Douglas County Libraries

Board of Trustees Regular Meeting Agenda

Douglas County Libraries
Wednesday, May 27, 2020
6:00 P.M.
Remote Call-In

CALL TO ORDER Presiding: Ron Cole, President

NOTICE *This meeting was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.*

ATTENDANCE

GUESTS: Kim Higgins and Bill Millspaugh, Eide Bailly Auditors

PUBLIC COMMENTS

CONSENT APPROVAL **Page 4**

MOTION TO APPROVE:

- Minutes April 29, 2020 Pages 5-7
- Budgeted Capital Expenditure Sorter Replacement Page 8

DISTRICT BUSINESS **Page 9**

Do any board members have a conflict of interest to disclose regarding any of the below matters? If so, please recuse yourself, and return to the meeting after discussion has ended.

PRESENTATION Annual Audit: Kim Higgins and Bill Millspaugh

- Letter to Management Pages 10-12
- Annual Report Pages 13-77

MOTION TO ALIGN CUSTOMER EXPECTATIONS FOR COVID-19 COMPLIANCE

- **MOTION:** Align Customer Expectations Pages 78-79

Inspiring a love of... READING... DISCOVERY... CONNECTION...

EXECUTIVE LIBRARY DIRECTOR UPDATE

- Library & Department Activity Report Pages 80-86
- Introduce new Director Julianne Griffin, Customer Experience

FOUNDATION

Annual Report to the Library Board Pages 87-133

TRUSTEE COMMENTS

UPCOMING BOARD MEETINGS

Currently Scheduled:

1. **Board Meeting**: June 24, 2020, Douglas County Libraries Virtual Meeting, 6:00 p.m.
2. **Board Study Session**: June 24, 2020, Douglas County Libraries Virtual Meeting, 5:00 p.m.

OTHER BOARD CALENDAR ITEMS

1. **Partnership of Douglas County Governments Meeting**: July 15, 2020, Town of Castle Rock, TBA, 7:00 a.m. (meeting begins at 7:30 a.m.)

ADJOURN

Douglas County Libraries

Board of Trustees

Regular Meeting
May 27, 2020

Inspiring a love of...

READING...

DISCOVERY...

CONNECTION...

Douglas County Libraries

Consent Agenda

#	Item	
1.	Minutes	Meeting April 29, 2020
2.	Budgeted Capital Expenditure	Highlands Ranch Sorter

MOTION: I move to accept the consent agenda as presented.

DOUGLAS COUNTY LIBRARIES
Board of Trustees Meeting
April 29, 2020
Remote Virtual

President Cole called the regular meeting to order at 5:00 p.m.

This meeting was held and was noticed in compliance with both Colorado Open Meeting Law and the Douglas County Libraries Bylaws.

The following were present:

TRUSTEES: Suzanne Burkholder, Ron Cole, Daniel Danser, Sean Duffy, Meghann Silverthorn, Dawn Vaughn and Louise Wood

All trustees were present. A quorum was present.

STAFF: Bob Pasicznyuk, Dave Anderson, Michael King and Patti Owen-DeLay

PUBLIC: (Staff Attending as Public) Kelly Allen, Angie Brown, Lisa Casper, Melissa Della Penna, Jessica Fredrickson, Lynn Jankura, Sue Klinke, May Lee, Ellen Mackey, Vanessa Mule, Allison Senne, Rachel Talpers and Cindy Williams

PUBLIC COMMENT: None

APPROVAL OF MINUTES
MOTION 20-04-01: Duffy moved and the motion carried unanimously to approve the special meeting minutes of April 9, 2020, as presented.

DISTRICT BUSINESS
No one declared a conflict of interest.

<u>Personnel Committee</u>

- Disruptive Patron Policy

  This policy is under review for update to allow for the library district to have a "Code of Conduct" for patron behavior.

  MOTION 20-04-02: Cole moved and the motion carried unanimously by roll call vote to adopt the Disruptive Patron Policy as presented.

- Problem Resolution Policy

DRAFT

This policy is under review for update including a renaming from "Problem Resolution Policy" to "Issue Resolution Policy" and to allow for dealing with issues when they involve senior leadership members and/or board members.
MOTION 20-04-03: Cole moved and the motion carried unanimously by roll call vote to adopt the Issue Resolution Policy as presented.

MOTION 20-04-04: Cole moved and the motion carried unanimously by roll call vote to adopt the Board Issue Resolution Procedure as presented.

Quarterly Investment Report
Anderson shared that all funds are at ColoTrust and that rates at ColoTrust continue to be higher, even though all rates have recently plummeted.

First Quarter Financials
Anderson reviewed the balance sheet citing no known concerns at this point with getting property tax revenue. Income statement is showing about $300,000 under budget for the quarter. Property taxes are the reason for the variance. It is just a seasonal, timing issue.

An additional report on board packet page 22 shows a tracking of property taxes. We are right on track with where we should be with property tax.

Continuing to track lost revenue against expenses for events like camps and author events.

COVID-related expenses are being tracked and are shown on board packet page 23. Personal Protective Equipment isn't yet reflected on this report.

COVID-19 Report

- Executive Session for Personnel Matters During COVID-19
  MOTION 20-04-05: Cole moved and the motion carried unanimously to enter into Executive Session for the discussion of: Personnel Matters C.R.S. §24-6-402(4)(f)

The board moved into Executive Session.

RETURN TO OPEN MEETING
For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of Colorado Open Meeting Law, I ask that you state your concerns for the record. Seeing none, the next agenda item is:

COVID-19 Report, continued

The board considered staff requests and Executive Library Director recommendation to open for curbside service on May 11, 2020.

- **MOTION 20-04-06:** Cole moved and the motion carried unanimously to allow the Executive Library Director to reopen Douglas County Libraries for curbside services on or before May 11, 2020. The Executive Library Director shall work toward a phased reopening of all library services subject to state and local guidelines and board approval. It is understood that such reopening will be subject to necessary safety protocols, including sourcing needed for protective or sanitary equipment, building access restrictions, or social limitations.

Pasicznyuk reviewed possible added curbside services or delivered services that staff is considering for implementation while we wait for public orders to allow public in the building.

TRUSTEE COMMENTS:

Vaughn shared appreciation for the outreach to the public for the services we are offering virtually.

Duffy echoed appreciation for the outreach to the public and how to be as creative as possible and for mirroring retail services.

Cole concurred.

Burkholder shared appreciation for all the services and staff work.

The board invited staff to introduce themselves.

UPCOMING BOARD MEETINGS

Currently Scheduled:

1. **Board Meeting**: May 27, 2020, Douglas County Libraries in Castle Rock, Castle Rock Bank Meeting Room East, 7:00 p.m. (Dinner at 6:30 p.m.)
2. **Board Study Session**: May 27, 2020, Douglas County Libraries in Castle Rock, Castle Rock Bank Meeting Room East, 5:00 p.m. - 6:30 p.m.

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,

Louise Wood, Board Secretary
Minutes prepared by Patti Owen-DeLay

DRAFT

Douglas County Libraries

Request for Approval
Budgeted Capital Expenditure

This item is coming to you in support of our expenditure policy for budgeted capital expenditures of $50,000 or more.

As such we are confirming:

1. Budgeted monies are still in place for this project.
2. The scope of the project is in line with the project budget
3. The project is in line with our current strategies or workplan.
4. We have finalized our scope costs through our normal bid and procurement processes.

DATE: May 27, 2020

AGENDA ITEM: Budgeted Capital Expenditure over $50,000 for replacement of the materials return sorter at the Highlands Ranch branch.

DISCUSSION: The current sorter at Highlands Ranch is at the end of its useful life. RFID Library Solutions is the vendor that the District has selected for its automated material handling (AMH) solutions to process customer returns, requests, and manage the movement of inventories across the District. RFID is one of two vendors who support a "dump & go" system for returning materials, which automates the return process. The District has determined thru years of use that RFID's sorters are engineered to be more reliable, and are less costly to operate than the alternative brand. This sorter installation will also standardize the Highlands Ranch sorter with other sorters in District.

BUDGET IMPACT: $310,000

RECOMMENDATION: We recommend that the Board approve this expenditure as presented through the following motion.

MOTION: I move to approve the budgeted capital expenditure of $310,000 for replacement of the sorter at the Highlands Ranch branch as recommended by the Capital Planning Committee.

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

Douglas County Libraries

District Business

Item	Prepatory Work	Motion
Letter to the Board from Auditors	Review for presentation and any questions or discussion	No board action required other than assuring audit is complete and hearing auditor recommendations. This is a legal compliance obligation.
Library Annual Report	Review for presentation and any questions or discussion	No board action required other than assuring audit is complete and hearing auditor recommendations. This is a legal compliance obligation.
Request for Approval – Align Customer Expectations for COVID-19	Review for action	**MOTION:** I move to align customer compliance expectations for COVID-19 to specific health orders, ordinances, and laws. Health recommendations will be shared, but staff will not enforce anything that isn't an order, ordinance, or law.
Annual Foundation Report to the library	Review for any questions or discussion	No board action required. Foundation bylaws requirement to provide library board with an annual report.

EideBailly

CPAs & BUSINESS ADVISORS

March 20, 2020

To the Board of Trustees
Douglas County Libraries
Castle Rock, Colorado

We have audited the financial statements of Douglas County Libraries (the District) as of and for the year ended December 31, 2019 and have issued our report thereon dated March 20, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards

As communicated in our letter dated September 12, 2019 our responsibility, as described by professional standards, is to form and express opinions 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 also 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 for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding material weaknesses over financial reporting and other matters noted during our audit in a separate letter to you dated March 20, 2020.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

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 2019. 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.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on 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 markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the net pension and other post-employment benefit (OPEB) liabilities and the related deferred inflows and outflows is based on actuarial assumptions and calculations utilized by the actuaries and provided and reviewed by management. We evaluated the key factors and assumptions used to develop the net pension and OPEB liabilities and related deferred inflows and outflows estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Douglas County Libraries' financial statements relate to: Capital Assets, Note 3; Long-Term Debt, Note 5; and Employee Retirement Plans, Note 6.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

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.

The following misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

Cash	$ 59,849	
Accounts Payable	61,412	
Accrued Salaries	390,674	
Nonspendable Fund Balance	452,086	
Prepaid Expenses		452,086
Accrued Payroll Taxes		59,849
Unassigned Fund Balance		452,086

Correct prepaid payroll and related accruals and fund balances associated with prepaids.

We did not identify any uncorrected financial statement misstatements as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Douglas County Libraries' financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated March 20, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Douglas County Libraries, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Douglas County Libraries' auditors.

This report is intended solely for the information and use of the Douglas County Libraries 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.

Eide Bailly LLP

Denver, Colorado

Douglas County Libraries

2019 ANNUAL REPORT

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Douglas County Libraries

FINANCIAL STATEMENTS
DECEMBER 31, 2019

EideBailly
CPAs & BUSINESS ADVISORS

Independent Auditor's Report

Board of Trustees
Douglas County Libraries
Castle Rock, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit and the major fund of the Douglas County Libraries (the District) as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit and the major fund of the District as of December 31, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, Schedule of Proportionate Share of the Net Pension Liability and Schedule of Proportionate Share of the Net OPEB Liability, and Schedule of Employer's Contributions to the Pension Plan and Schedule of Employer's Contributions to OPEB as presented in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The summary of revenues, expenditures and change in fund balance-general fund, history of assessed valuations, history of mill levies and property tax collections are presented for purposes of additional analysis and are not a required part of the financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Denver, Colorado
March 20, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2019

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection.

Douglas County Libraries ("the District") was established in November 1990 by resolution of the Board of County Commissioners of Douglas County, pursuant to a vote by the electors of Douglas County in favor of establishing a library district with the authority for a mill levy on real and personal property in Douglas County for the establishment, operation and maintenance of the District. The District includes all property within the boundaries of Douglas County, Colorado.

In order to achieve its vision, Douglas County Libraries provides the following services to all residents of Douglas County:

DESCRIPTION OF SERVICES

Douglas County Libraries serves a population of approximately 358,000 Douglas County residents at libraries in Castle Pines, Castle Rock, Highlands Ranch, Lone Tree, Louviers, Parker, Roxborough, and online at DCL.org. Services may be divided into the following broad categories:

Circulation

Circulation consists of the provision of books, e-books, periodicals, audio, videos and other library content for lending use to the public. More than 5 million physical items circulate annually. In 2020, we surpassed the 1 million mark for digital lending. We continue to be in the top four libraries in the state of Colorado. Our convenient holds service accounts for approximately 14.7% of Douglas County Libraries' annual circulation of physical materials.

Online Services

Virtual services continue to grow in breadth and use. Annually, we enjoy 2 million visits to our website, and 2.2 million visits to our catalog. Downloadable materials now make up 18% of total circulation, including music, books and audiobooks. We offer self-paced online learning programs on languages and computer software, real-time homework and resume help, plus access to full-text magazine and journal articles for students of all ages.

Community Gathering Space

The library serves as a key community gathering place. We are open more than 20,000 hours per year and welcome nearly 1.7 million visitors annually at our seven locations. Our public computers and wireless access offer a comfortable environment in which to work, study, stay up with current events, or keep in touch with friends. Civic groups, nonprofits and organizations of all kinds used our popular meeting rooms 6,770 times in 2019. Most of our libraries offer small meeting rooms that double as office space, tutoring classrooms, or just a quiet place to contemplate or meet friends.

Reader's Advisory Services

Douglas County Libraries places a strong emphasis on encouraging lifelong reading habits. Staff members train and focus on making book recommendations for people of all ages. Our staff collaborates with customers to determine their likes and dislikes and recommend good reads. Through conversation, displays, events and promotion of reading, Douglas County book lovers are introduced to new authors and experiences. Many staff have advanced skills in recommending suitable reading level materials for young people. From picture books to early readers, to research and recreational reading, staff recommend the appropriate books to advance and challenge young readers. The library also hosts a number of book clubs for readers to critically explore stories and discuss their meanings in their lives.

Storytime

We offered nearly 4,900 children's events that reached more than 169,000 attendees in 2019. Storytime attendance alone accounted for 136,153 attendees. Staff trained in preparing children to read emphasize narrative, vocabulary, rhyming and song in a fun and interactive environment that enlivens minds and introduces young people and their caregivers to the joy of reading. The early literacy skills that children learn in Storytime help them translate words to images, develop their brains, and nurture the cognitive, emotional and social skills they need to develop the habits of lifelong learners. We extend this program beyond the library locations with library outreach, Senior Reads and our Book Start program, in which staff and volunteers read and tell stories at child and adult day care centers and schools in Douglas County. Our Cuddle Up & Read program encourages parents of new babies to get baby a library card and begin reading together from day one.

Reference Services

Our staff members provide informational and research assistance to thousands of customers each year. Through in-person interviews, phone requests, instant messaging, email and community interviews, staff respond to requests for information in a timely fashion with well-researched answers. Our collection of current and in-depth reference materials supplements staff efforts and supports the community's interest in pursuing answers on their own. Our DCL for Business program offers dedicated staff and resources trained to support the needs of entrepreneurs and small businesses with timely market analysis, in-depth research, and business startup plans.

Events and Activities

Library events address a variety of interests and are designed to meet the needs of all age groups. Our Summer Reading Program reached more than 14,000 participants in 2019. In addition to Storytimes, children's events employ a wide variety of techniques and activities to allow young children to explore new ideas and develop advanced skills. From pairing teens with struggling young readers, to group reading comprehension competitions, to fun hands-on science experiments, young people have many opportunities to advance their skills in a safe environment. Teen events engage young people in creative activities, such as writing, photography, games and cosplay. Adults benefit from events that highlight adult literacy, High School Equivalency (HSE) and English as a Second Language (ESL), local economic development and current affairs, and technology literacy. Job seekers benefit from events designed to improve their skills. Author events give patrons the opportunity to mingle with writers, celebrate reading, and hear authors read from their latest works.

Community Engagement

Douglas County Libraries strives to create connections throughout our community to help it continue to thrive. We deliver engaging events, offer hospitality services and meeting spaces, build strong civic, community and business partnerships, and provide meaningful community outreach. Our school liaisons stay in regular communication with schools in our communities. As we build partnerships with each school, we promote library services and programs. School liaisons play a crucial role, increasing the library's visibility and usefulness for teachers and children.

Library Content

Our process for selecting materials for our collections is three-pronged, and includes centralized collection development, input from staff, and use of materials requests by customers. Online materials requests allow community-driven purchases and borrowing from other libraries. We received 7,243 customer materials requests in 2019. Of those, 29% were fulfilled by interlibrary loan and 38% led to DCL purchases. Throughout 2019, via Prospector, we loaned 15,835 items, while our customers borrowed 43,676 items.

DCL Archives & Local History

This entity collects and preserves the history of Douglas County in order to provide historical research resources to the public, through reference assistance and events in the library, in schools and for historical societies. Archivists connect with customers in the library, and through outreach, a robust website, and social media.

Volunteers

Volunteers numbered 1,716 in 2019, and combined to contribute 36,823 hours to support activities and operations in the library. Opportunities to work with adult learners, help with book sales, shelving, reading to children and seniors, and preservation of local history make our volunteer services a vibrant program that also provides job skills, personal growth and community involvement.

In order to deliver on its vision, the District operates seven library facilities, comprising 177,000 square feet, throughout Douglas County. In 2019, the District employed a workforce of 240 full-time equivalent persons, who were complemented by approximately 1,716 volunteers who provided 36,823 hours of service at no cost to the District or Douglas County. The District dedicates 87% of its employees, plus all volunteer service, to conducting library operations at its seven branches and providing community relations services. The District allocates 6% of its employees to operating and maintaining its facilities and information technology infrastructure. The remaining 7% of the District's employees are dedicated to providing district-wide support services including executive management, human resource management, and financial management.

In response to continued growth in Douglas County and aging library facilities, the District's strategic plan includes a goal focused on crafting the next generation of libraries to support delivery of premium and personal experiences to all library patrons. In January 2018, the District adopted a facilities master plan to establish the priorities, tasks and budget commitments necessary to construct and maintain facilities that are adequate to meet the needs of Douglas County in the premium and personal fashion embodied in the District's strategic plan.

In 2018, the District completed the refurbishment of its Roxborough facility, completed the planning phase for a $6.5 million renovation of its Highlands Ranch facility and began construction on this renovation in the fourth quarter of 2018, and began planning efforts for the renovation of the District's Castle Rock facility. In 2019, the District completed the renovation of its Highlands Ranch facility, completed an initial cost and feasibility study for the renovation of the District's Castle Rock facility, and continued planning efforts for the District's Castle Rock facility, focused primarily on identifying and assessing alternatives for the renovation or replacement of the Castle Rock facility.

The District's financial results for the year ended December 31, 2019, reflect the impact of the following activities:

•Construction costs of $3.977 million for completion of the renovation of the Highlands Ranch facility. In total, the District expended $6.312 million for the renovation of the Highlands Ranch facility, completing the project at a savings of $0.182 million (2.8%).

•Professional fees of $0.20 million to complete an initial cost and feasibility study for the refurbishment of the Castle Rock facility.

•Maintenance of approximately 177,000 square feet of library facilities, and employment of 240 full-time equivalents (FTEs) to operate the District's seven library facilities and provide district-wide support services.

•Payment of principal and interest obligations totaling $2.012 million on the District's 2015 Certificates of Participation (2015 CoPs).

The District's ongoing commitment to the goals enumerated in its facilities master plan, and the financial commitments related thereto, have made it essential to distinguish the results of normal recurring operating activities vs. the financial impact of non-operating transactions such as capital outlays for facility improvements, lease income, and disposals of capital assets. Accordingly, the comparison of year-over-year results in this Discussion and Analysis has been presented on both an as-adjusted and as-reported basis in order to better illustrate the results of normal recurring operating activities.

The District uses a single general operating fund to account for all transactions and financial resources. The District is committed to ensuring that expenditures associated with day-to-day library operations and routine maintenance of District facilities, furniture and equipment do not exceed annual program and general revenues. Accordingly, the District reports capital expenditures on two separate line items on the financial statements.

- Maintenance capital expenditures are funded from current operating revenues and include those normal recurring expenditures to repair, maintain or upgrade computers, equipment, furniture, carpeting, roofs, parking lots, and heating, ventilation, and air conditioning (HVAC) units.

- Improvement capital expenditures represent facility upgrades, remodels, and new construction including planning and design costs, and new furniture, fixtures and equipment associated with these projects. Improvement capital expenditures are funded from District reserves.

The District maintains financial statements under two separate methods of accounting, as required by Government Accounting Standards:

Governmental Fund Financial Statements;
Government Activities Financial Statements.

An analysis of the District's financial position, and its results of operations, under each of these two methods of accounting is presented below, including the distinctions between the two methods.

Governmental Fund Financial Statements

These statements are presented on the modified accrual basis of accounting. Under this basis of accounting, transactions are generally recorded when cash is received or expenses are paid. Accordingly, funds received through financing activities are recorded as revenues in the period received, expenditures for capital assets are reported as an expense in the period expended, and long-term liabilities are recorded when currently payable, rather than when an obligation is incurred.

Statement of Revenues, Expenditures, and Change in Fund Balance

	2019	2018
Program Expenditures		
Operating	$ 20,330,389	$ 20,096,798
Pension expense	1,609,972	1,438,549
OPEB Expense	—	115,346
Capital outlay - maintenance	2,319,326	2,817,427
Interest and principal payments	2,012,300	2,011,300
Total Program Expenditures	26,271,987	26,479,420
Program Revenues		
Operating contributions and grants	400,796	367,555
Charges for services	689,313	697,870
Total Program Revenues	1,090,109	1,065,425
Net Program Expenditures	25,181,878	25,413,995
General Revenues		
Property taxes	25,757,166	25,394,616
Auto ownership taxes	2,512,679	2,693,552
Investment earnings	548,596	552,552
Total General Revenues	28,818,441	28,640,720
Net Change in Fund Balance - As Adjusted	3,636,563	3,226,725
Capital outlay - improvement	(4,176,831)	(2,313,408)
Lease income, net	191,914	262,934
Net Change in Fund Balance - As Reported	$ (348,354)	$ 1,176,251

On an adjusted basis, the net change in fund balance decreased $1.525 million, from $1.176 million for the year ended December 31, 2018, to a deficit of ($0.348) million for the same period in 2019. This decrease is primarily attributable to an increase in capital outlays for improvement of $1.863 million, offset by a decrease in program expenditures of ($0.207) million and an increase in general revenues of $0.178 million.

Net program expenditures decreased ($0.232) million, from $25.414 million for the year ended December 31, 2018, to $25.182 million for the same period in 2019. This decrease is primarily attributable to:

- Benefits and pension expenses decreased ($0.492) million primarily due to decreased employee health insurance costs. In 2019, the District replaced its self-insured health insurance plan with a fully-insured plan.

- Compensation costs increased $0.195 million primarily due to $0.396 million in District-wide salary and wage increases in 2019, offset by ($0.262) million in savings from open/unfilled positions in 2019. The remaining net increase of $0.061 million was due to additional costs for new positions plus paid time off payouts to employees who left the District, offset by savings from employees who did not work during the renovation of the Highlands Ranch branch.

- Facility costs increased $0.226 million due to increases in common area maintenance and insurance charges for the leased office space, fees for outsourced snow removal and housekeeping services, and minor building repairs.

- Technology and Support costs increased $0.093 million due to telephone equipment purchases and increased software license fees.

- Programs and Outreach costs increased $0.117 million due to higher program provider fees, and increased costs for program supplies and prizes, and catering services.

- District-wide support costs decreased by ($0.164) million due primarily to savings in author event fees.

- Overall, the District's maintenance capital expenditures decreased ($0.205) million. This decrease was due primarily to a decrease in 2019 of ($0.069) million for furniture, equipment and computer equipment that was acquired in 2018 for the new Community Relations office space, plus a decrease of ($0.156) million in new computer equipment acquired for the District in 2019, offset by other District-wide increases of $0.020 million.

- Program revenues increased by $0.025 million, primarily due to the District having met the terms of restricted grants due from the Douglas County Libraries Foundation in 2019.

General revenues increased $0.177 million due primarily to increases in property tax revenues of $0.363 million, and a decrease in auto ownership taxes of ($0.181) million.

- Douglas County assessed property values increased 1.6 percent, due primarily to growth in the assessed value of real properties.

- Douglas County auto ownership taxes decreased (6.7) percent, in line with auto industry forecasts in late 2018 which projected that auto sales would be flat to declining for the period 2019-2023.

- Investment earnings remained stable at $0.549 million. The District made a decision in late 2019 to invest the District's excess reserves in a short-term, liquid investments managed by ColoTrust, as the rates for these investments have consistently exceeded the prevailing rates for fixed-term, fixed-rate money market investments managed by the Colorado Statewide Investment Pool (CSIP).

The following transactions had a material effect on the change in fund balance on an as-reported basis:

- Improvement capital expenditures increased $1.863 million, from $2.313 million for the year ended December 31, 2018, to $4.177 million for the same period in 2019.

  Improvement capital expenditures during 2018 were primarily attributable to planning, design and construction costs for the remodel of the Highlands Ranch branch of $2.313 million, plus construction costs for refurbishment of the Roxborough branch of $0.035 million.

Improvement capital spending during 2019 primarily represents construction costs of $3.977 million for the completion of the remodel of the Highlands Ranch branch in April 2019, plus $0.200 million for an initial cost study for a renovation of the Castle Rock branch. Overall, the District completed the Highlands Ranch renovation at a savings of $0.182 million under the budgeted costs for the project.

- During 2019, the District recorded net lease income of $0.192 million from the retail property adjacent to the Castle Rock branch, a decrease of ($0.071) million from 2018. The decrease was primarily due to a downward adjustment in tenant reimbursement rates for common area maintenance (CAM) expenses in 2019 to compensate for over-collection of estimated property taxes in 2018.

When including the effects of these transactions, the net change in fund balance on an as-reported basis decreased ($1.525) million, from $1.176 million for the year ended December 31, 2018, to a deficit of ($0.348) million for the same period in 2019.

Governmental Fund Balance Sheet

	2019	2018
Assets		
Cash and investments	$ 18,995,227	$ 20,649,986
Property taxes receivable, net of allowance	29,228,336	25,922,850
Restricted cash	—	28,530
Other assets	449,925	653,074
Total assets	$ 48,673,488	$ 47,254,440
Liabilities		
Accounts payable	733,631	1,988,579
Other current liabilities	307,217	600,838
Property tax revenue	28,992,824	25,676,853
Total Liabilities	30,033,672	28,266,270
Fund Balance		
Nonspendable Fund	367,536	619,992
Restricted Fund	891,882	880,158
Committed Fund	—	4,179,439
Assigned Fund	3,300,000	3,500,000
Unassigned Fund	14,080,398	9,808,581
Total Fund Balances	18,639,816	18,988,170
Total Liabilities and Fund Balance	$ 48,673,488	$ 47,254,440

Cash and investments decreased ($1.655) million, from $20.650 million at December 31, 2018, to $18.995 million in 2019 due primarily to an increase in property tax revenue, driven by a 1.6 percent increase in the assessed value of real property, offset by disbursements for construction costs of $3.977 million to complete the renovation of the Highlands Ranch branch. Property taxes receivable increased $3.305 million, from $25.923 million at December 31, 2018, to $29.228 million in 2019 due to a 12.4 percent increase in the assessed value of real and personal properties. Other assets decreased ($0.203) million, from $0.653 million at December 31, 2018, to $0.450 million in 2019 due to a decrease in prepaid expenses for property and liability insurance, software licenses, and healthcare costs.

Accounts Payable decreased ($1.254) million, from $1.989 million at December 31, 2018, to $0.734 million in 2019 due primarily to disbursement in early January 2019 of $1.236 million of funds payable to the District's general contractor for work performed on the renovation of the Highlands Ranch branch as of December 31, 2018. Other current liabilities decreased ($0.294) million, from $0.601 million at December 31, 2018, to $0.307 million in 2019 due primarily to accrued salaries and wages.

Overall, the District's fund balance decreased ($0.348) million for the year ended December 31, 2019. Changes to the District's specific fund balance accounts for the year ended December 31, 2019, were as follows:

- Nonspendable fund balance, which represents prepaid expenses and security deposits, decreased ($0.252) million, from $0.620 million at December 31, 2018, to $0.368 million at December 31, 2019, due to the decreases noted above in prepaid expenses.

- Restricted fund balance is comprised of emergency reserves as required by Article X, Section 20, of the Colorado Constitution, increased $0.012 million, from $0.880 million at December 31, 2018, to $0.892 million at December 31, 2019. Emergency reserves are calculated as three percent of general revenues, excluding grants.

- Committed fund balance decreased by $4.179 million, from $4.179 million at December 31, 2018, to $0 at December 31, 2019, due to payment of all amounts payable pursuant to existing contracts to renovate and furnish the District's existing branch in Highlands Ranch in 2019.

- Assigned fund balance includes reserves established by the Board of Trustees to fund first-quarter operations due to the timing of property tax receipts, plus reserves to cover insurance deductibles. Assigned fund balance decreased ($0.200) million, from $3.500 million at December 31, 2018, to $3.300 million at December 31, 2019, due to a decrease in estimated costs for capital improvement expenditures in 2020.

- Unassigned fund balance represents amounts available for any purpose, including debt service for the Certificates of Participation and future acquisitions of capital assets.

2019 Budget vs Actual Results

	Original Budget	Final Budget	Actual	Variance
Revenues				
Property taxes	$ 25,806,853	$ 25,806,853	$ 25,757,166	$ (49,687)
Auto ownership taxes	2,642,516	2,642,516	2,512,679	(129,837)
Charges for services	726,134	726,134	689,313	(36,821)
Contributions and grants	334,571	334,571	400,796	66,225
Investment earnings	389,000	389,000	548,596	159,596
Total Revenues	29,899,074	29,899,074	29,908,550	9,476
Operating Expenditures				
Salaries and benefits	15,407,710	15,407,710	15,018,559	389,151
Library materials	3,677,900	3,677,900	3,669,890	8,010
Facilities	1,684,249	1,691,481	1,810,114	(118,633)
Technology and support services	1,348,936	1,393,936	1,370,079	23,857
Programs and outreach	988,133	988,133	813,191	174,942
District-wide support	1,385,554	1,391,999	1,242,742	149,257
Interest and principal payments	2,012,300	2,012,300	2,012,300	—
Capital expenditures - maintenance	505,930	447,253	335,113	112,140
Total Operating Expenditures	27,010,712	27,010,712	26,271,988	738,724
Excess of Revenues Over (Under) Operating Expenditures	2,888,362	2,888,362	3,636,562	748,200
Non-Operating Revenues (Expenditures)				
Lease income (expenses), net	167,182	167,182	191,914	24,732
Capital expenditures - improvement	(7,096,144)	(7,096,144)	(4,176,830)	2,919,314
Total Non-Operating Revenues (Expenditures), net	(6,928,962)	(6,928,962)	(3,984,916)	2,944,046
Excess of Total Revenues Over (Under) Total Expenditures	$ (4,040,600)	$ (4,040,600)	$ (348,354)	$ 3,692,246

The District's final 2019 budget anticipated an excess of revenues over operating expenditures of $2.888 million. Actual 2019 revenues exceeded operating expenditures by $3.637 million.

Total revenues were slightly over budget primarily due to auto ownership tax receipts being under budget by ($0.130) million, offset by investment earnings in excess of budget by $0.160 million.

Total Operating Expenditures were under budget by $0.739 million, due primarily to the following:

- Compensation and benefits costs were under budget by $0.389 million due primarily to $0.290 million in savings from a delay in implementing market-based adjustments in salaries and wages, plus other savings from open (unfilled) positions in the District's library operations and lower healthcare costs due to higher than expected mix of employee-only vs. family coverage.

- Programs and outreach costs were under budget by $0.175 million due to lower than expected program provider fees and supply costs, plus a revision in the District's advertising plan.

- District-wide support costs were under budget by $0.149 million primarily due to reductions in training costs.

- Maintenance costs were under budget by $0.112 million primarily due to fewer computer equipment upgrades in 2019.

- Facilities costs were over budget by ($0.119) million due to higher than expected costs for snow removal.

Spending on non-operating expenditures was under budget by $2.944 million due to the following:

- The Highlands Ranch renovation was under budget by $1.562 million in 2019 primarily due to faster than expected construction progress in December 2018, which resulted in $1.510 million of construction expenditures in December 2018 that were originally budgeted for 2019. In addition, design costs of $1.200 million for the renovation of the Castle Rock branch were not expended in 2019, due to a longer than expected timeframe to complete an initial cost/feasibility study for the renovation project in 2019.

- Lease income from the retail property adjacent to the Castle Rock branch was $0.025 million over budget due to unbudgeted lease renewals.

Governmental Activities Financial Statements

The governmental activities financial statements measure and report all assets, liabilities, deferred inflows of resources, revenues, expenses, gains, and losses using the economic resource measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Accordingly, the governmental activities statement of net position includes capital assets and long-term liabilities.

	2019	2018
Expenses		
Operating	$ 25,896,328	$ 25,371,465
Pension expense (benefit)	(2,581,335)	4,777,698
OPEB expense	12,516	139,014
Capital outlay	61,865	144,605
Interest and fees	561,472	600,838
Total Expenses	23,950,846	31,033,620
Program Revenues		
Operating contributions and grants	400,796	367,555
Charges for services	689,313	697,870
Total Program Revenues	1,090,109	1,065,425
Net Program Expenses	(22,860,737)	(29,968,195)
General Revenues		
Property taxes	25,757,166	25,394,616
Auto ownership taxes	2,512,679	2,693,552
Investment earnings	548,596	552,552
Total General Revenues	28,818,441	28,640,720
Change in Net Position - As Adjusted	5,957,704	(1,327,475)
Lease income, net	191,914	262,934
Loss on disposal of capital assets	(97,064)	(58,565)
Change in Net Position - As Reported	$ 6,052,554	$ (1,123,106)

As adjusted, which is more representative of normal recurring operations, the change in net position increased $7.285 million, from a deficit of ($1.327) million for the year ended December 31, 2018, to $5.958 million over the same period in 2019. The increase in the change in net position is primarily due to the following:

- Operating expenses increased $0.525 million, from $25.371 million at December 31, 2018, to $25.896 million for the same period in 2019, due to the following increases (decreases):
  - compensation costs of $0.195 million to bring District compensation rates into parity with the Denver metro market rates;
  - E-Audio content costs of $0.302 million;
  - facility housekeeping costs of $0.235 million;
  - technology costs of $0.090 million due to licensing fees;
  - programs and outreach costs of $0.112 million for fees and supplies;
  - district-wide support costs of $0.118 million;
  - benefit costs of ($ 0.548) million due to savings for employee health insurance through switching from self-insured to fully-insured coverage.

- Pension expense decreased ($7.359) million, from $4.778 million at December 31, 2018, to ($2.581) million for the same period in 2019, due to changes in the District's contributions and actuarial assumptions.

- OPEB expense decreased ($0.126) million, from $0.139 million at December 31, 2018, to $0.013 million for the same period in 2019, due to changes in the District's contributions and actuarial assumptions.

- Capital outlay decreased ($0.083) million, from $0.144 million at December 31, 2018, to $0.062 million for the same period in 2019, due primarily to decreases of ($0.101) million for computer equipment across the District, offset by increases in artwork of $0.017 million across the District.

- Interest and fees expense decreased ($0.039) million, from $0.601 million at December 31, 2018, to $0.561 million for the same period in 2019, due to decreases in interest charges and bond amortization on the 2015 CoP's.

- Program revenues increased $0.025 million, from $1.065 million at December 31, 2018, to $1.090 million for the same period in 2019. This increase is primarily attributable to the District having met the terms of restricted grants due from the Douglas County Libraries Foundation in 2019.

- General revenues increased $0.178 million, from $28.641 million at December 31, 2018, to $28.818 million for the same period in 2019. This increase is primarily attributable to increases in property tax revenues of $0.363 million, offset by decreases in auto ownership taxes of ($0.181) million. The increase in property tax revenues is primarily attributable to an increase in Douglas County assessed property values.

As reported, the change in net position increased $7.176 million, from a deficit of ($1.123) million at December 31, 2018, to $6.053 million at December 31, 2019. This increase in net position is due to the changes noted above in the adjusted change in net position, plus the following:

- In 2018, the District disposed of furniture and equipment with a net book value of $0.059 million for items no longer in use. In 2019, the District disposed of furniture and equipment with a net book value of $0.097 million for items no longer in use.

- During 2018, the District recorded lease income of $0.263 million from retail space in the newly acquired property adjacent to the Castle Rock branch. During 2019, the District recorded lease income of $0.191 million from this same retail space.

Statement of Net Position

	2019	2018
Assets		
Current Assets	$ 48,673,488	$ 47,254,440
Capital Assets	54,531,366	53,788,862
Total Assets	103,204,854	101,043,302
Deferred Outflows of Resources		
Deferred outflows - pension liability	5,214,721	2,902,365
Deferred outflows - OPEB liability	149,326	123,960
Total Deferred Outflows of Resources	5,364,047	3,026,325
Liabilities		
Current Liabilities	3,216,152	4,729,812
Long-Term Liabilities	41,232,548	41,155,527
Total Liabilities	44,448,700	45,885,339
Deferred Inflows of Resources		
Deferred inflows - pension liability	575,969	4,048,727
Deferred inflows - OPEB liability	86,886	46,740
Property tax revenue	28,992,824	25,676,853
Total Deferred Inflows of Resources	29,655,679	29,772,320
Net Position		
Net investment in capital assets	35,686,806	33,495,515
Restricted Fund	891,882	880,158
Unrestricted	(2,114,166)	(5,963,705)
Total Net Position	$ 34,464,522	$ 28,411,968

Assets and Liabilities

Total assets increased $2.162 million, from $101.043 million at December 31, 2018, to $103.205 million at December 31, 2019. The increase in total assets is due primarily to the following:

- Cash and investments decreased ($1.655) million, from $20.650 million at December 31, 2018, to $18.995 million in 2019 primarily due to disbursements for construction costs of $3.977 million to complete the renovation of the Highlands Ranch branch in 2019.

- Property taxes receivable increased $3.305 million, from $25.923 million at December 31, 2018, to $29.228 million in 2019 due to a 12.4 percent increase in the assessed value of real and personal properties.

- Prepaids and other current assets decreased ($0.252) million, from $0.620 million at December 31, 2018, to $0.368 million in 2019 due to an increase in restricted grants due from the Douglas County Libraries Foundation, less decreases for property and liability insurance, software licenses, and healthcare costs.

- Capital assets, net of accumulated depreciation, increased $0.743 million, from $53.789 million at December 31, 2018, to $54.531 million at December 31, 2019. The increase in capital assets in 2019 resulted primarily from $6.434 million of additions offset by $5.595 million in depreciation, plus disposals of capital assets with a net book value of $0.097 million.

  Key additions consist of completion of the remodel of the Highlands Ranch library for $3.997 million, additions to the District's archives and collections of $1.984 million, and maintenance and upgrades at other District library facilities of $0.481 million. The District recorded depreciation expense of $5.595 million for the year ended December 31, 2018, of which $2.541 million is attributable to the District's archives and collections, with the remainder being primarily attributable to new facilities that were capitalized in 2016.

Total liabilities decreased ($1.436) million, from $45.885 million at December 31, 2018, to $44.449 million at December 31, 2019. The decrease in total liabilities is due primarily to the following:

- Accounts payable decreased ($1.255) million, from $1.989 million at December 31, 2018, to $0.734 million at December 31, 2019, due primarily to disbursement in early January 2019 of $1.236 million of funds payable to the District's general contractor for work performed on the renovation of the Highlands Ranch branch as of December 31, 2018.

- Certificates of Participation decreased ($1.449) million, from $20.293 million at December 31, 2018, to $18.845 million at December 31, 2019, due to principal paid of $1.225 million and premium amortization of $0.224 in 2019.

- Net pension liability increased $1.594 million, from $20.082 million at December 31, 2018, to $21.676 million at December 31, 2019. This change is attributable to changes in the District's contributions and actuarial assumptions.

- Net Other Postemployment Benefits (OPEB) liability decreased ($0.002) million, from $1.821 million at December 31, 2018, to $1.819 million at December 31, 2019. This change is attributable to changes in the District's contributions and actuarial assumptions.

Pension-related Deferred Outflows and Inflows

The District participates in the Local Government Division Trust Fund (LGDTF), a cost-sharing multiple-employer defined benefit pension fund administered by the Public Employees' Retirement Association (PERA), the defined benefit pension plan. See note 6 of the attached financial statements of the District for further information regarding the District's defined benefit pension plan.

- The deferred pension outflows asset increased $2.312 million, from $2.902 million at December 31, 2018, to $5.215 million at December 31, 2019.

- The deferred pension inflows liability decreased $3.473 million, from $4.049 million at December 31, 2018, to $0.576 million at December 31, 2019.

The changes in the plan's deferred outflows and deferred inflows are attributable to differences between the plan's expected vs. actual experience, changed assumptions or other inputs to the plan, differences between contributions recognized vs. actual proportionate share of contributions, and contributions subsequent to the measurement date.

The long-term expected rate of return on plan assets, and the plan's discount rate, remained at 7.25 percent, unchanged from the prior measurement date. In order to illustrate the sensitivity of changes in assumptions, a one percent increase in the discount rate would decrease the District's share of the LGDTF's net pension liability by $9.607 million, while a one percent decrease in the discount rate would increase the District's share of the net pension liability by $11.484 million.

The District has no legal obligation to fund its share of an increase in the net pension liability caused by a decrease in the discount rate, or to pay benefits directly to retirees. The District is obligated to contribute to PERA at those rates established by the Colorado legislature.

OPEB-related Deferred Outflows and Inflows

The District participates in the Health Care Trust Fund (HCTF), a cost-sharing multiple-employer defined benefit OPEB fund administered by PERA, the OPEB defined benefit plan. See note 6 of the attached financial statements of the District for further information regarding the District's OPEB defined benefit plan.

- The deferred OPEB outflows asset increased $0.025 million from $0.124 million at December 31, 2018, to $0.149 million at December 31, 2019.

- The deferred OPEB inflows liability increased $0.040 million from $0.047 million at December 31, 2018, to $0.087 million at December 31, 2019.

The changes in the OPEB plan's deferred outflows and deferred inflows are based on differences between the plan's expected vs. actual experience, changed assumptions or other inputs to the plan, differences between contributions recognized vs. actual proportionate share of contributions, and contributions subsequent to the measurement date.

The long-term expected rate of return on plan assets, and the plan's discount rate was set at 7.25 percent. In order to illustrate the sensitivity of changes in assumptions, a one percent increase in the discount rate would decrease the District's share of the HCTF's net OPEB liability by $0.185 million, while a one percent decrease in the discount rate would increase the District's share of the net pension liability by $0.216 million.

The District has no legal obligation to fund its share of an increase in the net OPEB liability caused by a decrease in the discount rate, or to pay benefits directly to retirees. The District is obligated to contribute to PERA at those rates established by the PERA Board.

Net Position

The increase in net investment in capital assets of $2.191 million, from $33.496 million at December 31, 2018, to $35.687 million at December 31, 2019, is due primarily to the 2019 decrease in the remaining principal balance and unamortized premium of the 2015 CoPs, which are an offset to the net investment in capital assets.

Restricted net position reported at December 31, 2018 and 2019, represents emergency reserves the District is required to maintain under Article X, Section 20, of the Colorado Constitution, otherwise known as the Taxpayer's Bill of Rights (TABOR). At December 31, 2019, restricted net position includes emergency reserves of $0.892 million.

The increase in unrestricted fund balance of $3.850 million, from a deficit of ($5.964) million as of December 31, 2018, to a deficit of ($2.114) million at December 31, 2019, is primarily attributable to expenditures in excess of revenues of ($1.607) million, plus other non-operating adjustments (reserves, District pension and OPEB assets and liabilities) totaling $5.456 million.

Factors Affecting Financial Condition

The historical financial statements and the 2019 budget are best understood when considered from the broader perspective of the specific environment in which the District operates.

Property Tax Revenues and Constitutional Limitations

The District derives the majority of its revenues from property taxes. In general, the county assessor revalues real estate in odd-numbered years on the basis of comparable sales during the previous two-year period. Property owners are given notice of updated valuations, appeals are processed, and property tax bills are payable the following even-numbered year. As a result, there is a two- to four-year lag between changes in the market value of a property and the date taxing authorities realize the corresponding increase or decrease in property tax revenue. Property tax revenues are also influenced by residential and nonresidential construction activity.

In 1982, Colorado voters adopted a constitutional measure known as the Gallagher amendment, in response to homeowner concerns over rising residential property taxes. The amendment ensures that residential assessed values will comprise no more than 45 percent of the state's overall assessed value, with nonresidential properties making up the remaining 55 percent. To the extent that increases in residential property values outpace increases in nonresidential property values, an adjustment is made to lower residential assessed values to maintain the 45 percent residential to 55 percent nonresidential ratio of statewide-assessed values.

In 1992, Colorado voters approved an amendment to the constitution commonly known as TABOR. In general, TABOR restricts the ability of the state and local governments to increase revenues and spending, impose taxes, and issue debt and certain other types of obligations without voter approval. In 1996, the District's voters approved a referendum that authorizes the District to retain revenues that might otherwise have been

refundable to citizens under the TABOR amendment. The District continues to be subject to other provisions of TABOR, including the requirement to maintain an emergency reserve equal to three percent of annual spending and the requirement for elections to approve any tax increase.

Because the TABOR amendment requires that all tax increases require voter approval, residential assessed values can be adjusted downward, but not upward, in order to maintain the statewide 45 percent residential to 55 percent nonresidential assessed value ratio. Property taxes collected in 2020 are impacted by revised property valuations, the limitations of the Gallagher amendment, and new construction in 2019. As such, and based on property values certified by the Douglas County Assessor in late 2019, the District has budgeted for an increase in 2020 property tax revenues of 13.1 percent or $3.365 million.

Operating, Facility Maintenance, and Debt Service Expenditures

The District has adopted a compensation strategy that supports competitive wages and benefits, and contributes 12.68 percent of salaries and wages to the LGDTF, and 1.02 percent of salaries and wages to the HCTF, which rates are unchanged from 2018.

The District did not open any new library facilities, or increase the size of any existing library facilities in 2019. The District maintained approximately 176,000 square feet of facilities space, including the Highlands Ranch facility that was renovated in 2019, and employed approximately 243 FTE employees in 2019.

Maximum debt service under the terms of the 2015 CoPs is $2.000 million. The District made a $1.225 million principal payment plus interest payments of $0.787 million in 2019.

The chart on the following page illustrates changes to the District's cost structure as a result of the incremental costs associated with staffing, operation and maintenance of its existing library facilities and its lease purchase financing.

Summary of Revenues, Expenses, and Change in Fund Balance – Governmental Fund

	Actual				Budget
	2016	2017	2018	2019	2020
Statistics					
Circulation	6,793,987	6,765,069	7,146,363	6,802,062	—
Patron visits	1,932,973	2,109,991	2,059,123	1,695,361	—
Building square footage	176,000	176,000	176,000	176,000	176,000
Full time equivalent employee headcount	251	246	243	238	—
Revenues					
Property and auto ownership taxes	$ 24,512,426	$ 25,313,606	$ 28,088,168	$ 28,269,845	$ 31,639,241
Charges for services	590,134	897,226	697,870	689,313	743,150
Contributions and grants	363,037	321,972	367,555	400,796	321,652
Investment earnings	277,689	270,315	552,552	548,596	350,000
Total Revenues	25,743,286	26,803,119	29,706,145	29,908,550	33,054,043
Operating Expenditures					
Salaries and benefits	14,480,344	15,131,960	15,329,173	15,018,559	16,060,636
Library materials	3,409,934	3,495,573	3,637,645	3,669,890	3,889,201
Facilities	1,273,154	1,492,179	1,584,348	1,810,114	1,907,231
Technology and support services	1,388,763	1,346,219	1,277,527	1,370,079	1,593,975
Programs and outreach	802,159	858,872	696,395	813,191	1,016,078
District-wide support	1,428,235	1,202,971	1,402,729	1,242,742	1,533,099
Interest and principal payments	834,800	2,009,800	2,011,300	2,012,300	2,012,800
Capital expenditures - maintenance	1,368,566	1,279,747	540,303	335,113	799,700
Total Operating Expenditures	24,985,955	26,817,321	26,479,420	26,271,988	28,812,720
Excess of Revenues Over (Under) Operating Expenditures	757,331	(14,202)	3,226,725	3,636,562	4,241,323
Non-Operating Revenues (Expenditures)					
Lease income, net	—	146,842	262,934	191,914	146,846
Proceeds from sale of capital assets	3,600,200	—	—	—	—
Capital expenditures - improvement	(19,321,690)	(2,760,890)	(2,313,408)	(4,176,830)	(1,115,255)
Total Non-Operating Revenues (Expenditures), net	(15,721,490)	(2,614,048)	(2,050,474)	(3,984,916)	(968,409)
Excess of Total Revenues Over (Under) Total Expenditures	$ (14,964,159)	$ (2,628,250)	$ 1,176,251	$ (348,354)	$ 3,272,914

Despite the impact of the Gallagher amendment on property tax revenues, 2020 budgeted revenues are projected to exceed operating expenditures, interest and principal payments and the costs to maintain the District's facilities by $3.273 million.

Other highlights of the District's 2020 budget include:

- A 3.00% salary and wage increase;
- A 6.4% increase in health insurance premiums;

- $1.115 million for capital asset improvements, including additional design work for the renovation of the Castle Rock branch, replacement of material handling equipment for the District, and new computer hardware for the District;

- $0.800 million for projects to maintain equipment and facilities.

District Reserves

The District's reserve policy requires that reserves be maintained to fund expenditures for the first quarter of the fiscal year or until property taxes remitted by the county treasurer are sufficient to fund monthly operations, deductibles under the District's insurance program, and emergency reserves as required by Article X, Section 20, of the Colorado Constitution. Accordingly, restricted and assigned fund balance as reported on the governmental fund balance sheet at December 31, 2019, includes $4.192 million in accordance with the terms of the District's reserve policy.

At December 31, 2019, the District has $14.080 million available for future remodel and expansion efforts. Successful execution of the projects and initiatives detailed above and included in the 2020 budget will require the use of $1.915 million of the District's reserves.

Long-Range Forecast

The District is committed to maintaining the infrastructure and finishes of its libraries and has completed a facilities master plan that identifies:

- equipment replacement and infrastructure maintenance needs to be funded from current property tax revenues, and

- facility upgrades and expansion needs to be funded from District reserves.

In addition, the District has developed a long-range forecast in an effort to ensure that operations, debt service obligations, and capital maintenance requirements do not require the use of reserves and can be fully funded from current property tax revenues going forward. Several variables affect the District's forecast of future cash flows.

Preliminary estimates from the December 2019 Economic and Revenue Forecast prepared by the Economics Section of the Colorado Legislative Council Staff forecast that growth rates in the assessed value of properties will moderate somewhat based on expected growth in oil and gas production in the state, and that the residential assessment rate for 2021 may decline from 7.15 percent to 7.13 percent. The Colorado General Assembly sets the Residential Assessment Rate (RAR) to maintain the ratio between residential and nonresidential assessed values. In order to maintain the constitutionally required Gallagher amendment ratio, the RAR decreased from 7.20 percent to 7.15 percent for 2020. In order to relieve downward pressure on the residential assessment rate in 2021 and beyond, and lacking any action in the Colorado legislature to change the Gallagher amendment, the Colorado economy will need to remain strong in order to increase the nonresidential tax base. Although assessed values in Douglas County are determined by the unique mix of properties and economic forces specific to Douglas County, downward adjustment of the RAR is indicative of potential continuing downward pressure on residential assessment rates.

Based on historical trends for the District for 2014-2019, and information currently available, the District estimates an increase in property tax revenue of approximately 13.1 percent in 2020 and 2.0 percent in 2021, after the reduction in residential assessed values pursuant to the Gallagher amendment.

As previously indicated, employees of the District are provided with pension benefits through the PERA defined benefit plan. As such, the District is obligated to contribute to PERA at those rates established by the Colorado legislature. During the 2018 legislative session, the Colorado General Assembly passed significant pension reform through Senate Bill (SB) 18-200, and the bill was signed into law on June 4, 2018. SB 18-200 makes changes to the pension plans administered by PERA with the goal of eliminating the unfunded actuarial accrued liability of the Division Trust Funds and thereby reach a 100 percent funded ratio for each division within the next 30 years. The District participates in the LGDTF, which is subject to the provisions of SB 18-200. Following is a brief description of some of the major changes to plan provisions required by SB 18-200:

- increases employee contribution rates by a total of two percent (to be phased in over a period of three years starting on July 1, 2019); this increase was waived in 2019 for the Local Government Division of the pension trust fund, of which the District is a member;

- modifies retirement benefits, including temporarily suspending and reducing the annual increase for all current and future retirees, modifying the highest average salary for employees with less than five years of service credit on December 31, 2019, and raises the retirement age for new employees;

- adjusts member contributions, employer contributions, and annual increases based on certain statutory parameters beginning July 1, 2020, and then each year thereafter to help keep PERA on path to full funding in 30 years;

- expands eligibility to participate in the PERA defined contribution plan to new members hired on or after January 1, 2019, in the Local Government Division. Beginning January 1, 2021, and every year thereafter, employer contribution rates for the LGDTF will be adjusted to include a defined contribution supplement based on the employer contribution amount paid to defined contribution plan participant accounts that would have otherwise gone to the defined benefit trusts to pay down the unfunded liability plus any defined benefit investment earnings thereon.

A full copy of the bill can be found online at www.leg.colorado.gov.

The District has identified two capital improvement needs: a renovation and expansion of the Castle Rock facility, and the eventual need for a larger facility in Roxborough to serve projected growth in the area.

In 2017, the District purchased retail property adjacent to the Castle Rock branch for $2.559 million with the intent to remodel and expand the Castle Rock branch. This project will enable the District to expand public spaces in the Castle Rock branch and centralize some administrative services and storage facilities. The District's current forecast supports a renovation of the Castle Rock branch by 2024 funded with existing reserves and savings over the period.

During 2017, construction began on Sterling Ranch, a mixed-use community in southwest Douglas County. At full build-out, Sterling Ranch will cover 3,400 acres and will be home to approximately 33,000 residents, increasing the population of Roxborough to approximately 50,000 residents.

The District's current Roxborough branch is housed in leased space. The District recognizes the eventual need for an expanded Roxborough facility. Timing and extent of any expansion will depend on the pace of build-out of Sterling Ranch, future growth in assessed values and property tax revenues, and execution of the renovation of the Castle Rock branch.

Douglas County Libraries Foundation

The Douglas County Libraries Foundation (the Foundation) was founded in 1992 as a 501c3 nonprofit organization to fund capital improvements and support various programs that enhance the vision and core values of the District.

The Foundation is governed by an independent Board of Directors, which includes the District's Executive Library Director, who serves as the ex-officio executive director of the Foundation; one member from the District's Board of Trustees; and four additional directors.

During 2018, the Foundation granted $0.050 million of unrestricted funds, plus $0.022 million of restricted funds, to the District. The Foundation granted $0.050 million of unrestricted funds, plus $0.064 million of restricted funds, to the District for the year ended December 31, 2019.

Requests for Information

This financial report is designed to provide a general overview of the finances for the District and the Foundation. For questions concerning the information provided in this report or to request a copy of the Foundation's internal financial statements, please contact the Director of Finance at Douglas County Libraries, 100 South Wilcox Street, Castle Rock, CO 80104.

BASIC FINANCIAL STATEMENTS

BALANCE SHEET

GOVERNMENTAL FUND / STATEMENT OF NET POSITION

December 31, 2019

	Primary Government			Component Unit
	General - Governmental Fund	Adjustments	Statement of Net Position - Governmental Activities	Douglas County Libraries Foundation
Assets				
Cash and investments	$ 18,995,227	$ —	$ 18,995,227	$ 966,550
Property taxes receivable, net of allowance	29,228,336	—	29,228,336	—
Prepaids and other assets	367,536	—	367,536	—
Receivable from component unit	78,822	—	78,822	—
Other receivables	3,567	—	3,567	—
Capital assets, net of accumulated depreciation	—	47,514,165	47,514,165	—
Capital assets not being depreciated	—	7,017,201	7,017,201	—
Total Assets	$ 48,673,488	54,531,366	103,204,854	966,550
Deferred Outflows of Resources				
Deferred outflows - net pension liability	—	5,214,721	5,214,721	—
Deferred outflows - net OPEB liability	—	149,326	149,326	—
Total Deferred Outflows of Resources	—	5,364,047	5,364,047	—
Liabilities				
Accounts payable	733,631	—	733,631	—
Accrued salaries and benefits	307,217	—	307,217	—
Accrued interest payable	—	63,566	63,566	—
Payable to primary government	—	—	—	78,822
Noncurrent liabilities				
Due within one year	—	2,111,738	2,111,738	—
Due in more than one year	—	17,737,522	17,737,522	—
Net pension liability	—	21,675,902	21,675,902	—
Net OPEB liability	—	1,819,124	1,819,124	—
Total Liabilities	1,040,848	43,407,852	44,448,700	78,822
Deferred Inflows of Resources				
Deferred inflows - net pension liability	—	575,969	575,969	—
Deferred inflows - net OPEB liability	—	86,886	86,886	—
Property tax revenue	28,992,824	—	28,992,824	—
Total Deferred Inflows of Resources	28,992,824	662,855	29,655,679	—
Fund Balance/Net Position				
Fund balance				
Nonspendable Fund	367,536	(367,536)	—	—
Restricted Fund	891,882	(891,882)	—	—
Assigned Fund	3,300,000	(3,300,000)	—	—
Unassigned fund balance	14,080,398	(14,080,398)	—	—
Total Fund Balances	18,639,816	(18,639,816)	—	—
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 48,673,488			
Net Position				
Net investment in capital assets	—	35,686,806	35,686,806	—
Restricted Fund	—	891,882	891,882	—
Unrestricted	—	(2,114,166)	(2,114,166)	887,728
Total Net Position	$ —	$ 34,464,522	$ 34,464,522	$ 887,728

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE – GOVERNMENTAL FUND / STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

	Primary Government			Component Unit
	General - Governmental Fund	Adjustments	Statement of Activities - Governmental Activities	Douglas County Libraries Foundation
Expenditures/Expenses				
Current				
Operating	$ 20,330,389	$ 5,565,939	$ 25,896,328	$ 195,762
Pension expense	1,609,972	(4,191,307)	(2,581,335)	—
OPEB expense	—	12,516	12,516	—
Capital Outlay	6,496,157	(6,434,292)	61,865	—
Debt Service				
Principal	1,225,000	(1,225,000)	—	—
Interest and fees	787,300	(225,828)	561,472	—
Total Expenditures/Expenses	30,448,818	(6,497,972)	23,950,846	195,762
Program Revenues				
Operating contributions and grants	400,796	—	400,796	112,228
Charges for services	689,313	—	689,313	168,524
Total Program Revenues	1,090,109	—	1,090,109	280,752
Net Program Revenues/(Expenses)	(29,358,709)	6,497,972	(22,860,737)	84,990
General Revenues/(Expenses)				
Property taxes	25,757,166	—	25,757,166	—
Auto ownership taxes	2,512,679	—	2,512,679	—
Investment earnings	548,596	—	548,596	105,832
Total General Revenues/(Expenses)	28,818,441	—	28,818,441	105,832
Other Financing Sources				
Loss on disposal of capital assets	—	(97,064)	(97,064)	—
Lease income, net	191,914	—	191,914	—
Total Other Financing Sources	191,914	(97,064)	94,850	—
Net Change in Fund Balance	(348,354)	348,354	—	—
Change in Net Position		6,052,554	6,052,554	190,822
Fund Balance/Net Position				
Beginning of Year	18,988,170	9,423,798	28,411,968	696,906
End of Year	$ 18,639,816	$ 15,824,706	$ 34,464,522	$ 887,728

RECONCILIATION OF THE BALANCE SHEET – GOVERNMENTAL FUND TO THE STATEMENT OF NET POSITION

December 31, 2019

Fund Balance - Governmental Fund		$ 18,639,816
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.		
Assets	73,965,336	
Accumulated depreciation	(19,433,970)	54,531,366
Certificates of Participation are not due and payable in the current period and, therefore, are not reported in the governmental fund.		
Principal, Certificates of Participation Series 2015	(17,055,000)	
Premium, Certificates of Participation Series 2015	(1,789,560)	
Accrued interest	(63,566)	(18,908,126)
Pension liability is not due and payable in the current period and, therefore, is not reported in the governmental fund.		
Pension related deferred outflows	5,214,721	
Pension related deferred inflows	(575,969)	
Net Pension liability	(21,675,902)	(17,037,150)
OPEB liability is not due and payable in the current period and, therefore, is not reported in the governmental fund.		
OPEB related deferred outflows	149,326	
OPEB related deferred inflows	(86,886)	
Net OPEB liability	(1,819,124)	(1,756,684)
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental fund.		(1,004,700)
Net Position of Governmental Activities		$ 34,464,522

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE – GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

Net Change in Fund Balance - Governmental Fund		$ (348,354)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental fund reports capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation and disposals.		
Capital asset additions	6,434,292	
Depreciation	(5,594,722)	
Capital asset disposals	(97,064)	742,506
Compensated absences do not require use of current financial resources and, therefore, are not reported as expenditures in the governmental fund.		28,783
Interest and payment activities on the 2015 CoPs do not require use of current financial resources and, therefore, are not reported in the governmental fund.		
Principal payment	1,225,000	
Amortization of premium	223,787	
Accrued interest	2,041	1,450,828
Pension liability does not require use of current financial resources and, therefore, is not reported as expenditures in the governmental fund		4,191,307
OPEB liability does not require use of current financial resources and, therefore, is not reported as expenditures in the governmental fund		(12,516)
Change in Net Position of Governmental Activities		$ 6,052,554

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

1. Summary of Significant Accounting Policies

Reporting Entity

Douglas County Libraries (the District) was established in 1990 to provide library services within Douglas County, Colorado. A seven-member Board of Trustees, appointed by the Douglas County Commissioners, governs the District.

The accompanying financial statements present the District, which is the primary government, and its component unit. A component unit is a legally separate organization for which the District is considered to be financially accountable.

Discretely Presented Component Unit. The Douglas County Libraries Foundation (the Foundation) is a nonprofit organization whose sole purpose is to support the District by funding opportunities above and beyond the District's normal operating budget. The Foundation is governed by a seven-member Board of Directors led by the Foundation's and District's Executive Director. Separately issued internal financial statements of the Foundation may be obtained by contacting the Foundation's offices at 100 South Wilcox Street, Castle Rock, Colorado 80104.

Governmental Activities and Fund Financial Statements

The basic financial statements are presented in a combined format for both the fund and governmental activities level. These include the balance sheet, governmental fund/statement of net position and the statement of revenues, expenditures, and change in fund balance governmental fund/ statement of activities.

The statement of activities demonstrates the degree to which the expenses of the District are offset by program revenues. Program revenues include operating contributions and grants, and charges to users of the District's services.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Governmental fund statements are reported using the current financial resource 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 collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The major sources of revenue that are susceptible to accrual are property taxes and investment earnings. All other revenue items are considered to be measurable and available only when cash is received by the District. Expenditures generally are recorded when an obligation is incurred, as under accrual accounting; however, expenditures related to compensated absences and debt are recorded only when payment is due.

The governmental activities financial statements measure and report all assets, liabilities, deferred inflows and outflows of resources, revenues, expenses, gains, and losses using the economic resource measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The governmental activities financial statements do not include fiduciary funds or component units that are fiduciary in nature.

The general operating fund is the District's only fund and is used to account for all financial resources of the District.

Cash and Investments

Colorado Revised Statutes (CRS) authorize the District to invest in certain obligations of the U.S. Treasury and U.S. agencies, commercial paper, repurchase agreements, local government investment pools, and other specified investments. The District's investment policy is to follow state statutes regarding investments, which generally limit investments to those instruments with maturities of five years or less, unless the governing body of the District authorizes investment for a longer period. All District investments are held in a local government investment pool and are reported at net asset value. Securities with maturities of 12 months or less from the balance sheet date are reported as short-term investments.

The District limits its exposure to credit risk, which is the risk of loss due to the failure of the security issuer or backer, by diversifying the investment portfolio so that potential losses on individual securities will be minimized and by limiting investments to specified credit ratings. Management believes at December 31, 2019, no investments subject the District to credit concentration risk. The District's interest rate risk is related only to its investments with the Colorado Local Government Liquid Asset Trust (COLOTRUST) and Colorado Statewide Investment Pool (CSIP).

In addition, District funds may only be deposited in banks that are members of the Federal Deposit Insurance Corporation (FDIC) or have been designated by the State Banking Board as an eligible public depository under the Colorado Public Deposit Protection Act (PDPA). Under the provisions of PDPA, amounts on deposit in excess of federal insurance levels must be collateralized by the depository using securities with a market value of 102 percent of the aggregate uninsured deposits. The State Regulatory Commission for banks and financial services is required by statute to qualify eligible PDPA depositories, limit the types of securities that can be used for collateral, and monitor the reporting of uninsured deposits and assets maintained in the collateral pools.

At December 31, 2019, the District had deposits with a book balance of $245,162 and a bank balance of $400,716, of which $372,094 was covered by the FDIC. Deposits held by a single depository institution may not exceed 25 percent of the District's total investment portfolio.

Effective January 1, 2016, the District implemented the provisions of Governmental Accounting Standards Board Statement No. 72, Fair Value Measurements and Application (GASB 72), which is effective for financial statement periods beginning after June 30, 2015. GASB 72 defines a hierarchy of inputs used to determine fair value and requires disclosure of the valuation techniques and the nature of inputs employed to determine fair value.

The Foundation funds may also only be deposited in a bank that is a member of the FDIC or has been designated by the State Banking Board as an eligible public depository under the Colorado PDPA. At December 31, 2019, the Foundation had deposits with a book and bank balance of $181,052 which were insured by the FDIC. Deposits held by a single depository institution may not exceed 25 percent of the Foundation's total

investment portfolio. The Foundation currently invests excess cash in an investment account with Bank of Oklahoma where funds are used to purchase a mix of equities, mutual funds, bonds, Real Estate Investment Trusts (REITs), as well as cash.

Property Taxes Receivable

Property tax receivables are shown net of an allowance for uncollectible accounts. Property values are assessed and a lien placed on the property as of January 1. Property taxes are levied no later than December 22. Taxes are payable in the following year, either in full by April 30 or in two equal installments due February 28 and June 15. Property taxes levied in the current year and payable in the following year are reported as a receivable at December 31. Property taxes are reported as deferred inflows of resources and recognized as revenue upon collection.

Prepaids

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both governmental fund and governmental activities financial statements.

Capital Assets

Capital assets, which include land, buildings, furniture, equipment, and library materials, are reported in the governmental activities financial statements. In the governmental fund financial statements, capital assets are charged to expenditures when purchased. Capital assets, which are defined as assets with an initial, individual cost of $5,000 or more and an estimated useful life of more than one year, are recorded at historical cost, with the exception of library materials, which are capitalized regardless of cost. The reported value excludes normal maintenance and repairs, which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. The District values donated capital assets at the estimated acquisition value of the item at the date of donation.

Capital assets of the District are depreciated using the straight-line method. The composite method is used in the depreciation of library materials. These assets are depreciated over the following estimated useful lives:

Asset	Years
Buildings	30
Building improvements	15
Shelving	10
Furniture	10
Equipment and machinery	5
Computers	4
Archives and collections	4

Compensated Absences

It is the District's policy to permit employees to accumulate earned but unused personal time off (PTO). All PTO is accrued when earned in the governmental activities financial statements. A liability for these amounts is reported in the governmental fund statements only if they are due, for example, as a result of employee resignations and retirements.

Long-Term Debt

In the governmental activities financial statements, long-term obligations are reported as liabilities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest rate method.

In the governmental fund financial statements, bond premiums and discounts are recognized during the current period. The face amount of the debt issued is reported as other financing sources. Premiums and discounts on debt issuances are reported as other financing sources or uses. Issuance costs are reported as current period expenditures.

Pensions

The District participates in the Local Government Division Trust Fund (LGDTF), a cost-sharing multiple-employer defined benefit pension fund 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/deductions from the fiduciary net position of the LGDTF have been determined using the economic resources measurement focus and the accrual basis of accounting. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes include a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period or periods and so will not be recognized as an outflow of resources until then. The District has recognized deferred outflows of resources in the governmental activities financial statements in accordance with the presentation requirements for Governmental Accounting Standards Board Statement No. 68, Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27 (GASB 68), and Governmental Accounting Standards Board Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date (GASB 71) and Governmental Accounting Standards Board Statement No. 75, Accounting and Financial Reporting for Other Postemployment Benefits Other Than Pensions (GASB 75).

Deferred Inflows of Resources

In addition to liabilities, the statement of net position will sometimes include a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period or periods and so will not be recognized as an inflow of resources until then. The District has recognized deferred inflows of resources in the governmental activities financial statements in accordance with the presentation requirements for property taxes, GASB 68 and GASB 75.

Fund Balance/Net Position

The District reports fund balance and net position in accordance with the provisions of Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (GASB 54). This statement identifies fund balance categories to make the nature and extent of the constraints placed on a governmental entity's fund balances more transparent.

The following classifications describe the relative strength of the spending constraints under GASB 54:

- Nonspendable fund balance represents amounts that are nonspendable in form or are legally or contractually required to be maintained intact.

- Restricted fund balance represents amounts constrained to specific purposes by external parties, such as grantors, contributors, or through constitutional provisions. Restricted fund balance also includes revenues raised pursuant to legislation that restricts the use of funds to a specific purpose.

- Committed fund balance represents contractual obligations and those amounts constrained to specific purposes by the District's Board of Trustees. To be reported as committed, amounts cannot be used for any other purpose unless the District's Board of Trustees takes action to remove or change the constraint. Fund balance commitments are established, modified, or rescinded by the adoption of Board resolutions.

- Assigned fund balance represents amounts the District intends to use for a specific purpose. Intent can be expressed by either the District's Board of Trustees or by an official or body to which the Board delegates the authority.

  Assigned fund balance is established through adoption of a Board resolution or the amendment of the budget as intended for a specific purpose, such as the purchase of fixed assets, construction, debt service, etc.

- Unassigned fund balance represents amounts that are available for any purpose.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed. When amounts in multiple unrestricted fund balance classifications could be used, the District considers committed funds to be used first, then assigned, and finally unassigned fund balances.

As a nonprofit organization operating under the Financial Accounting Standards Board (FASB), the Foundation reports net position with restricted or unrestricted funds, in accordance with donor requests.

2. Cash and Investments

At December 31, 2019, the District had the following cash and investments:

	Unrestricted
Short-Term Cash and Investments	
Cash	$ 245,162
Local government investment pool	18,750,065
Total Short-Term Cash and Investments	$ 18,995,227

Amounts held by the local government investment pool are invested with COLOTRUST and CSIP, which are investment vehicles established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all state regulations governing local government investment pools. COLOTRUST and the CSIP Liquid Portfolio operate similarly to a money market fund, are rated AAA by Standard & Poor's, and each share is equal in value to $1.00. The CSIP Term portfolio invests only in securities permissible under Colorado law and is rated AAAf by Fitch Ratings. The CSIP Term portfolio offers fixed-rate, fixed-term investments with maturities of 90-365 days. The rate is fixed for the full term of the investment, and there may be a penalty for early redemption. The CSIP Term portfolio has a goal of $1.00 per share net asset value at maturity, however the value may fluctuate prior to maturity. Financial statements and additional information about COLOTRUST are available at http://www.colotrust.com/about. Financial statements and additional information about CSIP are available at http://www.csipinvest.com.

The District holds investments in external government investment pools which are stated at net asset value which approximates fair value. At this time, the District does not hold investments carried at fair value as defined by GASB 72.

The Foundation holds the following cash and investments at December 31, 2019:

	Unrestricted
Short-Term Cash and Investments	
Cash	$ 181,052
Investments	785,498
Total Short-Term Cash and Investments	$ 966,550

As a nonprofit organization operating under the FASB, the Foundation reports investments, all of which are considered to be Level 1, at market value as an approximation of fair value on December 31, 2019.

3. Capital Assets

The District completed a remodel of the Highlands Ranch branch, spending $3,976,830 in 2019. There were disposals of items with a net book value totaling $97,064 comprised mostly of building materials from the remodel that were no longer needed, as well as laptops District-wide that were replaced as part of a routine renewal and upgrade plan.

The District recorded depreciation expense of $5,594,722 for the year ended December 31, 2019, of which $2,540,905 is attributable to the District's archives and collections and the remainder being primarily attributable to the newly capitalized facilities, due to the age of the District's other facilities.

Capital asset activity for the year ended December 31, 2019:

	Balance 12/31/2018	Additions	Deductions	Balance 12/31/2019
Capital assets not being depreciated:				
Land	$ 6,551,798	$ 39,549	$ —	$ 6,591,347
Construction in progress	2,353,889	200,000	(2,353,889)	200,000
Artwork	202,385	23,469	—	225,854
Total capital assets not being depreciated	9,108,072	263,018	(2,353,889)	7,017,201
Capital assets being depreciated:				
Buildings	43,377,861	—	(113,589)	43,264,272
Building Improvements	1,081,152	4,951,400	(85,509)	5,947,043
Computers	3,378,765	326,994	(326,559)	3,379,200
Shelving	1,391,943	225,331	(48,218)	1,569,056
Furniture	1,709,537	927,796	(88,211)	2,549,122
Equipment and machinery	3,028,476	109,426	(31,821)	3,106,081
Library materials	7,795,007	1,984,214	(2,645,860)	7,133,361
Total capital assets being depreciated	61,762,741	8,525,161	(3,339,767)	66,948,135
Accumulated depreciation:				
Buildings	(9,813,403)	(1,421,627)	60,699	(11,174,331)
Building Improvements	(375,949)	(306,872)	62,947	(619,874)
Computers	(2,085,118)	(721,037)	314,466	(2,491,689)
Shelving	(436,568)	(140,018)	48,057	(528,529)
Furniture	(544,839)	(223,643)	79,474	(689,008)
Equipment and machinery	(2,389,113)	(240,620)	31,200	(2,598,533)
Library materials	(1,436,961)	(2,540,905)	2,645,860	(1,332,006)
Total accumulated depreciation	(17,081,951)	(5,594,722)	3,242,703	(19,433,970)
Total capital assets being depreciated, net	44,680,790	2,930,439	(97,064)	47,514,165
Governmental activities capital assets, net	$ 53,788,862	$ 3,193,457	$ (2,450,953)	$ 54,531,366

4. Commitments

Operating Lease Commitments

The District leases library facilities and equipment under operating leases. Total costs for such leases were $167,706 for the year ended December 31, 2019. The future minimum payments for these leases are shown on the following page:

Year Ended December 31,	
2020	$154,964
2021	46,522
2022	31,617
Total	$233,103

5. Long-Term Debt

In 2015, the District issued $20,655,000 in Certificates of Participation (2015 CoPs) to partially fund the construction of three new libraries. The 2015 CoPs carry an average coupon rate of 2.545 percent. Interest payments are due semi-annually in June and December. Principal payments are due annually in December, through 2030.

Annual debt service requirements are as follows as of December 31, 2019:

Year Ending December 31,	Principal	Interest	Total
2020	$1,250,000	$762,800	$2,012,800
2021	1,270,000	743,425	2,013,425
2022	1,320,000	692,625	2,012,625
2023	1,385,000	626,625	2,011,625
2024	1,455,000	557,375	2,012,375
2025 - 2029	8,425,000	1,621,875	10,046,875
2030	1,950,000	63,375	2,013,375
	$17,055,000	$5,068,100	$22,123,100

Changes in Long-Term Debt

Changes in the District's long-term obligations consisted of the items on the following page for the year ended December 31, 2019:

	Balance 1/1/2019	Additions	Reductions	Balance 12/31/2019	Due Within One Year
Governmental Activities:					
Compensated absences	$ 1,033,484	$ 661,165	$ 689,949	$ 1,004,700	$ 622,000
2015 Certificates of Participation	18,280,000	—	1,225,000	17,055,000	1,250,000
2015 Premium	2,013,346	—	223,786	1,789,560	239,738
Total	$ 21,326,830	$ 661,165	$2,138,735	$ 19,849,260	$2,111,738

The general fund is used to liquidate compensated absences.

6. Employee Retirement Plans

Defined Benefit Pension Plan

Plan description. Eligible employees of the District are provided with pension benefits through LGDTF, a cost-sharing multiple-employer defined benefit pension plan administered by PERA. Plan benefits are specified in Title 24, Article 51, of the CRS, 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 comprehensive annual financial report that can be obtained at www.copera.org/investments/pera-financial-reports.

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

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

- Highest average salary multiplied by 2.50 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 Denver Public Schools (DPS) Benefit Structure is the greater of the:

- Highest average salary multiplied by 2.50 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 five years of service credit have been obtained, and the benefit structure under which contributions were made.

Benefit recipients who elect to receive a lifetime retirement benefit are generally eligible to receive post-retirement cost-of-living adjustments,

referred to as annual increases in the CRS. Benefit recipients under the PERA benefit structure who began eligible employment before January 1, 2007, and all benefit recipients of the DPS benefit structure receive an annual increase of two percent, unless PERA has a negative investment year, in which case the annual increase for the next three years is the lesser of two percent or the average of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the prior calendar year. Benefit recipients under the PERA benefit structure who began eligible employment after January 1, 2007 receive an annual increase of the lesser of two 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.

Disability benefits are available for eligible employees once they reach five years of earned service credit and are determined to meet the definition of disability. The disability benefit amount is based on the retirement benefit formula shown above considering a minimum 20 years of service credit, if deemed disabled.

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

Contributions. Eligible employees of the District are required to contribute to the LGDTF at a rate set by Colorado statute. The contribution requirements are established under CRS § 24-51-401, et seq. Eligible employees are required to contribute 8 percent of their PERA-includable salary.

The employer contribution requirements are summarized in the table below:

	Rate
Employer Contribution Rate[1]	10.00%
Amount of Employer Contribution apportioned to the Health Care Trust Fund as specified in CRS § 24-51-208(1)(f)[1]	(1.02)%
Amount Apportioned to the LGDTF[1]	8.98%
Amortization Equalization Disbursement (AED) as specified in CRS § 24-51-411[1]	2.20%
Supplemental Amortization Equalization Disbursement (SAED) as specified in CRS § 24-51-411[1]	1.50%
Total Employer Contribution Rate to the LGDTF[1]	12.68%

[1]Rates are expressed as a percentage of salary as defined in CRS § 24-51-101(42).

Employer contributions are recognized by the LGDTF in the period in which the compensation becomes payable to the member and the District is statutorily committed to pay the contributions to the LGDTF. Employer contributions recognized by the LGDTF from the District were $1,485,563 for the year ended December 31, 2019.

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

At December 31, 2019, the District reported a liability of $21,675,902 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017. Standard update procedures were used to roll forward the total pension liability to December 31, 2018. The District's proportion of the net pension liability was based on District contributions to the LGDTF for the calendar year 2018 relative to the total contributions of participating employers to the LGDTF.

At December 31, 2018, the District's proportion was 1.724 percent, which was a decrease of 0.079 percent from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the District recognized pension expense that was reduced by ($4,191,307) and reported pension related deferred outflows of resources and deferred inflows of resources as shown in the following table:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ 906,337	$ —
Net difference between projected and actual earnings on pension plan investments	2,822,821	—
Changes in proportion and differences between contributions recognized and proportionate share of contributions	—	575,969
Contributions subsequent to the measurement date	1,485,563	—
Total	$ 5,214,721	$ 575,969

Contributions subsequent to the measurement date of $1,485,563 and reported as deferred outflows of resources related to pensions will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	
2020	$ 1,242,025
2021	240,796
2022	157,292
2023	1,513,076
	$ 3,153,189

Actuarial assumptions. The total pension liability in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions and other inputs:

Actuarial Cost Method	Entry Age
Price inflation	2.40%
Real wage growth	1.10%
Wage inflation	3.50%
Salary increases, including wage inflation	3.50-10.45%
Long-term investment rate of return, net of pension plan investment expenses, including price inflation	7.25%
Discount rate	7.25%
Post-retirement benefit increases:	
PERA benefit structure hired prior to 1/1/07, and DPS benefit structure (automatic)	0% through 2019 and 1.50% compounded annually thereafter
PERA benefit structure hired after 12/31/06 (ad hoc, substantively automatic)	Financed by the AIR

Healthy mortality assumptions for active members reflect 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 reflect the RP-2014 Healthy Annuitant Mortality Table, 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, 2017, 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.

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 are summarized in the table on the following page:

Asset Class	Target Allocation	10-Year Expected Geometric Real Rate of Return
U.S. Equity - Large Cap	21.20%	4.30%
U.S. Equity - Small Cap	7.42%	4.80%
Non U.S. Equity - Developed	18.55%	5.20%
Non U.S. Equity - Emerging	5.83%	5.40%
Core Fixed Income	19.32%	1.20%
High Yield	1.38%	4.30%
Non U.S. Fixed Income - Developed	1.84%	0.60%
Emerging Market Debt	0.46%	3.90%
Core Real Estate	8.50%	4.90%
Opportunity Fund	6.00%	3.80%
Private Equity	8.50%	6.60%
Cash	1.00%	0.20%
Total	**100.00%**	

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 percent.

Discount rate. The discount rate used to measure the total pension liability was 7.25 percent. The projection of cash flows used to determine the discount rate applied the actuarial cash 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 current member contribution rate. Employee contributions for future plan members were used to reduce the estimated amount of total service costs for future plan members.

- Employer contributions were assumed to be made at rates equal to the fixed statutory rates specified in law, including current and estimated future AED and SAED, until the actuarial value funding ratio reaches 103 percent, at which point the AED and SAED will each drop 0.50 percent every year until they are zero. Additionally, estimated employer contributions included reductions for 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 used by the plan 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. As the ad hoc post-retirement benefit increases financed by the AIR are defined to have a present value at the long-term expected rate of return on plan investments equal to the amount transferred for their future payment, AIR transfers to the fiduciary net position and the subsequent AIR benefit payments have no impact on the Single Equivalent Interest Rate (SEIR) determination process when the timing of AIR cash flows is not a factor (i.e. the plan's fiduciary net position is not projected to be depleted). When AIR cash flow timing is a factor in the SEIR determination process (i.e. the plan's fiduciary net position is projected to be depleted), AIR transfers to the fiduciary net position and the subsequent AIR benefit payments are 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 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 rate determination does not use the municipal bond index 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 table below presents the proportionate share of the net pension liability calculated using the discount rate of 7.25 percent, as well as what the proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.25 percent) or one percentage point higher (8.25 percent) than the current rate:

	1% Decrease (6.25%)	**Current Discount Rate (7.25%)**	**1% Increase (8.25%)**
Proportionate share of the net pension liability	$ 33,159,650	$ 21,675,902	$ 12,068,587

Pension plan fiduciary net position. Detailed information about the LGDTF's fiduciary net position is available in PERA's comprehensive annual financial report, which can be obtained at www.copera.org/investments/pera-financial-reports.

Other Post Employment Benefits

Health Care Trust Fund

Plan description. Eligible employees of the District are provided with other post-employment benefits (OPEB) through the Health Care Trust Fund (HCTF)—a cost-sharing multiple-employer defined benefit OPEB plan administered by PERA. The HCTF is established under Title 24, Article 51, Part 12 of the Colorado Revised Statutes (C.R.S.), as amended. 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. Colorado state law provisions may be amended from time to time by the Colorado General Assembly. PERA issues a publicly available comprehensive annual financial report that can be obtained at www.copera.org/investments/pera-financial-reports.

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

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 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 in the program upon retirement, upon the occurrence of certain life events, or on an annual basis during an open enrollment period.

PERA Benefit Structure. The maximum service-based premium subsidy is $230 per month for benefit recipients who are under 65 years of age and who are not entitled to Medicare; the maximum service-based subsidy is $115 per month for benefit recipients who are 65 years of age or older or who are under 65 years of age and entitled to Medicare. The 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.

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

Employer contributions are recognized by the HCTF in the period in which the compensation becomes payable to the member and the District is statutorily committed to pay the contributions. Employer contributions recognized by the HCTF from the District were $119,501 for the year ended December 31, 2019.

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

At December 31, 2019, the District reported a liability of $1,819,124 for its proportionate share of the net OPEB liability. The net OPEB liability for the HCTF was measured as of December 31, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2017. Standard update procedures were used to roll forward the total OPEB liability to December 31, 2018. The District's proportion of the net OPEB liability was based on the District contributions to the HCTF for the calendar year 2018 relative to the total contributions of participating employers to the HCTF.

At December 31, 2018, the District's proportion was 0.134 percent, which was a decrease of (0.006) percent from its proportion measured as of December 31, 2017.

For the year ended December 31, 2019, the District recognized OPEB expense of $12,516. At December 31, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ 6,602	$ 2,769
Changes of assumptions or other inputs	12,761	—
Net difference between projected and actual earnings on OPEB plan investments	10,462	—
Changes in proportion and differences between contributions recognized and proportionate share of contributions	—	84,117
Contributions subsequent to the measurement date	119,501	—
	$ 149,326	$ 86,886

The District reported $119,501 as deferred outflows of resources related to OPEB, which resulted from contributions subsequent to the measurement date and will be recognized as a reduction of the net OPEB liability in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31,	
2020	$ (13,169)
2021	(13,169)
2022	(13,169)
2023	(5,551)
2024	(12,004)
	$ (57,062)

Actuarial assumptions. The total OPEB liability in the December 31, 2017, actuarial valuation was determined using the following actuarial cost method, actuarial assumptions, and other inputs:

Actuarial cost method	Entry age
Price inflation	2.40%
Real wage growth	1.10%
Wage inflation	3.50%
Salary increases, including wage inflation	3.50% in aggregate
Long-term investment rate of return, net of OPEB plan investment expenses, including price inflation	7.25%
Discount rate	7.25%
Health care cost trend rates	
PERA benefit structure:	
Service-based premium subsidy	0.00%
PERACare Medicare plans	5.00%
Medicare Part A premiums	3.25% for 2018, gradually rising to 5.00% in 2025
DPS benefit structure:	
Service-based premium subsidy	0.00%
PERACare Medicare plans	N/A
Medicare Part A premiums	N/A

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.

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

Health care cost trend rates for the PERA benefit structure are based on published annual health care inflation surveys in conjunction with actual plan experience (if credible), building block models and heuristics developed by health plan actuaries and administrators, and projected trends for the Federal Hospital Insurance Trust Fund (Medicare Part A premiums) provided by the Centers for Medicare & Medicaid Services. Effective December 31, 2017, 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.

The PERA benefit structure health care cost trend rates that were used to measure the total OPEB liability are summarized in the table below:

Year	PERACare Medicare Plans	Medicare Part A Premiums
2018	5.00%	3.25%
2019	5.00%	3.50%
2020	5.00%	3.75%
2021	5.00%	4.00%
2022	5.00%	4.25%
2023	5.00%	4.50%
2024	5.00%	4.75%
2025+	5.00%	5.00%

Mortality assumptions for the determination of the total OPEB 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, 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 for the State and Local Government Divisions were based on the RP-2014 Healthy Annuitant Mortality Table, 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.

Healthy, post-retirement 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 economic and demographic assumptions were specifically developed for, and used in, the measurement of the obligations for the HCTF:

- The assumed rates of PERACare participation were revised to more closely reflect actual experience.

- 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 2018 plan year.

- The percentages of PERACare enrollees who will attain age 65 and older ages and are assumed to not qualify for premium-free Medicare Part A coverage were revised to more closely reflect actual experience.

- The percentage of disabled PERACare enrollees who are assumed to not qualify for premium-free Medicare Part A coverage were revised to more closely reflect actual experience.

- Assumed election rates for the PERACare coverage options that would be available to future PERACare enrollees who will qualify for the "No Part A Subsidy" when they retire were revised to more closely reflect actual experience.

- Assumed election rates for the PERACare coverage options that will be available to those current PERACare enrollees who qualify for the "No Part A Subsidy" but have not reached age 65 were revised to more closely reflect actual experience.

- 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 rates of PERACare coverage election for spouses of eligible inactive members and future retirees were revised to more closely reflect actual experience.

- The assumed age differences between future retirees and their participating spouses were revised to more closely reflect actual experience.

The actuarial assumptions used in the December 31, 2017, 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. In addition, certain actuarial assumptions pertaining to per capita health care costs and their related trends are analyzed and reviewed by PERA's actuary, as needed.

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.

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 are summarized in the following table:

Asset Class	**Target Allocation**	**30 Year Expected Geometric Real Rate of Return**
U.S. Equity – Large Cap	21.20%	4.30%
U.S. Equity – Small Cap	7.42%	4.80%
Non U.S. Equity – Developed	18.55%	5.20%
Non U.S. Equity – Emerging	5.83%	5.40%
Core Fixed Income	19.32%	1.20%
High Yield	1.38%	4.30%
Non U.S. Fixed Income – Developed	1.84%	0.60%
Emerging Market Debt	0.46%	3.90%
Core Real Estate	8.50%	4.90%
Opportunity Fund	6.00%	3.80%
Private Equity	8.50%	6.60%
Cash	1.00%	0.20%
Total	100.00%	

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%.

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

	1% Decrease in Trend Rates	Current Trend Rates	1% Increase in Trend Rates
PERACare Medicare trend rate	4.00%	5.00%	6.00%
Initial Medicare Part A trend rate	2.25%	3.25%	4.25%
Ultimate Medicare Part A trend rate	4.00%	5.00%	6.00%
Net OPEB Liability	$ 1,768,891	$ 1,819,124	$ 1,876,901

Discount rate. The discount rate used to measure the total OPEB liability was 7.25 percent. 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, 2018, 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. For future plan members, employer contributions were reduced by the estimated amount of total service costs for future plan members.
- Employer contributions and the amount of total service costs for future plan members were based upon a process used by the plan to estimate future actuarially determined contributions assuming an analogous future plan member growth rate.
- Transfers of a portion of purchase service agreements intended to cover the costs associated with OPEB benefits 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 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 percent 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; therefore, the discount rate is 7.25 percent.

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

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Proportionate share of the net OPEB liability	$ 2,035,442	$ 1,819,124	$ 1,634,193

OPEB plan fiduciary net position. Detailed information about the HCTF's fiduciary net position is available in PERA's comprehensive annual financial report, which can be obtained at www.copera.org/investments/pera-financial-reports.

7. Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net position or fund balance that applies to a future period and so will not be recognized as an inflow of resources or revenue until that time.

At December 31, 2019, the District has recorded a deferred inflow for property tax revenues to be levied and collected in 2020 of $28,922,824. Accordingly, the District has presented these unavailable revenues as a deferred inflow of resources in the balance sheet – governmental fund/ statement of net position as prescribed under Governmental Accounting Standards Board Statement No. 65, Items Previously Reported as Assets and Liabilities (GASB 65).

Additionally, at December 31, 2019, the District has recorded a deferred inflow for pension and OPEB-related liabilities of $575,969 and $86,886, respectively. Accordingly, the District has presented these unavailable revenues as a deferred inflow of resources in the balance sheet – governmental fund/statement of net position as prescribed under GASB 68 and GASB 75.

8. Fund Balance/Net Position

The District reports fund balance and net position in accordance with GASB 54. This statement redefines the elements of fund balance in governmental funds and more clearly describes the different types of governmental funds.

Amounts reported as nonspendable fund balance at December 31, 2019, include prepaids of $349,381 considered nonspendable in form and $18,155 of security deposits required under the provisions of an easement and a lease.

At December 31, 2019, the District reported restricted fund balance of $891,882, which is the emergency reserve as required by Article X, Section 20, of the Colorado Constitution.

Assigned fund balance at December 31, 2019, includes $3,300,000, which is pursuant to the District's reserve policy to establish reserves to cover first-quarter obligations prior to receipt of property tax revenues, contingencies, and insurance deductibles.

The District reported unassigned fund balance at December 31, 2019, of $14,080,398.

Net position as reported at December 31, 2019, includes a net investment in capital assets of $35,686,806. This amount represents the District's investment in capital assets of $54,531,366, net of the District's remaining obligation under the 2015 CoPs at December 31, 2019, of $18,844,560, which is net of unamortized premium of $1,789,559.

The Foundation reported net position at December 31, 2019, comprised of unrestricted funds, of $887,728.

9. Risk Management

The District is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors or omissions; injuries to employees; and natural disasters for which the District carries commercial and workers' compensation insurance. Settled claims have not exceeded coverage for property, liability, or workers' compensation deductibles in the past four fiscal years. In the 2020 Budget, the District has added funds to explore providing limited medical benefits for volunteers who are committed to their communities, in lieu of workers' compensation for which volunteers are ineligible.

10. Tax, Spending and Debt Limitations

Article X, Section 20, of the Colorado Constitution contains tax, spending, revenue and debt limitations, which apply to the State of Colorado and all local governments. In 1996, the voters of the County approved an increased mill levy and authorized the District to collect and spend or retain all revenue without regard to any limitations under this article or any other Colorado law. A Colorado Attorney General's opinion issued in 1999 affirms the ability of a district that holds a vote pursuant to statute to obtain such voter approval.

11. Subsequent Events

General Operations

In March, 2020, prior to the issuance of these financial statements, the state of Colorado began to experience a public health emergency in conjunction with the COVID-19 virus. In conjunction with that health emergency, and in compliance with State of Colorado, Douglas County, and public health department directives, the District closed all of its library facilities on March 17, 2020, until further notice. Upon closure, many of the library staff and the District's support staff began working on a remote, virtual basis. The closure did not affect the District's ability to continue to serve its patrons through the District's digital collections. The library has pursued new initiatives to streamline the issuance of library cards, expand its digital collections offerings, and investigate making a "virtual" library experience available to its patrons. In addition, the District began collaborations with the Douglas County School District and Douglas County to assist the community in dealing with the health emergency. Although the District is not able to predict when the health emergency will subside, the District is prepared to rapidly resume normal operations when so made possible by the governing authorities.

REQUIRED SUPPLEMENTARY INFORMATION

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
For the Year Ended December 31, 2019

	Original Budget	Final Budget	Actual	Variance
Expenditures				
Current				
Operating				
Salaries and benefits	$ 15,407,710	$ 15,407,710	$ 15,018,559	$ 389,151
Library materials	3,677,900	3,677,900	3,669,890	8,010
Facilities	1,684,249	1,691,481	1,810,114	(118,633)
Technology and support services	1,348,936	1,393,936	1,370,079	23,857
Programs and outreach	988,133	988,133	813,191	174,942
District-wide support	1,385,554	1,391,999	1,242,742	149,257
Capital Outlay	7,602,074	7,543,397	4,511,943	3,031,454
Debt Service	2,012,300	2,012,300	2,012,300	—
Total Expenses	34,106,856	34,106,856	30,448,818	3,658,038
Program Revenues				
Operating contributions and grants	334,571	334,571	400,796	66,225
Charges for services	726,134	726,134	689,313	(36,821)
Total Program Revenues	1,060,705	1,060,705	1,090,109	29,404
Net Program Expenses	33,046,151	33,046,151	29,358,709	3,687,442
General Revenues				
Property taxes	25,806,853	25,806,853	25,757,166	(49,687)
Auto ownership taxes	2,642,516	2,642,516	2,512,679	(129,837)
Investment earnings	389,000	389,000	548,596	159,596
Total General Revenues	28,838,369	28,838,369	28,818,441	(19,928)
Other Financing Sources				
Lease income, net	167,182	167,182	191,914	24,732
Total Other Financing Sources	167,182	167,182	191,914	24,732
Net Change in Fund Balance	(4,040,600)	(4,040,600)	(348,354)	3,692,246
Fund Balance, Beginning of Year	18,988,170	18,988,170	18,988,170	—
Fund Balance, End of Year	$ 14,947,570	$ 14,947,570	$ 18,639,816	$ 3,692,246

See Notes 1 and 2 to the Required Supplementary Information.

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
For the Years Ended December 31,

	2019	2018	2017	2016	2015
District's proportion (percentage) of the collective net pension liability (asset)	1.72%	1.80%	1.85%	1.76%	1.76%
District's proportionate share of the collective pension liability (asset)	$21,675,902	$20,082,094	$24,917,735	$19,433,036	$15,770,396
Covered payroll	$11,308,418	$11,800,629	$11,184,779	$10,018,742	$9,641,175
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	192%	170%	223%	194%	164%
Plan fiduciary net pension as a percentage of the total pension liability	75.96%	79.37%	73.60%	76.90%	62.80%

SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY
For the Years Ended December 31,

	2019	2018	2017
District's proportion (percentage) of the collective net OPEB liability (asset)	0.13%	0.14%	0.14%
District's proportionate share of the collective OPEB liability (asset)	$1,819,124	$1,821,389	$1,836,557
Covered payroll	$11,308,418	$11,800,629	$11,184,779
District's proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	16.09%	15.43%	16.42%
Plan fiduciary net OPEB as a percentage of the total pension liability	17.03%	17.53%	

See Note 2 to the Required Supplementary Information

SCHEDULE OF EMPLOYER'S CONTRIBUTIONS TO THE PENSION PLAN
For the Years Ended December 31,

	2019	2018	2017	2016	2015
Statutorily required contribution	$ 1,485,563	$ 1,433,907	$ 1,496,320	$ 1,364,600	$ 1,270,376
Contributions in relation to the statutorily required contribution	1,485,563	1,433,907	1,496,320	1,364,600	1,270,376
Contribution Deficiency (Excess)	$ —	$ —	$ —	$ —	$ —
District's covered payroll	$ 11,715,798	$ 11,308,418	$ 11,800,629	$ 11,184,779	$ 10,018,742
Contributions as a percentage of covered payroll	12.68%	12.68%	12.68%	12.20%	12.68%

SCHEDULE OF EMPLOYER'S CONTRIBUTIONS TO OPEB
For the Years Ended December 31,

	2019	2018	2017
Statutorily required contributions	$ 119,501	$ 115,346	$ 116,056
Contributions in relation to the statutorily required contribution	119,501	115,346	116,056
Contribution deficiency (excess)	$ —	$ —	$ —
Covered payroll	$ 11,715,798	$ 11,308,418	$ 11,800,629
Contribution as a percentage of covered payroll	1.02%	1.02%	0.98%

See Note 2 to the Required Supplementary Information

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
December 31, 2019

1. Stewardship, Compliance, and Accountability

The District's Board of Trustees holds a public hearing in the fall each year to approve the budget for the general fund and appropriate the funds for the ensuing year. Expenditures may not legally exceed amounts appropriated by fund. Any change in the budget for a particular fund requires approval by the Board of Trustees. Management is authorized to make transfers between line items within a fund.

This budgetary comparison schedule is presented on a basis in conformity with generally accepted accounting principles (GAAP).

2. Pension and OPEB Related Disclosures

GASB 68, adopted during fiscal year 2015, and GASB 75, implemented during fiscal year 2018, require disclosure of the District's proportionate share of the net pension liability at the measurement date and contributions to the pension plan for the previous 10-year period. Until a full 10-year trend is compiled, the District is presenting information for those years for which information is available.

SUPPLEMENTARY INFORMATION

SUMMARY OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE – GENERAL FUND
For the Years Ended December 31,
(Unaudited)

	2015	2016	2017	2018	2019
Expenditures					
Current					
Operating					
Salaries and benefits	$ 13,833,369	$ 14,480,344	$ 15,131,960	$ 15,329,173	$ 15,018,559
Library materials	3,554,623	3,409,934	3,495,573	3,637,645	3,669,890
Facilities	1,130,874	1,273,154	1,492,179	1,584,348	1,810,114
Technology and support services	1,071,145	1,388,763	1,346,219	1,277,527	1,370,079
Programs and outreach	617,049	802,159	858,872	696,395	813,191
District-wide support	1,053,381	1,428,235	1,202,971	1,402,729	1,242,742
Capital Outlay	14,178,941	20,690,256	4,040,637	2,853,711	4,511,943
Debt Service	74,205	834,800	2,009,800	2,011,300	2,012,300
Total Expenses	35,513,587	44,307,645	29,578,211	28,792,828	30,448,818
Program Revenues					
Operating contributions and grants	409,377	363,037	321,972	367,555	400,796
Charges for services	633,202	590,134	897,226	697,870	689,313
Total Program Revenues	1,042,579	953,171	1,219,198	1,065,425	1,090,109
Net Program Expenses	(34,471,008)	(43,354,474)	(28,359,013)	(27,727,403)	(29,358,709)
General Revenues					
Property taxes	19,151,234	22,436,808	22,807,820	25,394,616	25,757,166
Auto ownership taxes	1,853,168	2,075,618	2,505,786	2,693,552	2,512,679
Investment earnings	195,064	277,689	270,315	552,552	548,596
Total General Revenues	21,199,466	24,790,115	25,583,921	28,640,720	28,818,441
Other Financing Sources					
Lease income, net	—	—	146,842	262,934	191,914
Proceeds from lease purchase financing, net	23,005,269	—	—	—	—
Proceeds from sale of capital assets	—	3,600,200	—	—	—
Total Other Financing Sources	23,005,269	3,600,200	146,842	262,934	191,914
Net Change in Fund Balance	9,733,727	(14,964,159)	(2,628,250)	1,176,251	(348,354)
Fund Balance, Beginning of Year	25,670,601	35,404,328	20,440,169	17,811,919	18,988,170
Fund Balance, End of Year	$ 35,404,328	$ 20,440,169	$ 17,811,919	$ 18,988,170	$ 18,639,816

HISTORY OF ASSESSED VALUATIONS

(Unaudited)

Levy / Collection Year	Assessed Valuation	Percent Change	Statutory "Actual" Value
2014/2015	$4,776,804,579	1.96%	$41,706,831,768
2015/2016	5,587,841,999	16.98%	49,748,694,494
2016/2017	5,686,174,292	1.76%	50,989,716,383
2017/2018	6,338,899,010	11.48%	60,820,530,833
2018/2019	6,438,835,604	1.58%	62,315,982,391
2019/2020	7,239,081,296	12.43%	72,076,633,311

HISTORY OF MILL LEVIES

(Unaudited)

Levy / Collection Year	General Fund	Special Abatement	Total Levy
2014/2015	4.000	0.032	4.032
2015/2016	4.000	0.035	4.035
2016/2017	4.000	0.016	4.016
2017/2018	4.000	0.021	4.021
2018/2019	4.000	0.008	4.008
2019/2020	4.000	0.023	4.023

PROPERTY TAX COLLECTIONS

(Unaudited)

Levy / Collection Year	Taxes Levied	Current Tax Collections	Collection Rate
2013/2014	$ 18,876,248	$ 18,703,548	99.09%
2014/2015	19,260,076	19,209,461	99.74%
2015/2016	22,546,942	22,441,945	99.53%
2016/2017	22,835,676	22,836,855	100.01%
2017/2018	25,488,713	25,488,019	100.00%
2018/2019	25,806,853	25,849,883	100.17%

Douglas County Libraries

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Request for Approval
Public Health Safety Requirements

DATE: May 27, 2020

AGENDA ITEM: This is an agenda item to align board decision with library practice around Public Health Safety Requirements for customers concerning COVID-19.

BUDGET IMPACT: $0.00

Public policy makers are responding to the pandemic with both recommendations and public health orders. The same document, communication, or website entry may contain both. To date and where our staff and vendors are concerned, our library has sought to comply with both health orders and recommendations. Our library has sought for guidance and clarity when orders and recommendations are contradictory or ambiguous. Our municipal partners vary in their stance between health orders and recommendations.

The situation is more complex when planning for public or customer re-entry to our facilities. Our library should and must comply with orders, but what about health recommendations? Our library may adopt more restrictive measures than state and county health departments. Should we? If we list any health recommendation as a customer behavioral standard in our code of conduct, how will our library handle the problem of compliance? Will our staff confront customers in a breach, contact law enforcement, or begin progressive discipline with anyone who doesn't wear a mask, abide distancing, and more.

I recommend that our libraries regard the distinction between health orders and recommendations. Public policy makers understand the difference between the two. When they make distinctions, I don't believe that it is in our interest to adopt more restrictive measures or constrain our customers to abide both.

I do believe that it is in our interest (staff and customers alike) to request that customers honor health recommendations without going to the next step of constraining behavior or demanding compliance.

For example: As long as the Colorado Department of Health or Tri-County Health merely recommend that citizens wear a mask or face covering, we would request our customers wear one, but wouldn't ban customer use of the library should they choose not to honor the request.

As such we are confirming:

1. This policy recommendation, as it stands, has limited to no fiscal implication.
2. Should we choose to demand compliance of recommendations, the fiscal implications vary depending on our need for compliance support.

RECOMMENDATION: I recommend that the Board make a motion limiting customer compliance concerning COVID-19 to health orders, laws, and ordinances.

MOTION: I move to align customer compliance expectations for COVID-19 to specific health orders, ordinances, and laws. Health recommendations will be shared, but staff will not enforce anything that isn't an order, ordinance, or law.

PERSON(S) RESPONSIBLE: Bob Pasicznyuk, Executive Library Director

Zoom Storytimes!

DCL storytime staff ventured to the digital world in April, offering storytimes every weekday. The attendance overwhelmed our zoom account that first week and we soon realized we needed an account with bigger capacity. Each day we see attendance near 130 families. There are ideas and plans to expand this service to offer more times and options for different ages.

The team has embraced their at home "storytime rooms", created backdrops and sets and even brought on some live animals.

DCL Celebrates Graduates

The high school class of 2020 will be feeling the love from Douglas County Libraries! Nearly 2,000 gifts have been requested and over 1,000 of those are being delivered by a team of DCL staff the graduate's home. The others are being delivered curbside at all our locations. We have had some very positive comments from our community.

"I just wanted to tell you that my daughter, Ainsley Baker, really enjoyed getting a surprise from the library. That was very well done. I'm proud to live in this community"

https://highlandsranch.macaronikid.com/articles/5ebb6c40c90368678473d965/dcl-celebrates-high-school-grads-in-douglas-county-with-a-special-gift

May 19, 2020, 2:56:46 PM MDT

"I would like to thank you for the great gift you are giving to the Seniors. My son picked up his gift today was very pleased with the tool kit (which will be needed when he goes out of state for college) and the gift card. It was a wonderful gift for Seniors who have had a tough two months. Again, Thank you for thinking of them. – Jean Jackson-Herrin"

Park and Pick-Up – Curbside service at DCL

On May 11th, DCL re-opened to the public offering curbside pickup of holds. The public services teams at all locations were excited to report back to the branches to work and learn a new service model. They are taking all the necessary precautions, such as wearing masks, delivering to trunks, and spacing out while they are working. The first week, we delivered to about 5,000 cars at our locations. The can-do attitude of the staff on this first week back was inspiring!

Jean Duggins

May 19, 2020, 4:54:53 PM MDT

Just used curbside pickup and was delighted by ease of the process!! Kudos to your staff for an excellent service that keeps us all safe! So happy to have the library back!! Thanks for all you do ❤

Gene Oneillrts May 19, 2020, 1:10:13 PM MDT

"I just wanted to thank all the amazing DCL library staff for hard work and dedication. Thank you for doing your part, especially because it was so difficult for all of us to temporarily lose access to this amazing resource. We are so glad to see all the precautions being taken for your safety and ours. Thank you.

Picking up books last week at the HR library was such a return to normalcy for my family. The library is truly an essential service we value so much. Thank you."

Inspiring a love of... READING... DISCOVERY... CONNECTION...

Mental Health Month at Douglas County Libraries

Welcome to headspace A new app Douglas County Libraries has made available to customers.

Andy Puddicombe abandoned his Sports Science degree to become a Buddhist monk. His meditation training took him around the world, and eventually he was ordained at a Tibetan monastery. After completing his commitment, he returned to the UK with the goal of teaching meditation and mindfulness to as many people as possible. Andy is the co-founder of Headspace.

Headspace is an app with over 1000 hours of meditation sessions on everything from stress to sleep, from focus to anxiety. It has proven to reduce stress in 10 minutes per day. This digital product is used by over 62 million people worldwide.

Through meditation with Headspace, you can build up areas of your brain and actually rewire it to enhance positive traits like focus and decision making and diminish the less positive ones like fear and stress. Most importantly, this means there is a possibility to change your brain for the better in a way that is long-lasting.

Douglas County Libraries is the second library system to partner with Headspace. Since our soft launch on 4/24/20, over 500 customers have signed up to use it. Since launch of April 24th, our customers have meditated 17,076 total minutes. Have you tried it? https://www.dcl.org/library-perks/#headspace

Not just your "ordinary" library perk.

In conjunction with May being Mental Health month and the on-going media exposure to stories regarding mental health and the added negative impacts of COVID-19 and quarantine, Human Resources provided information to all staff on managing the anxiety created by the coronavirus as well as mental health tips for quarantine.

We also took the opportunity to ask staff to review their emergency contact information and to update as necessary. In the event that we have an emergency or medical situation, we want to insure quick response to provide necessary notifications.

OPTUM®

Mindfulness techniques for managing coronavirus anxiety at home and work

What is coronavirus?

Of all the newsworthy events that have happened so far in the new year, there's one word that has stayed consistently in the media and is now at the centre of a lot of daily coverage – coronavirus, also known as COVID-19. While coronaviruses are actually a large family of viruses that can range from the common cold to more severe diseases, this one in particular has been getting a lot of attention because it's a novel virus, meaning that it's a new strain of the coronavirus family.

The constant alerts and announcements about coronavirus can be anxiety-inducing and leave you with a lot of questions – should I really be scared of the virus? What should I do to prepare? How will this affect my business? Whether you're preparing for yourself and your family or you're an employer wondering how to prepare your teams, there are several approaches you can take to cope.

Mindfulness can help you navigate the overwhelming amount of information about the current coronavirus situation: get familiar with the facts, understand how the brain works in these types of situations, know how you can calmly and rationally prepare, and bring an awareness to how you're processing the information to help guide intentional action.

Should we be afraid of coronavirus?

Ever since the spread of coronavirus was first reported from Wuhan, China, on December 31, 2019, we have watched the virus cross the borders of multiple countries. With the number of infected countries continuing to climb, the World Health Organization (WHO) recently raised its risk assessment of the novel coronavirus strain to "very high", causing many to start feeling amplified anxiety over the virus.

According to the World Health Organization, the most common symptoms are fever, tiredness and a dry cough. Some individuals may experience other symptoms, while some people become infected but don't develop any symptoms. Most people (around 80%) recover from the disease without needing special treatment. To help keep your mind at ease, if symptoms do begin to emerge in your home or work environments, knowing when to call the doctor and how to prevent the spread of the illness can be beneficial. Individuals experiencing fever, cough and difficulty breathing should call their doctor's office, urgent care clinic or emergency department for medical advice. Your medical professional will instruct you on whether you need to come in. If you feel sick, even with mild symptoms, it's recommended that you self-isolate by staying at home and avoiding others in your household until you recover.

How your brain views the coronavirus

As helpful as your brain's "fight or flight" response can be to protect you from potentially dangerous situations, it can also stir up anxious thoughts during events such as the global spread of the coronavirus.

So, why is your brain fixating on the dangers of the coronavirus when the regular flu season has affected so many more people? The flu is familiar; we all learn about it early on in life so we know what it is and how to handle it as adults. New viruses like COVID-19 can be a little scarier than an existing virus, and all of that uncertainty can make it easy for your brain to latch onto anxious thoughts and spiral.

While it's good to have awareness of what's going on, taking a moment to be present with your anxious thoughts

and feelings can help you discover whether your thoughts are fact-based or whether you are experiencing a stress response to the uncertainty of the situation.

Understanding the difference between the two can help you maintain your inner peace as more information is gathered.

Moderate your media coverage of the virus

Most of us have at least one screen in front of us for most of the day, and it's easy to fall into one of two camps – people who watch and read every media source available about the coronavirus, and people who choose to avoid the topic altogether to focus on "happier" things. Both responses are valid when there is a new virus spreading, but there is also a way to mindfully merge both camps into a calmer middle ground.

Getting information and updates about the coronavirus is important, but tuning into sensationalised media coverage that's meant to induce anxiety and panic can be counterproductive to maintaining your personal or professional environments. Setting personal boundaries and limiting your media updates to fact-based, frequently updated government websites can help you stay informed without triggering anxiety or worry. These resources include:

- **The WHO**
- **The CDC**

Tips for making a plan

An important component of mindfulness is accepting things as they are but choosing how to react to them, and that same principle can be applied to the current situation. While you cannot change that the coronavirus has spread, you can choose how you want to react to it, and making a plan at home and work can help you react with confidence and rationality.

Planning at home

- Stock up on medications and food to limit time spent in public spaces.
- Use the latest government recommendations if family members become symptomatic.
- Having open, safe discussions where your feelings and the feelings of your family are validated and addressed can also help to maintain an environment of peaceful calm.

Planning for the workplace

- Having plans in place for working remotely and encouraging use of available sick days can help companies take care of their teams.
- Employers should also create safe spaces for open, non-judgemental conversation about COVID-19 to help employee wellness.
- If you cough or sneeze, cover your mouth and nose and use a napkin as opposed to your hand.
- Use alcohol wipes to sanitise your workspace, phone and any other technology that you touch.
- Avoid touching your face with your hands.

Remain calm (and aware)

It's difficult to turn a blind eye to the urgent news stories and panicked responses to the coronavirus across the globe, but approaching the situation mindfully can help you, your family and your workplace cope and plan calmly and rationally. Focus your attention inward to your thoughts and feelings about the situation and validate that your mind will want to "go down the rabbit hole" with anxious thoughts since this is a new viral strain.

But rather than fearing the coronavirus, understanding the symptoms, assessing whether anyone you are in contact with is symptomatic, and making a plan at both work and home are all ways to confidently prepare. The CDC, the WHO and other reputable government websites that don't sensationalise the topic are great sources to follow for real, unsensationalised facts about the current status of the coronavirus, and those sites will also have the most up-to-date instructions for the best ways to keep yourself and everyone around you safe during this unique flu and illness season.

Sources:
World Health Organization, www.who.int
Centers for Disease Control and Prevention, www.cdc.gov

Written by Becky Greiner. eMindful

This programme should not be used for emergency or urgent care needs. In an emergency, call 911 if you are in the United States or the local emergency services phone number if you are outside the United States, or go to the nearest accident & emergency department. This programme is not a substitute for a doctor's or professional's care. Due to the potential for a conflict of interest, legal consultation will not be provided on issues that may involve legal action against Optum or its affiliates, or any entity through which the caller is receiving these services directly or indirectly (e.g., employer or health plan). This programme and all its components, in particular services to family members below the age of 16, may not be available in all locations and is subject to change without prior notice. Experience and/or educational levels of Employee Assistance Programme resources may vary based on contract requirements or country regulatory rrequirements. Coverage exclusions and limitations may apply.

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Inspiring a love of...
READING...
DISCOVERY...
CONNECTION...

Summer Reading

Douglas County Libraries (DCL) will Splash Into Summer on June 1, when the library's annual Summer Reading program officially kicks off. The reading program is for all ages and runs from June 1-July 31. Kids, teens and adults can pre-register now to Splash Into Summer at DCL.org/summer-reading.

DCL encourages the community to have a great summer reading, soaking up the sun, and enjoying fun activities. Features of Summer Reading include:

- Cool prizes. Summer Reading sign-up gift coupons and vouchers courtesy of Pirates Cove and Parry's Pizza. Reading logs, sign-up prizes, and mid-way prizes can be picked up **June 1-15** using the library's Summer Reading curbside service at DCL's Castle Pines, Castle Rock, Highlands Ranch, Lone Tree, Parker and Roxborough locations during designated pick-up times: Monday-Friday 10AM-2PM, with additional hours Tuesday and Thursday evenings 4-6PM; Saturday 12-4PM; and Sunday 1-3PM. Readers will also be entered into a drawing to win awesome finishing prizes: stand-up paddleboard for adults; 2021 season pass to Elitch Gardens for teens; or 2021 pass to Pirates Cove for kids.

- Reading goals. DCL's suggested individual reading goal is 1,000 minutes, but readers can also create their own challenge to fit their needs.

- Community reading goal and local giveback. If the community reaches a combined goal of **8 million minutes read**, the Douglas County Libraries Foundation will donate $1,000 (its biggest award yet) to the COVID-19 Recovery Fund through the Douglas County Community Foundation (DCCF).

- Awesome prize drawings during the library's 15 Days of Giveaways, June 1-15! Readers who register for Summer Reading June 1-13 will be entered into a daily random prize drawing based on each day's registrations. Giveaways on June 14-15 are grand prizes—everyone who registers for Summer Reading May 1 through June 14 and 15 will be entered into those prize drawings.

Media Highlights

Camp DCL
https://castlerocknewspress.net/stories/douglas-county-libraries-offers-summer-camps,295017

DCL Closure
https://yourhub.denverpost.com/blog/2020/03/douglas-county-libraries-closes-branches-in-response-to-covid-19/261923/

Castle Pines Connection: http://newspaper.castlepinesconnection.com/2020/mar/mobile/index.html#p=12
Highlands Ranch Lifestyle Magazine:https://issuu.com/lifestylepubs/docs/https___s3-us-west-2.amazonaws.com__705c93f9f5e6f9/8
Denver Post The Know: https://yourhub.denverpost.com/blog/2020/03/kids-explore-space-at-librarys-new-mission-control-roxborough/260872/
Highlands Ranch Herald: https://highlandsranchherald.net/stories/douglas-county-libraries-offers-summer-camps,295017
Parker Chronicle: https://parkerchronicle.net/stories/percussion-from-malaysia-makes-its-way-to-colorado,295120
The Pueblo Chieftain: https://www.chieftain.com/news/20200219/pueblo-library-receives-national-award
The Know: https://theknow.denverpost.com/2020/03/20/denver-libraries-book-stores-coronavirus/235715/
Parker Chronicle: https://parkerchronicle.net/stories/douglas-county-libraries-provide-digital-resources-for-cooped-up-residents,297026
The Know: https://yourhub.denverpost.com/blog/2020/03/douglas-county-libraries-closes-branches-in-response-to-covid-19/261923/
The Gazette: https://gazette.com/the-forgotten-town-of-greenland/article_f3c87564-5d8e-11ea-b805-0b930286f0bc.html
Castle Pines Connection: http://newspaper.castlepinesconnection.com/2020/apr/mobile/index.html#p=4
Castle Pines Connection: http://newspaper.castlepinesconnection.com/2020/apr/mobile/index.html#p=13
Castle Pines Connection: http://newspaper.castlepinesconnection.com/2020/apr/mobile/index.html#p=14
Castle Pines Connection: http://newspaper.castlepinesconnection.com/2020/apr/mobile/index.html#p=32
KUVO: https://www.kuvo.org/colorado-library-resourcese-books-and-audio-ebooks/
YourHub: https://yourhub.denverpost.com/blog/2020/04/douglas-county-releases-5-point-covid-19-economic-recovery-framework/262671/
CPR: https://www.cpr.org/2020/04/21/how-to-learn-the-piano-or-improve-your-keyboard-skills-from-home/

Douglas County Libraries Foundation

Giving Now for Generations to Come

ANNUAL REPORT 2019

The Douglas County Libraries Foundation is our nonprofit partner and ally.

The Foundation's mission and heart is to deliver funding and resources to the Douglas County Libraries organization so our libraries can thrive for generations to come and positively impact the growth of our community members.

During 2019, the Foundation worked to apply resources toward accomplishing deeds and outcomes outside the scope of our traditional operating budget. Some of that work included:

- Scholarships for Camp DCL, enabling families enduring financial hardship in Douglas County to send their children to library camps. Since Camp DCL began in 2017, more than 60 scholarships have been awarded to deserving families. Here's what parents are saying:

"My husband and I are both on disability so we have a very limited income, and I'm always trying to find ways to make their world bigger. I was super excited when I got the scholarship for Alex."

– Stephanie B.

"Being a single mom, I don't have the income to give her camps and all the things she would like. This really gave her the opportunity to do something that she otherwise wouldn't be able to do."

- Joan V.

- Scholarships for GED testing for adults completing high school equivalency coursework. As of the end of 2019, 26 students have received financial aid through the DCLF to complete their high school educations.
- Operation Paperback continues to serve our military personnel serving both domestically and internationally with books provided from our donated collections and shipping paid through the Foundation.
- Awards to deserving schools representing the success of Summer Reading.

Additionally during 2019, the Foundation:

- Accomplished its biggest year for giving on Colorado Gives Day, nearly doubling the amount raised over the previous year and attracting 289 individual donors.
- Hosted an outstanding annual Fête des Fables Gala, with increased attendance, surpassing revenue goals and highlighting the wonderful work being done by our libraries.
- Through planning and fundraising, again directed assets toward investments for long-term growth and sustainability.
- Placed more than 500 new books in the hands of families through events at Children's Hospital.
- Finished the year strong with nearly 400 individual donors representing more than 500 donations, and 33 corporate partnerships/donations.

On behalf of the library, I would like to thank our Foundation board, donors, volunteers and staff supporters for working creatively and diligently for our library's future.

Bob Pasicznyuk

Douglas County Libraries Foundation

DOUGLAS COUNTY LIBRARIES FOUNDATION
CONTRIBUTIONS AND GRANTS
For the Twelve Months Ending Tuesday, December 31, 2019

	YTD Actual
Restricted Gifts	
Capital Campaign	
Naming Rights	$2,077.
	2,077.
District Programs	
Online High School	34,478.
Foundation Programs	
	0.
Branch Operations	12,339.
Total Restricted Gifts	**48,893.**
Unrestricted Gifts	
Donations	63,333.
Gala	67,770.
Cash Register Receipts	100,754.
Total Unrestricted Gifts	231,857.
Total revenues	**$280,750.**
Support Granted to DCL	
Capital Campaign	$17,327.
Scholarship Granted	
District Programs	34,478.
Branch Operations	12,339.
Total Transfered to DCL	**$64,144.**

2019 capital campaign	2,077
2018 HI hearing loop	10,000
2018 PA an HI naming rights	5,250
	17,327

Form **990** (Rev. January 2020)

Department of the Treasury Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

A For the 2019 calendar year, or tax year beginning , and ending

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending

C Name of organization: DOUGLAS COUNTY LIBRARY FOUNDATION

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): 100 S WILCOX STREET | Room/suite

City or town: CASTLE ROCK | State: CO | ZIP code: 80104

Foreign country name | Foreign province/state/county | Foreign postal code

D Employer identification number: 84-1207775

E Telephone number: 303-688-7621

G Gross receipts $ 311,876

F Name and address of principal officer: ROBERT PASICZNYUK 100 SOUTH WILCOX, CASTLE ROCK, CO 80

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ DCL.ORG

H(c) Group exemption number ▶

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1991 **M** State of legal domicile: CO

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: BRING COMMUNITY AWARENESS AND APPRECIATION OF THE DOUGLAS COUNTY LIBRARIES; SPONSOR PROGRAMS AND CONDUCT OTHER ACTIVITIES THAT WILL ENHANCE THE LIBRARY'S CONTRIBUTIONS TO EDUCATION AND CULTURE WITHIN THE COMMUNITY

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	7
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
5	Total number of individuals employed in calendar year 2019 (Part V, line 2a)	5	0
6	Total number of volunteers (estimate if necessary)	6	1,716
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b	Net unrelated business taxable income from Form 990-T, line 39	7b	0

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	120,500	113,852
	9	Program service revenue (Part VIII, line 2g)	119,447	100,754
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	16,683	31,125
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	-30,050	19,672
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	226,580	265,403
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	72,234	114,144
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	0	0
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 1,553		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	29,154	38,046
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	101,388	152,190
	19	Revenue less expenses. Subtract line 18 from line 12	125,192	113,213
			Beginning of Current Year	**End of Year**
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	728,713	966,550
	21	Total liabilities (Part X, line 26)	31,807	78,822
	22	Net assets or fund balances. Subtract line 21 from line 20	696,906	887,728

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date 5/13/2020

▶ Robert W Pasicznyuk, Executive Director — Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN

Firm's name ▶ | Firm's EIN ▶

Firm's address ▶ | Phone no.

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

HTA

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III . . . . . ☐

1 Briefly describe the organization's mission:
THE DOUGLAS COUNTY LIBRARIES FOUNDATION'S SOLE PURPOSE IS TO SUPPORT DOUGLAS COUNTY LIBRARIES ("THE LIBRARY") BY FUNDING OPPORTUNITIES AND PROVIDING SERVICES ABOVE AND BEYOND THE LIBRARY'S NORMAL OPERATING BUDGET.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ **Yes** ☒ **No**
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ **Yes** ☒ **No**
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 119,511 including grants of $ 114,144) (Revenue $)
FUNDED THE LIBRARY DISTRICT'S PROGRAMS FOR ADULT SERVICES, EDUCATION, LOCAL HISTORY, VOLUNTEER SERVICES, AND ONLINE HIGH SCHOOL. ADDITIONAL FUNDS WERE PROVIDED FOR BRANCH OPERATIONS CAPITAL EXPENDITURES AND LIBRARY CAMP SCHOLARSHIPS.

4b (Code:) (Expenses $ including grants of $) (Revenue $)

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe on Schedule O.)
(Expenses $ 0 including grants of $ 0) (Revenue $ 0)

4e Total program service expenses ► 119,511

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI.*	11a		X
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII.*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII.*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX.*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X.*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X.*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII.*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)	17	X	
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18	X	
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21	X	

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		X
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		X
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		X
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If If"Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? *If If"Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36	X	
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	1		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			X

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 0			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b		
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file.* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		X
b	If "Yes," enter the name of the foreign country ► See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?		13a		
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year		15		X
	If "Yes," see instructions and file Form 4720, Schedule N.				
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income?		16		X
	If "Yes," complete Form 4720, Schedule O.				

Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . . [X]

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . . . If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a 7			
b	Enter the number of voting members included on line 1a, above, who are independent	1b 6			
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		2		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		3		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		4		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		5		X
6	Did the organization have members or stockholders?		6		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		7a		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		7b		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?		8a	X	
b	Each committee with authority to act on behalf of the governing body?		8b	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*		9		X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? .	11a		X
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official.	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► CO

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[ ] Own website [ ] Another's website [X] Upon request [ ] Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►

DOUGLAS COUNTY LIBRARIES 303-688-7621

100 S WILCOX STREET, CASTLE ROCK, CO 80104

Part VII **Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII . . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) ROBERT PASICZYNUK	1.00									
EXECTUTIVE DIRECTOR	40.00			X				143,169		
(2) DAVE ANDERSON	1.00									
TREASURER	40.00			X				123,050		
(3) PATTI OWEN-DELAY	1.00									
SECRETARY	40.00			X				59,195		
(4) ROCHELLE LOGAN	1.00									
VICE CHAIR	0.00	X								
(5) TERA RADLOFF	1.00									
CHAIR	0.00	X								
(6) SHELLY HUMPHREYS	1.00									
DIRECTOR	0.00	X								
(7) LAUREN BOLL	1.00									
DIRECTOR	0.00	X								
(8) LINDA BOYLE	1.00									
DIRECTOR	0.00	X								
(9) KRYSTIE KANIA	1.00									
DIRECTOR	0.00	X								
(10) RON COLE	1.00									
DIRECTOR	0.00		X							
(11)										
(12)										
(13)										
(14)										

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Subtotal ▶								325,414	0	0
c Total from continuation sheets to Part VII, Section A ▶								0	0	0
d Total (add lines 1b and 1c) ▶								325,414	0	0

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 2

			Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	**3**		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	**4**		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	**5**		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
		0
		0
		0
		0
		0

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII. ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a 0				
	b	Membership dues	1b 0				
	c	Fundraising events	1c 1,625				
	d	Related organizations	1d 0				
	e	Government grants (contributions)	1e 0				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f 112,227				
	g	Noncash contributions included in lines 1a–1f	1g $ 0				
	h	**Total.** Add lines 1a–1f ▶		113,852			
Program Service Revenue			Business Code				
	2a	BOOK SALES	453310	100,754	100,754		
	b			0			
	c			0			
	d			0			
	e			0			
	f	All other program service revenue		0			
	g	**Total.** Add lines 2a–2f ▶		100,754			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts) ▶		31,125			31,125
	4	Income from investment of tax-exempt bond proceeds ▶		0			
	5	Royalties ▶		0			
			(i) Real / (ii) Personal				
	6a	Gross rents	6a				
	b	Less: rental expenses	6b				
	c	Rental income or (loss)	6c 0 / 0				
	d	Net rental income or (loss) ▶		0			
			(i) Securities / (ii) Other				
	7a	Gross amount from sales of assets other than inventory	7a 0 / 0				
	b	Less: cost or other basis and sales expenses	7b 0 / 0				
	c	Gain or (loss)	7c 0 / 0				
	d	Net gain or (loss) ▶		0			
	8a	Gross income from fundraising events (not including $ 1,625 of contributions reported on line 1c). See Part IV, line 18	8a 66,145				
	b	Less: direct expenses	8b 46,473				
	c	Net income or (loss) from fundraising events ▶		19,672			
	9a	Gross income from gaming activities. See Part IV, line 19.	9a 0				
	b	Less: direct expenses	9b 0				
	c	Net income or (loss) from gaming activities ▶		0			
	10a	Gross sales of inventory, less returns and allowances	10a 0				
	b	Less: cost of goods sold	10b 0				
	c	Net income or (loss) from sales of inventory ▶		0			
Miscellaneous Revenue			Business Code				
	11a			0			
	b			0			
	c			0			
	d	All other revenue		0			
	e	**Total.** Add lines 11a–11d ▶		0			
	12	**Total revenue.** See instructions. ▶		265,403	100,754	0	31,125

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations domestic governments. See Part IV, line 21	114,144	114,144		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	0			
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16	0			
4 Benefits paid to or for members	0			
5 Compensation of current officers, directors, trustees, and key employees	0		0	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0			
7 Other salaries and wages	0			
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	0			
9 Other employee benefits	0			
10 Payroll taxes	0			
11 Fees for services (nonemployees):				
a Management	19,329		19,329	
b Legal	0			
c Accounting	0			
d Lobbying	0			
e Professional fundraising services. See Part IV, line 17	0			
f Investment management fees	2,903		2,903	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	0		0	
12 Advertising and promotion	0			
13 Office expenses	10,015		8,462	1,553
14 Information technology	432		432	
15 Royalties	0			
16 Occupancy	0			
17 Travel	0			
18 Payments of travel or entertainment expenses for any federal, state, or local public officials	0			
19 Conferences, conventions, and meetings	0			
20 Interest	0			
21 Payments to affiliates	0			
22 Depreciation, depletion, and amortization	0	0	0	0
23 Insurance	0			
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM AND OUTREACH	5,367	5,367		
b	0			
c	0			
d	0			
e All other expenses	0			
25 **Total functional expenses.** Add lines 1 through 24e	152,190	119,511	31,126	1,553
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ► ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . . ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing	249,047	1	181,052
	2	Savings and temporary cash investments	0	2	
	3	Pledges and grants receivable, net	0	3	0
	4	Accounts receivable, net	0	4	0
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	0	5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)	0	6	
	7	Notes and loans receivable, net	0	7	0
	8	Inventories for sale or use	0	8	
	9	Prepaid expenses and deferred charges	0	9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 0			
	b	Less: accumulated depreciation — 10b: 0	0	10c	0
	11	Investments—publicly traded securities	479,666	11	785,498
	12	Investments—other securities. See Part IV, line 11	0	12	0
	13	Investments—program-related. See Part IV, line 11	0	13	0
	14	Intangible assets	0	14	0
	15	Other assets. See Part IV, line 11	0	15	0
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	728,713	16	966,550
Liabilities	17	Accounts payable and accrued expenses	1,679	17	
	18	Grants payable	0	18	
	19	Deferred revenue	0	19	
	20	Tax-exempt bond liabilities	0	20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D	0	21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons	0	22	
	23	Secured mortgages and notes payable to unrelated third parties	0	23	0
	24	Unsecured notes and loans payable to unrelated third parties	0	24	0
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D	30,128	25	78,822
	26	**Total liabilities.** Add lines 17 through 25	31,807	26	78,822
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ [X] and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	681,656	27	887,728
	28	Net assets with donor restrictions	15,250	28	
		Organizations that do not follow FASB ASC 958, check here ▶ [ ] and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds	0	29	
	30	Paid-in or capital surplus, or land, building, or equipment fund	0	30	
	31	Retained earnings, endowment, accumulated income, or other funds	0	31	
	32	Total net assets or fund balances	696,906	32	887,728
	33	Total liabilities and net assets/fund balances	728,713	33	966,550

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	265,403
2	Total expenses (must equal Part IX, column (A), line 25)	2	152,190
3	Revenue less expenses. Subtract line 2 from line 1	3	113,213
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	696,906
5	Net unrealized gains (losses) on investments	5	77,609
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	887,728

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization	Employer identification number
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

Part I **Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 [ ] A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 [ ] A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 [ ] A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 [ ] A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 [ ] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 [ ] A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 [ ] An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 [ ] A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 [ ] An agricultural research organization described in section **170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 [ ] An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 [ ] An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 [X] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a [ ] **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b [ ] **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c [X] **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d [ ] **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e [ ] Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations 1

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A) DOUGLAS COUNTY LIBRARIES	84-1157718	6	X			
(B)						
(C)						
(D)						
(E)						
Total					0	0

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						0
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0
3 The value of services or facilities furnished by a governmental unit to the organization without charge						0
4 **Total.** Add lines 1 through 3	0	0	0	0	0	0
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						0

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4	0	0	0	0	0	0
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0
9 Net income from unrelated business activities, whether or not the business is regularly carried on						0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0
11 **Total support.** Add lines 7 through 10						0

12 Gross receipts from related activities, etc. (see instructions) . . . **12**

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	**14**	0.00%
15 Public support percentage from 2018 Schedule A, Part II, line 14	**15**	0.00%

16a **33 1/3% support test—2019.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ▶ ☐

b **33 1/3% support test—2018.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . ▶ ☐

17a **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization. . . . ▶ ☐

b **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . ▶ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**
(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						0
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						0
3 Gross receipts from activities that are not an unrelated trade or business under section 513						0
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0
5 The value of services or facilities furnished by a governmental unit to the organization without charge						0
6 **Total.** Add lines 1 through 5	0	0	0	0	0	0
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						0
c Add lines 7a and 7b	0	0	0	0	0	0
8 **Public support** (Subtract line 7c from line 6.)						0

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6	0	0	0	0	0	0
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						0
c Add lines 10a and 10b	0	0	0	0	0	0
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						0
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	0	0	0	0	0	0

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	0.00%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	0.00%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2019** (line 10c, column (f), divided by line 13, column (f))	17	0.00%
18 Investment income percentage from **2018** Schedule A, Part III, line 17	18	0.00%

19a **33 1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV **Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1	X	
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		X
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below.*	3a		X
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in **Part VI** when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.*	4a		X
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in **Part VI**, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		X
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in **Part VI.***	6		X
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		X
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		X
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in **Part VI.***	9a		X
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in **Part VI.***	9b		X
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in **Part VI.***	9c		X
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer 10b below.*	10a		X
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a		X
b	A family member of a person described in (a) above?	11b		X
c	A 35% controlled entity of a person described in (a) or (b) above? *If "Yes" to a, b, or c, provide detail in* ***Part VI.***	11c		X

Section B. Type I Supporting Organizations

			Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	X	
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		X
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	3		X

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (****see instructions****).*

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☒ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a government entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer (a) and (b) below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. ***Answer (a) and (b) below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *Provide details in* ***Part VI.***	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**	0	0
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4).	**8**	0	0

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**	0	0
e **Discount** claimed for blockage or other factors (explain in detail in **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**	0	0
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	**4**	0	0
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**	0	0
6 Multiply line 5 by .035.	**6**	0	0
7 Recoveries of prior-year distributions	**7**	0	0
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**	0	0

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	**1**		0
2 Enter 85% of line 1	**2**		0
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	**3**		0
4 Enter greater of line 2 or line 3.	**4**		0
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		0

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions		**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in **Part VI**). See instructions.	
7	**Total annual distributions.** Add lines 1 through 6.	0
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	
9	Distributable amount for 2019 from Section C, line 6	0
10	Line 8 amount divided by line 9 amount	0.000

	Section E - Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2019**	**(iii) Distributable Amount for 2019**
1	Distributable amount for 2019 from Section C, line 6				0
2	Underdistributions, if any, for years prior to 2019 (reasonable cause required—explain in **Part VI**). See instructions.				
3	Excess distributions carryover, if any, to 2019				
a	From 2014.	0			
b	From 2015	0			
c	From 2016	0			
d	From 2017	0			
e	From 2018	0			
f	**Total** of lines 3a through e		0		
g	Applied to underdistributions of prior years			0	
h	Applied to 2019 distributable amount				0
i	Carryover from 2014 not applied (see instructions)				
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.		0		
4	Distributions for 2019 from Section D, line 7: $	0			
a	Applied to underdistributions of prior years			0	
b	Applied to 2019 distributable amount				0
c	Remainder. Subtract lines 4a and 4b from 4.		0		
5	Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in **Part VI**. See instructions.			0	
6	Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in **Part VI**. See instructions.				0
7	**Excess distributions carryover to 2020.** Add lines 3j and 4c.		0		
8	Breakdown of line 7:				
a	Excess from 2015	0			
b	Excess from 2016	0			
c	Excess from 2017	0			
d	Excess from 2018	0			
e	Excess from 2019	0			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ **Attach to Form 990, Form 990-EZ, or Form 990-PF.**
▶ **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2019

Name of the organization	**Employer identification number**
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[X] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[ ] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year . . . . . ▶ $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization	Employer identification number
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	RICHARD AND JOANNE AKEREOYD PO BOX 63078 LITTLETON CO 80163 Foreign State or Province: Foreign Country:	$ 20,408	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	RON COLE 100 S WILCOX ST CASTLE ROCK CO 80104 Foreign State or Province: Foreign Country:	$ 9,789	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3	ALAMO COMMUNITY FUND 7301 S SANTA FE DR LITTLETON CO 80120 Foreign State or Province: Foreign Country:	$ 5,275	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
	Foreign State or Province: Foreign Country:	$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
	Foreign State or Province: Foreign Country:	$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
	Foreign State or Province: Foreign Country:	$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization	Employer identification number
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

Name of organization	Employer identification number
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

Part III ***Exclusively*** **religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this information once. See instructions.) ▶ $ 0

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee
For. Prov. Country	

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee
For. Prov. Country	

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee
For. Prov. Country	

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee
For. Prov. Country	

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**
▶ **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: DOUGLAS COUNTY LIBRARY FOUNDATION

Employer identification number: 84-1207775

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $

(ii) Assets included in Form 990, Part X ▶ $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $

b Assets included in Form 990, Part X ▶ $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.
Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	0
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	0

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☒ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.
Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	0	0	0	0	
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	0	0	0	0	0

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ %
b Permanent endowment ▶ %
c Term endowment ▶ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land	0	0		0
b Buildings	0	0	0	0
c Leasehold improvements	0	0	0	0
d Equipment	0	0	0	0
e Other	0	0	0	0
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶				0

Part VII Investments—Other Securities.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives	0	
(2) Closely held equity interests	0	
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* ▶	0	

Part VIII Investments—Program Related.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* ▶	0	

Part IX Other Assets.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	0

Part X Other Liabilities.
Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	0
(2) INTERCOMPANY PAYABLE	78,822
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	78,822

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0
3	Subtract line **2e** from line **1**			3	0
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	0

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0
3	Subtract line **2e** from line **1**			3	0
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	0

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information *(continued)*

SCHEDULE G
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than $15,000 on Form 990-EZ, line 6a.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: DOUGLAS COUNTY LIBRARY FOUNDATION

Employer identification number: 84-1207775

Part I Fundraising Activities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- **a** ☐ Mail solicitations
- **b** ☐ Internet and email solicitations
- **c** ☐ Phone solicitations
- **d** ☐ In-person solicitations
- **e** ☐ Solicitation of non-government grants
- **f** ☐ Solicitation of government grants
- **g** ☐ Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ **Yes** ☒ **No**

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization.

	(i) Name and address of individual or entity (fundraiser)	**(ii)** Activity	**(iii)** Did fundraiser have custody or control of contributions? Yes	No	**(iv)** Gross receipts from activity	**(v)** Amount paid to (or retained by) fundraiser listed in col. **(i)**	**(vi)** Amount paid to (or retained by) organization
1					0	0	0
2					0	0	0
3					0	0	0
4					0	0	0
5					0	0	0
6					0	0	0
7					0	0	0
8					0	0	0
9					0	0	0
10					0	0	0
Total . . . . . ▶					0	0	0

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

CO

Part II **Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000.

		(a) Event #1 GALA (event type)	(b) Event #2 (event type)	(c) Other events NONE (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	67,770		0	67,770
	2 Less: Contributions	1,625		0	1,625
	3 Gross income (line 1 minus line 2)	66,145		0	66,145
Direct Expenses	4 Cash prizes			0	0
	5 Noncash prizes			0	0
	6 Rent/facility costs	5,495		0	5,495
	7 Food and beverages	18,884		0	18,884
	8 Entertainment	5,824		0	5,824
	9 Other direct expenses	16,270		0	16,270
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				(46,473)
	11 Net income summary. Subtract line 10 from line 3, column (d) ▶				19,672

Part III **Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				0
Direct Expenses	2 Cash prizes				0
	3 Noncash prizes				0
	4 Rent/facility costs				0
	5 Other direct expenses				0
	6 Volunteer labor	☐ Yes % ☐ No	☐ Yes % ☐ No	☐ Yes % ☐ No	
	7 Direct expense summary. Add lines 2 through 5 in column (d) ▶				(0)
	8 Net gaming income summary. Subtract line 7 from line 1, column (d) ▶				0

9 Enter the state(s) in which the organization conducts gaming activities:

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain:

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain:

11 Does the organization conduct gaming activities with nonmembers? . . . . . ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? . . . . . ☐ Yes ☐ No

13 Indicate the percentage of gaming activity conducted in:

a	The organization's facility	**13a**	%
b	An outside facility	**13b**	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶

Address ▶

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? . . . . . ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization ▶ $ 0 and the amount of gaming revenue retained by the third party ▶ $ 0

c If "Yes," enter name and address of the third party:

Name ▶

Address ▶

16 Gaming manager information:

Name ▶

Gaming manager compensation ▶ $ 0

Description of services provided ▶

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? . . . . . ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ $ 0

Part IV **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE I (Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to *www.irs.gov/Form990* for the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: DOUGLAS COUNTY LIBRARY FOUNDATION

Employer identification number: 84-1207775

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? . . . . . [X] **Yes** [ ] **No**

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 **(a)** Name and address of organization or government	**(b)** EIN	**(c)** IRC section (if applicable)	**(d)** Amount of cash grant	**(e)** Amount of non-cash assistance	**(f)** Method of valuation (book, FMV, appraisal, other)	**(g)** Description of noncash assistance	**(h)** Purpose of grant or assistance
(1) DOUGLAS COUNTY LIBRARIES 100 S WILCOX STREET CASTLE RO	84-1157718		114,144				GENERAL OPERATIONS SCHOLARSHIPS
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							
(10)							
(11)							
(12)							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table . . . . . ▶ 1

3 Enter total number of other organizations listed in the line 1 table . . . . . ▶ 0

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

	(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1						
2						
3						
4						
5						
6						
7						

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

SCHEDULE J (Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 23.**
▶**Attach to Form 990.**
▶ **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: DOUGLAS COUNTY LIBRARY FOUNDATION

Employer identification number: 84-1207775

Part I Questions Regarding Compensation

			Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.			
	☐ First-class or charter travel ☐ Housing allowance or residence for personal use			
	☐ Travel for companions ☐ Payments for business use of personal residence			
	☐ Tax indemnification and gross-up payments ☐ Health or social club dues or initiation fees			
	☐ Discretionary spending account ☐ Personal services (such as maid, chauffeur, chef)			
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	**1b**		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	**2**		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.			
	☐ Compensation committee ☐ Written employment contract			
	☐ Independent compensation consultant ☐ Compensation survey or study			
	☐ Form 990 of other organizations ☐ Approval by the board or compensation committee			
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:			
a	Receive a severance payment or change-of-control payment?	**4a**		
b	Participate in, or receive payment from, a supplemental nonqualified retirement plan?	**4b**		
c	Participate in, or receive payment from, an equity-based compensation arrangement?	**4c**		
	If "Yes" to any of lines 4a–c, list the persons and provide the applicable amounts for each item in Part III.			
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5–9.			
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:			
a	The organization?	**5a**		X
b	Any related organization?	**5b**		X
	If "Yes" on line 5a or 5b, describe in Part III.			
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:			
a	The organization?	**6a**		X
b	Any related organization?	**6b**		X
	If "Yes" on line 6a or 6b, describe in Part III.			
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	**7**		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	**8**		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	**9**		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)–(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)–(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1	(i)							
	(ii)							
2	(i)							
	(ii)							
3	(i)							
	(ii)							
4	(i)							
	(ii)							
5	(i)							
	(ii)							
6	(i)							
	(ii)							
7	(i)							
	(ii)							
8	(i)							
	(ii)							
9	(i)							
	(ii)							
10	(i)							
	(ii)							
11	(i)							
	(ii)							
12	(i)							
	(ii)							
13	(i)							
	(ii)							
14	(i)							
	(ii)							
15	(i)							
	(ii)							
16	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
► Attach to Form 990 or 990-EZ.
► Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization	Employer identification number
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

Form 990, Part I, Line 1: BRING COMMUNITY AWARENESS AND APPRECITION OF THE DOUGLAS COUNTY LIBRARIES; AND TO SPONSOR PROGRAMS AND CONDUCT OTHER ACTIVITIES THAT WILL ENHANCE THE LIBRARIES CONTRIBUTIONS TO EDUCATION AND CULTURE WITHIN THE COMMUNITY

Form 990, Part IV, Section B, Line 11b: THE ORGANIZATION'S PROCESS TO REVIEW FORM 990: THE DIRECTOR OF FINANCE FOR THE DOUGLAS COUNTY LIBRARY PERFORMS A DETAILED REVIEW OF THE RETURN. THE EXECUTIVE DIRECTOR DOES A SUMMARY REVIEW PRIOR TO SIGNING THE RETURN.

Form 990, Part VI, Section B, Line 12C: THE BOARD OF DIRECTORS SIGN A CONFLICT OF INTEREST STATEMENT AT APPOINTMENT. ANNUALLY THEY ARE ASKED TO VERIFY THAT THERE ARE NO CHANGES, IF THERE ARE THEY COMPLETE A NEW CONFLICT OF INTEREST STATEMENT. BOARD MEMBERS ARE ASKED AT EACH BOARD MEETING IF THEY HAVE ANY CONFLICTS OF INTEREST REGARDING THE AGENDA MATTERS, IF SO, THEY ARE ASKED TO RECUSE THEMSELVES AND RETURN TO THE MEETING AFTER THE DISCUSSION HAS ENDED.

Form 990, Part VI, Section C, Line 19: GOVERNING DOCUMENTS ARE AVAILABLE TO THE PUBLIC UPON REQUEST.

Name of the organization	Employer identification number
DOUGLAS COUNTY LIBRARY FOUNDATION	84-1207775

SCHEDULE R (Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.**
▶ **Attach to Form 990.**
▶ **Go to *www.irs.gov/Form990* for instructions and the latest information.**

OMB No. 1545-0047

2019

Open to Public Inspection

Name of the organization: DOUGLAS COUNTY LIBRARY FOUNDATION

Employer identification number: 84-1207775

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	No
(1) DOUGLAS COUNTY LIBRARIES 84-1157718 100 S WILCOX STREET CASTLE ROCK, CO 80104	PROVIDES LIBRARY SERVICES TO DOUGLAS COUNTY	CO			N/A		X
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership
(1)												
(2)												
(3)												
(4)												
(5)												
(6)												
(7)												

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No
(1)									
(2)									
(3)									
(4)									
(5)									
(6)									
(7)									

Part V **Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

			Yes	No
1	During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II–IV?			
a	Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	**1a**		X
b	Gift, grant, or capital contribution to related organization(s)	**1b**	X	
c	Gift, grant, or capital contribution from related organization(s)	**1c**		X
d	Loans or loan guarantees to or for related organization(s)	**1d**		X
e	Loans or loan guarantees by related organization(s)	**1e**		X
f	Dividends from related organization(s)	**1f**		X
g	Sale of assets to related organization(s)	**1g**		X
h	Purchase of assets from related organization(s)	**1h**		X
i	Exchange of assets with related organization(s)	**1i**		X
j	Lease of facilities, equipment, or other assets to related organization(s)	**1j**		X
k	Lease of facilities, equipment, or other assets from related organization(s)	**1k**		X
l	Performance of services or membership or fundraising solicitations for related organization(s)	**1l**		X
m	Performance of services or membership or fundraising solicitations by related organization(s)	**1m**		X
n	Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	**1n**		X
o	Sharing of paid employees with related organization(s)	**1o**		X
p	Reimbursement paid to related organization(s) for expenses	**1p**	X	
q	Reimbursement paid by related organization(s) for expenses	**1q**		X
r	Other transfer of cash or property to related organization(s)	**1r**		X
s	Other transfer of cash or property from related organization(s)	**1s**		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a—s)	(c) Amount involved	(d) Method of determining amount involved
(1) DOUGLAS COUNTY LIBRARIES	b	114,144	CASH
(2) DOUGLAS COUNTY LIBRARIES	p	19,329	CASH
(3)			
(4)			
(5)			
(6)			

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													
(12)													
(13)													
(14)													
(15)													
(16)													

Part VII **Supplemental Information**

Provide additional information for responses to questions on Schedule R. See instructions.