

Elbert County Library District dba Pines & Plains Libraries
Board of Trustees Minutes
October 23, 2024

The Board of Trustees of the Pines & Plains Libraries met for a regularly scheduled meeting at the Elizabeth Library.

1. Call Meeting to Order: The meeting was called to order at 6:00 pm by RuthAnn Stricker.

2. Roll Call and Verification of Quorum: Board Members present: RuthAnn Stricker, Alan Krenek, Maral Heggemeier, and Alessandra Navetta.
Robert Thomasson – by phone.
Staff: Director Susan Byrne, Administrative Assistant Nat Nelson

3. Acceptance of the Agenda:
Motion to approve the agenda.
Alessandra Navetta made the motion; Maral Heggemeier 2nd
All approve.

4. Consent Agenda:
 - a. September 25, 2024 Minutes: Minutes reviewed, no comments
 - b. October 9, 2024 Study Session Minutes: Minutes reviewed, no comments
 - c. Correspondence: None
 - d. September Bank Reconciliation: Alan Krenek provided the Board with a comprehensive review of the District funds status for September:
The Community Banks of Colorado checking account has a balance of \$1,346,096.82.
The Community Banks of Colorado payroll account has a balance of \$302,375.02.
The Community Banks of Colorado Money Market account has a balance of \$725,201.82.
The BMO Money Market account has a balance of \$734,107.85.
Gross total of all accounts is \$3,107,781.51.
 - e. September Budget to Actual: Total expenditures through September are \$971,333.06 of the \$1,730,526.00 budget, which is 56.13%. January through September accounts for 75% of the year.
Motion to approve Consent Agenda.
Maral Heggemeier made the motion; Alan Krenek 2nd
All approve.

5. Committee Reports:

- a. Trustee Interview Committee: Alessandra Navetta and Alan Krenek will interview two Board candidates next month.
- b. Kiowa ADA Restroom Committee: Robert Thomasson and Alan Krenek have been working together on a plan to get the Kiowa Restroom project started. They suggest hiring a construction manager that will oversee other subcontractors that will work on individual parts of the project. The Board would like to continue this discussion at a study session.

Motion 24-10-01:

Motion to continue the Kiowa Restroom discussion at a future study session.

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

6. Director's Report: Director Byrne provided a copy of her report to the Board.
7. Proposed 2025 Budget Hearing: RuthAnn Stricker opened the public hearing on Wednesday, October 23 at 6:25 pm. RuthAnn Stricker closed the public hearing at 6:26 pm.
8. Proposed 2025 Budget and Allocation of Funds: The Board approved the 2025 budget and allocation of funds.

Motion 24-10-02:

Motion to approve the proposed budget for 2025.

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

Motion 24-10-03:

Motion to appropriate sums of money for 2025.

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

9. 2025 Board Meeting & Holiday Schedule: Director Byrne presented the Board with the schedule of Board Meetings and observed holidays for 2025.

Motion 24-10-04:

Motion to approve the proposed 2025 Board Meeting and holiday schedules.

Maral Heggemeier made the motion; Alessandra Navetta 2nd

All approve.

10. Resolutions for Participation in CSAFE and COLOTRUST: The Board made motions to officially participate in CSAFE and COLOTRUST.

Motion 24-10-05:

Motion to pool funds with other local government entities by becoming a Participant in the Colorado Surplus Assest Fund Trust.

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

Motion 24-10-06:

Motion to join with other local governments as a Participant in the Colorado Local Government Liquid Asset Trust to pool funds for investment.

Maral Heggemeier made the motion; Alan Krenek 2nd

All approve.

11. Board Self Evaluation: Director Byrne provided the Board with the paperwork to complete their self-evaluation. The completed forms are to be returned to Board President RuthAnn Stricker.

12. Public Comment: None

13. Any Other Items/Business from Board Members: The next Board Study Session scheduled for November 13, 2024, is canceled. The Board Meeting for next month will be held on November 26 instead of November 27. The Board Meeting for the following month will be held on Monday, December 9 via Microsoft Teams. The Board Study Session for December will be held on December 11 at the Kiowa Library.

14. Next meetings: Regular Meeting Tuesday, November 26, 2024, at 6 pm at the Elizabeth Library.

15. Adjourn:

Motion to adjourn meeting at 6:58 pm

Alan Krenek made the motion; Maral Heggemeier 2nd

All approve.

Respectfully submitted by Nat Nelson, Administrative Assistant

Motion 24-10-01: Maral Heggemeier made a motion to continue the Kiowa Restroom discussion at a future study session. The motion was seconded by Alan Krenek. All in favor.

Motion 24-10-02: Maral Heggemeier made a motion to approve the proposed budget for 2025. The motion was seconded by Alan Krenek. All in favor.

Motion 24-10-03: Maral Heggemeier made a motion to appropriate sums of money for 2025. The motion was seconded by Alan Krenek. All in favor.

Motion 24-10-04: Maral Heggemeier made a motion to approve the proposed 2025 Board Meeting and holiday schedules. The motion was seconded by Alan Krenek. All in favor.

Motion 24-10-05: Maral Heggemeier made a motion to pool funds with other local government entities by becoming a Participant in the Colorado Surplus Asset Fund Trust. The motion was seconded by Alan Krenek. All in favor.

Motion 24-10-06: Maral Heggemeier made a motion to join with other local governments as a Participant in the Colorado Local Government Liquid Asset Trust to pool funds for investment. The motion was seconded by Alan Krenek. All in favor.

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Adopt Budget
(Pursuant to 29-1-108, C.R.S.)
Resolution 24-10-02
October 23, 2024

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE ELBERT COUNTY LIBRARY DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025.

WHEREAS, the Board of Trustees of Elbert County Library District has appointed Susan Byrne, Director to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Susan Byrne, Director has submitted a proposed budget to this governing body on September 25, 2024, for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 23, 2024, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

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

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Elbert County Library District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the President and Treasurer and made a part of the public records of the District.

ADOPTED, this 23rd day of October, A.D. 2024

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Appropriate Sums of Money
(Pursuant to 29-1-108, C.R.S.)
Resolution 24-10-03
October 23, 2024

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE ELBERT COUNTY LIBRARY DISTRICT, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on October 23, 2024, and;

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Elbert County Library District.

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

That the following sums are hereby appropriated from the revenue of each fund to each fund, for purposes stated as of January 1, 2025: Please see attached 2025 Budget ADOPTED this 23rd day of October, A.D. 2024.

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Participate in CSAFE
Resolution 24-10-05
October 23, 2024

WHEREAS, Pines & Plains Libraries (“Participant”) desires to pool its funds with other local government entities by becoming a Participant in the Colorado Surplus Asset Fund Trust (“CSAFE”) and therefore passes the following resolution:

WHEREAS, pursuant to the provisions of C.R.S. Section 24-75-601 and 701, et seq., as amended and C.R.S. 24-75-702, et seq. as amended, any local government entity (including cities, towns, school districts, special districts, counties or political subdivisions of the state) is authorized to pool any moneys in its treasury, which are currently surplus funds and not immediately required to be disbursed, with similar moneys from other local government entities, in order for these entities to take advantage of short-term investments and maximize net interest earnings. CSAFE is formed as a common law trust under the laws of the state of Colorado.

WHEREAS, the governing body of the Participant desires to participate in CSAFE formed in accordance with the aforesaid statutes, in order to pool its surplus funds with other local government entities, it has passed, by majority vote the following resolution:

NOW, THEREFORE, it is hereby **RESOLVED**:

That the governing body of the Participant has reviewed C.R.S. Section 24-75-601, as amended and C.R.S. Section 24-75-701, et seq., as amended, of the Colorado Revised Statutes and the merits of investing in a trust as permitted by C.R.S. Section 24 75-601, as amended and C.R.S. Section 24-75-701, et seq. as amended, including the trust’s liquidity, risk diversification, flexibility, convenience and cost compared to the alternative direct purchase of comparable investments and finds it is in the best interest of the local government entity and therefore hereby approves and adopts this Resolution, along with other local government entities in the trust for the purpose of pooling surplus funds. The terms of the above mentioned trust indenture shall be incorporated herein by this reference and a copy filed with the minutes of the meeting at which warranties, either expressed or implied, are part of this agreement between CSAFE and said governing body of the Participant unless as set forth in the Indenture of Trust, but that CSAFE shall use its best efforts in conjunction with Participant to accomplish these goals.

The Participant is liable for all checks written on its account, authorized or unauthorized. The Participant shall indemnify and hold CSAFE harmless from and against any and all claims, demands, damages, losses, liabilities and expenses (including, without limitation, reasonable attorney fees and court costs at trial or appeal) arising from: (a)

any checking activity on a Participants account or (b) any act or omission from CSAFE arising out of CSAFE action or inaction taken pursuant to a request by a Participant. Participants should implement proper security procedures to safeguard the checks for each account. CSAFE does not guarantee the prevention of fraud or theft from a Participant account.

RESOLVE, further that Director Susan Byrne (the “Representative”), who is the government official empowered to invest funds of the Participant or his/her successor in function, is hereby authorized and directed to execute the Indenture of Trust and any other documents necessary to establish an account with CSAFE. The Representative is hereby designated the “Treasurer” as that term is defined in the Indenture of Trust and is therefore authorized to invest money from the Participants’ treasury, from time to time, which are not immediately required to be disbursed, by purchasing shares of CSAFE with those available funds and is authorized to redeem, from time to time, part or all of those shares as funds are needed for other purposes.

The undersigned agree that the authorizations and instructions contained in the trust registration form are to remain in effect until the trust receives written notice of any changes.

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary

Elbert County Library District
dba Pines & Plains Libraries
Board of Trustees
Resolution to Participate in COLOTRUST
Resolution 24-10-06
October 23, 2024

A resolution authorizing to join with other local governments as a Participant in the Colorado Local Government Liquid Asset Trust (the Trust) to pool funds for investment.

WHEREAS, pursuant to Part 7, Article 24 (C.R.S.), it is lawful for any local government to pool any moneys in its treasury that are not immediately required to be disbursed with the same such moneys in the treasury of any other local government in order to take advantage of short-term investments and maximize net interest earnings; and

WHEREAS, the Trust is a statutory trust formed under the laws of the state of Colorado in accordance with the provisions of Parts 6 and 7, Article 24 and Articles 10.5 and 47 of Title 11 of the Colorado Revised Statutes regarding the investing, pooling for investment, and protection of public funds; and

WHEREAS, Pines & Plains Libraries desires to become a Participant in the Trust.

NOW, THEREFORE, it is hereby **RESOLVED** as follows:

1. Pines & Plains Libraries hereby approves, adopts, and thereby joins as a Participant with other local governments pursuant to Part 7, Article 75, Title 24 of the Colorado Revised Statutes that certain Amended and Restated Indenture of Trust entitled the Colorado Liquid Government Asset Trust dated May 1, 2021 as amended from time to time, the terms of which are incorporated herein by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and
2. The Designee and Authorized Signatories are those persons listed on the Trust Registration Form attached hereto and incorporated herein. The Authorized Signatories are authorized by the Participant to direct the investment of such Participants' investment funds.
3. The Designee and Authorized Signatories may be changed from time to time by written notice to COLOTRUST; and
4. The Trust currently has three investment portfolios COLOTRUST PRIME, COLOTRUST PLUS+, and COLOTRUST EDGE. Prior to investing in any of the portfolios offered by the Trust, Participants are encouraged to review the COLOTRUST Information Statements and Investment Policies for each portfolio.

The undersigned hereby certifies that Pines & Plains Libraries has enacted: This Resolution, or Another form of Resolution, a copy of which is enclosed and that such Resolution is a true and correct copy of the original which is in my possession.

By: _____
RuthAnn Sticker, Board President

By: _____
Alessandra Navetta, Board Secretary