

**POUDRE RIVER PUBLIC LIBRARY DISTRICT
RECORD OF PROCEEDINGS**

STATE OF COLORADO
COUNTY OF LARIMER

The Board of Trustees of the Poudre River Public Library District, Larimer County, Colorado held a regular meeting at the Main Branch Library, Ben Delatour Room, 201 Peterson Street, Fort Collins, Colorado on Monday, December 7, 2009, at the hour of 4:00 p.m.

The following members of the Board of Trustees were present:

President: Mary Atchison
Vice President: Mike Liggett
Secretary: Michelle Kalkowski
Treasurer: John Knezovich
Trustee: Nina Bodenhamer
Trustee: Robin Gard
Trustee: Linda Gabel

Also present: Kim J. Seter, Seter & Vander Wall, P.C.; Holly Carroll, Library Director; Ken Draves, Library Deputy Director; Jeff Barnes, District Accountant, and interested constituents.

Mr. Seter reported that, prior to the meeting, he notified each of the Trustees of the date, time and place of the meeting and the purpose for which it was called. He further reported that this meeting is a regular meeting of the Board of Trustees of the District and that a Notice of Meeting has been posted at two places within the boundaries of the District and at the office of the County Clerk of Larimer County in Fort Collins, Colorado, and to the best of his knowledge, remains posted to the date of this meeting. A copy of the Notice of Regular Meeting and a copy of the published Notice as to Amended 2009 Budget and Proposed 2010 Budget are incorporated into these proceedings.

NOTICE AS TO AMENDED 2009 BUDGET AND PROPOSED 2010 BUDGET
and
NOTICE OF REGULAR MEETING

NOTICE AS TO AMENDED 2009 BUDGET AND PROPOSED 2010 BUDGET

NOTICE IS HEREBY GIVEN that an amended 2009 budget and a proposed 2010 budget has been submitted to the **POUDRE RIVER PUBLIC LIBRARY DISTRICT**, for the fiscal year 2010. A copy of such amended 2009 and proposed 2010 budgets have been filed in the Main Branch Library, Ben Delatour Room, 201 Peterson Street, Fort Collins, Colorado, where same is open for public inspection. Such amended 2009 and proposed 2010 budgets will be considered at the next meeting of the Poudre River Public Library District to be held at 4:00 P.M. on Monday, December 7, 2009. The meeting will be held at the Main Branch Library, Ben Delatour Room, 201 Peterson Street, Fort Collins, Colorado. Any interested elector within the Poudre River Public Library District may inspect the amended 2009 and proposed 2010 budgets and file or register any objections at any time prior to the final adoption of the amended 2009 budget and proposed 2010 budget.

**BY ORDER OF THE BOARD OF TRUSTEES:
POUDRE RIVER PUBLIC LIBRARY DISTRICT**

By: /s/ SETER & VANDER WALL, P.C.
Attorneys for the District

Publish in: The Fort Collins Coloradoan
Publish on: Monday, November 30, 2009

Trustee Bodenhamer introduced and moved the adoption of the following Resolution:

**Poudre River Public Library District
Board of Trustees Resolution 09-**

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, LEVYING PROPERTY TAXES FOR COLLECTION IN THE YEAR 2010 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE POUFRE RIVER PUBLIC LIBRARY DISTRICT, LARIMER COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2010, AND ENDING ON THE LAST DAY OF DECEMBER, 2010.

WHEREAS, the Board of Trustees of the Poudre River Public Library District has authorized its budget officer to prepare and submit a proposed budget at the proper time; and

WHEREAS, the proposed budget has been submitted to the Board of Trustees of the District for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with law, the proposed budget was open for inspection by the public at a designated place, a public hearing was held on Monday, December 7, 2009 and interested electors were given the opportunity to file or register any objections to the proposed budget; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available at this time to the Board regarding the effects of Article X, Section 20 of the Colorado Constitution; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE POUDBRE RIVER PUBLIC LIBRARY DISTRICT OF LARIMER COUNTY, COLORADO:

Section 1. Summary of 2010 Revenues and 2010 Expenditures. The estimated revenues and expenditures for each fund for fiscal year 2010, as more specifically set forth in the budget attached hereto are accepted and approved.

Section 2. Adoption of Budget. The budget as submitted, amended and attached hereto and incorporated herein is approved and adopted as the budget of the Poudre River Public Library District for fiscal year 2010.

Section 3. Levy of General Property Taxes. The foregoing budget indicates that the amount of money necessary to balance the budget for the General Fund for operating expenses from property tax revenue is \$ 6,920,000. For the purposes of meeting all general operating expenses of the District during the 2010 budget year, the voters have approved a tax levy of 3.000 mills upon each dollar of the total valuation for assessment within the District for the year 2009.

Section 4. Certification to County Commissioners. The Secretary of the District, or its designee, is hereby authorized and directed to certify to the County Commissioners of Larimer County the mill levy for the District hereinabove determined and set forth on the Certification of Tax Levies for Non-School Governments attached hereto.

Section 5. Appropriations. The amounts set forth as expenditures and balances remaining, as specifically allocated in the budget are hereby appropriated from the revenue to each fund for the purposes stated and no other.

Section 6. Budget Certification. The budget shall be certified by Michelle Kalkowski, Secretary of the District, and made a part of the public records of the Poudre River Public Library District.

The foregoing Resolution was seconded by Trustee Kalkowski.

RESOLUTION APPROVED AND ADOPTED THIS 7TH DAY OF DECEMBER, 2009.

Poudre River Public Library District
2010 Budget Resolution
Signature Page

POUDRE RIVER PUBLIC LIBRARY DISTRICT

By: Mary Atchison
President, Mary Atchison

ATTEST:

By: Michelle S. Kalkowski
Secretary, Michelle Kalkowski

STATE OF COLORADO
COUNTY OF LARIMER
POUDRE RIVER PUBLIC LIBRARY DISTRICT

I, Michelle Kalkowski, hereby certify that I am a Trustee and the duly elected and qualified Secretary of the Poudre River Public Library District, and that the foregoing constitute a true and correct copy of the record of proceedings of the Board of Trustees of said District, adopted at a meeting of the Board of Trustees of the Poudre River Public Library District held on December 7, 2009, at Larimer County, Colorado, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2010; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 7th day of December, 2009.



Secretary

ACKNOWLEDGEMENT OF NOTICE AND
APPROVAL OF RECORD OF PROCEEDINGS

We, the undersigned members of the Board of Trustees of the Poudre River Public Library District, Larimer County, Colorado, do hereby acknowledge receipt of proper notice of the meeting of the Board held Monday, December 7, 2009, at 4:00 p.m., at the Main Branch Library, Ben Delatour Room, 201 Peterson Street, Fort Collins, Colorado, informing of the date, time and place of the meeting and the purpose for which it was called, and we do hereby approve said record of proceedings and the actions taken by the Board as stated therein.

Mary Allison

Michelle S. Kalkowski

A. Label

Robin Dorothy Gaud

NINA R. MONTRO ROPER HANNA

Debra A. Lyett

John B. Kuzovil

EXHIBIT A

**BUDGET DOCUMENT
AND
BUDGET MESSAGE**

The attached 2010 Budget for the Poudre River Public Library District includes these important features:

The primary revenue source for the District is property taxes assessed at the 3 mill rate established at the time of District formation. This provides 80% of our funding. The remaining 20% comes from specific ownership taxes, intergovernmental revenue, fines, donations, earnings on investments, and miscellaneous revenue. In March 2009, the District opened Council Tree Library in southeast Fort Collins. 2010 will be the first full year of operating costs for that facility. In addition to ongoing operations, the 2010 budget continues to fund a capital reserve. This reserve, established by the Board of Trustee, sets aside 3-5% of annual revenue for future capital projects or major, unanticipated repairs.

The District uses the modified accrual basis as its basis of accounting for budgeting. All appropriations lapse at year end.

Services to the District's residents funded by the 2010 budget include access at no cost to the library collection including books, periodicals, CD's DVD's and other electronic media, programs aimed at all ages, community meeting rooms, and internet and computer access.

**Poudre River Public Library District
Proposed General Fund Budget
For the year ending December 31, 2010**

Revenue:

Property Tax	\$ 6,920,000
Specific Ownership Tax	500,000
Copier Charges	25,000
Fines	150,000
Donations - Grants	94,800
Interest earnings	75,000
Intergovernmental	<u>744,000</u>
	\$ 8,508,800

Expenditures:

	<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Total</u>
Administration	\$ 526,900	\$ 724,800	\$ 59,600	\$ 1,311,300
Systems Administration	455,400	184,700	36,600	676,700
Technical Services	301,400	1,100	22,000	324,500
Main Facilities	69,400	241,200	2,500	313,100
Main Operations	-	96,000	5,000	101,000
Main Adult Services	678,600	700	1,500	680,800
Main Children's Services	622,500	3,400	3,000	628,900
Main Circulation	515,700	167,500	15,000	698,200
Combined Operating Expenses	163,400	67,600	9,000	240,000
Collection Development	-	2,300	960,000	962,300
Programming	21,400	60,400	64,300	146,100
Harmony Branch	88,300	14,000	17,600	119,900
Harmony Children's	170,500	-	-	170,500
Harmony Adult	256,900	-	-	256,900
Harmony Circulation	476,900	25,000	-	501,900
Council Tree	691,400	174,700	17,600	883,700
Capital Outlay	-	-	75,000	75,000
Contingency	-	-	100,000	100,000
	<u>\$ 5,038,700</u>	<u>\$ 1,763,400</u>	<u>\$ 1,388,700</u>	<u>\$ 8,190,800</u>

Excess of revenue over Expenditures	317,900
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Other financing use:

Transfer to Capital Projects Fund	<u>(255,300)</u>
Net change in Fund Balance	62,600

Beginning Fund Balance	<u>4,409,232</u>
Ending Fund Balance	<u>\$ 4,471,832</u>

**Poudre River Public Library District
Proposed General Fund Budget
For the year ending December 31, 2010**

	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Forecast</u>	<u>2010</u> <u>Budget</u>
Revenue:			
Property Tax	\$ 6,640,613	\$6,710,394	\$ 6,920,000
Specific Ownership Tax	564,908	490,838	500,000
Copier Charges	23,978	23,512	25,000
Fines	162,911	162,219	150,000
Donations - Grants	140,014	139,647	94,800
Interest earnings	222,028	118,555	75,000
Intergovernmental	<u>1,265,470</u>	<u>751,156</u>	<u>744,000</u>
	<u>9,019,922</u>	<u>8,396,321</u>	<u>8,508,800</u>
Expenditures:			
Administration	1,215,825	1,304,896	1,311,300
Systems Administration	717,268	621,304	676,700
Technical Services	301,665	303,208	324,500
Main Facilities	244,216	262,743	313,100
Main Operations	47,628	36,718	101,000
Main Adult Services	607,474	631,996	680,800
Main Children's Services	540,384	610,258	628,900
Main Circulation	533,661	557,102	698,200
Combined Operating Expenses	185,064	166,169	240,000
Collection Development	761,088	951,854	962,300
Programming	92,205	104,060	146,100
Harmony Operations	145,288	81,345	119,900
Harmony Children's	168,056	172,545	170,500
Harmony Adult	244,224	245,213	256,900
Harmony Circulation	488,390	488,845	501,900
Council Tree	-	806,331	883,700
Capital Outlay	518,216	14,715	75,000
Contingency	-	-	100,000
	<u>6,810,652</u>	<u>7,359,302</u>	<u>8,190,800</u>
Excess of revenue over Expenditures	2,209,270	1,037,019	318,000
Transfer to Capital Projects Fund	<u>-</u>	<u>(379,300)</u>	<u>(255,300)</u>
Excess of revenue over Expenditures and Transfers	<u>2,209,270</u>	<u>657,719</u>	<u>62,700</u>
Beginning Fund Balance	2,676,843	4,886,113	4,409,232
Transfer to Capital Projects Fund	<u>-</u>	<u>(1,134,600)</u>	<u>-</u>
Revised Beginning Fund Balance	<u>2,676,843</u>	<u>3,751,513</u>	<u>4,409,232</u>
Ending Fund Balance	<u>\$ 4,886,113</u>	<u>\$4,409,232</u>	<u>\$ 4,471,932</u>
Allocation of Ending Fund Balance			
Reserved for Encumbrances	\$ 132,119	\$ -	\$ -
Emergency Reserve	233,900	233,900	243,470
Reserved for Funding Restrictions	248,426	408,400	478,300
Reserved for Donations	305,806	305,800	305,800
Designated for working capital/operations	1,673,900	1,673,900	1,701,800
Designated for Capital Projects	228,700	-	-
Unreserved	<u>2,063,262</u>	<u>1,787,232</u>	<u>1,742,562</u>
Total	<u>\$ 4,886,113</u>	<u>\$4,409,232</u>	<u>\$ 4,471,932</u>

**Poudre River Public Library District
Summary of 2010 Budget by Department and Object**

	Administration	Tech Services	Systems Admin	Facilities	Combined Operations	Main	Main Childrens	Main Adult	Main Circ	Collection Development	Programming	Harmony Operations	Harmony Childrens	Harmony Adult	Harmony Circ	Harmony Council	Tree	Total
1	511100 Salaries-Permanent	396,263	209,177	337,219	51,948	-	-	461,153	455,042	163,248	-	-	121,416	190,593	164,977	400,465	-	3,012,183
2	511200 Salaries-Hourly	-	18,500	-	-	99,622	-	-	51,200	261,428	19,493	-	-	-	216,819	103,000	-	770,062
3	511300 Salaries-Overtime	6,000	-	3,500	-	4,000	-	-	5,500	-	-	1,500	-	-	2,500	-	-	23,000
4	512100 Employees Group Life Ins	933	593	957	163	-	-	1,227	1,290	1,000	-	302	343	541	468	1,155	-	8,971
5	512100 Unemployment comp	-	-	-	-	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
6	512300 Empl Group Health	50,573	36,960	55,440	9,240	-	-	83,500	93,355	37,420	-	14,784	28,640	34,189	41,118	108,897	-	594,116
7	512500 Social Security (FICA)	32,895	18,626	30,353	3,907	-	-	38,664	40,589	33,395	-	5,149	9,314	14,624	29,442	41,575	-	305,283
8	512910 401(a) Retirement	29,425	13,462	21,702	3,276	-	-	29,353	28,375	9,890	-	4,048	7,954	13,284	11,421	25,773	-	197,963
9	512970 Dental Insurance	7,940	2,400	3,600	600	-	-	5,220	6,080	2,430	-	960	1,860	2,220	2,670	7,100	-	43,080
10	512980 Long-term Disability	2,865	1,634	2,643	250	-	-	3,365	2,668	1,394	-	828	947	1,491	7,523	3,436	-	29,044
11	513100 Salary Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000
12	521010 Banking fees	2,400	-	-	-	50,000	-	-	-	-	-	-	-	-	-	-	-	2,400
13	521020 Audit	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500
14	521180 Collection services	-	-	-	-	-	-	-	-	27,500	-	-	-	-	-	-	-	27,500
15	521210 Consultants	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000
16	521230 Legal	90,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	90,000
17	521241 - Security	-	-	-	-	-	60,000	-	-	-	-	-	-	-	-	-	-	60,000
18	521310 Performers	-	-	-	-	-	-	-	-	-	55,820	-	-	-	-	-	-	55,820
19	521370 Contractual Labor	-	500	-	-	-	-	1,000	-	10,000	-	-	-	-	-	-	-	11,500
20	522040 Governmental services	540,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	540,000
21	529999 Other Prof fees	-	-	37,500	-	-	-	-	-	-	-	-	-	-	-	62,500	-	100,000
22	531010 Water	-	-	-	3,000	-	-	-	-	-	-	-	-	-	-	630	-	3,630
23	531030 Wastewater	-	-	-	2,500	-	-	-	-	-	-	-	-	-	-	380	-	2,880
24	531040 Storm Drainage	-	-	-	2,500	-	-	-	-	-	-	-	-	-	-	630	-	3,130
25	531050 Natural Gas	-	-	-	25,000	-	-	-	-	-	-	-	-	-	-	16,250	-	41,250
26	531060 Electricity	-	-	-	59,000	-	-	-	-	-	-	-	-	-	-	24,000	-	83,000
27	532010 Refuse Collection	-	-	-	1,200	-	-	-	-	-	-	-	-	-	-	300	-	1,500
28	532020 Recycling	-	600	-	2,250	-	-	-	-	-	-	-	-	-	-	380	-	3,230
29	532050 Janitorial Service	-	-	-	61,750	-	1,200	-	-	-	-	-	-	-	-	32,525	-	95,475
30	533340 Maintenance contracts	-	-	55,000	-	-	-	-	-	-	-	-	-	-	-	55,000	-	55,000
31	533999 Other Repair & Maint	-	-	10,000	52,500	-	-	-	-	-	-	-	-	-	-	10,000	-	72,500
32	534040 Copier Rental	16,500	-	-	-	-	13,500	-	-	-	-	10,000	-	-	-	7,500	-	47,500
33	541050 Workers Compensation	10,562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,562
34	541060 Liability Insurance	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000
35	541070 Property Insurance	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	4,500	-	24,500
36	542010 Telephone	-	-	-	30,000	-	-	-	-	-	-	-	-	-	-	5,250	-	35,250
37	544010 Mileage	1,200	-	1,200	1,500	100	-	2,400	700	-	250	4,600	500	-	-	-	-	12,450
38	544020 Conference	-	-	-	-	40,000	-	-	-	-	-	-	-	-	-	-	-	42,500
39	544999 Travel	-	-	2,500	-	5,000	-	-	-	-	-	-	-	-	-	7,500	-	7,500
40	549010 Outside Reproduction	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	-	2,750
41	549110 Courier	-	-	-	-	-	-	-	-	65,000	-	-	-	-	-	25,000	-	90,000
42	549111 Postage	-	-	-	-	18,000	-	-	-	-	-	50	-	-	-	-	-	18,050
43	549210 Dues & Subs	7,500	-	55,000	-	2,500	-	-	-	-	-	-	-	-	-	-	-	65,000
44	549220 Online Databases	-	-	-	-	-	-	-	-	-	120,000	-	-	-	-	-	-	120,000
45	549230 Advertising	250	-	-	-	-	-	-	-	-	-	-	-	-	-	250	-	250
46	549999 Other Contractual	30,000	-	21,000	-	-	-	2,400	-	65,000	-	2,500	-	-	-	-	-	123,500
47	555010 Office Supplies	-	-	2,500	-	5,000	-	-	-	65,000	-	10,500	-	-	-	-	-	83,000
48	555060 Computer Hardware	-	-	13,305	-	5,000	-	-	-	-	-	-	-	-	-	-	-	18,305
49	555070 Computer Software	-	-	14,755	-	-	-	-	-	-	-	-	-	-	-	-	-	14,755
50	559010 Meals	4,500	-	-	-	750	-	-	-	-	-	150	-	-	-	-	-	15,400
51	559025 Program Supplies	-	-	-	-	-	-	-	-	-	64,250	-	-	-	-	-	-	64,250
52	559060 Books & Periodicals	-	-	-	-	-	-	-	-	-	605,000	-	-	-	-	-	-	605,000
53	559070 Non-Print Media	-	-	-	-	-	-	-	-	-	235,000	-	-	-	-	-	-	235,000
54	559999 Other supplies	4,000	22,000	6,000	2,500	4,000	5,000	3,000	1,500	15,000	-	7,150	-	-	-	-	-	80,150
55	590000 Capital Outlay/Contingency	-	-	-	-	175,000	-	-	-	-	-	-	-	-	-	-	-	175,000
Total		\$ 1,311,307	\$ 324,452	\$ 676,673	\$ 313,084	\$ 414,972	\$ 101,000	\$ 628,881	\$ 680,799	\$ 698,204	\$ 962,250	\$ 146,112	\$ 119,854	\$ 170,474	\$ 256,943	\$ 501,938	\$ 983,745	\$ 8,190,688

**Poudre River Public Library District
Summary of Budget Changes
For the year ending December 31, 2010**

Budget 2009	\$ 7,996,300
Changes -	
Council Tree full year budget	88,900
Director/Deputy Director/Facilities staffing	52,700
Classified Staff 1% salary increase	33,300
Increase outreach budget	15,000
Increase collection development	10,000
Systems search upgrade	20,000
Increase in Main security	37,000
Increase in support services	55,000
Reduction in budgeted retirement benefit	(23,800)
Reduction in grant funded computers	(21,000)
Reduction in professional fees	(15,000)
Reduction in supplies	(32,600)
Reduction in capital	(25,000)
Net change	194,500
Budget 2010	\$ 8,190,800

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Larimer County, Colorado.

On behalf of the Poudre River Public Library District f/k/a Fort Collins Regional Library District,
(taxing entity)^A

the Board of Trustees,
(governing body)^B

of the Poudre River Public Library District,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 2,434,195,598
assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 2,343,418,246
(NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/10/2009 for budget/fiscal year 2010.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>3.000</u> mills	\$ <u>7,030,254</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< > mills	\$ < >
SUBTOTAL FOR GENERAL OPERATING:	<u>3.000</u> mills	\$ <u>7,030,254</u>
3. General Obligation Bonds and Interest ^J	_____ mills	\$ _____
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>3.000</u> mills	\$ <u>7,030,254</u>

Contact person: (print) Sandy Thomas Daytime phone: (303) 770-2700
Signed: Sandy Thomas Title: Paralegal

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).