>	<u>5,682,029</u>
Less Accumulated Depreciation:				
Buildings and Improvement	(1,387,764)	(123,331)	-	(1,511,095)
Land Improvements	(119,300)	(1,630)	-	(120,930)
Books	(194,391)	(23,914)	21,334	(196,971)
Furniture and Equipment	(735,990)	(42,831)	-	(778,821)
Total Accumulated Depreciation	<u>(2,437,445)</u>	<u>(191,706)</u>	<u>21,334</u>	<u>(2,607,817)</u>
Total Capital Assets, <i>being depreciated</i>	<u>2,343,402</u>	<u>752,144</u>	<u>(21,334)</u>	<u>3,074,212</u>
Capital Assets, Net	<u>\$ 3,381,226</u>	<u>\$ 752,144</u>	<u>\$ (21,334)</u>	<u>\$ 4,112,036</u>

**Note 4: Defined Benefit Pension Plan**

**General Information**

*Plan Description* - The District contributes to the LGDTF, a cost-sharing multiple-employer defined benefit pension plan administered by PERA. All employees of the District participate in the LGDTF. 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 financial report (CAFR) that includes information on the LGDTF that may be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

*Benefits Provided* - The LGDTF provides retirement, disability, and survivor benefits to plan participants or their beneficiaries. Retirement benefits are determined by the amount of service credit earned or purchased, highest average salary, the benefit structure 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.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 4: Defined Benefit Pension Plan (Continued)**

**General Information** (Continued)

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 percent and then multiplied by years of service credit.
- The value of the retiring employee's member contribution account plus a 100 percent 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 benefit structure is the greater of the:

- Highest average salary multiplied by 2.5 percent 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 percent 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 percent or 100 percent 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.

As of December 31, 2018, benefit recipients who elect to receive a lifetime retirement benefit are generally eligible to receive post-retirement cost-of-living adjustments in certain years, referred to as annual increases in the C.R.S. Pursuant to SB 18-200, there are no annual increases (AI) for 2018 and 2019. Thereafter, benefit recipients under the PERA benefit structure who began eligible employment before January 1, 2007, and all benefit recipients of the DPS benefit structure will receive an annual increase, unless PERA has a negative investment year, in which case the annual increase for the next three years is the lesser of 1.5 percent or the average of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the prior calendar year.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 4: Defined Benefit Pension Plan (Continued)**

**General Information** (Continued)

Benefit recipients under the PERA benefit structure who began eligible employment after January 1, 2007, will receive the lesser of an annual increase of 1.5 percent or the average CPI-W for the prior calendar year, not to exceed 10 percent of PERA's Annual Increase Reserve (AIR) for the LGDTF. The automatic adjustment provision may raise or lower the aforementioned AIR for a given year up to one-quarter of 1 percent based on the parameter's specified 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 a disability. The disability benefit amount is based on the lifetime retirement benefit formula described previously, considering a minimum of twenty 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 in place under which service credit was obtained, and the qualified survivor who will receive the benefits.

*Contributions* - The District and eligible employees 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. The contribution rate for eligible employees is 8% of covered salaries during the period of January 1, 2020 through December 31, 2021. The District's contribution rate for calendar year 2021 was 13.70% of covered salaries, respectively. However, a portion of the Authority's contribution (1.02% of covered salaries) is allocated to the Health Care Trust Fund (See Note 5). 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. The District's contributions to the LGDTF for the year ended December 31, 2021, were \$171,736, equal to the required contributions.

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

The net pension liability for the LGDTF was measured at December 31, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2019. Standard update procedures were used to roll forward the total pension liability to December 31, 2020.

The District's proportion of the net pension liability was based on District's contributions to the LGDTF for the calendar year ended December 31, 2020, relative to the total contributions of participating employers to the LGDTF. At December 31, 2020 the District's proportion was 0.2033565142%, which was a decrease of 0.0094417089% from its proportion measured at December 31, 2019.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 4: Defined Benefit Pension Plan (Continued)**

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

At December 31, 2021, the District reported a net pension liability of \$1,059,746, representing its proportionate share of the net pension liability of the LGDTF.

For the year ended June 30, 2021, the District recognized pension expense of \$136,465. At June 30, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 8,522	\$ -
Changes of assumptions and other inputs	59,099	-
Net difference between projected and actual earnings on plan investments	-	776,118
Changes in proportion	12,103	-
Contributions subsequent to the measurement date	<u>185,628</u>	<u>-</u>
Total	<u>\$ 265,352</u>	<u>\$ 776,118</u>

District contributions subsequent to the measurement date of \$185,628 will be recognized as a reduction of the net pension liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<b><u>Year Ended December 31,</u></b>	
2022	\$ (127,023)
2023	(388,496)
2024	(180,875)
2025	<u>-</u>
Total	<u>\$ (696,394)</u>

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 4: Defined Benefit Pension Plan (Continued)**

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

*Actuarial Assumptions* - The actuarial valuation as of December 31, 2020, determined the total pension liability using the following actuarial assumptions and other inputs.

	<u>Assumptions</u>
Price inflation	2.40%
Real wage growth	1.10%
Wage inflation	3.50%
Salary increases, including wage inflation	3.5% - 10.45%
Long-term investment rate of return, net of plan investment expenses, including price inflation	7.25%
Discount rate	7.25%
Post-retirement benefit increases:	
Hired prior to 1/1/2007	0% through 2019 and 1.5% compounded annually thereafter
Hired after 12/31/2006	Financed by the Annual Increase Reserve (AIR)

<sup>1</sup>The discount rate reflected in the roll-forward calculation of the total pension liability to the measurement date was 7.25%.

Healthy mortality assumptions for active members were based on the RP-2014 White Collar Employee Mortality Table, a table specifically developed for actively working people. To allow for an appropriate margin of improved mortality prospectively, the mortality rates incorporate a 70 percent factor applied to male rates and a 55 percent factor applied to female rates.

Healthy, post-retirement mortality assumptions were based on the RP-2014 Healthy Annuitant Mortality Table, with certain adjustments, adjusted as follows:

- Males: Mortality improvement projected to 2018 using the MP-2015 projection scale, a 73 percent factor applied to rates for ages less than 80, a 108 percent factor applied to rates for ages 80 and above, and further adjustments for credibility.
- Females: Mortality improvement projected to 2020 using the MP-2015 projection scale, a 78 percent factor applied to rates for ages less than 80, a 109 percent factor applied to rates for ages 80 and above, and further adjustments for credibility.

For disabled retirees, the mortality assumption was based on 90 percent of the RP-2014 Disabled Retiree Mortality Table.

The actuarial assumptions used in the December 31, 2019, valuations were based on the results of the 2016 experience analysis for the periods January 1, 2012, through December 31, 2015, as well as, the October 28, 2016, actuarial assumptions workshop and were adopted by the PERA Board during the November 18, 2016 Board meeting.

The long-term expected return on plan assets is reviewed as part of regular experience studies prepared every four or five years for PERA. Recently, this assumption has been reviewed more frequently. The most recent analyses were outlined in presentations to PERA's Board on October 28, 2016.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 4: Defined Benefit Pension Plan (Continued)**

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

Several factors were considered in evaluating the long-term rate of return assumption for the LGDTF, 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 percentage and then adding expected inflation.

As of the most recent adoption of the long-term expected rate of return by the PERA Board, the target asset allocation, and best estimates of geometric real rates of return for each major asset class, as follows:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>30 Year Expected Geometric Real Rate of Return</u>
Global Equity	54.00%	5.60%
Fixed Income	23.00%	1.30%
Private Equity	8.50%	7.10%
Real Estae	8.50%	4.40%
Alternative	6.00%	4.70%
Total	<u>100%</u>	

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 rate of return assumption of 7.25%.

*Discount Rate* - The discount rate used to measure the total pension liability 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:

- 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 3.50%.
- Employee contributions were assumed to be made at the member contribution rates in effect for each year, including the scheduled increases in SB 18-200. Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members.

# Clearview Library District

## Notes to Financial Statements

December 31, 2021

### Note 4: Defined Benefit Pension Plan (Continued)

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

- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law for each year, including the 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 included 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 fiduciary net position, 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 fiduciary net position and the subsequent AIR benefit payments were estimated and included in the projections.
- Benefit payments and contributions were assumed to be made at the middle of the year.

Based on the above assumptions and methods, the projection test indicates the LGDTF's fiduciary net position 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 percent on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. The discount determination does not use the municipal bond rate, and therefore, the discount rate is 7.25 percent. 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 District's proportionate share of the net pension liability calculated using the discount rate of 7.25%, as well as what the District's 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, as follows:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Proportionate share of the net pension liability	\$ 2,441,232	\$ 1,059,746	\$ (93,615)

*Pension Plan Fiduciary Net Position* - Detailed information about the LGDTF's fiduciary net position is available in PERA's separately issued financial report, which may be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).



**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Postemployment Healthcare Benefits**

**General Information**

*Plan Description* - All employees of the District are eligible to receive postemployment benefits other than pensions (OPEB) through the HCTF, a cost-sharing multiple-employer defined benefit postemployment healthcare plan administered by the Public Employees' Retirement Association of Colorado (PERA). The HCTF is established under Title 24, Article 51, Part 12 of the Colorado Revised Statutes (CRS), as amended. Colorado State law provisions may be amended from time to time by the Colorado General Assembly. Title 24, Article 51, Part 12 of the C.R.S., as amended, 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. PERA issues a publicly available financial report that includes information on the HCTF. That report may be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

*Benefits Provided* - The HCTF provides a healthcare premium subsidy to eligible 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.

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 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.

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, and \$115 per month for benefit recipients who are over 65 years of age or who are under 65 years of age and entitled to Medicare. The basis for 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 percent 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.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Postemployment Healthcare Benefits (Continued)**

**General Information** (Continued)

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.

*Contributions* - As established by Title 24, Article 51, Section 208 of the CRS, 1.02% of the District's contributions to the LGDTF (see Note 4) is apportioned to the HCTF. No employee contributions are required. These contribution requirements are established and may be amended by the State Legislature. Employer contributions are recognized by the HCTF in the period in which the compensation becomes payable to the member and the Clearview Library District is statutorily committed to pay the contributions. Employer contributions recognized by the HCTF from the District for the year ended December 31, 2021, was \$13,621, equal to the required amount.

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

At December 31, 2021, the District reported a net OPEB liability of \$147,374 representing its proportionate share of the net OPEB liability of the HCTF. The net OPEB liability was measured at December 31, 2020, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2019. Standard update procedures were used to roll forward the total OPEB liability to December 31, 2020.

The District's proportion of the net OPEB liability was based on the District's contributions to the HCTF for the calendar year ended December 31, 2020, relative to the contributions of all participating employers. At December 31, 2020, the District's proportion was 0.0155093452%, which was an decrease of 0.0002738786% from its proportion measured at December 31, 2019.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Postemployment Healthcare Benefits (Continued)**

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

For the year ended December 31, 2021, the District recognized OPEB expense of \$3,514. At December 31, 2021, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Differences between expected and actual experience	\$ 206	\$ 24,841
Changes in assumptions and other inputs	756	7,255
Net difference between projected and actual earnings on plan investments	-	4,100
Changes in proportion	2,064	2,982
Contributions subsequent to the measurement date	14,629	-
 Total	 \$ 17,655	 \$ 39,178

District contributions subsequent to the measurement date of \$14,629 will be recognized as a reduction of the net OPEB liability in the subsequent fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense as follows:

<b><u>Year Ended December 31,</u></b>			
2022		\$	(10,358)
2023			(11,458)
2024			(10,691)
2025			(3,430)
2026			(215)
Thereafter			-
 Total		 \$	 (36,152)

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Postemployment Healthcare Benefits (Continued)**

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

*Actuarial Assumptions* - The actuarial valuation as of December 31, 2020, determined the total OPEB liability using the following actuarial assumptions and other inputs, applied to all periods included in the measurement.

	<u>Assumptions</u>
Price inflation	2.40%
Real wage growth	1.1%
Wage inflation	3.5%
Salary increases, including wage inflation	3.5%
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:	0.0%
PERACare Medicare plans	8.10% in 2020, gradually rising to 4.50% in 2029
Medicare Part A premiums	3.5% in 2020, gradually rising to 4.50% in 2029

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.

The actuarial assumptions used in the December 31, 2019, valuations were based on the results of the 2016 experience analysis for the periods January 1, 2012, through December 31, 2015, and were adopted by PERA's governing board on November 18, 2016. In addition, certain actuarial assumptions pertaining to per capita health care costs and the related trends are analyzed and reviewed by PERA's actuary as needed.

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.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Postemployment Healthcare Benefits** (Continued)

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

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, 2018, 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.

Mortality assumptions for the determination of the total pension liability for each of the Division Trust Funds as shown below are applied, as applicable, in the determination of the total OPEB liability for the HCTF. Affiliated employers of the State, School, Local Government, and Judicial Divisions participate in the HCTF.

Healthy mortality assumptions for active members were based on the RP-2014 White Collar Employee Mortality Table. The mortality rates incorporate a 70 percent factor applied to male rates and a 55 percent factor applied to female rates.

Post-retirement non-disabled mortality assumptions for the School and Judicial Divisions were based on the RP-2014 White Collar Healthy Annuitant Mortality Table, adjusted as follows:

- Males: Mortality improvement projected to 2018 using the MP-2015 projection scale, a 93 percent factor applied to rates for ages less than 80, a 113 percent factor applied to rates for ages 80 and above, and further adjustments for credibility.
- Females: Mortality improvement projected to 2020 using the MP-2015 projection scale, a 68 percent factor applied to rates for ages less than 80, a 106 percent factor applied to rates for ages 80 and above, and further adjustments for credibility.

For disabled retirees, the mortality assumption was based on 90 percent of the RP-2014 Disabled Retiree Mortality Table.

The following health care costs assumptions were updated and used in the measurement of the obligations for the HCTF:

- 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 2019 plan year.
- The morbidity assumptions were updated to reflect the assumed standard aging factors.

## Clearview Library District

Notes to Financial Statements

December 31, 2021

### Note 5: Postemployment Healthcare Benefits (Continued)

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

- 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.

The long-term expected return on plan assets is reviewed as part of regular experience studies prepared every four or five years for PERA. Recently, this assumption has been reviewed more frequently. The most recent analyses were outlined in presentations to PERA's Board on October 28, 2016.

Several factors were considered in evaluating the long-term rate of return assumption for the HCTF, 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 percentage and then adding expected inflation.

*Discount Rate* - The discount rate used to measure the total OPEB liability 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, 2019, 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 3.50%.
- 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.
- Benefit payments and contributions were assumed to be made at the middle of the year.

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate* - The following presents the District's proportionate share of the net OPEB liability calculated using the discount rate of 7.25%, as well as the District's proportionate share of the net OPEB liability 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, as follows:

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 5: Postemployment Healthcare Benefits (Continued)**

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

Based on the above assumptions and methods, the projection test indicates the HCTF's fiduciary net position was projected 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 total OPEB liability. The discount rate determination does not use the municipal bond index rate, and therefore, the discount rate is 7.25%.

*Sensitivity of the Net OPEB Liability to Changes in the Discount Rate* - The following presents the District's proportionate share of the net OPEB liability calculated using the discount rate of 7.25%, as well as the District's proportionate share of the net OPEB liability 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, as follows:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Proportionate share of the net OPEB liability	\$ <u>168,819</u>	\$ <u>147,374</u>	\$ <u>129,050</u>

*Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates* - The following presents the District's proportionate share of the net OPEB liability calculated using the current healthcare cost trend rates, ranging from 3% to 5%, as well as the District's proportionate share of the net OPEB liability if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current rates, as follows:

	1% Decrease	Current Healthcare Cost Trend Rates	1% Increase
Proportionate share of the net OPEB liability	\$ <u>188,819</u>	\$ <u>147,374</u>	\$ <u>129,050</u>

*OPEB Plan Fiduciary Net Position* - Detailed information about the HCTF's fiduciary net position is available in PERA's separately issued financial report, which may be obtained at [www.copera.org/investments/pera-financial-reports](http://www.copera.org/investments/pera-financial-reports).

**TABOR Amendment**

Colorado voters passed an amendment to the State Constitution, Article X, Section 20, which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The Amendment is complex and subject to judicial interpretation, but the District believes it is in substantial compliance with the Amendment.

**Clearview Library District**  
Notes to Financial Statements  
December 31, 2021

**Note 6: Commitments and Contingencies**

In November 2001, 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 3.546 mills in 2002, and each year thereafter.

The District has established a reserve for emergencies, representing 3% of qualifying expenditures, as required by the Amendment. At December 31, 2021, the emergency reserve of \$173,000 was reported as restricted fund balance in the General Fund.



## **Required Supplementary Information**

**Clearview Library District**  
Schedules of Proportionate Share of Net Pension Liability and Contributions  
(And Related Statistics)  
For the Years Ended December 31, 2021, 2020, 2019 and 2018

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>
<b>Proportionate Share of the Net Pension Liability</b>				
District's Proportion of the Net Pension Liability	0.2033565142%	0.1939148053%	0.1905991238%	0.1960687538%
District's Proportionate Share of the Net Pension Liability	\$ 1,059,746	\$ 1,418,275	\$ 2,396,237	\$ 2,183,094
District's Covered Payroll	\$ 1,433,942	\$ 1,335,391	\$ 1,314,385	\$ 1,235,566
District's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	74%	106%	182%	177%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	91%	86%	76%	79%
	<u>12/31/2021</u>	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>
<b>District Contributions</b>				
Statutorily Required Contribution	\$ 201,851	\$ 171,736	\$ 169,328	\$ 158,517
Contributions in Relation to the Statutorily Required Contribution	<u>(201,851)</u>	<u>(171,736)</u>	<u>(169,328)</u>	<u>(158,517)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's Covered Payroll	<u>\$ 1,529,214</u>	<u>\$ 1,433,942</u>	<u>\$ 1,335,391</u>	<u>\$ 1,314,385</u>
Contributions as a Percentage of Covered Payroll	13.20%	11.98%	12.68%	12.06%

This schedule is presented to show information for 10 years. Until information for the full 10-year period is available, information will be presented for the years it is available.

(Continued)

**Clearview Library District**  
Schedules of Proportionate Share of Net Pension Liability and Contributions  
(And Related Statistics)  
For the Years Ended December 31, 2017, 2016 and 2015  
*(Continued)*

	<u>12/31/2016</u>	<u>12/31/2015</u>	<u>12/31/2014</u>
<b>Proportionate Share of the Net Pension Liability</b>			
District's Proportion of the Net Pension Liability	0.1847000000%	0.1720000000%	0.1718000000%
District's Proportionate Share of the Net Pension Liability	\$ 2,494,489	\$ 1,895,070	\$ 1,540,151
District's Covered Payroll	\$ 1,119,697	\$ 977,063	\$ 941,566
District's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	223%	194%	164%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	74%	77%	81%
	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
<b>District Contributions</b>			
Statutorily Required Contribution	\$ 156,838	\$ 141,978	\$ 123,885
Contributions in Relation to the Statutorily Required Contribution	<u>(156,838)</u>	<u>(141,978)</u>	<u>(123,885)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's Covered Payroll	<u>\$ 1,235,566</u>	<u>\$ 1,119,697</u>	<u>\$ 977,063</u>
Contributions as a Percentage of Covered Payroll	12.69%	12.68%	12.68%

This schedule is presented to show information for 10 years. Until information for the full 10-year period is available, information will be presented for the years it is available.

**Clearview Library District**  
Schedules of Proportionate Share of Net OPEB Liability and Contributions  
(And Related Statistics)  
For the Years Ended December 31, 2021, 2020, 2019, 2018 and 2017

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>
<b>Proportionate Share of the Net OPEB Liability</b>					
District's Proportion of the Net OPEB Liability	0.0155093452%	0.0147809766%	0.0148515701%	0.0152354666%	0.0141805787%
District's Proportionate Share of the Net OPEB Liability	\$ 168,819	\$ 225,015	\$ 226,090	\$ 198,000	\$ 183,856
District's Covered Payroll	\$ 1,433,942	\$ 1,335,391	\$ 1,314,385	\$ 1,235,566	\$ 1,147,307
District's Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll	12%	17%	17%	16%	16%
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	33%	17%	17%	17%	17%
<b>District Contributions</b>					
Statutorily Required Contribution	\$ 15,598	\$ 14,626	\$ 13,621	\$ 12,751	\$ 11,985
Contributions in Relation to the Statutorily Required Contribution	<u>(15,598)</u>	<u>(14,626)</u>	<u>(13,621)</u>	<u>(12,751)</u>	<u>(11,985)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's Covered Payroll	<u>\$ 1,529,214</u>	<u>\$ 1,433,942</u>	<u>\$ 1,335,391</u>	<u>\$ 1,314,385</u>	<u>\$ 1,235,566</u>
Contributions as a Percentage of Covered Payroll	1.02%	1.02%	1.02%	0.97%	0.97%

This schedule is presented to show information for 10 years. Until information for the full 10-year period is available, information will be presented for the years it is available.

**Clearview Library District**  
 Budgetary Comparison Schedule  
 General Fund  
 For the Year Ended December 31, 2021

	Original and Final Budget	Actual	Variance <i>Positive</i> <i>(Negative)</i>
<b>Revenues</b>			
Property Taxes	\$ 4,850,856	\$ 5,513,891	\$ 663,035
Specific Ownership Taxes	200,000	233,582	33,582
State Library Grant	9,407	17,573	8,166
Charges for Services	17,500	8,122	(9,378)
Investment Income	71,000	3,753	(67,247)
Miscellaneous	3,000	3,900	900
Total Revenues	5,151,763	5,780,821	629,058
<b>Expenditures</b>			
Current			
Library Services	3,115,243	2,775,350	339,893
Capital Outlay	536,520	810,562	(274,042)
Total Expenditures	3,651,763	3,585,912	65,851
<b>Net Change in Fund Balance</b>	\$ 1,500,000	2,194,909	\$ 694,909
<b>Fund Balance, Beginning of Year</b>		4,836,101	
<b>Fund Balance, End of Year</b>		\$ 7,031,010	

**Clearview Library District**  
Notes to Required Supplementary Information  
December 31, 2021

**Note 1: Schedule of Proportionate Share of the Net Pension Liability and Contributions**

The Public Employees' Retirement Association of Colorado (PERA) Local Government Division Trust Fund's net pension liability and associated amounts are measured annually at December 31, based on an actuarial valuation as of the previous December 31. The District's contributions and related ratios represent cash contributions and any related accruals that coincide with the District's fiscal year ending on June 30.

**Changes in Assumptions and Other Inputs**

For the year ended December 31, 2021, the total pension liability was determined by an actuarial valuation as of December 31, 2018. The following revised economic and demographic assumptions were effective as of December 31, 2018.

- Investment rate of return assumption of 7.25% per year, compounded annually. This assumption did not change from the prior year.
- Price inflation assumption of 2.4% per year. This assumption did not change from the prior year.
- Wage inflation assumption increased from 3.5% - 9.7% to 3.5% - 10.45%.
- Healthy and disabled mortality assumptions are based on the RP-2014 Mortality Tables.

**Note 2: Stewardship, Compliance and Accountability**

**Budgetary Information**

Budgets are required by State statutes for all funds and are adopted on a basis consistent with generally accepted accounting principles.

The District adheres to the following procedures to establish the budgetary information reflected in the financial statements.

- Management submits to the Governing Board a proposed budget for the fiscal year commencing the following October 15. The budget includes proposed expenditures and the means of financing them.
- Prior to June 30, the budget is adopted by the Governing Board.
- Expenditures may not legally exceed appropriations at the fund level. Revisions that alter the total expenditures of any fund must be approved by the Governing Board.
- All appropriations lapse at fiscal year-end.



Board of Trustees  
Clearview Library District  
Windsor, Colorado

We have audited the financial statements of Clearview Library District (the District) as of and for the year ended December 31, 2021, and have issued our report thereon dated July 26, 2022. Professional standards require that we provide you with the following information related to our audit.

### **Our Responsibility under Generally Accepted Auditing Standards**

As communicated in our engagement letter dated January 18, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

We applied certain limited procedures to the required supplementary information (RSI). However, we did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, has complied with all relevant ethical requirements regarding independence.

#### Office Locations:

Colorado Springs, CO  
Denver, CO  
Tulsa, OK

#### Denver Office:

750 W. Hampden Avenue  
Suite 400  
Englewood,  
Colorado 80110  
TEL: 303.796.1000  
FAX: 303.796.1001  
[www.HinkleCPAs.com](http://www.HinkleCPAs.com)

### **Significant Accounting Policies**

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during fiscal year 2021. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the significant estimates in determining that they are reasonable in relation to the financial statements as a whole.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. We propose no uncorrected adjustments to the financial statements as a result of our audit procedures.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The material adjustments in the attached schedule that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management.

### **Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in a letter dated July 26, 2021.





**Difficulties Encountered in Performing the Audit**

We encountered no difficulties dealing with management during the audit process.

**Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves the application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to contact us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Other Audit Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and the responses were not a condition to our retention.

This report is intended solely for the information and use of the Board of Trustees and management of the District, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Hick & Company, PC*

Englewood, Colorado  
July 26, 2022



Client: **Clearview Library District**  
Engagement: **AUD 2021 - Clearview Library District**  
Period Ending: **12/31/2021**  
Trial Balance: **02-01 - Government Fund Trial Balance**  
Workpaper: **04-01 - AJEs**  
Fund Level: **All**  
Index: **All**

Account	Description	Debit	Credit
<b>Fund: 1      General</b>			
<b>Adjusting Journal Entries JE # 101</b>			
To record PY AJEs.			
2200	Deferred Revenue - Property	198,830.00	
2860	2000 Fund Balance	48,007.00	
2900	Retained Earnings	6,232.00	
2900	Retained Earnings	16,694.00	
2900	Retained Earnings	5,687.00	
2900	Retained Earnings	12,239.00	
2900	Retained Earnings	1,335.00	
1150	Delinquent Property Tax		6,232.00
1151	Current Prop. Taxes Rec.		198,830.00
1170	Prepaid Expenses		5,687.00
2101	Payroll Liabilities		16,694.00
2210	Deferred Revenue - Grant		12,239.00
2862	TABOR Requirement		48,007.00
4055	Bank Charges		1,335.00
<b>Total</b>		<b><u>289,024.00</u></b>	<b><u>289,024.00</u></b>
<b>Adjusting Journal Entries JE # 102</b>			
To adjust Capital Assets to PY.			
2900	Retained Earnings	25,253.00	
1270	Furniture and Equipment Asset		25,253.00
<b>Total</b>		<b><u>25,253.00</u></b>	<b><u>25,253.00</u></b>
<b>Adjusting Journal Entries JE # 103</b>			
To adjust accrued salaries.			
4011	Salary/Director	19,200.00	
2101	Payroll Liabilities		19,200.00
<b>Total</b>		<b><u>19,200.00</u></b>	<b><u>19,200.00</u></b>



## MEMORANDUM

**To:** Library Board of Trustees

**Via:** Ann Kling, Director (include if prepared by staff)

**From:** Policy Committee

**Date:** August 25, 2022

**Re:** Public Comment Policy

**Item 5.3:** New Business

### **Background / Discussion**

Rules for public comment had been included in the by-laws. It was determined by the director, board, and attorney that it would be best to remove them from the by-laws and have a separate policy. The Policy Committee produced a working document based on the language from the by-laws and by reviewing policies from other library districts.

### **Recommendation(s)**

The Policy Committee recommends adoption after discussion of the work product document



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** August 25, 2022

**Re:** First Reading of the Amended By-Laws of the Clearview Library District

**Item 5.4:** New Business

### **Background / Discussion**

Each year the library board reviews its by-laws. In the latest review, it was recommended that several sections of the by-laws that are better suited to policies should be removed from the by-laws. Upon adoption of the policies, the by-laws should go through the amendment process.

### **Attachments**

Current By-laws with highlighted and strikethrough changes

**BYLAWS  
OF THE  
CLEARVIEW LIBRARY DISTRICT**

**ARTICLE 1  
NAME**

This organization shall be called “The Board of Trustees of the Clearview Library District” (the “Library Board”), existing by virtue of the provisions of Article 90 of Title 24 of the Colorado Revised Statutes of 1973, and exercising the powers and authority and assuming the responsibilities delegated to it under the aforementioned statutes.

**ARTICLE 2  
COMPOSITION OF THE LIBRARY BOARD**

Section 1  
Appointment of Trustees; Term of Trustees

Section 1.1 The Trustees shall be appointed and shall serve pursuant to provisions of Colorado Revised Statutes § 24-90-108 and these Bylaws.

1.1.1 Each Library Board Trustee (“Trustee”) shall be appointed for a Term of three years (a “Term”), and such Term shall expire on the last day of December of the third year of the Trustee’s Term.

1.1.2 The Library Board shall be composed of five Trustees. Vacancies shall be filled and Trustees shall be reappointed in accordance with Section 4 of these Bylaws.

1.1.3 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council may each appoint a representative to serve as a non-voting liaison to the Library Board. Liaisons should be residents of the Library District’s legal service area.

Section 1.2 Notification. On or before September 1 of each year the Library Board Secretary will notify the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council which Trustee Terms will expire that year.

Section 1.3 Qualification. Trustees shall be appointed in accordance with Colorado Library Law and must reside within the boundaries of the District’s legal service area.



Section 2  
Salaries

A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary traveling and subsistence expenses actually incurred may be reimbursed to a Trustee in accordance with the Library Board Policies and Procedures then in-place.

Section 3  
Removal

Section 3.1 A Trustee may be removed by the Library Board for the following reasons:

- 3.1.1 Three consecutive absences from regularly scheduled meetings of the Library Board not approved by the President of the Library Board.
- 3.1.2 Four absences from regularly scheduled meetings of the Library Board in any calendar year not approved by the President of the Library Board.
- 3.1.3 Any unethical or illegal activity that has an adverse effect on the library or the Library Board.
- 3.1.4 Any violation of a statute or ordinance which results in or could result in damage to the library's property or interest.
- 3.1.5 A breach of fiduciary responsibility to the Clearview Library District or the Library Board.
- 3.1.6 The Trustee relocates outside the boundaries of the District's legal service area.

Section 3.2 A Trustee may be removed by the Windsor Town Board, the Severance Town Board, or the Weld RE-4 School District Board if each Board casts a majority vote for such removal upon a showing of good cause. For the purposes of this Section 3.2, good cause is defined as a breach of fiduciary responsibility to the Clearview Library District.

Section 3.3 A Trustee may resign his or her position on the Library Board upon 30 days written notice to the President of the Library Board.

Section 4  
Conditions for and Method of Selection of Trustees

Section 4.1 Trustees may be selected for the following reasons ("Vacancy" or "Vacancies"):

4.1.1 Vacancies – Expired Terms. Trustees shall be selected for the Library Board when a Trustee’s Term expires in accordance with Section 1.1 of these Bylaws; and

4.1.2 Vacancies – Unexpired Terms. Trustees shall be chosen to fill the unexpired Term of a departing Trustee.

Section 4.2 Upon the creation of a Vacancy, the President of the Library Board shall notify the Library Board, the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council that a Vacancy exists and that the Library Interview Committee (the “Interview Committee”) must be formed. The Interview Committee shall be selected as follows:

4.2.1 The Library Board shall appoint one of its currently serving Trustees to serve on the Interview Committee.

4.2.2 The Windsor Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.3 The Severance Town Board shall select one of its currently serving board members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.4 The Weld RE-4 School District Board shall select one of its currently serving members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District to serve on the Interview Committee.

4.2.5 The Mayor of the City of Greeley shall select one of its currently serving Council Members to serve on the Interview Committee, or may elect to appoint one person who resides in the Clearview Library District’s legal service area within the Greeley City Limits to serve on the Interview Committee.

4.2.6 The Library Director shall serve on the Interview Committee as a subject matter expert but shall be a non-voting member.

Section 4.3 All Vacancies shall be filled as follows:

4.3.1 The Library Board will advertise that a Vacancy exists.

4.3.2 The place of advertisement shall be the Library Board’s newspaper of record and one other newspaper that serves the Library District.

4.3.3 The advertisement of the Vacancy shall occur for three weeks and shall contain clear instructions as to the application process and any deadlines that are applicable to the application process.

- 4.3.4 Vacancies may also be posted on the Clearview Library District website and on the bulletin board at all Clearview Library District sites, including the Bookmobile.
- 4.3.5 Interested candidates must complete a questionnaire which will be available at all Clearview Library District sites, including the Bookmobile and Clearview Library District website.
- 4.3.6 Interested candidates must submit the questionnaire and a letter of interest and any supporting information concerning his or her qualifications for candidacy. Completed questionnaires may be submitted to the information desk of the Clearview Library District at the Windsor Severance Library Site or submitted electronically by email to [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org), or at such other sites as may be included in the Vacancy advertisements.

4.3.6.1 The candidate will, upon submittal of the questionnaire and supporting documentation, receive a receipt confirming the candidate's name and the date and time the application was submitted.

4.3.6.2 Applications submitted after the deadline stated in the advertisements for Vacancy will not be considered by the Interview Committee.

4.3.6.3 Notwithstanding the foregoing, a majority of the Library Board may, at its discretion, recommend the candidacy of the Alternate to the Library Board as defined in Article 5 herein. In this event the Alternate shall be considered to have applied for the Vacancy.

Section 4.4 The Interview Committee will review the applications and select the person or persons to fill the Vacancy or Vacancies and report its selection to the Library Board.

4.4.1 The Library Board President shall advise the Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board, and the Greeley City Council of the Interview Committee's selection.

4.4.2 The Windsor Town Board, the Severance Town Board, the Weld RE-4 School District Board and the Greeley City Council shall ratify the appointment of the Interview Committee's selection at their next regularly scheduled meeting, except that the failure of these boards to act within sixty days of receipt of such selection shall be considered a ratification of the appointment.

4.4.3 Appointees will take office as follows:



4.4.3.1 If the appointee is filling an unexpired Term, the appointee shall take office at the next regularly scheduled meeting of the Library Board following ratification of the appointment as discussed above or sixty days, whichever is sooner.

4.4.3.2 If the appointee is filling an expired Term, the appointee shall take office on the first regularly scheduled meeting in January of the following year.

4.4.3.3 Should a vacancy exist that would result in a majority of Trustees possessing terms ending in the same year, the length of the then-vacant term may, upon approval of the Library Board, be altered to a term of either two (2) or four (4) years. Such decision by the Library Board must be made by resolution prior to notice of the vacancy, as described in Section 4.3, above. The length of term shall be included in the advertisement of vacancy.

Section 4.5 Trustees who have fulfilled their Term are eligible for reappointment, provided that they apply through the process described in Article 2, Section 4.3 of these Bylaws, except that no Trustee shall serve more than two consecutive three-year terms in addition to any partial term, except as provided in Article 5, Section 5.3 of these Bylaws.

## Section 5 Meetings

Section 5.1 The Library Board shall hold a monthly meeting at the Windsor Severance Library of the Clearview Library District at 5:30 P.M. on the last Thursday of each month unless necessity requires otherwise. An agenda for each meeting will be posted no-less than twenty-four hours in advance of each regular meeting.

Section 5.2 Special meetings may be called by any Trustee with the consent of two other Trustees and by informing all other Trustees of the date, time, and place of such meeting, and the purpose for which the meeting is called, at least twenty-four hours prior to such meeting. An agenda will be posted no less than twenty-four hours in advance of the special meeting.

Section 5.3 All meetings shall be open to the public except as otherwise provided in Colorado Revised Statutes § 24-6-402.

Moved from 5.4.8 to become the new Section 5.4

Section 5.4 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

~~Section 5.4 In order to ensure a fair opportunity for public comment and to allow the Library Board to maintain control of its meetings, the following provisions apply:~~

- ~~5.4.1 Any person wishing to speak at a meeting of the Library Board must sign in and provide his or her full name and address. This requirement applies to both the Public Comment Period and any agenda items to be addressed.~~
- ~~5.4.2 A Public Comment Period will be provided at all public meetings of the Library Board. During this period, any person may speak on any item that is not on the agenda for that meeting (the "Public Comment Period").~~
- ~~5.4.3 Any person wishing to speak on an item on the Library Board agenda for that meeting must first be recognized by the Library Board President when that agenda item is up for discussion.~~
- ~~5.4.4 Any person who speaks either during the Public Comment Period or on an agenda item (collectively "Comment Periods") is limited to five minutes speaking time unless otherwise authorized by the Board President in advance of the designated Comment Period.~~
- ~~5.4.5 The official body authorized by law to act on behalf of the Clearview Library District is the Library Board and not individual Trustees, administrative staff, or employees. Accordingly:~~
- ~~5.4.5.1 Speakers will address comments to the Board and not to individual Trustees, administrators, or staff.~~
- ~~5.4.5.2 Trustees will listen to comments and consider them during their deliberations as a Board.~~
- ~~5.4.5.3 Trustees will not answer questions or engage in debate during the Comment Periods.~~
- ~~5.4.5.4 Speakers may be directed to staff or other sources for responses to questions raised during the Comment Periods.~~
- ~~5.4.6 Comments or concerns that require deliberation, research, or study may be considered for addition as agenda items at subsequent meetings.~~
- ~~5.4.7 If the behavior of a commenter constitutes a disruption, as determined at the sole discretion of the President of the Library Board, the following progressive steps will be taken:~~
- ~~5.4.7.1 The President of the Library Board will give the commenter a verbal warning.~~

~~5.4.7.2 The President of the Library Board will issue a second verbal warning, and inform the commenter that he or she may be asked to leave if the disruptive behavior does not cease.~~

~~5.4.7.3 If the disruptive behavior continues after the second verbal warning, the Library Board President will ask the commenter to leave the building and the Library grounds.~~

~~5.4.7.4 If the commenter does not leave the building and the Library grounds, appropriate law enforcement will be called to remove the disruptive commenter.~~

~~5.4.7.5 All instances of verbal warnings, eviction, and notification of law enforcement will be documented and reported to the President of the Library Board.~~

5.4.8 A true and accurate record of each meeting shall be kept and an official file of minutes shall be maintained by the Library Board.

#### ~~Section 6~~ Order of Business

~~The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered as circumstances will permit: a) Roll call; b) Public Comment Period; c) Agenda review; d) Report of the Director; e) Report of the Treasurer; f) Committee reports; g) Communications; h) Unfinished business; i) New business; j) Next meeting agenda; l) Review and approval of the minutes of the previous meeting; and m) Adjournment~~

#### Section 7 Quorum

Section 7.1 Three-fifths of the total membership of the Library Board shall constitute a quorum necessary for the transaction for any business to come before any regular or special meeting. The act of the majority of the Trustees present at a regular or special meeting at which a quorum is present shall be an act of the Library Board.

Section 7.2 A Trustee is deemed to be present at a Library Board meeting if the Trustee is at the meeting in person or joins the meeting by electronic or telephonic means (or any other means permitted by Colorado Revised Statutes § 24-6-402(1)(b)) and is able to engage in discussion with the Library Board on the topic or topics on the Agenda.

Section 7.3 If a Trustee leaves during a Library Board meeting or is not present for a discussion of one or more items on the Agenda, such absence shall be noted in the Minutes of that Meeting.

#### Section 8 Powers and Responsibilities

Section 8.1 The Library Board shall be vested with all powers and have all responsibilities as outlined in Colorado Revised Statutes § 24-90-109.

Section 8.2 Under such policies, rules, and regulations as it may deem necessary, and upon such terms and conditions as may be agreed upon, the Library Board may allow non-residents of the governmental units which the Clearview Library District serves to use library materials and equipment, and may make exchange of books and other materials with any other library, either temporarily or permanently.

Section 9  
Proceedings

The current edition of Roberts Rules of Order shall govern the proceedings of the Library Board.

**ARTICLE 3**  
**OFFICERS**

Section 1  
Designation of Officers

The officers of the Library Board shall consist of a President, a Vice-President, a Secretary, a Treasurer, and any such other officers as the Library Board deems necessary. The offices of Secretary and Treasurer may be combined at the discretion of the Library Board.

Section 2  
Terms of Officers

Officers of the Library Board shall be elected by the Library Board at its regular January meeting and shall serve for a term of one year, to begin at the next regular meeting.

Section 3  
Removal

Any officer may be removed by a majority vote of the Library Board whenever, in the Library Board's judgment, the best interests of the Clearview Library District will be served by such removal.

Section 4  
Vacancies

A Vacancy in any office, however occurring, may be filled by the Library Board for the unexpired portion of that officer's term as an officer.

Section 5

## President

The President shall, subject to the direction and supervision of the Library Board, be the principal executive officer of the Clearview Library District. The President shall preside at all meetings of the Library Board, shall sign any leases, deeds, mortgages, contracts, or other instruments which the Library Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Library Board from time to time.

## Section 6 Vice President

The Vice President shall assist the President and shall perform such duties as may be assigned by the President or the Library Board. In the absence of the President, the Vice President shall have the powers and perform the duties of President.

## Section 7 Secretary

The Secretary shall oversee the keeping of the minutes of the meetings of the Library Board, and be custodian of the Library District records. In general, the Secretary shall perform all duties incident to the office of Secretary and such other duties as, from time to time, may be assigned by the President of the Library Board.

## Section 8 Treasurer

Section 8.1 The Library Board shall be the custodian of the funds of the Clearview Library District.

Section 8.2 The Treasurer shall provide the monthly summary report on the funds to the full Board.

~~Section 8.3 All warrants or checks above \$30,000 shall require two signatures, one by the Library Director and the other by the Treasurer (the "Primary Cosigners"). One other Trustee selected and approved by the Library Board shall be delegated to sign in the absence of one of the Primary Cosigners.~~

~~Section 8.4 The Library Director is authorized to make electronic fund transfers, however any such transfer greater than \$30,000 shall require prior Library Board approval.~~

~~Section 8.5 All Clearview Library District funds, regardless of their source, shall be deposited in an account or accounts authorized by resolution of the Library Board.~~

## ARTICLE 4

## LIBRARY DIRECTOR AND STAFF

The Library Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Clearview Library District on behalf of the Library Board and under the Library Board's review and direction. The Director shall oversee the employment of and specify the duties of other employees and shall be responsible for the proper direction and supervision of the Clearview Library District staff, for the care and maintenance of Clearview Library District property, for an adequate and proper selection of library materials in keeping with stated policy of the Library Board, for the efficiency of Clearview Library District service to the public, and for the Clearview Library District financial operation within the limitations of the Clearview Library District budget.

### ARTICLE 5 APPOINTMENT OF COMMITTEES, ALTERNATE TO THE BOARD

#### Section 1 Appointment

Section 1.1 The Library Board President may appoint committees comprised of Trustees and residents of the Library District, as appropriate, for such purposes as the business of the Library Board may require from time to time.

Section 1.2 A committee shall be considered discharged upon completion of the purpose for which it was appointed and after the final report is made to the Library Board.

#### Section 2 Standing Committees

Section 2.1 The following Standing Committees will be appointed at the first Library Board meeting of the year:

- 2.1.1 The Audit Committee, which is responsible for procuring auditing services for the annual audit of Clearview Library District accounts.
- 2.1.2 The Long-Term Planning Committee, which may be asked to study capital and other projects, including overall costs thereof, and recommend funding proposals to the Library Board.
- 2.1.3 The Personnel Committee, which shall be charged with receiving recommendations from the Library Director regarding employment and personnel matters (hiring, termination, promotion, etc.) when such actions may create public attention, lead to legal action, or require changes to appropriated budget funds, as determined in the discretion of the Library Director.

Section 2.2 All committees shall make a progress report to the Library Board at regularly scheduled meetings.

Section 3  
Advisory Nature

No committee will have other than advisory powers unless, by suitable action of the Library Board, such committee is granted the specific power to act.

Section 4  
Appointment of Alternate to the Board of Trustees

Section 4.1 The Library Board may, at its discretion, appoint one or more alternate trustees to the Library Board.

Section 4.2 The appointment of an alternate Trustee shall be subject to the appointment requirements of Article 2 of these Bylaws.

Section 4.3 Alternate Trustees shall attend all meetings and work sessions except as otherwise specified by the President. Alternate Trustees shall receive notification of all meetings and work sessions in the same manner as Trustees are notified.

Section 4.4 The Alternate Trustee shall be provided with all materials that are provided to the Library Board in anticipation of meetings and work sessions. The Alternate Trustee shall review all such materials and shall be prepared to participate at all meetings or work sessions.

Section 4.5 At the request of the President, the Alternate Trustee shall be seated as a voting member for the following purposes: a) To achieve a quorum in accordance with Article 2 Section 7 of these Bylaws; b) Having achieved a quorum, one or more Trustees is not in attendance at the time that a matter is the subject of official and formal action; or c) To achieve a quorum in the event a Trustee, for any reason including recusal, is unable to participate in the discussion and voting on a matter that is the subject of official and formal action.

4.5.1 In the event a conflict arises as to whether a Trustee or an Alternate Trustee is to be seated and accorded the right to vote on a matter, the Trustee in attendance shall be seated and the Alternate shall not be accorded a vote.

Section 5  
Capital Committee

Section 5.1 From time to time the Clearview Library District may consider certain large-scale capital projects that the appointment of a specific Capital Committee is necessary. In the event three-fifths of the Trustees present at any meeting vote to form a Capital Committee, such committee shall be formed according to the following provisions:

5.1.1 The Capital Committee shall consist of not more than two Trustees;

5.1.2 The Capital Committee shall dissolve upon a three-fifths vote of the Library Board, but in no event shall the Capital Committee exist for more than five years; and

Section 5.2 Nothing contained in this Section 5 is intended to limit the ability of the collective Library Board from removing a Trustee for cause in accordance with Article 3 of these Bylaws.

## ARTICLE 6 ADMINISTRATIVE PROVISIONS

### Section 1 Fiscal Year

The fiscal year of the Clearview Library District shall begin on the first day of January of each year and shall end on the 31st day of December of each year.

### Section 2 Amendment

These Bylaws may be amended by a majority of the entire Library Board at any regular meeting or any special meeting called for that purpose, provided that the proposed amendment shall have been introduced at a regular meeting or special meeting called for that purpose at least fifteen days before the adoption of any amendments.

### Section 3 Construction

Section 3.1 The titles of sections in these Bylaws are for convenience or reference only and are not to be considered in construing these Bylaws.

Section 3.2 Unless the context of these Bylaws clearly requires otherwise: a) References to the plural include the singular, the singular the plural, and the part the whole; b) References to one gender include all genders; c) “or” has the inclusive meaning frequently identified with the phrase “and/or”; d) “including” has the inclusive meaning frequently identified with the phrase “including but not limited to” or “including without limitation”; and e) References to “hereunder”, “herein”, or “hereof” relate to these Bylaws as a whole.



Section 3.3 Any reference in these Bylaws to any statute, rule, regulation, or agreement, including these Bylaws, shall be deemed to include such statute, rule, regulation, or agreement as it may be modified, varied, amended, or supplemented from time to time unless otherwise specifically stated.

These Bylaws were adopted at regular meeting of the Board of Directors on the 27th day of February, 1986.

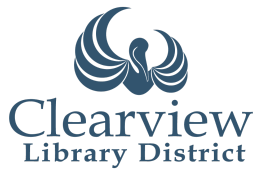
Updated: August 26, 2021.

Windsor-Severance Library District

By: Ernest Ross, Chairman

Attest: Robert Schneider, Secretary

Amended: 08/24/89, 07/20/99, 09/26/06, 05/25/10, 06/26/11, 05/29/12, 01/29/13, 08/29/13, 07/31/14, 08/27/15, 07/28/16, 07/27/17, 06/28/18, 7/25/19, 8/26/21



## MEMORANDUM

**To:** Library Board of Trustees

**From:** Ann Kling, Library Director

**Date:** August 25, 2022

**Re:** Review of Population and Housing for the Library District

**Item 5.5:** New Business

### **Background / Discussion**

The library board reviews population and housing statistics annually for the library district to keep abreast of growth for future planning.

### **Attachments**

Population and Housing Town of Severance

Town of Windsor Community Report 2022

Town of Windsor July Building Permits Report

**TOWN OF SEVERANCE  
POPULATION PROJECTION**

<b>YEAR</b>	<b>GROWTH RATE</b>	<b>POPULATION<sup>1</sup></b>	<b>RESIDENTIAL DWELLINGS</b>	<b>TOTAL DU's ADDED PER YEAR</b>
2018		5,577	1,910	454
2019	25.40%	6,994	2,395	485
2020	20.88%	8,454	2,895	500
2021	12.50%	9,511	3,257	362
2022	4.00%	9,891	3,387	130
2023	4.00%	10,287	3,523	135
2024	4.00%	10,698	3,664	141
2025	4.00%	11,126	3,810	147
2026	4.00%	11,571	3,963	152
2027	4.00%	12,034	4,121	159
2028	4.00%	12,515	4,286	165
2029	4.00%	13,016	4,457	171
2030	4.00%	13,536	4,636	178
2031	4.00%	14,078	4,821	185
2032	4.00%	14,641	5,014	193
2033	4.00%	15,227	5,215	201
2034	3.00%	15,683	5,371	156
2035	3.00%	16,154	5,532	161
2036	3.00%	16,639	5,698	166
2037	2.00%	16,971	5,812	114
2038	2.00%	17,311	5,928	116
2039	2.00%	17,657	6,047	119
2040	2.00%	18,010	6,168	121

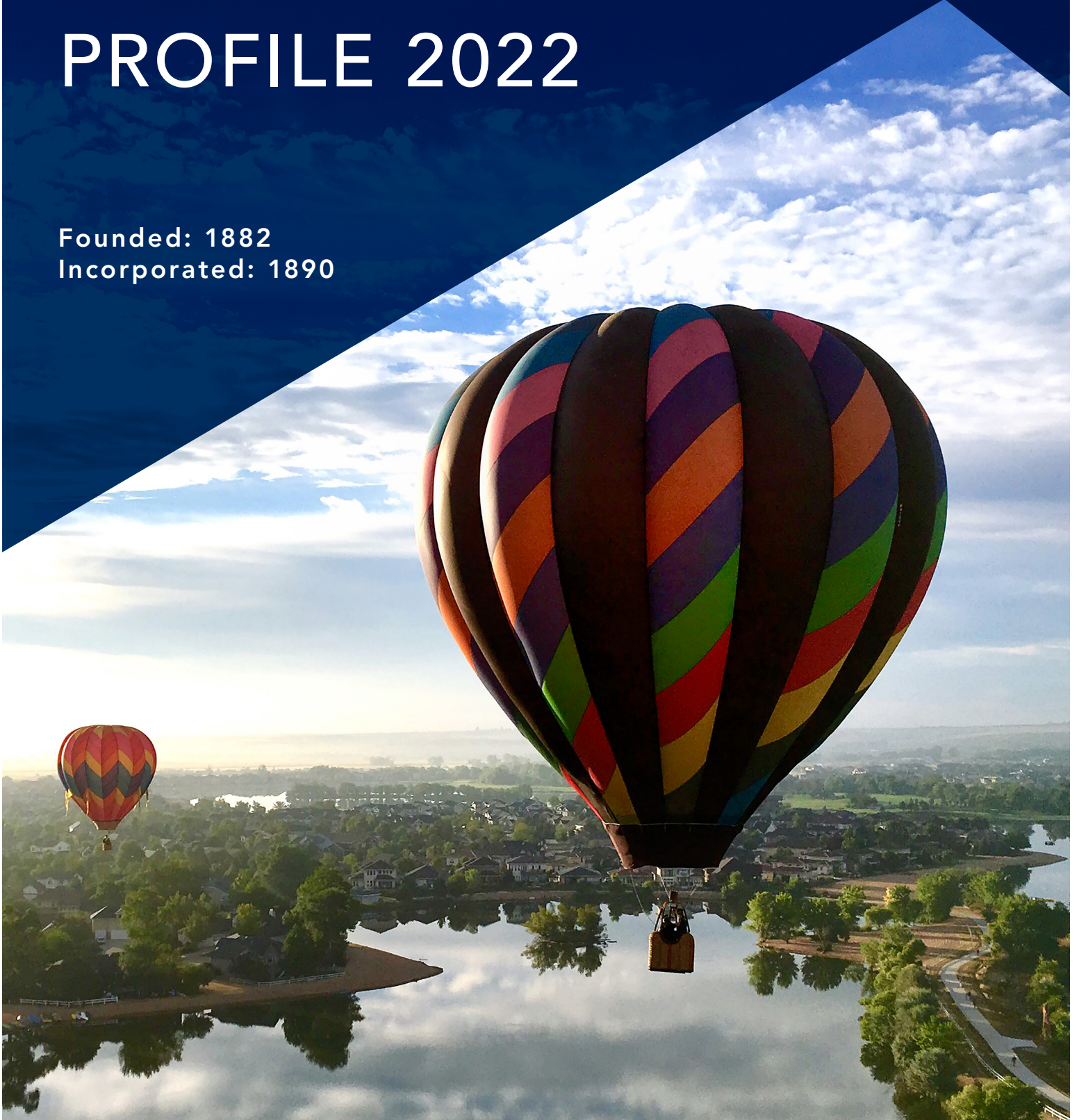
<sup>1</sup>2018 POPULATION TAKEN FROM MARCH 2019 POPULATION PROJECTIONS

INPUT



# COMMUNITY PROFILE 2022

Founded: 1882  
Incorporated: 1890



POPULATION

**40,350**

LARIMER COUNTY

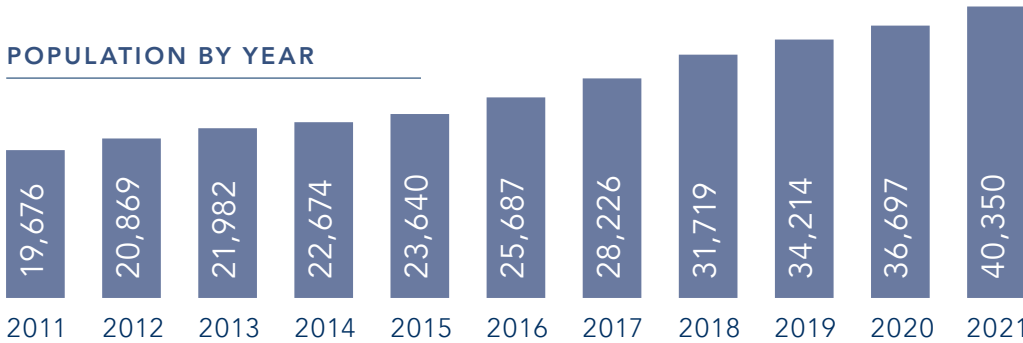
359,066

WELD COUNTY

328,981

**41** MEDIAN AGE

POPULATION BY YEAR



7.11% AVERAGE YEARLY GROWTH RATE SINCE 2011

EDUCATION ATTAINMENT



HIGHER EDUCATION ENROLLMENT

- Colorado State University / **32,908**
- University of Northern Colorado / **10,348**
- Front Range Community College / **18,703**
- AIMS Community College / **6,940**

HOUSING

**13,400 UNITS**



- 82.7% OWNER OCCUPIED
- 17.3% RENTER OCCUPIED

**1.9%** VACANCY

HOUSEHOLD INCOME

**\$103,933** MEDIAN  
**\$125,427** AVERAGE

HOME SALES

**\$530,597** MEDIAN

**35** MEDIAN DAYS ON MARKET

ELECTED OFFICIALS TOP STRATEGIC PLAN PRIORITIES

- Strategic Growth
- Sustainable Infrastructure
- Vibrant and Healthy Economy

\* Sources: ESRI, Town of Windsor, RedFin, Direct Source

## WORKFORCE POPULATION

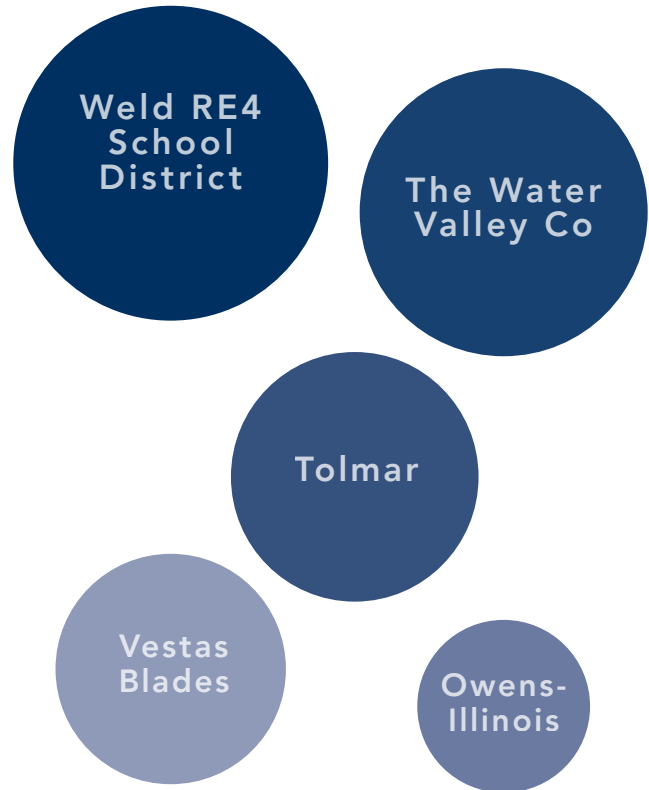
17,981 Total Eligible Age 16 and Over



## TOP INDUSTRIES

Educational Services & Healthcare	22.8%
Professional, Scientific & Technical	12%
Manufacturing	11.0%
Retail Trade	8.7%
Construction	8%
Finance, Insurance & Real Estate	8.4%
Other	36.6%

## TOP EMPLOYERS



## SIZE

**27.0**  
SQUARE  
MILES

## SITE OPPORTUNITY FOR COMMERCIAL DEVELOPMENT



**7,000**  
AVAILABLE  
ACRES

**13**  
BUSINESS  
PARKS

**3**  
COMMERCIAL  
AREAS

## INFRASTRUCTURE



### AIR

- » Denver International
- » Northern Colorado Regional
- » Greeley-Weld County
- » Cheyenne Regional



### RAIL

- » Great Western Railway
- » Burlington Northern Sante Fe Railway (BNSF)
- » Union Pacific Railroad



### TRUCK

- » I-25
- » Highway 392
- » Highway 257
- » Highway 34

## GOVERNMENT

### Form of Government:

Colorado Home Rule Municipality;  
Board-Manager

### Boards & Commissions:

Town Board; Planning Commission; Board of Adjustment;  
Parks, Recreation & Culture Advisory Board; Historic Preservation;  
Water & Sewer Board; Tree Board; and Housing Authority



## TAXES

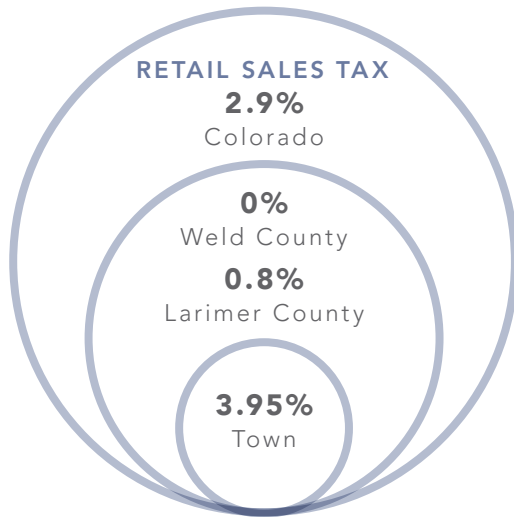
**no. 43**  
State Revenue  
per Capita

**no. 31**  
State & Local Corporate  
Income Tax Collections  
per Capita

**7.65%**  
Combined State and  
Local Sales Tax Rates  
Larimer County

**6.85%**  
Combined State and  
Local Sales Tax Rates  
Weld County

*Colorado remains a popular place to do business due to lower taxes. Weld County has been able to maintain a real estate property tax level that is significantly lower than the surrounding areas due to extensive oil & gas activities.*



STATE  
CORPORATE  
& PERSONAL  
INCOME TAX IS

**4.55%**

OF FEDERAL TAXABLE INCOME

Inventories, Goods in Transit, and Intangibles are **NOT TAXED** in Colorado and there is **NO FRANCHISE TAX**.

### PROPERTY TAXES

**29%**  
ASSESSMENT RATE

Industrial or commercial property (buildings, land and equipment) is assessed at 29% of market value. The state does not levy a property tax; however, counties do via tax districts and mill levies.

### How do mill levies work?

The mill levy represents the dollars levied for each \$1,000 of assessed value. For example, with a mill levy of 95.000 mills, the property owner would pay \$95.00 for every \$1,000 in assessed value.

### STATE UNEMPLOYMENT INSURANCE

Unemployment insurance tax liability is based on the taxable wage base, which is the first \$10,000 of each worker's wage. If covered for the first time, the tax rate will be

**1.7% of the wage base** or a rate equal to the industry average, whichever is greater.

### CONNECT WITH WINDSOR

Stacy Miller  
Director of Economic Development  
smiller@windsorgov.com

Terry Schwindler, CEcD  
Business Development Specialist  
tschwindler@windsorgov.com

WindsorEconomicDevelopment.com | 970-674-2488



# BUILDING PERMIT REPORT

July 2022



## BY PERMIT TYPE

	Single Family			Multi-Family			Commercial		Industrial		Other*	
	# of Permits	Total Valuation	Total Avg. Valuation	# of Permits	# of Units	Total Valuation	# of Permits	Total Valuation	# of Permits	Total Valuation	# of Permits	Total Valuation
Jan	88	\$24.88M	\$283K	10	90	\$13.09M	--	--	1	\$0.72M	103	\$4.30M
Feb	65	\$19.58M	\$301K	1	8	\$1.28M	2	\$22.34M	2	\$3.62M	103	\$5.54M
Mar	57	\$19.82M	\$348K	15	118	\$22.56M	9	\$14.35M	1	\$8.10M	116	\$2.65M
April	55	\$21.27M	\$387K	13	130	\$22.87M	2	\$0.95M	1	\$8.50M	110	\$2.32M
May	31	\$11.30M	\$364K	0	0	\$0.00M	6	\$5.27M	0	\$0.00M	272	\$5.32M
June	15	\$5.18M	\$345K	7	16	\$2.30M	0	\$0.00M	2	\$9.20M	193	\$5.57M
July	25	\$8.05M	\$322K	98	101	\$8.26M	0	\$0.00M	1	\$59.66M	149	\$6.29M
Aug												
Sept												
Oct												
Nov												
Dec												
<b>Total:</b>	<b>336</b>	<b>\$110.08M</b>	<b>\$2.35M</b>	<b>144</b>	<b>463</b>	<b>\$70.35M</b>	<b>19</b>	<b>\$42.90M</b>	<b>8</b>	<b>\$89.79M</b>	<b>1046</b>	<b>\$31.98M</b>

\* Other includes residential/commercial additions, remodels, or tenant finishes; electrical permits, uninhabitable structures, and similar permits.

\*\* Valuation: The value of labor and materials and does not represent sales prices. Total average is the total value divided by number of permits. Average value is the average of all subdivisions together.



Great Western Industrial Park 13th Filing L3 (Ceti Alpha Cold Storage Facility)



Great Western Industrial Park 12th Filing (Gotham Greens)





# SINGLE FAMILY BUILDING PERMIT OVERVIEW

## MONTHLY SUMMARY

Permits Issued	25
Average Valuation	\$322,068
Permit Ready Lots	952
Lots Requiring Further Review	229

## PERMITS BY SCHOOL DISTRICT

District	Monthly Total	YTD
RE-4 Weld	10	236
PSD Larimer	14	97
R2-J Larimer	1	3

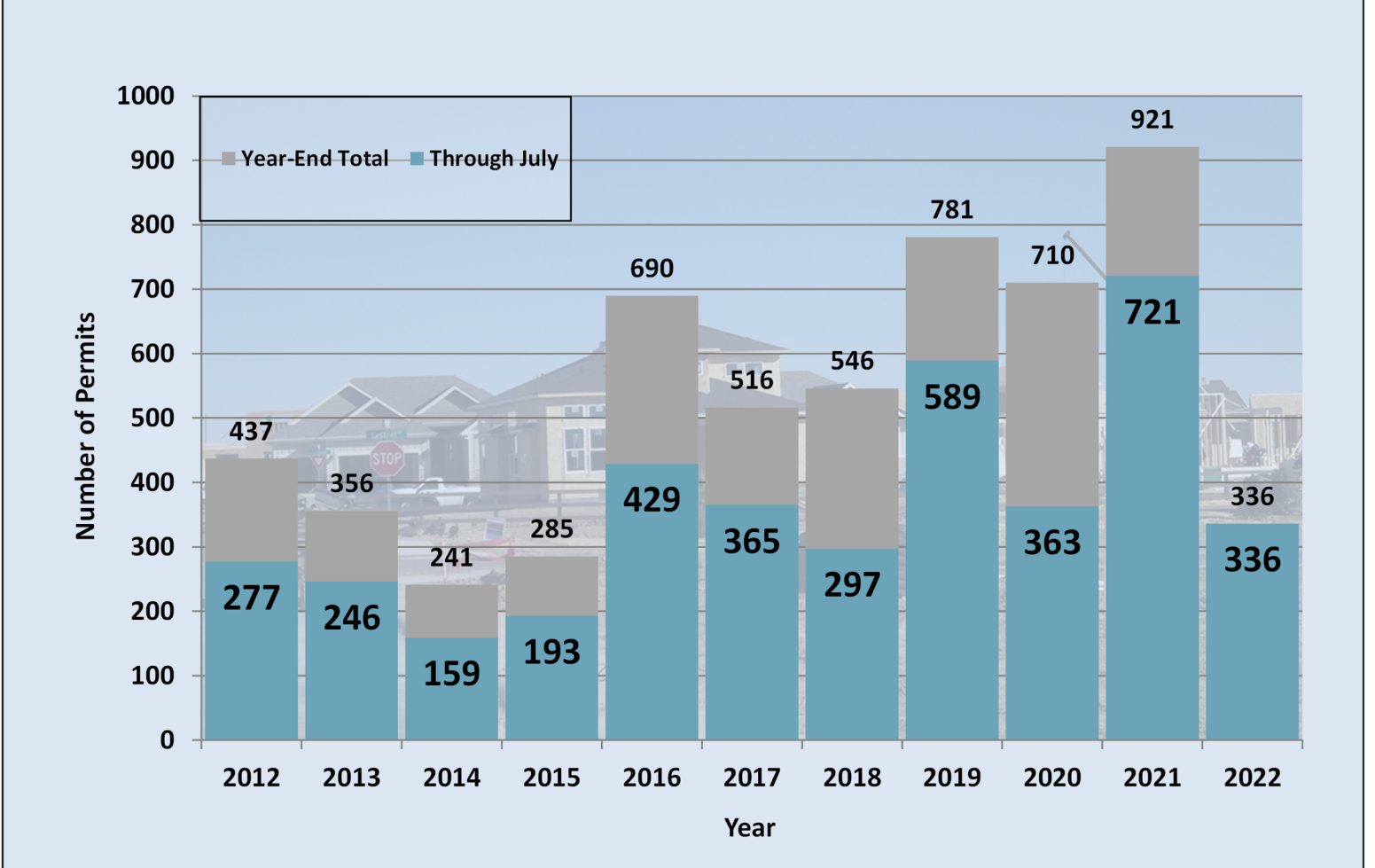
## TOP PERMITS BY SUBDIVISION

Fossil Creek Ranch Filings 1-2	11
Greenspire (Phases 1-9)	5
Raindance Subdivision Filings 2-6, 8, 9, 15-17, 19	5

## LOTS BY COUNTY

County	Total Lots	Permit Ready Lots
Larimer	2,205	266
Weld	5,029	686

## YEARLY COMPARISON—SINGLE FAMILY DETACHED PERMITS ISSUED



# SINGLE FAMILY PERMITS ISSUED BY SUBDIVISION

SUBDIVISIONS	Zone Dist.	Total Lots	Permits Issued			Lots Remaining	Permit Ready Lots	Lots Needing Further Approval	School Dist. <sup>2</sup>	Utility Service	Final Approval Date	Average Monthly Valuation Per Subdivision
			Total Issued	**Total Units Issued	Permits this Month							
Bison Ridge	RMU	111	110			1	1	0	PSD	E	2/11/02	
Brunner Farm (New Windsor)	RMU	313	310			3	3	0	RE-4	A	12/18/96	
Fossil Creek Ranch Filings 1-2	RMU	260	42		11	218	218	0	PSD	A	9/29/20	\$264,126.84
Fossil Ridge (Phases 1 - 5) (Belmont Ridge and Highlands Ridge)	E-2	297	293			4	4	0	R2-J	C	7/12/04	
Governor's Farm 5th Filing	SF-1	5	4			1	1	0	RE-4	A	5/18/20	
Greenspire (Phases 1-9)	RMU	503	188		5	315	315	0	RE-4	A	5/11/05	\$308,817.64
Highland Meadows Golf Course (Phases 1a, 2, 3, 4, 5, 7 & 11) (north side)	E-2	424	423			1	1	0	PSD	C	3/10/03	
Highland Meadows Golf Course (Phases 4, 6, 9 and 11) (south side)	E-2	231	231		1	0	0	0	R2-J	C	3/10/03	\$566,000.00
Highpointe (Phases 1, 2, 3, & 4)	E-2	377	374			3	3	0	R2-J	C	10/24/05	
Hilltop Estates (Pelican Hills)	E-1	88	83			5	5	0	RE-4	B	4/26/99	
North Shores Estates	E-1	45	44			1	1	0	RE-4	B	9/26/94	
Park Addition 5th Filing		3	3			0	0	0	RE-4	A	1/29/14	
Poudre Heights 3rd Filing	RMU	226	0			226	0	226	RE-4	A	11/25/19	
Providence Farm Subdivision 10th	E-1	3	1			2	2	0	RE-4	A	7/9/20	
Raindance Subdivision Filings 2-6, 8, 9, 15-17, 19	PUD	1,504	1,278		5	226	226	0	RE-4	A	7/10/17	\$400,481.48
Ranch at Highland Meadows (Steeplechase)	E-1	243	237			6	6	0	R2-J	D	10/25/99	
RidgeWest	PUD	115	114			1	1	0	PSD	A	8/29/97	
Shutts 3rd Filing	RMU	30	18		2	12	12	0	PSD	C	10/23/17	\$398,000.00
South Hill Subdivision 1st and 2nd Filings	RMU	240	222			18	18	0	RE-4	A	5/9/16	
The Ridge at Harmony Road Filings 1-3	RMU	969	964			5	5	0	RE-4	H	4/25/16	
Trautman 2nd Filing (The Farm at Water Valley)	E-2	39	1			38	38	0	RE-4	A	5/17/06	
Ventana	E-1	48	45			3	0	3	RE-4	B	7/10/00	
Water Valley 6th Filing	RMU	45	43			2	2	0	RE-4	A	11/2/00	
Water Valley South	RMU	853	785			68	68	0	RE-4	A	5/6/04	
Westwood Village 2nd Filing	SF-1	145	143			2	2	0	RE-4	A	12/8/97	
Windsor Villages at Ptarmigan	RMU	117	97		1	20	20	0	PSD	C	10/25/19	\$237,827.94
<b>Totals</b>		<b>7,234</b>	<b>6,053</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>1,181</b>	<b>952</b>	<b>229</b>			<b>\$322,068.75</b>

## Zoning

- E-1 - Estate Residential (Septic)
- E-2 - Estate Residential (Sewer)
- SF-1 - Single Family Residential
- RMU - Residential Mixed Use

## School District

- RE-4 - Weld County RE-4
- PSD - Poudre School District
- R2-J - Thompson School District

## Utility Services Index

- A. Town of Windsor Water & Town of Windsor Sewer
- B. Town of Windsor Water & Septic System
- C. Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation Dist.
- D. Ft. Collins/Loveland Water District & Septic System
- E. Ft. Collins/Loveland Water District & Town of Windsor Sewer
- F. North Weld Water District & Septic System
- G. North Weld Water District & Town of Windsor Sewer
- H. North Weld Water & Box Elder Sewer



# UNPLATTED SINGLE-FAMILY RESIDENTIAL PROJECTS

## SUBDIVISIONS

	Zoning	Status	# of Units	School District	Utility Services	Date
Harmony Master Plan	E-2	MP	485	RE-4	A	7/27/09
River Ridge East Master Plan	RMU	MP	132	RE-4	E	5/28/97
Tacincala Master Plan	SF-1	MP	830	RE-4	A	12/18/06
Tacincala Master Plan (Collette Farm)	RMU	MP	618	RE-4	A	3/28/11
Overland Master Plan	PUD	MP	691	RE-4	A	3/23/20
<b>TOTAL:</b>			<b>2756</b>			

## KEY

MP - Master Planned - A plan that depicts the general location of land uses, land use densities/intensities, and major street network. The final subdivision plat is required to closely resemble the Master Plan land uses, densities/intensities, and layout; and is necessary for platting lots, tracts, and streets.

UR - Under Review - This project is currently being reviewed by town staff and has not yet been approved.

IA - Inactive - Projects not actively under review

### Zoning

E-2 - Estate Residential (Sewer)

SF-1 - Single Family Residential

RMU - Residential Mixed Use

### School District

RE-4 - Weld County RE-4

PSD - Poudre School District

R2-J - Thompson School District

### Utility Services Index

A. Town of Windsor Water & Town of Windsor Sewer

B. Town of Windsor Water & Septic System

C. Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation Dist.

D. Ft. Collins/Loveland Water District & Septic System

E. Ft. Collins/Loveland Water District & Town of Windsor Sewer

F. North Weld Water District & Septic System

G. North Weld Water District & Town of Windsor Sewer



# MULTI-FAMILY BUILDING PERMIT OVERVIEW

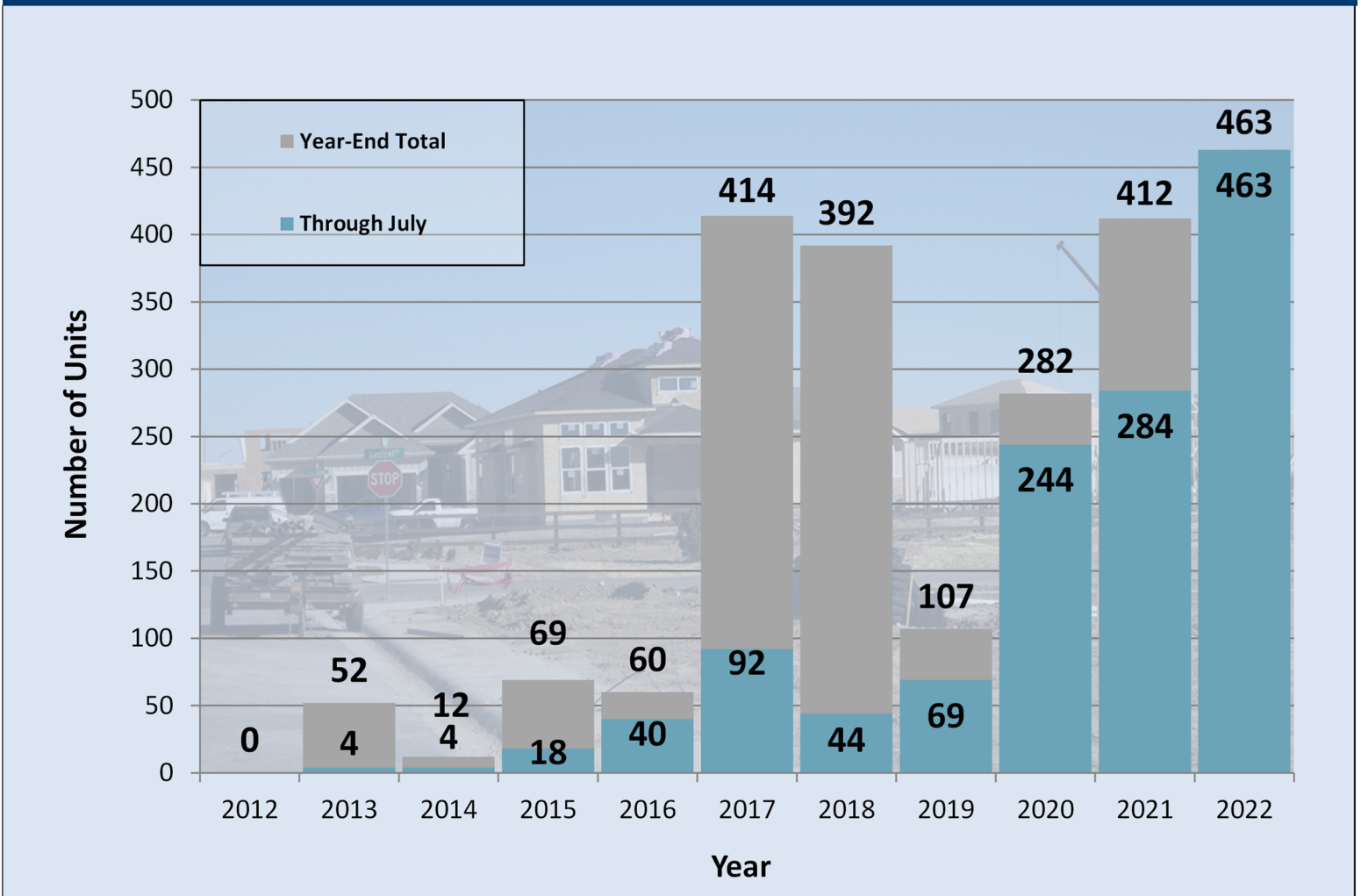
## MONTHLY SUMMARY

Permits Issued	98
Number of Units	101
Total Valuation	\$8,258,664.70
Permit Ready Lots	507
Lots Requiring Further Review	0

## UNITS BY SCHOOL DISTRICT

District	Monthly Total	YTD
RE-4 Weld	16	362
PSD Larimer	0	4
R2-J Larimer	85	97

## YEARLY COMPARISON—DWELLING UNITS PERMITTED







## MULTI-FAMILY PERMITS ISSUED BY SUBDIVISION

SUBDIVISIONS	Zoning	Total Lots/Units	MF Units			Units/ Lots Remaining	Permit Ready Lots/Units	Lots Needing Further Approval	School District <sup>2</sup>	Utility Service	Final Approval Date
			Total Issued	This Year	This Month						
Eagle Crossing (Buckingham) (Apartments)	PUD	353	85	85	85	268	268	0	R2-J	C	7/22/02
Greenspire (1st filing) (Attached-duplex)	RMU	84	66	26	8	18	18	0	RE-4	A	10/15/21
Greenspire (4th filing) (Attached-townhomes)	RMU	93	0			93	93	0	RE-4	A	10/15/21
Highland Meadows Golf Course 12th (Condos)	RMU	96	84			12	12	0	R2-J	C	10/26/15
Highland Meadows Golf Course 15th (Townhomes)	RMU	100	48	12		52	52	0	R2-J	C	8/26/19
Raindance 11th Filing (Condos)	PUD	160	148	24	8	12	12	0	RE-4	A	7/27/20
Raindance 12th Filing (Apartments)	PUD	525	499	210		26	26	0	RE-4	A	11/9/20
Raindance 20th Filing (Townhomes)	PUD	102	102	102		0	0	0	RE-4	A	1/18/22
Shutts (3rd Filing) (Duplex, Triplex, Townhomes )	RMU	68	66	4		2	2	0	PSD	C	10/23/17
Water Valley South (8th filing)(Attached)	RMU	28	4			24	24	0	RE-4	A	6/9/08
<b>Totals</b>			<b>1,102</b>	<b>463</b>	<b>101</b>	<b>507</b>	<b>507</b>	<b>0</b>			

\* Multi-Family is defined as duplexes, triplexes, fourplexes, fiveplexes, sixplexes, apartments and condominiums

## UNPLATTED MULTI-FAMILY PROJECTS

SUBDIVISIONS	Zoning	Status	Total Lots	School District	Utility Service	Final Approval Date
Fossil Creek Meadows Master Plan	RMU	MP	469	PSD	C	1/19/06
Great Western Master Plan	RMU	MP	396	RE-4	A	11/13/06
Greenspire (Senior housing) Master Plan (80-100 units)	RMU	MP	80	RE-4	A	4/15/04
Tacincala Master Plan	RMU	MP	475	RE-4	A	12/18/06
Tacincala Master Plan (Collette Farm)	RMU	MP	369	RE-4	A	3/28/11
Water Valley South Master Plan	RMU	MP	845	RE-4	A	4/26/04
				<b>2,634</b>		

### Key

MP - Master Planned - A plan that depicts the general location of land uses, land use densities/intensities, and major street network. The final subdivision plat is required to closely resemble the Master Plan land uses, densities/intensities, and layout; and is necessary for platting lots, tracts, and streets.  
 UR - Under Review - This project is currently being reviewed by town

### Zoning

RMU - Residential Mixed Use  
 MF-1—Low Density Multifamily  
**School District**  
 RE-4 - Weld County RE-4  
 PSD - Poudre School District  
 R2-J - Thompson School District

### Utility Service Index

- |   |  |
|---|--|
| A. Town of Windsor Water & Town of Windsor Sewer                            | E. Ft. Collins/Loveland Water District & Town of Windsor Sewer |
| B. Town of Windsor Water & Septic System                                    | F. North Weld Water District & Septic System                   |
| C. Ft. Collins/Loveland Water Dist. & South Ft. Collins Sanitation District | G. North Weld Water District & Town of Windsor Sewer           |
| D. Ft. Collins/Loveland Water District & Septic System                      |  |

# COMMERCIAL BUILDING PERMIT OVERVIEW

## COMMERCIAL PERMITS ISSUED BY MONTH

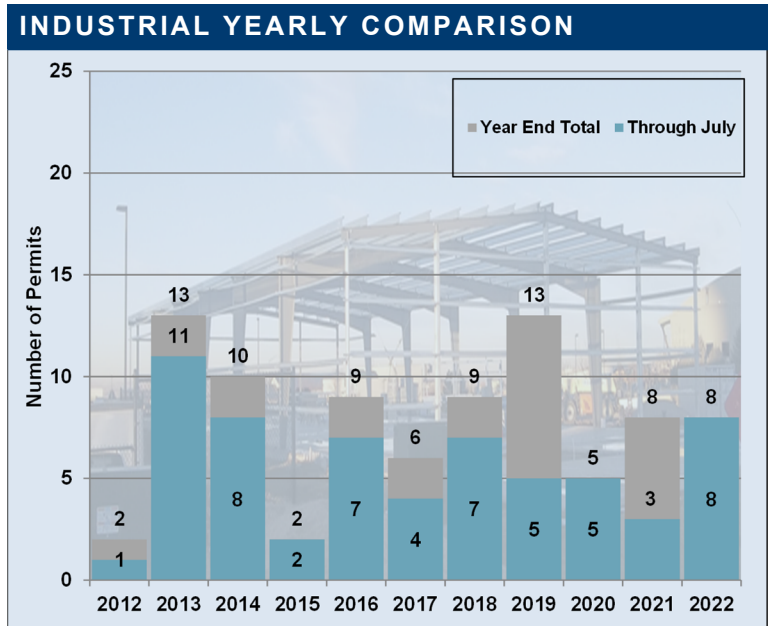
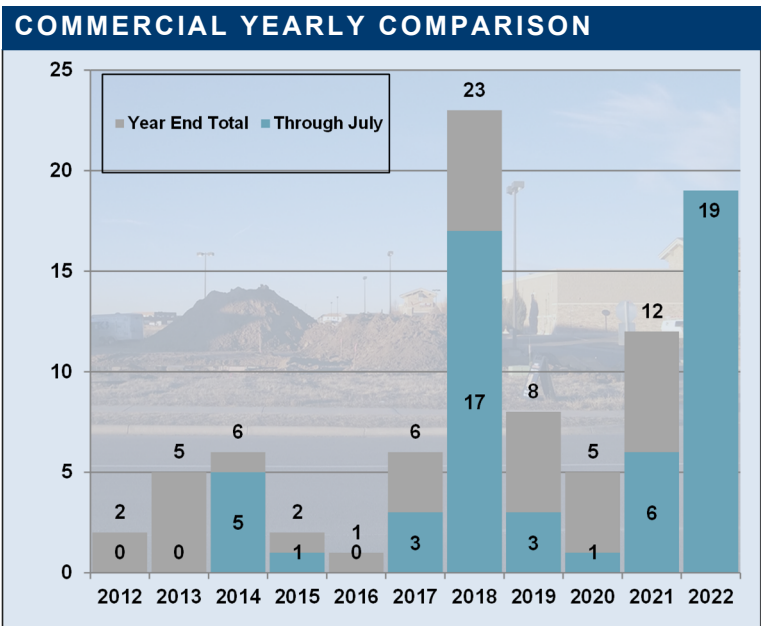
	Project Name	Address	Description
February	Future Legends Minor League Stadium	1000 Future Legends DR	119,969 sf Minor League Stadium
February	Boersma Commercial	1000 Champion DR	21,000 sf Commercial Building
March	1113 Southgate Flex LLC	1113 SOUTH GATE DR Bldg 1	12,000 sf Multi-Tenant Commercial Building
March	1113 Southgate Flex LLC	1113 SOUTH GATE DR Bldg 2	12,000 sf Multi-Tenant Commercial Building
March	Raindance National Golf Course	31013 Weld County Road 17	15,350 sf Commercial - Maintenance Building
March	Dynamic Drywall	1105 SOUTH GATE DR	6,520 sf Commercial Office/Warehouse Building
March	ENT Credit Union	1281 MAIN ST	3,982 sf Commercial Building
March	Future Legends Collegiate Stadium	950 Owlz Way	9,078 sf Collegiate Stadium
March	Town of Windsor WWTP	30502 CO-257	11,610 sf Digester Tank and Dewatering Facility
March	Raindance National Golf Course	1775 Hoedown DR	1,373 sf Commercial Building-Foundation Only-Country Store/Clubhouse/Pro-Shop
March	Howlers and Growlers	1246 Automation DR	3,000 sf Commercial Building - Foundation Only-Restaurant
April	Raindance National Golf Course	1775 Hoedown DR	1,817 sf Commercial Building - Country Store/Clubhouse/Pro-Shop
April	Pelican Shores	766 Beachside DR	680 sf Clubhouse
May	Windsor Middle School	900 Main ST	4,209 sf Modular Building
May	Skyview Elementary School	1000 Stone Mountain DR	6,125 sf Modular Building
May	Grandview Elementary School	1583 Grand AVE	6,125 sf Modular Building
May	Raindance National Golf Course	1775 Hoedown DR	6,000 sf Commercial Building
May	Raindance National Golf Course	1775 Hoedown DR	322 sf Comfort Stations/Restrooms
May	Howlers and Growlers	1246 Automation DR	4,519 Restaurant
June	N/A	N/A	N/A
July	N/A	N/A	N/A

# INDUSTRIAL BUILDING PERMIT OVERVIEW

## INDUSTRIAL PERMITS ISSUED BY MONTH

	Project Name	Address	Description
January	Schlumberger Bulk Cement Storage	31660 Great Western Dr	7,500 sf Industrial/Warehouse Building
February	The Vaults	360 Rancho DR, B2	16,842 sf Industrial/Personal Storage Building
February	The Vaults	360 Rancho DR, B5	23,186 sf Industrial/Personal Storage Building
March	Lineage Logistics LLC	1680 Great Western DR	196,819 sf Industrial/Cold Storage Facility-Foundation only
April	GG Colorado II LLC	1700 WCR 23	140,030 sf Greenhouse, Support and Administration Bldg
May	N/A	N/A	N/A
June	Future Legends Sports Park	940 Owlz Way	64,530 sf Industrial Building
June	Future Legends Sports Park	801 Diamond Valley Drive	800 sf Industrial Building
July	Great Western Industrial Park	1680 Great Western DR	198,422 sf Industrial/Cold Storage Facility-Foundation only
August			
September			
November			
December			

# COMMERCIAL/INDUSTRIAL BUILDING PERMIT OVERVIEW





ADDITIONAL INFORMATION CAN BE FOUND AT

[windsorgov.com/planning](http://windsorgov.com/planning) | 970-674-3490





**Annual Average Population Growth Rate per Census Tract Intersecting Weld RE-4 Greeley Jurisdiction**

Census Tract	2022 Total Population Estimate	2022 Total Households	Average Persons Per Household	2022 Annual Growth Rate: Population	2023	2024	2025	2026	2027
81230022.091	3,739	1,413	2.65	8.13%	4,043	4,372	4,727	5,111	5,527
81230014.061	7,787	3,038	2.56	1.39%	7,895	8,005	8,116	8,229	8,343
81230014.071	4,340	1,430	3.03	-2.18%	4,245	4,153	4,062	3,974	3,887
81230014.121	3,442	1,350	2.55	-0.45%	3,427	3,411	3,396	3,381	3,366
81230014.161	3,954	1,654	2.39	2.64%	4,058	4,166	4,275	4,388	4,504
81230021.014	13,778	4,387	3.14	2.37%	14,105	14,439	14,781	15,131	15,490
<b>Total Sum</b>	<b>37,040</b>	<b>13,272</b>	<b>2.72</b>		<b>37,773</b>	<b>38,545</b>	<b>39,358</b>	<b>40,215</b>	<b>41,117</b>

*Source: U.S. Census Bureau and ESRI Community Analyst, Prepared by City of Greeley, Community Development Department, Long Range Planning*

Annual growth rate = (Current Population - Old Population) / Old Population \*100. take that percentage and divide by 5. That value is your growth rate %

# **PUBLIC LIBRARY GRANT ELIGIBILITY FORM FY 2022-2023 STATE GRANTS TO LIBRARIES COLORADO STATE LIBRARY**

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FY 2022-2023 State Grants to Libraries are provided by the Colorado State Library to enable public libraries, school libraries, and academic libraries to obtain educational resources they would otherwise be unable to afford, to the end that the state will receive the corresponding benefits of a better educated and informed population. (C.R.S. 24-90-402)

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**Submit by Email by  
5:00pm Thursday, September 15, 2022**

- **Please read the FY2022-2023 [State Grants to Libraries Guidelines](#) carefully** to understand eligibility requirements, eligible uses, timeline for expenditure of funds, and reporting requirements.
- Complete and submit this Grant Eligibility Form by **September 15, 2022**, to certify that the library meets the requirements to receive funding and intends to use the funds as required by law.
- Secure the appropriate signatures on this Grant Eligibility Form. Omitting required signatures may disqualify the applicant.
- **Email completed Grant Eligibility Form by 5:00pm Thursday, September 15, 2022, to Melissa Carlson at [carlson\\_m@cde.state.co.us](mailto:carlson_m@cde.state.co.us)**



**COLORADO**  
**Department of Education**

Colorado State Library

## Public Library Grant Eligibility Form

Name of Library/Library District

Contact Person Name

Contact Person Title

Contact Person Telephone

Contact Person Email

Fiscal Contact Name (optional)

Fiscal Contact Email

This certifies that the Library meets all requirements to receive funding. Please select Yes or No for each requirement:

Eligibility Requirement	Yes	No
1. Will utilize this funding to purchase eligible educational resources.		
2. Legally established and operated under Colorado Library Law.		
3. Borrows and lends to other Colorado libraries without a charge.		
4. When applicable, primary clientele can use the interlibrary loan service and access the Internet without a charge.		
5. Meets the Internet access by minors requirements in <a href="#">C.R.S. 24-90-404(2)(C)(I,II,III)</a>		
6. Staffing and service hours – has paid staff available in the library for a minimum of 20 hours each week.		
7. Reporting – will submit report to State Library by July 31, 2023.		

**Maintenance of Effort Requirements.** Funding is designed to supplement, not supplant, local funding for libraries. To be eligible, applicants must demonstrate that receiving these funds do not decrease existing local revenue sources. Please provide the following library collection budget information for your current fiscal year and the previous three years of actual expenditures. Library collection budgets include print, electronic, and other circulating library materials. It does not include related expenses such as salary or processing fees. Do not include State Grants to Libraries or other grants as part of your collection budget.

	Library <b>collection</b> expenditures, not including any grants (i.e. State Grants to Libraries) to the library for collections
FY19-20	\$
FY20-21	\$
FY21-22	\$
FY22-23 (planned)	\$

If the FY22-23 library collection budget is less than the average of the previous three years, the Colorado State Library may contact you for additional information to determine your eligibility.

**Chair of Board of Trustees or other appropriate authority:**

Type name and title:

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Signature (*digital signature or print form & sign*)

Date

**Library Director:**

Type name and title:

---

Signature (*digital signature or print form & sign*)

Date

Submit completed form by September 15, 2022, via email to:  
Melissa Carlson at [carlson\\_m@cde.state.co.us](mailto:carlson_m@cde.state.co.us)