



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
NOVEMBER 13, 2018, 4 PM
PENROSE LIBRARY**

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes (p. 1)
 - B. Correspondence
 - C. Events & Press Clippings (p. 12)
 - D. Presentation: IFLA 2018: Nawal Shahril
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (p. 14)
 - B. Pikes Peak Library District Foundation Report (p. 15)
 - C. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Department Reports
 - 5. Board President's Report
 - D. Financial Report (p. 16)
 - E. Public Services Report (p. 31)
 - F. Circulation Report (p. 40)
 - G. Chief Librarian's Report
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 18-11-1 (p. 42)
Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
 - B. Unfinished Business
 - 1. Executive Session: Executive Session for a conference with the Pikes Peak Library District's attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b)
 - C. New Business
 - 1. Decision 18-11-2: Urban Renewal Area Projects (W. Vanderschuere, M. Varnet) (p. 43)
 - 2. Decision 18-11-3: Library 21c Skylight Replacement (G. Syling) (p. 48)
 - 3. Decision 18-11-4: Library 21c Roof Replacement (G. Syling) (p. 49)
 - 4. Discussion: FY 2019 Budget (p. 51)
- VII. ADJOURNMENT

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 9, 2018
10 a.m.
Penrose Library

MEMBERS PRESENT

President Kathleen Owings, Vice President Wayne Vanderschuere, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Scott Taylor

MEMBERS ABSENT

Trustee Mina Liebert was absent from the regular meeting at 10 am. Trustee Liebert joined the retreat at 12:15 pm.

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Friends of the Pikes Peak Library District Board President Dora Gonzales, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Sally Jensen, Children's Services Head Nancy Maday, Chief Information Officer Rich Peters, Senior Librarian Becca Philipsen, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Young Adult Services Head Joanna Rendon, Chief Facilities Management Officer Gary Syling, Chief Finance Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the October 9, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 10:05 a.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the September 11, 2018 meeting of the Board of Trustees were presented for review. Cathy Grossman requested that the minutes be amended to change the word "adapted" to "adopted".

Motion: Keith Clayton moved to approve the minutes of the September 11, 2018 meeting of the Board of Trustees as amended.

Second: The motion was seconded by Wayne Vanderschuere.
Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet. Chief Librarian Spears brought several upcoming events to the Board's attention:

October 10: Career Online High School and GED Graduation

October 15: Naturalization Ceremony

October 20: Colorado Springs MiniMaker Faire

Chief Communications Officer Michelle Ray announced that East Library, Library 21c and Sand Creek Branch will serve as Voter Service and Poling Centers which will be open to the public from October 22 – November 6.

Presentations

Summer Adventure Report

Children's Services Head Nancy Maday, Young Adult Services Head Joanna Rendon and Senior Librarian Becca Philipsen presented a report on 2018 Summer Adventure programming for children and teens. PPLD opted not to go with the national summer adventure program this year. Instead, staff created a customized program that offered a better fit for PPLD patrons. The 2018 program was very successful with 12,197 children and 2,058 teens registering and 5,340 children and 789 teens completing the program. Young readers and their parents/caregivers were surveyed after the program through Project Outcome. One parent noted that the program "made my teen *want* to read."

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board President Dora Gonzales reported that the Friends are working with management at East Library to provide additional space for Friends' operations at East. The Friends big fall book sale will take place at East Library October 26 – 28.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James reported that he is closely following changes to tax code and the impact upon charitable giving as the IRS attempts to close the SALT loophole. Charitable giving through Colorado's Enterprise Zone program may be impacted by these changes which will be retroactive to gifts given after August 27, 2018. If approved by the IRS, taxpayers who itemize would only realize the deduction on 75% of a gift's total amount.

Mr. James reported that he has enjoyed visiting PPLD branches and meeting with Branch Managers throughout the District.

Board Reports

Governance Committee

The Governance Committee met on September 12, 2018 and September 26, 2018. Governance Chair Keith Clayton reported that the Committee discussed the Board retreat, the quarterly review for the Chief Librarian, the process to fill the upcoming Board vacancy and upcoming Board job shadowing at PPLD facilities.

The Governance Committee's recommendations for candidates to be interviewed for the Board vacancy were shared with the full Board. The recommendations will be sent to the City/County Selection Committee later this week.

Internal Affairs Committee

The Internal Affairs Committee met on October 3, 2018. Chair Wayne Vanderschuere reported that the Committee discussed 2019 employee benefits and the Calhan Branch project. Ideas about Colorado Springs Urban Renewal Authority and tax increment financing were also discussed at that meeting.

Public Affairs Committee

The Public Affairs Committee met on September 26, 2018. Chair Cathy Grossman reported that the Committee was personally introduced to Chief Communications Officer Michelle Ray and Chief Development Officer & Foundation Executive Officer Lance James at the meeting. The Committee was updated on PPLD's response to community input on the Drag Queen Story Time program that was held by a community group in one of PPLD's meeting rooms. They also received preliminary information on an upcoming full Board discussion on Colorado Springs Urban Renewal Authority projects and the potential financial impact of tax increment financing on PPLD. The Committee discussed how PPLD might anticipate issues like the community response to Drag Queen Story Time and looking at opportunities to be more proactive. Related to that discussion, Michelle Ray is working on a Communications Plan that she will bring to the Board and Chief Librarian Spears will check with other libraries to see if they have a challenge process for programs/meeting room activities offered by the public.

Adopt-a-Trustee Reports

- Wayne Vanderschuere visited Collection Management and attended the reception for author Helen Thorpe.
- Cathy Grossman attend the Friends of the Library Board of Directors meeting as well as the Culture Fest at Sand Creek Branch.
- Scott Taylor met with Children's Services staff at East Library. He attended the reception of Helen Thorpe and the Harvest Festival at High Prairie Branch. Scott and his sons attend the Python training course at Library 21c.
- Debbie English attended the reception for Helen Thorpe, the Harvest Festival and an art show at Rockrimmon Branch Library.
- Keith Clayton attended the Harvest Festival.

Board President

President Owings reported that she attended the reception for Helen Thorpe and the Harvest Festival. She met with Jariah Walker of Colorado Springs Urban Renewal Authority to learn

more about CSURA projects, TIF and the potential impact to PPLD. She attended the State of the City Luncheon with Regional History & Genealogy Head Brett Lobello.

Financial Report

The financial report for the period ending August 31, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet noted that the 2019 budget proposal will be delivered to the Board by October 15, 2018 as required by law. Revenues are tracking within 1-2% of the previous year. Expenditures are about 7% higher than the previous year due to transfers to the Capital Fund.

Public Services Report

Director of Library Services Tim Blevins pointed out that the Library Services and Branch Reports have been combined as the “Public Services Report”. The compilation of the new report will rotate through Library Services Heads and Regional Managers.

Special Collections will rerelease *The Book of Colorado Springs* at an event on November 8 at Penrose Library. This volume is an important reference in Special Collections. PPLD staff have re-indexed the book.

Mr. Blevins brought the Board’s attention to the oil painting *Heart of the Rockies* that hangs in the El Pomar Nonprofit Room in the 1905 Carnegie Library. The painting by Harvey Otis Young is one of the many pieces of Western art that was gifted to PPLD by El Pomar.

Director of Branches Lynne Proctor reported that Michael Brantner has been hired as PPLD’s Security Manager. She reported that Mobile Library staff have completed annual driver’s education and shared a short anecdote from PPLD’s Lobby Stop Van about the attraction of banned books to their seasoned patrons.

Circulation Report

The Circulation Report for September 2018 was included in the Board packet. Chief Librarian Spears noted that in September 2018 circulation of electronic materials increased from the previous year and the circulation of physical materials decreased.

Chief Librarian’s Report

Chief Librarian Spears recognized the following for their contributions to making author Helen Thorpe’s reception and presentation a success: Colorado College for funding the speaker’s fee, Friends of the Pikes Peak Library District and PPLD Foundation staff Lance James and Isabel Soto-Luna.

Chief Librarian Spears announced that Nicolle Davies has been selected as the new Colorado State Librarian. Ms. Davies replaces retiring State Librarian Gene Hainer. Mr. Spears was privileged to be part of the interview team that selected Ms. Davies.

Chief Librarian Spears noted that the Board’s Internal Affairs Committee and Public Affairs Committee recently heard information related to the funding of Colorado Springs Urban Renewal Authority (CSURA) projects. Jariah Walker of CSURA will present information to the full Board at a special meeting on October 24, 2018. That meeting will be scheduled during the time that monthly committee meetings are usually scheduled. The Board will need to make a decision on CSURA at its regular meeting in November 2018.

Mr. Spears reported that American Library Association President Loida Garcia-Febo's recent trip to PPLD went very well. Three events made up the visit which was Ms. Garcia-Febo's first stop on a tour of five important American public libraries for her "Libraries = Strong Communities" campaign. Chief Librarian Spears thanked Michelle Ray for the planning and coordination that made the visit a success and noted that staff across the District jumped in and were hugely important in the success of all three programs. Mr. Spears made special note of the fact that Colorado Springs City Council Member Bill Murray supported PPLD by attending the event at Library 21c. Council Member Murray supports the Library and has suggested that PPLD place an initiative on the ballot in 2019 to increase funding.

Chief Librarian Spears announced that PPLD will be one of two public libraries working with Gale as a beta partner to develop new customer relations management software for libraries. PPLD will be key in developing the software and the processes for its use, and will lock in at half price for annual fees as a result. It is hoped that the software will allow libraries to utilize customer information to offer enhanced customer service to their patrons.

BUSINESS ITEMS

Decision 18-10-1: Consent Items

Consent Items Presented:

1. New Hires

Motion: Keith Clayton moved to approve all items in the consent agenda as presented.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Unfinished Business

There was no unfinished business to conduct.

New Business

Decision 18-10-2: Employee Benefits for 2019

A detailed report with recommendations for 2019 employee benefits was included in the Board packet. Chief HR & OD Officer Sally Jensen presented the Board with an outline of that report and called for any questions. Ms. Jensen thanked staff on the PPLD Benefits & Policy Review Team for their diligent work and thoughtful recommendations.

Motion: Scott Taylor moved that the Board of Trustees act as follows with regards to the 2019 Benefits:

- Authorize PPLD Management to renew PPLD's contract with CIGNA to provide health care insurance to PPLD employees for the calendar year 2019; and
- approve the CIGNA premium rates as presented; and
- authorize PPLD to continue to offer Life/Long Term Disability and Voluntary Life Insurance with the possibility of changing providers at an increased annual premium of \$7,995; and
- approve dental plan premium rates as presented; and

- authorize PPLD Management to renew the contract with Vision Services Plan for calendar year 2019 and approve premium rate plan (indicate “current” or “proposed”) as presented; and
- discontinue offering Colonial Life Voluntary Health Plans as presented, but allow currently enrolled staff to continue to participate; and
- authorize PPLD Management to further investigate Long Term Care Insurance; and
- authorize PPLD Management to offer voluntary Pet Insurance for 2019 with no cost to PPLD as presented.

Second: Debbie English seconded the motion.

Vote: The motion was approved unanimously.

Discussion: Calhan Branch

Chief Facilities Management Officer Gary Syling reported that recent developments at the Calhan site have led the District to delay awarding the RFP for the Calhan modular building. He estimates that the award will be pushed out to Spring 2019. Concerns with the soil report must be addressed by pulling additional soil samples. The General Contractor is now costing utility and drainage work.

EXECUTIVE SESSION

President Owings announced that the scheduled Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f) would be postponed to an upcoming meeting.

JOINT BOARDS LUNCHEON and RETREAT

The Board of Trustees moved the meeting to the Penrose Library Aspen/Pine Rooms at 11:30 a.m. The following joined the meeting at that time: Director of the American Library Association’s Office for Intellectual Freedom and the Freedom to Read Foundation Jamie LaRue; Pikes Peak Library District Foundation Directors Michael Berniger, Nancy Dawson, Laura Ettinger, Arlen Feldman, Patty Froehle, Laura Muir; Friends of the Pikes Peak Library District Directors Stephen Adams, Linda DuVal, Birdie Miller, Charles Snyder, Pat Webb.

The three PPLD boards came together for a retreat facilitated by Jamie LaRue. The goal for the day was to align the vision of the three PPLD boards.

Jamie LaRue provided an excellent presentation on Intellectual Freedom that featured information on:

- the origin of the Library Bill of Rights
- intellectual freedom issues and the rights of minors
- intellectual freedom in the schools
- intellectual freedom and social justice
- Banned Books Week
- intellectual freedom and non-print resources: EBSCO & Gale, displays, meeting rooms
- strategies for dealing with challenges to intellectual freedom:
 - don’t be defensive
 - apologize
 - listen
 - repeat complaint in your words
 - offer service

Jamie LaRue began the afternoon session of the retreat by asking the three boards to think about and report on what they have accomplished in the past 18-24 months that makes them proud.

Board of Trustees

- restructuring for future staff
- editorial response to the *Gazette* in early summer 2018
- conversations with citizens that resulted from the *CSBJ* article about homelessness
- response to Drag Queen Story Time
- removing fines
- transparency

Foundation Board

- funding the following: SA recording studio; GED programs; summer adventure; SA multicultural celebration; Maker Faire; Carnegie Library; KCH

Friends Board

- programs: literary awards; Latina Voices;
- children's writing program
- help branches with unplanned expenses
- supplementing the Library budget by funding big programs and training: SA makerspace, IFLA attendance, PE 50th Anniversary

After that the Boards looked at what distinguished them.

The Board of Trustees is responsible for the PPLD annual budget and board policies.

The Foundation is focused on donor cultivation and funding capital projects.

The Friends focus on volunteerism and funding some operational projects.

There was deep discussion on:

- early literacy and the impact of 500 books in the home
- self-publishing
- “cataloging” the community and the systemic gathering of community info
- the need to frame discussions about tax dollars in a positive way that helps people understand that their tax contribution is not a “burden” but rather a “value”
- the transformational power of the library

The day ended with the three boards breaking out and discussing one or two projects or focal points that they might focus on that would make a difference (transformational projects).

Board of Trustees:

- strengthen/develop relationships with key leaders in the community to build synergy and awareness
- discuss value not defend services
- evaluate resources and collection philosophy; explore new trends like self-publishing

Foundation Board:

- capital campaign for Knights of Columbus Hall
- intra-boards communication
- community partnerships to aid in 500 books and outreach to underserved members of community

Friends Board:

- focus on early literacy and 500 books
- consult with PPLD staff (Sr. Librarians) to see how we can help
- partner with other community groups

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the October 9, 2018 meeting of the Pikes Peak Library District Board of Trustees at 3:25 p.m.

T. Blevins left the meeting at 10:45 a.m. and rejoined the meeting at 11:30 am

B. Philipsen left the meeting at 11:20 a.m.

N. Maday and J. Rendon left the meeting at 11:30 a.m.

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 24, 2018
2 p.m.
Library 21c

MEMBERS PRESENT

President Kathleen Owings, Secretary/Treasurer Keith Clayton, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Scott Taylor

MEMBERS ATTENDING BY TELEPHONE

Vice President Wayne Vanderschuere

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Director of Library Services Tim Blevins, Regional Library Manager Michael Doherty, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief HR & OD Officer Sally Jensen, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Chief Facilities Management Officer Gary Syling, Chief Finance Officer Michael Varnet, Legal Counsel for the Library District Deborah Menkins, Colorado Springs Urban Renewal Authority (CSURA) Chair Wynne Palermo, CSURA Executive Director Jariah Walker, Attorney David Neville, Olive Group Real Estate Jim Di Biase, Dan Jablan, Ingrid Richter of Olive Real Estate, Hotel Operations Services Kevin Engelhardt, President of Nor'wood Development Group Chris Jenkins, Brownstein Hyatt Farber Schreck Attorney Carolynne White

SPECIAL MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the October 24, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 2:06 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

Motion: Mina Liebert moved that the Board of Trustees meet in Executive Session to discuss personnel matters related to the quarterly performance review of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f).

Second: Cathy Grossman seconded the motion
Vote: The motion was unanimously approved.

The Board convened in Executive Session at 2:07 p.m.

The following left the meeting at 2:07 p.m.: T. Blevins, M. Doherty, S. Hammond, L. James, S. Jensen, R. Peters, M. Ray, G. Syling, M. Varnet

Motion: Keith Clayton moved that the Board of Trustees return to open session.

Second: Scott Taylor seconded the motion
Vote: The motion was unanimously approved.

The Board of Trustees reconvened in open session at 2:39 p.m.

The following joined the meeting at 2:30 p.m.: T. Blevins, M. Doherty, S. Hammond, L. James, S. Jensen, R. Peters, M. Ray, G. Syling, M. Varnet, W. Palermo, J. Walker, J. Di Biase, D. Jablan, I. Richter, K. Engelhardt, C. Jenkins, C. White, D. Neville

BUSINESS ITEMS

New Business

Presentation & Discussion: Colorado Springs Urban Renewal Authority Projects

Representatives of Colorado Springs Urban Renewal Authority and others provided presentations on the two CSURA projects that hope to be financed through a property tax increment revenue agreement in which PPLD would need to be a participant. The two projects presented were the Museum & Park Urban Renewal Plan and the Tejon & Costilla Marriott Hotel Plan. It was noted that additional urban renewal projects are in the works and will also impact PPLD through tax increment financing (TIF).

Some questions and discussion points that came forward included:

- What happens if the PPLD Board of Trustees does not approve the Property Tax Increment Revenue Agreements for these projects?
 - The projects can't move forward without participation from all of the entities (El Paso County; El Paso County Road & Bridge Share; City of Colorado Springs; El Paso County – Colorado Springs Road & Bridge Share; Colorado Springs School District 11; Pikes Peak Library District; Southeastern Colorado Water Conservancy; Colorado Springs Downtown Development Authority).

The issue(s) could go into mediation to reach agreement if an entity does not approve.

- These urban renewal projects will greatly increase usage at Penrose Library and PPLD will in turn feel pressure to improve that facility. Why is the downtown library not included in the downtown urban renewal plans?
- Has upkeep of parks been included in the plan?
 - No plans were considered for upkeep of parks.
- Are there restrictions on what TIF can be used for?

- There are no restrictions. Funds could be used for upkeep.
- What if the economy slows down?
 - The risk is on the Urban Renewal Authority.
- Does PPLD have to fund at 100% of the increment?
 - So far, entities have funded at 100%.
- What if PPLD passed a mill levy increase?
 - The tax increase would not be captured.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the October 24, 2018 meeting of the Pikes Peak Library District Board of Trustees at 5:35 p.m.

Events & Press Clippings

November 13, 2018

PPLD compliments:

- [October 2018 Compliments](#) (Compiled by Antonia Krupicka-Smith, Manager, Penrose Library)

Recent news coverage:

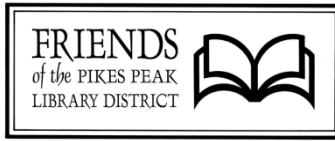
- [Not Your Mama's Library](#) (Colorado Springs Style Magazine; September/October 2018 Issue)
- [City to hold two informational seminars for local renters](#) (KOAA; Oct. 1, 2018)
- [Pikes Pick: Free Talk by Denver author Helen Thorpe at Library 21c](#) (Colorado Springs Gazette; Oct. 2, 2018)
- [Renters Rights the Subject of Packed Community Forum](#) (KOAA; Oct. 2, 2018)
- [Library 21c transforms into Hogwarts for Harry Potter Science event](#) (Woodmen Edition, Oct. 3, 2018)
- [Former PPLD Foundation Director Receives Achievement Award](#) (Colorado Springs Business Journal; Oct. 5, 2018)
- [Renter's Rights 101 Workshop offered by city](#) (KKTU; Oct. 8, 2018)
- [Find out why the president of the American Library Association thinks libraries are so important](#) (FOX21 Living Local; Oct. 8, 2018)
- [Libraries = Strong Communities tour launches in Colorado Springs](#) (American Library Association Magazine; Oct. 9, 2018)
- [Earning her GED at 35 is a dream come true and she won't stop now](#) (FOX21; Oct. 10, 2018)
- [Locals receive diploma thanks to free library program](#) (Colorado Virtual Library; Oct. 11, 2018)
- [Indie Author Day is the perfect time to look at a changing landscape](#) (Colorado Springs Independent; Oct. 11, 2018)
- [Former Gazette dining critic set to speak at Indie Author Day](#) (Colorado Springs Gazette; Oct. 12, 2018)
- [Dozens become US citizens in Colorado Springs Naturalization Ceremony](#) (FOX21; Oct. 15, 2018)
- [American Library Association President Kicks Off National Tour](#) (Woodmen Edition; Oct. 15, 2018)
- [John Spears guest hosts and talks Pikes Peak Library District](#) (KCME 88.7 FM; Oct. 16, 2018)
- [Community Outreach Coalition Meets](#) (Ranchland News; Oct. 18, 2018)
- [Get hands-on with science this weekend at the Maker Faire](#) (FOX21 Living Local; Oct. 19, 2018)
- [Cheyenne Mountain Library hosts celebration of food and festivities from around the world](#) (Cheyenne Edition; Oct. 22, 2018)
- [Two urban renewal projects take big step forward in downtown Colorado Springs](#) (Colorado Springs Gazette; Oct. 24, 2018)
- ['Desperation Mona,' Egg Man and More: These are some of the creepiest tales from around the Pikes Peak region](#) (Colorado Springs Gazette; Oct. 27, 2018)
- [Movers & Shakers: Dolores Cromeens](#) (Colorado Springs Gazette; Nov. 5, 2018)
- [Colorado Springs civil rights pioneer Fannie Mae Duncan subject of Rocky Mountain PBS documentary](#) (Colorado Springs Gazette; Nov. 5, 2018)
-

Community partnerships & other happenings:

- Studio 21c partnered with the Manitou Springs Chamber of Commerce and Miramont Castle Museum to **capture and share the story of the [Emma Crawford Coffin Races](#)**.
- Colorado Ballet Society will host the **Colorado Youth Ballet's [Petite Nutcracker](#)**, in partnership with PPLD, at Library 21c over Thanksgiving weekend (Nov. 23 and 24); all eight performances are sold out.
- PPLD received notification that it was **ranked as one of the top companies in The Gazette's 2018 Best Places to Work** in the Pikes Peak region. Announcements of winners and rankings will take place during their awards ceremony on the evening of Dec. 5.

Upcoming events & programs:

- [All Pikes Peak Reads](#), community read program (through Nov. 17)
- [Maker in Residence, Gay Houghtaling](#), teaching classes throughout PPLD (Nov. 10 from 1-3 p.m. at Sand Creek Library and Nov. 29 from 6-8pm at Old Colorado City Library) and hosting open studio hours at Library 21c (Nov. 15 at 9:30 a.m. - 12:30 p.m. and Nov. 17 at 1-4 p.m.)
- [Betty Field Memorial Youth Writing Contest](#), hosted by the Friends of PPLD (accepting entries through Feb. 23, 2019)



Mission: To support, promote, and advocate for the Pikes Peak Library District's dynamic and evolving role.

Vision: Expand and enhance the Pikes Peak Library District's ability to positively impact our community

Friends Report – November 13, 2018

E-Commerce Sales:

October '18	\$2,425
YTD	\$25,925

Coordinators Space & Book Storage

The online book sales secure area has been installed.

Combined Boards Retreat

Five Friends of PPLD Board Members attended & were very encouraged of the project the team selected. Timelines and details will be added at the November & January board meetings.

October Book Sale: \$9,433.45



NOVEMBER 13, 2018

The PPLD Foundation held quarterly its board meeting where the 2019 Officers Slate was voted on. The 2019 PPLD Foundation officers are Jim Pagonis (President), Nancy Jenson Dawson (Vice President), Jennifer Bain (Secretary), and Patty Froehle (Treasurer). In addition, Larry Gaddis and Jariah Walker were elected to serve second, three year terms. The board is actively recruiting new board members and hopes to fill at least two seats on the board by the next meeting.

The Colorado Department of Education announced PPLD will receive \$143,026 through the State Grant to Libraries program.

The year-end appeal letter is complete and is at the mailing house, and the year-end giving social media campaign is set to begin this week (12 Nov) and run through the end of the year with a push during #GivingTuesday and #ColoradoGives. 2804 people will receive the year end appeal. Thank you to PPLD's Communications Department for providing support during the social media campaign.

In addition, conversations continue with Children's Hospital of Colorado and Comcast representatives to explore expanded partnerships.

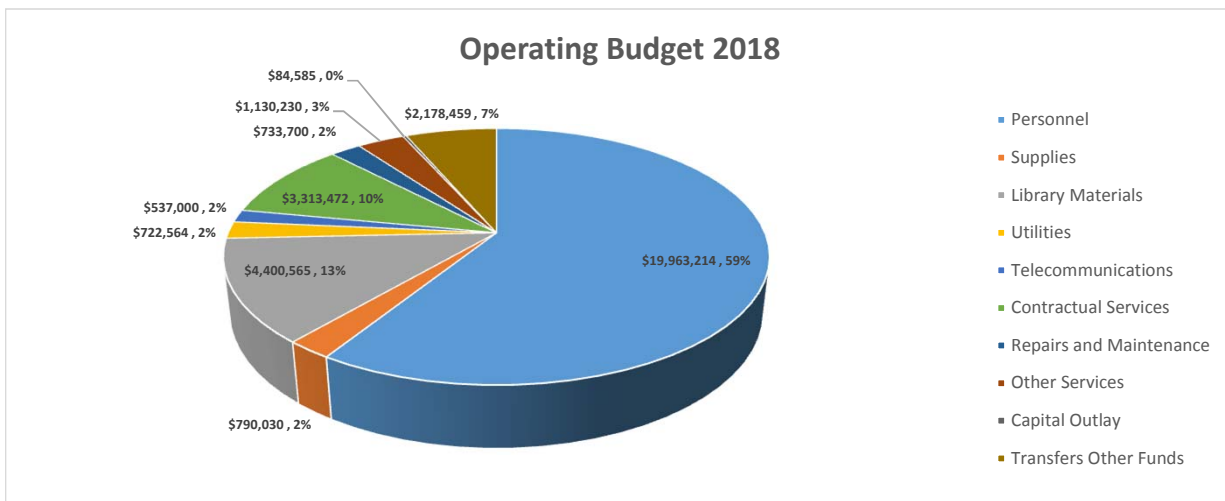
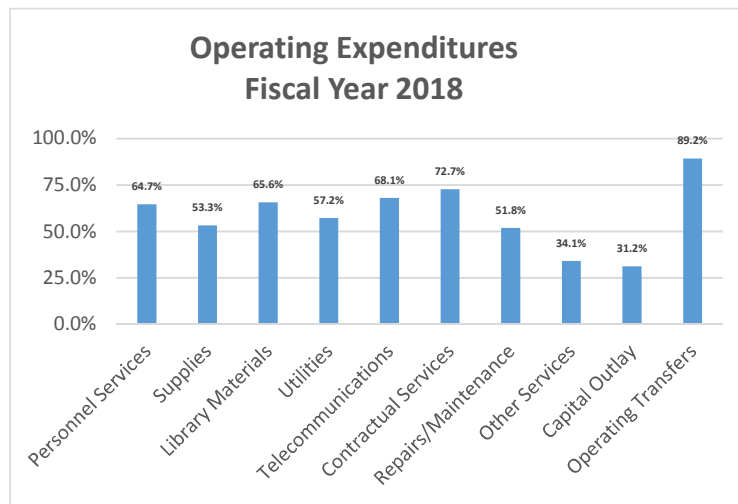
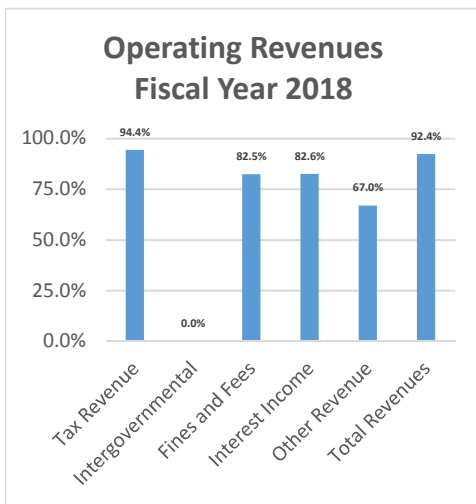
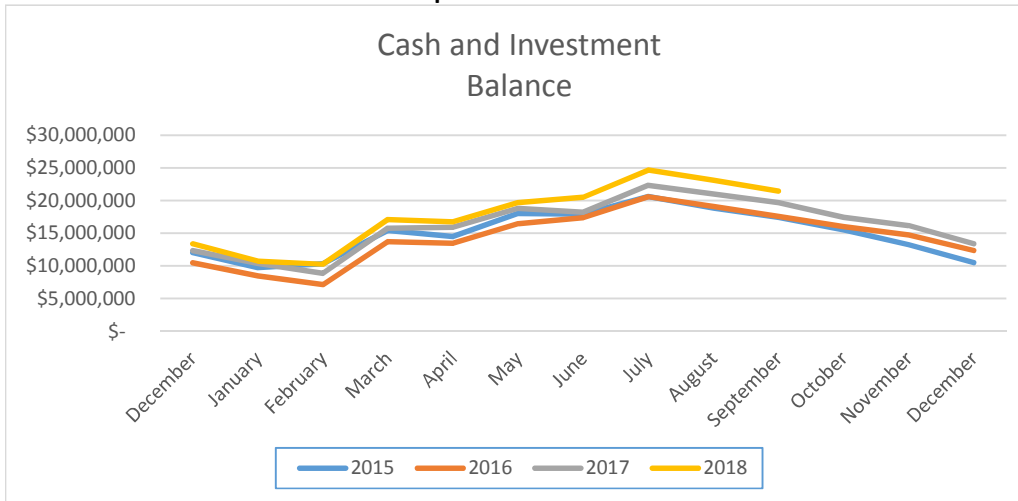
Lance James continues a listening tour with PPLD Leadership, Branch and Services Managers to become better acquainted with PPLD's needs, offerings and programs.

Isabel Soto Luna is planning a plaque dedication ceremony at Penrose Library on Friday 7 December (8:30 am) to memorialize Terry Smith, former PPLD employee who lost his life in a traffic accident while driving a courier van 30 years ago.

As of 7 November, there are no updates on the IRS' decision related to reducing the charitable deduction for individual taxpayers who itemize their federal tax deductions and benefit from state or local tax credits for giving. We continue monitoring the situation.

Pikes Peak Library District Financial Dashboard

September 2018



Pikes Peak Library District

September 2018 Financial Report

Presented to Board of Trustees November 13, 2018

**Pikes Peak Library District
General Fund Summary
For the Nine-Month Period Ended September 30,**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Revenues					
Property taxes	\$ 26,572,143	\$ 25,579,003	\$ 993,140	3.9%	
Specific ownership taxes	2,157,107	2,593,120	(436,013)	-16.8%	
Fines/fees	99,661	235,023	(135,362)	-57.6%	1
Investment earnings	276,738	136,149	140,589	103.3%	2
Other	561,001	941,460	(380,459)	-40.4%	3
Total Revenues	\$ 29,666,650	\$ 29,484,755	\$ 181,895	0.6%	

- 1 Beginning in October 2017, PPLD temporarily stopped collecting fines for all library materials. At its April Board meeting, the Board of Trustees approved to permanently stop assessing/collecting fines on substantially all materials that can be checked out to the public.
- 2 Interest rates are higher in 2018 than they were during the same period of 2017.
- 3 In 2017, PPLD had received \$230,723 in eRate revenue. The 2018 revenue from eRate will be received later during 2018.

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2018 - 09/30/2018

Percent of Year 75.0%

Account Description	2018 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 27,082,219	\$ 26,617,595	\$ 464,624	98.3%
Abatements/refunds	(110,000)	(88,992)	(21,008)	80.9%
Omitted properties	4,000	3,740	260	93.5%
Delinquent	15,000	12,150	2,850	81.0%
Penalties/interest	33,000	18,545	14,455	56.2%
Specific ownership taxes	3,400,000	2,157,107	1,242,893	63.4%
Local government in lieu of prop. taxes	10,500	9,105	1,395	86.7%
Total Tax Revenue	30,434,719	28,729,250	1,705,469	94.4%
Intergovernmental				
Federal - eRate Funding	225,000	-	225,000	0.0%
State Grant - Library Materials	145,000	-	145,000	0.0%
Total Intergovernmental	370,000	-	370,000	0.0%
Fines and Fees	120,800	99,661	21,139	82.5%
Interest Income	335,000	276,738	58,262	82.6%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	659,725	443,122	216,603	67.2%
Civic organizations	15,000	10,000	5,000	66.7%
Other	20,000	514	19,486	2.6%
Copier charges	36,600	31,790	4,810	86.9%
Patron Management system printing fees	48,400	42,507	5,893	87.8%
Parking lot collections	34,000	19,996	14,004	58.8%
Merchandise sales	4,800	3,979	821	82.9%
Miscellaneous	15,200	6,293	8,907	41.4%
Asset sales proceeds	4,200	2,800	1,400	66.7%
Total Other Revenue	837,925	561,001	276,924	67.0%
Total General Fund Revenues	\$ 32,098,444	\$ 29,666,650	\$ 2,431,794	92.4%

**Pikes Peak Library District
General Fund Summary
For the Nine-Month Period Ended September 30,**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Expenditures					
Personnel	\$ 12,850,864	\$ 12,755,583	\$ 95,281	0.7%	
Supplies	450,612	500,303	(49,691)	-9.9%	
Library materials	3,060,481	3,308,707	(248,226)	-7.5%	
Utilities	419,629	377,818	41,811	11.1%	
Telecommunication costs	366,095	336,432	29,663	8.8%	
Contractual services	2,437,491	2,330,276	107,215	4.6%	
Repairs and maintenance	396,435	355,158	41,277	11.6%	
Other services	389,175	393,534	(4,359)	-1.1%	
Capital outlay	51,400	208,600	(157,200)	-75.4%	1
Operating transfers - other funds	2,178,459	786,341	1,392,118	177.0%	2
Total Expenditures	\$ 22,600,641	\$ 21,352,752	\$ 1,247,889	5.8%	

- 1 In 2017, the Sand Creek Library MakerSpace and Studio project was in progress. This large one-time capital expenditure was not repeated in 2018.
- 2 The total for operating transfers to other funds have been made in accordance with the approved budgets.

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 09/30/2018

Percent of Year 75.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 15,398,576	\$ 9,652,309	\$ 5,746,267	62.7%
Temporary employees	24,111	18,328	5,783	76.0%
Substitute employees	359,674	314,724	44,950	87.5%
Work-Study And internship	28,439	1,763	26,676	6.2%
Social security contributions	1,201,923	732,051	469,872	60.9%
Retirement contributions	924,770	576,286	348,484	62.3%
Health Plan contributions	1,650,000	1,357,986	292,014	82.3%
Unemployment insurance	45,000	33,661	11,339	74.8%
Workers compensation	85,000	61,000	24,000	71.8%
Vision Plan insurance	55,000	36,910	18,090	67.1%
Life A&D insurance	51,000	42,278	8,722	82.9%
Tuition assistance	40,000	23,568	16,432	58.9%
Total Personnel Services	19,863,493	12,850,864	7,012,629	64.7%
Supplies				
General	233,846	113,753	120,093	48.6%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	254,882	170,094	84,788	66.7%
Computer supplies	41,000	27,028	13,972	65.9%
Processing	95,000	12,728	82,272	13.4%
Office	147,150	97,797	49,353	66.5%
Other	71,480	29,212	42,268	40.9%
Total Supplies	845,808	450,612	395,196	53.3%
Library Materials				
Audio-visual materials	797,867	442,592	355,275	55.5%
Books	1,406,793	828,350	578,443	58.9%
e-materials	1,492,100	1,026,361	465,739	68.8%
Library materials - other	263,730	158,199	105,531	60.0%
Microforms	5,000	-	5,000	0.0%
Periodicals	194,896	98,861	96,035	50.7%
Serials	34,036	18,960	15,076	55.7%
Databases - online services	470,743	484,031	(13,288)	102.8%
Memorials	350	3,127	(2,777)	100.0%
Total Library Materials	4,665,516	3,060,481	1,605,035	65.6%
Utilities				
Gas	103,558	34,791	68,767	33.6%
Electric	509,688	305,974	203,714	60.0%
Water/sewer	107,881	77,557	30,324	71.9%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 09/30/2018

Percent of Year 75.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	12,721	1,307	11,414	10.3%
Total Utilities	733,848	419,629	314,219	57.2%

Telecommunications

Data	356,449	289,058	67,391	81.1%
Voice	100,000	38,944	61,056	38.9%
Cellular	76,000	38,093	37,907	50.1%
Expansion	5,000	-	5,000	0.0%
Total Telecommunications	537,449	366,095	171,354	68.1%

Contractual Services

Janitorial services	282,000	206,575	75,425	73.3%
Carpet cleaning services	117,000	86,011	30,989	73.5%
Library facility rental	571,434	445,628	125,806	78.0%
Common area maintenance	152,485	110,220	42,265	72.3%
Storage rental	16,800	13,500	3,300	80.4%
Audit	43,500	40,935	2,565	94.1%
Legal	50,000	43,890	6,110	87.8%
Consultant	204,500	72,467	132,033	35.4%
Cataloging	50,600	18,960	31,640	37.5%
Trash removal	20,819	15,133	5,686	72.7%
Copier services	51,000	52,231	(1,231)	102.4%
Courier services	211,850	125,552	86,298	59.3%
Liability/property insurance	185,000	166,447	18,553	90.0%
Collection agency fees	35,000	24,836	10,164	71.0%
Printing	101,200	51,447	49,753	50.8%
Programming	351,756	147,736	204,020	42.0%
Treasurer fees	402,122	392,391	9,731	97.6%
Microfilming services	28,000	7,635	20,365	27.3%
Computer support agreements	311,500	280,239	31,261	90.0%
Computer equipment maintenance	104,000	91,181	12,819	87.7%
Software licenses	1,295	2,752	(1,457)	212.5%
Employee Assistance Program	20,000	9,883	10,117	49.4%
Parking	42,375	31,842	10,533	75.1%
Total Contractual Services	3,354,237	2,437,491	916,746	72.7%

Repairs and Maintenance

Grounds maintenance	73,500	53,478	20,022	72.8%
Vehicle operating costs	57,000	44,003	12,997	77.2%
Equipment maintenance	406,107	216,272	189,835	53.3%
Equipment repairs	55,213	13,670	41,543	24.8%
Furniture repairs	34,748	16,338	18,410	47.0%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 09/30/2018

Percent of Year 75.0%

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	138,439	52,674	85,765	38.0%
Total Repairs and Maintenance	765,007	396,435	368,572	51.8%
Other Services				
Translation services	2,500	-	2,500	0.0%
Advertising	3,250	571	2,679	17.6%
Bank And trustee Fees	16,600	4,716	11,884	28.4%
Information listing	15,000	11,955	3,045	79.7%
Mileage/Travel reimbursement	70,474	31,586	38,888	44.8%
Employee recruitment	62,500	20,472	42,028	32.8%
Employee testing	500	-	500	0.0%
Dues and memberships	64,619	30,412	34,207	47.1%
Merchandising	3,066	221	2,845	7.2%
Employee recognition	20,525	4,627	15,898	22.5%
Board of Trustees	3,000	1,146	1,854	38.2%
Community outreach	87,000	44,543	42,457	51.2%
Training	246,349	138,070	108,279	56.0%
Signage	10,000	2,424	7,576	24.2%
Bindery	5,000	3,229	1,771	64.6%
Summer Reading Club	47,524	29,077	18,447	61.2%
Patron reimbursement	1,000	-	1,000	0.0%
Postage	92,500	37,908	54,592	41.0%
Volunteer program	5,900	3,106	2,794	52.6%
Safety and wellness	18,500	5,561	12,939	30.1%
Other grant/donation expenditures	328,975	7,543	321,432	2.3%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	3,278	639	2,639	19.5%
Other	22,190	11,369	10,821	51.2%
Total Other Services	1,140,751	389,175	751,576	34.1%
Capital Outlay				
Buildings	57,835	17,577	40,258	30.4%
Equipment	67,747	31,000	36,747	45.8%
Furniture	14,950	541	14,409	3.6%
Other	23,974	2,282	21,692	9.5%
Total Capital Outlay	164,506	51,400	113,106	31.2%
Operating Transfers to Other Funds				
Fund transfers out	2,441,064	2,178,459	262,605	89.2%
Total Expenditures	\$ 34,511,678	\$ 22,600,641	\$ 11,911,037	65.5%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2018 - 09/30/2018**

Fund Balance - January 1, 2018	\$ 231,582
Expenditures	32,233
Fund Balance - September 30, 2018	<u>\$ 199,349</u>

Fund Balance - By Fund - September 30, 2018

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	152,507
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 199,349</u>

Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2018 - 09/30/2018

Account Description	Original Approp	Mid-year Adj.	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Roof inspection and repairs	\$ 3,500	\$ 3,385	\$ 6,885	\$ 650	\$ -	\$ 6,235
Window leak-2nd floor	-	7,500	7,500	-	-	7,500
Canvas roll-u awning materials	6,000	-	6,000	6,000	-	-
Replace public water fountains	5,200	-	5,200	4,706	494	-
Replace staff lounge blinds	5,500	-	5,500	5,358	-	142
Replace Storytime room divider	18,000	-	18,000	18,000	-	-
East Library update security equipment	-	5,000	5,000	-	-	5,000
Laminator	2,000	-	2,000	1,795	-	205
Enclose chiller pit	-	38,463	38,463	-	-	38,463
Additional study room chairs	3,500	-	3,500	-	-	3,500
Reface cabinets in Storytime office	15,000	5,500	20,500	-	15,000	5,500
Children's cabinets	-	5,478	5,478	-	-	5,478
Tractor replacement	12,000	-	12,000	9,999	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT equipment	-	2,071	2,071	-	-	2,071
Total Expenditures	70,700	69,032	139,732	46,508	15,494	77,730
Sources of Funds						
Fundraising	-	32,501	32,501	32,501	-	-
Excess Revenues over Expenditures	\$ (70,700)	\$ (36,531)	\$ (107,231)	(14,007)	\$ (15,494)	\$ (77,730)
Fund Balance - January 1, 2018				107,231		
Fund Balance - September 30, 2018				\$ 93,224		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2018 - 09/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Cobble conversion	\$ -	\$ 7,676	\$ 7,676	\$ 7,676	\$ -	\$ -
Penrose entry	-	2,500	2,500	2,130	-	370
Roof inspection and repairs	3,500	2,280	5,780	650	-	5,130
Replace existing parking meters	-	50,000	50,000	-	-	50,000
Elevator modernization - cab	-	8,914	8,914	-	-	8,914
Meeting room - lower level	275,000	(275,000)	-	-	-	-
Additional power/data ion reading area	15,000	(15,000)	-	-	-	-
UV film in reading room windows	13,000	(13,000)	-	-	-	-
Carpet replacement - reading room	15,000	(15,000)	-	-	-	-
Upgrade yeo interior elevators	58,000	(2,500)	55,500	50,923	-	4,577
Chiller replacement	55,000	-	55,000	-	-	55,000
27" laminator	2,500	-	2,500	1,795	-	705
HVAV heating loop and glycol	17,000	(7,676)	9,324	-	-	9,324
Reconfigure children's desk	5,000	(5,000)	-	-	-	-
Furniture Children's area	7,000	(7,000)	-	-	-	-
End caps and canopies for shelving area	20,000	(20,000)	-	-	-	-
Penrose/KCH renovation	865,000	765,291	1,630,291	80,389	64,806	1,485,096
Contingency	-	18,985	18,985	-	-	18,985
Total Expenditures	1,351,000	495,470	1,846,470	143,563	64,806	1,638,101
Sources of Funds						
Fundraising	11,000	415,291	426,291	426,291	-	-
Operating transfer - General Fund	1,335,841	-	1,335,841	1,335,841	-	-
Total Sources of Funds	1,346,841	415,291	1,762,132	1,762,132	-	-
Excess Revenues over Expenditures	\$ (4,159)	\$ (80,179)	\$ (84,338)	1,618,569	\$ (64,806)	\$ (1,638,101)
Fund Balance - January 1, 2018				84,338		
Fund Balance - September 30, 2018				\$ 1,702,907		

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2018 - 09/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Venue improvements and equipment	\$ -	\$ 33,676	\$ 33,676	\$ -	\$ -	\$ 33,676
Concrete walkway parking lot area	19,500	-	19,500	-	-	19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof repairs	3,000	-	3,000	650	-	2,350
Improvements teen gaming area	-	18,134	18,134	8,725	-	9,409
Ent & Make li window treatment	9,000	-	9,000	4,368	480	4,152
Roof replacement project	60,000	-	60,000	-	29,900	30,100
Audio booth	-	2,000	2,000	-	-	2,000
New teen services desk	1,200	-	1,200	-	-	1,200
Tables public area	19,500	-	19,500	18,949	-	551
Contingency	-	47,317	47,317	-	-	47,317
Install additional lights	1,200	-	1,200	-	-	1,200
New display case with lighting	3,500	-	3,500	3,461	-	39
Signage	-	5,000	5,000	-	-	5,000
AV equipment maintenance'	12,000	-	12,000	3,207	-	8,793
Increase stage size	15,000	-	15,000	-	-	15,000
Studio noise mitigation	25,000	-	25,000	-	-	25,000
Venue LED lighting	10,000	-	10,000	-	-	10,000
Production music	1,600	-	1,600	1,600	-	-
Public equipment end of life replacement	4,000	-	4,000	450	-	3,550
New public equipment	4,000	-	4,000	1,088	-	2,912
Record management system	-	30,000	30,000	-	-	30,000
Total Expenditures	208,500	136,127	344,627	42,498	32,560	269,569
Sources of Funds						
Fundraising	167,128	-	167,128	167,128	-	-
Excess Revenues over Expenditures	\$ (41,372)	\$ (136,127)	\$ (177,499)	124,630	\$ (32,560)	\$ (269,569)
Fund Balance - January 1, 2018				177,499		
Fund Balance - September 30, 2018				<u>\$ 302,129</u>		

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 09/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Facilities						
Upgrade Children's area lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
Monument - access controls	-	12,000	12,000	7,928	-	4,072
Districtwide - concrete replacement	12,000	11,560	23,560	-	-	23,560
Districtwide - asphalt repairs	15,000	20,973	35,973	13,199	7,702	15,072
Staff lounge improvements	-	30,000	30,000	84	55	29,861
Adult Education area improvements	-	30,000	30,000	28,907	-	1,093
Water management system	-	25,000	25,000	6,627	8,373	10,000
Upgrade fire system dialers	15,000	-	15,000	-	-	15,000
Furniture replacement	10,600	19,402	30,002	7,669	119	22,214
Children's and Teen area furniture	7,000	-	7,000	-	-	7,000
Vehicles	-	49,954	49,954	41,329	-	8,625
Calhan facility project	125,000	422,956	547,956	6,450	3,400	538,106
Replace generator for bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	98,257	148,257	23,582	9,864	114,811
Furniture replacement contingency fund	25,000	-	25,000	-	748	24,252
Sub-total Facilities	276,100	720,102	996,202	135,775	30,261	830,166

Information Technology

Replace computers	-	161,000	161,000	82,091	30,515	48,394
Technology refresh (patrons)	-	68,795	68,795	-	-	68,795
Self check stations	20,000	(14,124)	5,876	5,876	-	-
Barcode scanners	-	15,102	15,102	-	-	15,102
Copier and printer replacement project	200,000	101,000	301,000	-	-	301,000
Telephone project	150,000	129,768	279,768	-	-	279,768
Firewall replacement	-	45,000	45,000	-	-	45,000
Switches and UPS replacement	-	40,000	40,000	-	-	40,000

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 09/30/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Archival management system	-	12,000	12,000	-	-	12,000
AMH bin project	-	20,000	20,000	-	-	20,000
Equipment initiatives security	42,000	58,121	100,121	100,282	-	(161)
Children's equipment	-	94,000	94,000	93,357	-	643
Local History equipment	-	29,000	29,000	-	-	29,000
Replace meeting room software	50,000	(50,000)	-	-	-	-
East Library tween computers	-	4,000	4,000	-	-	4,000
Datacenter upgrade project	-	111,399	111,399	-	-	111,399
AV equipment for standardization districtwide	50,000	-	50,000	-	-	50,000
Contingency	23,000	27,000	50,000	1,515	40,523	7,962
Sub-total Information Technology	535,000	852,061	1,387,061	283,121	71,038	1,032,902
Creative Services/Video Center						
Video projectors replacement	5,000	-	5,000	-	-	5,000
Equipment replacement fund	13,586	30,150	43,736	-	-	43,736
New machinery	12,932	-	12,932	4,061	-	8,871
Sub-total Creative Services/Video Center	31,518	30,150	61,668	4,061	-	57,607
Total Expenditures	842,618	1,602,313	2,444,931	422,957	101,299	1,920,675
Sources of Funds						
Fundraising	-	85,351	85,351	85,351	-	-
Operating transfer - General Fund	842,618	262,605	1,105,223	842,618	-	262,605
Total Sources of Funds	842,618	347,956	1,190,574	927,969	-	262,605
Excess Revenues over Expenditures	\$ -	\$ 317,806	\$ 1,128,906	923,908	\$ -	\$ 204,998
Fund Balance - January 1, 2018				1,254,357		
Fund Balance - September 30, 2018				\$ 2,178,265		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month Ended September 30, 2018**

	ColoTrust Investments	US Bank Checking	Total Cash
Cash September 1, 2018	\$ 22,922,471	\$ 200,699	\$ 23,123,170
Receipts August 2018			
Property Taxes	401,157	-	401,157
Daily Cash Receipts	-	18,189	18,189
Credit Card Receipts	-	6,260	6,260
Foundation	-	15,000	15,000
Interest	40,732	-	40,732
Disbursements August 2018			
Payment of Bills week of 09/07/2018	-	(82,963)	(82,963)
Payment of Bills week of 09/14/2018	-	(175,765)	(175,765)
Payment of Bills week of 09/21/2018	-	(132,394)	(132,394)
Payment of Bills week of 09/28/2018	-	(303,715)	(303,715)
Payroll 09/07/2018	-	(632,220)	(632,220)
Payroll 09/21/2018	-	(616,945)	(616,945)
End of Month Payroll costs		(196,845)	
Transfer between funds	(1,700,000)	1,700,000	-
Cash September 30, 2018	<u>\$ 21,664,360</u>	<u>\$ (200,699)</u>	<u>\$ 21,463,661</u>

Public Services Report November 13, 2018

Community

Adult Education staff met with the Colorado Department of Corrections Division of Adult Parole to discuss partnerships. Adult Education staff will be present at re-entry seminars to share about library programs and issue library cards in conjunction with Adult Services.

Alicia Gomori, Mark Fletcher, and Mary Gapko represented PPLD at the annual Fountain Community Night in the Park event at Metcalf Park on September 18. 150 people attended the event.

Young Adult Services visited all of the English classes at Vista Ridge High School. They booktalked to 827 students over 32 classes, processed nearly 750 school library card applications (thanks to East Circ!), and taught 4 resource classes to 110 students. Staff attended outreach events at Panorama Middle School and Fox Meadow MS, which attracted over 2,000 attendees.

Michael Doherty and Becca Cruz participated in Cultural Office of the Pikes Peak Region's (COPPeR) Artini, the annual kickoff event for Arts Month. They brought the green screen kit to put Artini attendees into art that Amber Cox and Becca found in the Met's and the National Gallery of Art's open access collections.

Resources

The Monument Branch is the go-to spot for high school students looking to earn their five hour community service hours needed for civics or for National Honor Society students looking to complete more service hours.

This month Penrose Branch hosted Repair Café. One patron drove all the way from Pueblo with a mixer that her deceased husband gave to her. The volunteers were able to make it work half way and advised her as to what parts she needed.

The Monument Teen Advisory Board and a few other teen volunteers helped Lauren Fellers run a Book Swap for all ages – 68 patrons attended.

Two new formats are available for checkout: Children's Talking Books and Launchpads.

Innovation/Creativity

Ben Dahlby assisted Austin Dunn, local Eagle Scout, with Library 21c's laser engraving equipment to complete his project "Trail Signs for the Mines." Austin created trail signage to be used in conjunction with the Western Museum of Mining and Industry.

Back to School Crafts (made with duct tape pouches, DVD case art kits, and cardboard frames) were the highlight of the High Prairie Library's first ever Tween Twist, with 17 attending.

Bethany Geiger hosted 30 patrons for open-mic night in Knights of Columbus Hall. It was a hit with some wonderful performances!

Service

The District-wide celebration of Banned Books Week provided opportunity for patron engagement and understanding of censorship. Many displays and programs encouraged patron questions about banned and challenged books.

The year's first Homeschool Science @ East on September 21 featured an educator from the Catamount Institute who led a field trip to the park behind East Library. A group of 122 kids and their grownups crafted nature journals and then scoured the park to identify tree species and to find photos of birds hidden in the trees.

More than 70 staff attended the Collection Management Summit to discuss possible changes to physical materials and eContent providers and to answer questions about processes.

Internal/Staff

Many staff members attended the Colorado Association of Libraries Conference in Loveland.

Deb Hamilton has been appointed to the board for the Pikes Peak Justice and Pro Bono Center. This organization is a nonprofit began by the El Paso County Bar that provides legal clinics, pro bono representation, and modest means legal assistance.

High Prairie is looking forward to adding another staff work station. Staff members are very excited for more space to do their off desk work without having to interrupt circulation services and to align more with district practices.

Melissa Mitchell and Tiffany Paisley went to Chicago for the wrap-up event for the Public Library Association Inclusive Internship Initiative from September 28-30. The interns did great presentations on their projects.

Accountability

Children's Services staff spent the last two months focusing on storytime kits to be used in a new rotation that will save time and money, as well as foster relationships between patrons and staff. The new rotation will begin November 1.

Carol Scheer coordinated the shelf reading project in the children's department with help from Collection Management and other Penrose staff. By doing a big shelf read of the entire department it helps to find lost and mis-shelved items which in turn saves the library money by not having to replace items that we indeed still have.

Rockrimmon staff found that purchasing furniture from office equipment businesses can be very cost effective. When purchasing all new seating for the lobby and adult areas they took a chance and ordered off-the-shelf rather than from a specialty "library" furniture company. For about a third of the cost of library specific items, the furniture has shown no signs of undue wear, looks great, and is comfortable two years later.

Staff from Collection Management met with Chief Finance Officer Mike Varnet for the 3rd quarter budget meeting. They reviewed all of the accounts for materials and processing and determine the best use of funds remaining in the accounts.



Public Use of Meeting and Study Rooms

BOARD POLICY

The Pikes Peak Library District (PPLD) has meeting and study rooms available for public use. The District's meeting rooms are designed to offer accommodations for educational, informational, cultural, and civic functions of the Colorado Springs and El Paso County community.

I. PRIORITIES

Priority for meeting room spaces will be granted in the following order.

- A. Educational, informational, cultural, and civic programs sponsored or co-sponsored by PPLD and relating to its collections and services, such as lectures, exhibits, panel discussions, art and music programs, informal seminars, film presentations, etc.
- B. Meetings sponsored by the Library.
- C. Meetings of not-for-profit community groups and organizations whose aims are for educational, cultural, or civic purposes; and civic, local government, and community groups.
- D. Meetings and workshops for commercial for-profit organizations.
- E. Other meetings which are appropriate to the mission of the Library.

II. ENDORSEMENT

- A. Use of the meeting rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in programs.

- B. No advertisement or announcement implying such endorsement will be permitted.

III. EQUAL OPPORTUNITY

Activities taking place in the meeting rooms must not be closed to any person due to age, gender identity, race, religion, national origin, disabling condition, or any other legally protected category.

The library is a public space. In accordance with our mission, we encourage all groups to use our meeting rooms. If the meeting is not advertised as being “open to the public,” groups using the meeting rooms have the right to limit attendance with the exception of legally protected categories. Library staff cannot be expected to enforce or ensure the privacy of any meeting.

IV. LIABILITY

- A. All organizations or groups shall indemnify, defend and hold harmless PPLD, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, resulting from any negligent act, omission or error of the user which results in personal injuries, or property damage arising from the user’s use of a library meeting room.
- B. The applicant and/or organization will be jointly and separately liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
- C. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant’s use of meeting or study rooms.

V. RESERVATIONS, SCHEDULING, AND RESPONSIBILITIES

- A. Reservations for meeting and study rooms may be made by adults (18 years or older). Reservations made with a PPLD library card are preferred. Contact information, number of attendees, organization, contact person’s name, primary phone number, email address, and program description must be provided.
- B. Use of the Library’s meeting or study rooms is free. A cleaning and/or carpet cleaning fee may be levied if rooms are not left clean.

- C. Requests for the use of meeting rooms can be made from the Library's website (ppld.org), using the MEET option. Requests for the use of meeting rooms may also be made by contacting the Meeting Room Specialist at (719) 884-9827, or using the CONTACT US option on the MEET site.
- D. Time limits must be adhered to. Meeting preparations and take down must be made within the overall meeting room availability timeframes.

Meetings sponsored by the public will be scheduled during the hours that the Library is open for public service. Meeting sponsors and attendees will not be admitted to the facility before it is open to the public nor be allowed to remain in the facility after it is closed to public service. Meeting and study rooms can be reserved from the beginning of open hours to 15 minutes prior to closing.

Remaining in meeting or study rooms beyond the reserved time may result in denial of future reservations.

EXCEPTION to D:

Fountain Library is located in the City of Fountain's municipal building and is able to offer after-hours meeting space. An authorized representative of the group who is over 21 years of age must visit the Fountain Library at least two weeks in advance of using the meeting room to complete the "Application for After-Hours Use of the Community Room." The representative will also need to arrange to come into the Library and get the "use code" 48 hours in advance of using the meeting room. Staff is not present for after-hours meetings. Call the Fountain Library at (719) 382-5247 for more information.

- E. If a reserved meeting room is not in use 30 minutes after the meeting start time, the Library will make the room available to other groups.
- F. If a study room is not in use 15 minutes after the start time, the Library will make the room available to others.
- G. The applicant shall be the contact person, unless specified otherwise, and shall be the only person authorized to make changes in room arrangements.
- H. The applicant must be present at the event.
- I. The applicant agrees to abide by the Meeting and Study Room Policy. The applicant will be held responsible for the actions of the participants and their adherence to all guidelines set forth in this policy and all Library policies.
- J. All groups of persons under 18 years of age must be under the direct and constant supervision of adults.

- K. All applicants and participants must adhere to PPLD's [Code of Conduct Policy](#).
- L. All applicants and participants must adhere to PPLD's [Filming, Photography and Recording Policy](#).
- M. Meeting room reservations will be taken no more than 6 months in advance of the event and should be made at least 3 business days in advance.
- N. Applicants can make up to 12 reservations in a 6-month period at Library 21c's Venue and for the Community Rooms of East Library and Penrose Library, and the Create Space, or once per week per branch at other meeting rooms.
- O. Reservations for study rooms may be made one week in advance for a maximum of 2 hours and once per day.
- P. Permission to use the meeting rooms may be withheld from persons or groups that have damaged library property, caused a disturbance, or failed to comply with the Library's rules and regulations. The Library reserves the right to revoke permission for use of the meeting and study rooms.
- Q. Applicants may schedule time through the Meeting Room Specialist to test the equipment in the meeting room. Technical support from PPLD may not be available on the day of the meeting.
- R. No person or group may assign its reservation to another person or group.
- S. Cleaning and/or damage fees will be charged to the applicant's PPLD library account for payment, if provided. In lieu of a library card, invoices will be sent to the applicant booking the room. Cleaning and/or damage fees will be a minimum of \$50.
- T. Approval of events not included here will be determined by the Library's Chief Librarian and CEO, or designee, who is authorized to establish reasonable regulations governing use of the meeting rooms.

VI. CANCELLATIONS

- A. Cancellations will be accepted from the original applicant only.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances, such as building or weather-related emergencies.

- C. The Library reserves the right to stop meetings that are disruptive to normal Library operations or other programming events.
- D. Cancellations should be made at least 3 business days before the reservation time. Groups that fail to cancel a reservation at least 3 business days in advance, or groups that do not show without notification, may be denied future access to the Library's meeting rooms.

VII. RESTRICTIONS

- A. The meeting rooms may not be reserved for:
 - 1. Social gatherings such as receptions, showers, birthday parties, dances, or mixers can only be held in designated rooms with the approval of the Library's Branch Manager or designee prior to reservation.
 - 2. Programs or gatherings which present a clear and present danger to the welfare of the participants, Library staff, patrons, or the community.
 - 3. Programs which would disturb Library programs, impede Library staff, endanger the Library building or interfere with the functions of the Library.
- B. Organizations may not use the name, address, or telephone number of the Library, except for notifying attendees of the location of the meeting.
- C. The PPLD logo may not be used on any advertisement or posting.
- D. Meetings or programs from community organizations may not be posted on the Library's bulletin boards, unless the location has a designated bulletin board for community events.
- E. At Penrose Library, extended or non-permit parking is provided in public metered parking lots and a fee-based parking structure. Penrose Library cannot make any special allowances for parking. Free parking is available at other PPLD locations.
- F. Tables and chairs may not block room access or emergency exits.
- G. Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms.
- H. Use of any flames is prohibited, including matches, sterno, candles, incense, etc.
- I. Smoking is not permitted anywhere in the building or on Library property.

- J. Use of hazardous materials and/or weapons is not permitted.

VIII. USE/CARE OF FACILITIES AND EQUIPMENT

- A. The meeting and study rooms are to be left as they were found. No additional furniture or equipment other than that already available in the room will be provided.
- B. The use of personal furniture, chairs, etc. must have prior approval.
- C. Room capacities vary. The Library will limit the capacity of each room based on current fire code requirements. See ROOM DESCRIPTIONS on the MEET site for details.
- D. Chairs or tables outside the meeting rooms require prior approval.
- E. Equipment, supplies, or personal effects cannot be stored in the Library's facilities before or after use.
- F. Library staff does not accept delivery of materials arranged by groups holding meetings.
- G. The Library does not provide any special accommodations or amenities to groups using meeting rooms, including but not limited to: parking, providing carts to carry supplies or equipment, making coffee, or providing office supplies or photocopies.
- H. All groups must provide their own support for preparation and reasonable clean-up.
- I. Children under the age of eight (8) must not be left unattended during meetings. SEE PPLD's [Safe Child Guidelines](#).
- J. Arts and crafts in a meeting room must be preapproved. Table coverings are required to be brought by groups that use crayons, glue, markers, and/or any other materials in the room. Glitter is prohibited. A minimum \$50 fee will be charged for any damage.
- K. Facilities staff of PPLD sets up meetings held in Library 21c's Venue and in the Community Rooms of East Library and Penrose Library. Rooms should be left neat and clean when finished.

IX. REFRESHMENTS

- A. Alcoholic beverages are not permitted anywhere in the facilities or on Library property.

- B. Light refreshments may be served (coffee, doughnuts, cookies, fruit, etc.). Simple box lunches, prepackaged food, and catered food are allowed.
- C. Library staff will not sign for, accept, or acknowledge any deliveries of food or materials arranged by groups that are holding meetings.
- D. Open flames for cooking and grilling are not allowed. Cooking, heating, or warming food is not allowed in meeting rooms.
- E. Food and drink taken out of the meeting rooms or consumed in study rooms must meet the [Food and Drink Policy](#) restrictions. The direct maintenance expense for the removal of carpet stains caused by food and drinks will be charged back to the user of the room.
- F. If cleaning is required, a minimum \$50 charge will be assessed.
- G. Consumable supplies (cups, napkins, plates, flatware, serving utensils, etc.) are not provided by the Library.

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	262364	295271	280394	284984	322408	316313	297005	274938	295472	0	0	2911889
DVD	144635	130072	150079	141449	140069	141875	145547	140806	123947	134758	0	0	1393237
CD Music	15390	13395	15351	14009	13385	13588	14676	14415	12607	12822	0	0	139638
CD Book	17438	16193	18433	16689	17515	18624	18289	17414	15774	16812	0	0	173181
Playaway	5120	4912	5911	5480	5720	7518	7251	6089	5550	6666	0	0	60217
Kit	1657	1723	1843	1801	1615	2215	2104	1683	1639	1994	0	0	18274
Game	4071	3132	3580	3571	3480	3442	3441	3165	2671	2774	0	0	33327
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	471051	431791	490468	463393	466768	509670	507621	480577	437126	471298	0	0	4729763
ILL	2092	2112	2280	2462	2056	2382	2246	2495	2378	2343	0	0	22846
CyberShelf-OverDrive	134584	122184	138406	131807	135822	136913	145238	145361	141575	148831	0	0	1380721
Zinio	3787	4023	3343	3112	2670	2930	2589	3114	2470	4039	0	0	32077
eReader	27	23	25	38	22	25	20	14	8	6	0	0	208
OneClick Audio	491	440	450	442	481	450	424	406	372	437	0	0	4393
Hot Spots	74	74	76	68	75	74	72	68	51	71	0	0	703
Cameras & Equipment	46	69	72	73	65	70	93	60	53	63	0	0	664
TOTAL STATE Circ	612152	560716	635120	601395	607959	652514	658303	632095	584033	627088	0	0	6171375
One Play				42	1	45	29	0	0	0	0	0	117
Freegal Music	9425	7672	8130	7356	7037	6526	7133	7154	8456	7381	0	0	76270
Freeding	105	81	52	66	88	58	54	68	43	73	0	0	688
DVD Player	94	149	175	150	121	110	184	164	184	170	0	0	1501
Hoopla	1851	1585	1870	1812	1697	1911	1846	1925	1796	1923	0	0	18216
Comics	475	0	240	274	284	366	431	495	258	199	0	0	3022
Kanopy	122	291	278	284	251	289	469	557	401	498	0	0	3440
CLC	10955	9852	10789	10398	10623	10398	11357	11753	10296	11112	0	0	107533
Laptop Use	1434	1467	1592	1570	1487	1438	1718	1751	1801	1841	0	0	16099
Active Users	258251	257716	257950	257274	256986	257608	257560	257751	257098	256767	0	0	

Monthly Circ by Format			
	2018	2017	Change
Print	295472	291056	2%
DVD	134758	145380	-7%
CD Music	12822	14185	-10%
CD Book	16812	18612	-10%
Playaway	6666	5529	21%
Kit	1994	1846	8%
Game	2774	3939	-30%
TOTAL Physical Items	471298	480547	-1.92%
ILL	2343	2376	-1%
CyberShelf-OverDrive	148831	121597	22%
Zinio	4039	3763	7%
eReader	6	32	-81%
OneClick Audio	437	492	-11%
Hot Spots	71	85	-16%
Cameras & Equipment	63		
Total e-materials	153384	125969	22%
OnePlay	0		
Freegal Music	7381	9640	-23%
Freeding	73	155	-53%
DVD Player	170	115	48%
Hoopla	1923	1475	30%
Comics	199	307	-35%
Kanopy	498		
CLC	11112	11424	-3%
Laptop Use	1841	1607	15%
Active Users	256767	259779	-1%

OnePlay no longer providing resources to PPLD

Circulation Report By Item Type October 2018

MTD Total	2018	2017	Change
January	612152	616749	-0.75%
February	560716	570433	-1.70%
March	635120	661785	-4.03%
April	601395	602424	-0.17%
May	607959	631090	-3.67%
June	652514	662704	-1.5%
July	658303	656366	0.295%
August	632095	641563	-1.476%
September	584033	599252	-2.54%
October	627088	608892	3%
November		598463	-100%
December		559133	-100%

YTD Total	2018	2017	Change
January	612152	616749	-0.7%
February	1172868	1187182	-1.2%
March	1807988	1848967	-2%
April	2409383	2451391	-2%
May	3017342	3082481	-2%
June	3669856	3745185	-2%
July	4328159	4401551	-2%
August	4960254	5043114	-2%
September	5544287	5642366	-2%
October	6171375	6251258	-1%
November		6849721	-100%
December		7408854	-100%

2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	49928	55956	52744	52188	53349	56127	54306	49269	52218	0	0	531722
Mobile Libraries Total	13901	12062	13957	13710	11690	12015	11460	11658	11745	12681	0	0	124879
Cheyenne	30917	28753	33393	32142	31159	32868	33530	31319	29633	32044	0	0	315758
Fountain	15729	13797	16565	15493	16115	17411	17335	16812	14946	15917	0	0	160120
High Prairie	23625	22093	26503	22570	22658	25679	25728	25527	22354	25558	0	0	242295
Holley	29729	27033	30440	29081	28513	29647	30334	28623	25983	28335	0	0	287718
Manitou	3645	3358	3861	3199	3317	3520	3301	3458	3374	3534	0	0	34567
Monument	31541	29281	33553	31404	32187	37203	35850	33789	30413	32288	0	0	327509
Old Colorado City	17079	15944	17376	16153	16069	16933	16176	16004	14416	16952	0	0	163102
Palmer Lake	3431	3335	3949	3115	3563	3571	3092	3143	3108	3431	0	0	33738
Rockrimmon	30015	27917	30805	29662	31235	32957	32441	32065	28236	29825	0	0	305158
Sand Creek	28798	26562	30112	28959	27825	28930	28984	28427	25875	27510	0	0	281982
Ute Pass	2331	2404	2739	2610	2342	2619	2282	2175	2020	2251	0	0	23773
Senior Van	2103	1868	1814	1943	1836	1970	1889	1810	1506	1875	0	0	18614
Bookmobiles	11798	10194	12143	11767	9854	10045	9571	9848	10239	10806	0	0	106265
East	106165	95633	107240	109113	113983	128082	126396	115046	106710	113418	0	0	1121786
Library 21c	78418	73553	83841	73274	73776	84743	84426	78060	68896	75172	0	0	774159
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	164	148	143	159	165	148	164	0	0	1497
Total Physical Materials	471051	431791	490468	463393	466768	509670	507621	480577	437126	471298	0	0	4729763

YTD CIRC Comparison	2018	2017	% Change
Penrose	531722	603204	-11.9%
Mobile Libraries Total	124879	131892	-5.3%
		0	
Cheyenne	315758	325978	-3.1%
Fountain	160120	162806	-1.6%
High Prairie	242295	246222	-1.6%
Holley	287718	308288	-6.7%
Manitou	34567	40839	-15.4%
Monument	327509	331386	-1.2%
Old Colorado City	163102	181803	-10.3%
Palmer Lake	33738	37369	-9.7%
Rockrimmon	305158	311995	-2.2%
Sand Creek	281982	314430	-10.3%
Ute Pass	23773	26424	-10.0%
Senior Van	18614	18134	2.6%
Bookmobiles	106265	113758	-6.6%
East	1121786	1108951	1.2%
Library 21c	774159	833621	-7.1%
Dispensers	0	2363	
Parenting	1497	1114	34.4%
Total Physical Materials	4729763	4968685	-4.81%

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	52218	56011	-6.8%
Mobile Libraries Total	12681	13723	-7.6%
Cheyenne	32044	32355	-1.0%
Fountain	15917	15407	3.3%
High Prairie	25558	24231	5.5%
Holley	28335	31140	-9.0%
Manitou	3534	3569	-1.0%
Monument	32288	32044	0.8%
Old Colorado City	16952	17407	-2.6%
Palmer Lake	3431	3352	2.4%
Rockrimmon	29825	30086	-0.9%
Sand Creek	27510	30429	-9.6%
Ute Pass	2251	2831	-20.5%
Senior Van	1875	1744	7.5%
Bookmobiles	10806	11979	-9.8%
East	113418	106099	6.9%
Library 21c	75172	81753	-8.0%
Dispensers	0	0	
Parenting	164	110	49.1%
Total Physical Materials	471298	480547	-1.92%

**Circulation Report
By Facility
October 2018**

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	51197	48678	5.2%
Mobile Libraries Total	3924	4071	-3.6%
Cheyenne	17827	17808	0.1%
Fountain	9086	9278	-2.1%
High Prairie	10591	10521	0.7%
Holley	16552	19019	-13.0%
Manitou	4363	4141	5.4%
Monument	16868	16391	2.9%
Old Colorado City	13908	12571	10.6%
Palmer Lake	1507	2083	-27.7%
Rockrimmon	16175	15609	3.6%
Sand Creek	24320	23096	5.3%
Ute Pass	1915	1952	-1.9%
Knights of Columbus Hall	0	372	-100.0%
East	50966	50625	0.7%
Library 21c	49537	45731	8.3%
TOTAL	288736	281946	2.4%
Special Collections	2850	3304	-13.7%

Consent Agenda: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of October 1, 2018 – October 31, 2018.

Jake Rundle: Branch Manager 2, SA (40 hrs)
Michael Brantner: Security Manager, PE (40 hrs)
Madeline Color: Library Assistant, HO (24 hrs)
Eunice Kang: Library Assistant, SA (20 hrs)
Melissa Burger: Library Associate, PE (20 hrs)
Laurel Bergsten: Library Associate, CH (32 hrs)
Alicia Kwande: Social Worker, PE (40 hrs)
Lori Stevens: Library Assistant, PE (20 hrs)
Nichol Patrick: Library Assistant, PE (28 hrs)
Robert Giles: Facilities Specialist, EA (40 hrs)
Lacey Miller: Library Instruction Designer, PE (40 hrs)
Jean Carrier: Branch Supervisor, MO (40 hrs)
Alyssa Rail: Inclusive Intern (15 hrs)
Joseph Paisley: Library Associate, OL (40 hrs)
Nathan Franklin: Library Associate, SA (20 hrs)
Christy Holton-Johnson: Branch Supervisor, CH (40 hrs)
Jenelle Osborne: Library Assistant, PE (20 hrs)
Namtip Lyons: Library Assistant, OL (24 hrs)
Sarah Davis: Library Assistant, OL (24 hrs)

Urban Renewal Area Projects

Background

Urban Renewal Area projects have been in place for many years as authorized by Colorado statute. Prior to 2016, such projects that included public funding occurred without having to notify or obtain approval from participating governmental entities. The impact on entities such as the Pikes Peak Library District has primarily been in the area of property taxes. Subsequent to January 1, 2016, through a change in the law, Urban Renewal Authorities (Authority) must obtain approval from participating governmental entities for new projects and a contract must be consummated between the Authority and the governmental entity before any funding from such entities could be used for these projects.

The Pikes Peak Library District (the District) was recently approached by the Colorado Springs Urban Renewal Authority (CSURA) about participating in two urban renewal projects. The two projects are:

1. Museum and Park Urban Renewal Area (SW downtown Colorado Springs)
2. Tejon and Costilla Urban Renewal Area (a hotel with public parking)

In short, a financing mechanism called Tax Increment Financing (TIF) will be used for the public funding portion of the projects. TIF is a mechanism in which a base tax rate is stabled for the renewal areas and any property taxes generated as a result of an increase in the property values of these areas in relation to the project would be diverted to the project. The projected financial impact on the District from these two projects are as follows:

1. Museum and Park Urban Renewal Area (SW downtown Colorado Springs) - \$8,645,842 from property taxes for the period 2023 – 2044.
2. Tejon and Costilla Urban Renewal Area (a hotel with public parking) - \$712,810 from property taxes for the period 2021 – 2043.

Schedules from the CSURA pertaining to the projected financial impact on PPLD for these two projects are attached to this memorandum.

The advantages and disadvantages of participating in these projects as described above are numerous. The merits of participating in these two projects and to what degree, if any, will be discussed at the November 13, 2018 Board meeting.

Recommendation

Management recommends the Board of Trustees discuss and evaluate all issues related to participating in the two projects discussed above, and then to decide if participation (full, partial or none) in these project serves the best interest of the Pikes Peak Library District.

9. Property Taxes for Other Taxing Entities

A six-year snapshot of property taxes generated for non-County taxing entities is presented in Table 11. Exhibit B presents the complete property tax analysis spreadsheet.

Table 11: Short-Term Property Tax Revenues by Taxing District (2019-2024)

City of Colorado Springs (General Fund and Road and Bridge Share)						
Share of Property Tax (%)	2019	2020	2021	2022	2023	2024
Property Taxes (Total)	\$ 11,199	\$ 11,425	\$ 11,539	\$ 11,654	\$ 143,448	\$ 144,882
Property Tax (Base)	\$ 11,199	\$ 11,425	\$ 11,539	\$ 11,654	\$ 11,771	\$ 11,888
Net Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ 131,677	\$ 132,994
Colorado Springs School District #11						
Share of Property Tax (%)	2019	2020	2021	2022	2023	2024
Property Taxes (Total)	\$ 132,304	\$ 134,963	\$ 136,313	\$ 137,676	\$ 1,694,616	\$ 1,711,562
Property Tax (Base)	\$ 132,304	\$ 134,963	\$ 136,313	\$ 137,676	\$ 139,053	\$ 140,443
Net Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ 1,555,564	\$ 1,571,119
Pikes Peak Library						
Share of Property Tax (%)	2019	2020	2021	2022	2023	2024
Property Taxes (Total)	\$ 9,607	\$ 9,800	\$ 9,898	\$ 9,997	\$ 123,048	\$ 124,278
Property Tax (Base)	\$ 9,607	\$ 9,800	\$ 9,898	\$ 9,997	\$ 10,097	\$ 10,198
Net Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ 112,951	\$ 114,080
Southeastern Colorado Water Conservancy						
Share of Property Tax (%)	2019	2020	2021	2022	2023	2024
Property Taxes (Total)	\$ 2,366	\$ 2,414	\$ 2,438	\$ 2,462	\$ 30,310	\$ 30,613
Property Tax (Base)	\$ 2,366	\$ 2,414	\$ 2,438	\$ 2,462	\$ 2,487	\$ 2,512
Net Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ 27,823	\$ 28,101
Southwest Downtown URA						
Share of Property Tax (%)	2019	2020	2021	2022	2023	2024
Property Taxes (Total)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax (Base)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CS Downtown Development Authority						
Share of Property Tax (%)	2019	2020	2021	2022	2023	2024
Property Taxes (Total)	\$ 12,600.61	\$ 12,853.88	\$ 12,982.42	\$ 13,112.25	\$ 161,395.11	\$ 163,009.01
Property Tax (Base)	\$ 12,600.61	\$ 12,853.88	\$ 12,982.42	\$ 13,112.25	\$ 13,243.37	\$ 13,375.80
Net Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ 148,152	\$ 149,633

Source: DGC using information provided by the Developer and the El Paso County Assessor website

Table 12 summarizes cumulative property taxes (based on five, 10, 15, 20 and 25-year increments) for non-County taxing entities. Exhibit B presents the complete property tax spreadsheet.

Table 12: Cumulative Property Tax Revenues by Taxing District (2019-2044)

Cumulative City of Colorado Springs						
	2019	2020-2024	2020-2029	2020-2034	2020-2039	2020-2044
Property Taxes (Total)	\$ 11,199	\$ 322,948	\$ 1,622,892	\$ 3,847,141	\$ 6,947,699	\$ 10,401,921
Property Taxes (Base)	\$ 11,199	\$ 69,476	\$ 119,526	\$ 183,900	\$ 251,557	\$ 322,665
Property Tax Revenues (Increment)	\$ -	\$ 253,472	\$ 1,503,366	\$ 3,663,242	\$ 6,696,142	\$ 10,079,255
Cumulative Colorado Springs School District #11						
	2019	2020-2024	2020-2029	2020-2034	2020-2039	2020-2044
Property Taxes (Total)	\$ 132,304	\$ 3,815,130	\$ 19,171,966	\$ 45,448,038	\$ 82,076,342	\$ 122,882,634
Property Taxes (Base)	\$ 132,304	\$ 688,448	\$ 1,412,014	\$ 2,172,489	\$ 2,971,756	\$ 3,811,793
Property Tax Revenues (Increment)	\$ -	\$ 3,126,682	\$ 17,759,953	\$ 43,275,549	\$ 79,104,587	\$ 119,070,841
Cumulative Pikes Peak Library						
	2019	2020-2024	2020-2029	2020-2034	2020-2039	2020-2044
Property Taxes (Total)	\$ 9,607	\$ 277,020	\$ 1,392,094	\$ 3,300,023	\$ 5,959,638	\$ 8,922,620
Property Taxes (Base)	\$ 9,607	\$ 49,989	\$ 102,528	\$ 157,746	\$ 215,782	\$ 276,778
Property Tax Revenues (Increment)	\$ -	\$ 227,031	\$ 1,289,566	\$ 3,142,277	\$ 5,743,856	\$ 8,645,842
Cumulative Southeastern Colorado Water Conservancy						
	2019	2020-2024	2020-2029	2020-2034	2020-2039	2020-2044
Property Taxes (Total)	\$ 2,366	\$ 68,238	\$ 342,911	\$ 812,886	\$ 1,468,022	\$ 2,197,886
Property Taxes (Base)	\$ 2,366	\$ 12,314	\$ 25,255	\$ 38,857	\$ 53,153	\$ 68,178
Property Tax Revenues (Increment)	\$ -	\$ 55,924	\$ 317,655	\$ 774,029	\$ 1,414,869	\$ 2,129,708
Cumulative Southwest Downtown URA						
	2019	2020-2024	2020-2029	2020-2034	2020-2039	2020-2044
Property Taxes (Total)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Taxes (Base)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax Revenues (Increment)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative CS Downtown Development Authority						
	2019	2020-2024	2020-2029	2020-2034	2020-2039	2020-2044
Property Taxes (Total)	\$ 12,601	\$ 363,353	\$ 1,825,936	\$ 4,328,467	\$ 7,816,943	\$ 11,703,331
Property Taxes (Base)	\$ 12,601	\$ 65,568	\$ 134,480	\$ 206,908	\$ 283,030	\$ 363,035
Property Tax Revenues (Increment)	\$ -	\$ 297,785	\$ 1,691,456	\$ 4,121,559	\$ 7,533,914	\$ 11,340,296

Source: DGC using information provided by the Developer and the El Paso County Assessor website

9. Property Taxes for Other Taxing Entities

A five-year snapshot of property taxes generated for non-County taxing entities is presented in Table 11. Exhibit A presents the complete property tax analysis spreadsheet.

Table 11: Short-Term Property Tax Revenues by Taxing District (2018-2023)

El Paso County (General Fund and Road and Bridge Share)							
Description	9.81%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.0078000	\$ 3,295	\$ 3,361	\$ 3,395	\$ 60,145	\$ 60,747	\$ 61,354
Property Tax (Base)		\$ 3,295	\$ 3,361	\$ 3,395	\$ 3,429	\$ 3,463	\$ 3,498
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 56,716	\$ 57,283	\$ 57,856
City of Colorado Springs (General Fund and Road and Bridge Share)							
Share of Property Tax (%)	5.59%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.0044440	\$ 1,877	\$ 1,915	\$ 1,934	\$ 34,267	\$ 34,610	\$ 34,956
Property Tax (Base)		\$ 1,877	\$ 1,915	\$ 1,934	\$ 1,954	\$ 1,973	\$ 1,993
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 32,314	\$ 32,637	\$ 32,963
Colorado Springs School District #11 (General and Bond)							
Share of Property Tax (%)	66.04%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.0524990	\$ 22,178	\$ 22,624	\$ 22,850	\$ 404,815	\$ 408,863	\$ 412,952
Property Tax (Base)		\$ 22,178	\$ 22,624	\$ 22,850	\$ 23,079	\$ 23,310	\$ 23,543
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 381,736	\$ 385,553	\$ 389,409
Pikes Peak Library							
Share of Property Tax (%)	4.80%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.0038120	\$ 1,610	\$ 1,643	\$ 1,659	\$ 29,394	\$ 29,688	\$ 29,985
Property Tax (Base)		\$ 1,610	\$ 1,643	\$ 1,659	\$ 1,676	\$ 1,693	\$ 1,709
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 27,718	\$ 27,995	\$ 28,275
Southeastern Colorado Water Conservancy							
Share of Property Tax (%)	1.18%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.001	\$ 397	\$ 405	\$ 409	\$ 7,241	\$ 7,313	\$ 7,386
Property Tax (Base)		\$ 397	\$ 405	\$ 409	\$ 413	\$ 417	\$ 421
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 6,828	\$ 6,896	\$ 6,965
Greater Downtown BS BID							
Share of Property Tax (%)	6.29%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.01	\$ 2,112	\$ 2,155	\$ 2,176	\$ 38,555	\$ 38,940	\$ 39,329
Property Tax (Base)		\$ 2,112	\$ 2,155	\$ 2,176	\$ 2,198	\$ 2,220	\$ 2,242
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 36,357	\$ 36,720	\$ 37,087
CS Downtown Development Authority							
Share of Property Tax (%)	6.29%	2018	2019	2020	2021	2022	2023
Property Taxes (Total)	0.01	\$ 2,112	\$ 2,155	\$ 2,176	\$ 38,555	\$ 38,940	\$ 39,329
Property Tax (Base)		\$ 2,112	\$ 2,155	\$ 2,176	\$ 2,198	\$ 2,220	\$ 2,242
Net Property Tax Revenues (Increment)		\$ -	\$ -	\$ -	\$ 36,357	\$ 36,720	\$ 37,087

Source: DGC using information provided by the Developer and the El Paso County Assessor website

Table 12 summarizes cumulative property taxes (based on five, 10, 15, 20 and 25-year increments) for non-County taxing entities. Exhibit A presents the complete property tax spreadsheet.

Table 12: Cumulative Property Tax Revenues by Taxing District (2018-2023)

Cumulative El Paso County (General Fund and Road and Bridge Share)						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 3,295	\$ 192,297	\$ 508,393	\$ 840,614	\$ 1,189,781	\$ 1,556,760
Property Taxes (Base)	\$ 3,295	\$ 20,441	\$ 38,462	\$ 57,402	\$ 77,309	\$ 98,230
Property Tax Revenues (Increment)	\$ -	\$ 171,856	\$ 469,931	\$ 783,212	\$ 1,112,473	\$ 1,458,530
Cumulative City of Colorado Springs (General Fund and Road and Bridge Share)						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 1,877	\$ 109,560	\$ 289,654	\$ 478,935	\$ 677,870	\$ 886,954
Property Taxes (Base)	\$ 1,877	\$ 11,646	\$ 21,914	\$ 32,705	\$ 44,046	\$ 55,966
Property Tax Revenues (Increment)	\$ -	\$ 97,914	\$ 267,740	\$ 446,230	\$ 633,824	\$ 830,988
Cumulative Colorado Springs School District #11 (General and Bond)						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 22,178	\$ 1,294,282	\$ 3,421,814	\$ 5,657,872	\$ 8,007,992	\$ 10,477,991
Property Taxes (Base)	\$ 22,178	\$ 137,583	\$ 258,875	\$ 386,354	\$ 520,336	\$ 661,152
Property Tax Revenues (Increment)	\$ -	\$ 1,156,698	\$ 3,162,939	\$ 5,271,518	\$ 7,487,656	\$ 9,816,839
Cumulative Pikes Peak Library						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 1,610	\$ 93,979	\$ 248,461	\$ 410,823	\$ 581,468	\$ 760,816
Property Taxes (Base)	\$ 1,610	\$ 9,990	\$ 18,797	\$ 28,054	\$ 37,782	\$ 48,007
Property Tax Revenues (Increment)	\$ -	\$ 83,989	\$ 229,664	\$ 382,770	\$ 543,685	\$ 712,810
Cumulative Southeastern Colorado Water Conservancy						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 397	\$ 23,150	\$ 61,203	\$ 101,197	\$ 143,231	\$ 187,410
Property Taxes (Base)	\$ 397	\$ 2,461	\$ 4,630	\$ 6,910	\$ 9,307	\$ 11,825
Property Tax Revenues (Increment)	\$ -	\$ 20,689	\$ 56,573	\$ 94,287	\$ 133,925	\$ 175,585
Cumulative Greater Downtown BS BID						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 2,112	\$ 123,267	\$ 325,893	\$ 538,855	\$ 762,680	\$ 997,923
Property Taxes (Base)	\$ 2,112	\$ 13,103	\$ 24,655	\$ 36,796	\$ 49,557	\$ 62,968
Property Tax Revenues (Increment)	\$ -	\$ 110,164	\$ 301,238	\$ 502,059	\$ 713,124	\$ 934,955
Cumulative CS Downtown Development Authority						
	2018	2018-2023	2018-2028	2018-2033	2018-2038	2018-2043
Property Taxes (Total)	\$ 2,112	\$ 123,267	\$ 325,893	\$ 538,855	\$ 762,680	\$ 997,923
Property Taxes (Base)	\$ 2,112	\$ 13,103	\$ 24,655	\$ 36,796	\$ 49,557	\$ 62,968
Property Tax Revenues (Increment)	\$ -	\$ 110,164	\$ 301,238	\$ 502,059	\$ 713,124	\$ 934,955

Source: DGC using information provided by the Developer and the El Paso County Assessor website

Library 21c – Skylight Replacement

The existing fiberglass panel skylight system is now over 30-years old and exhibiting age and wear. It is recommended the system be replaced prior to complete building re-roofing project planned for the Spring of 2019.

Background

Library 21c was constructed in 1984 and the skylight system is original to the building. Fibers are delaminating causing gradual breakdown of the fiberglass panels. In addition, time has caused yellowing, and a loss of translucency to the panels reducing light penetration.

Periodically the system has exhibited minor leaks when heavy snow or hail has occurred. The system has been caulked to address these issues a number of times.

With the plan to replace the existing roofing system, consideration was given to the skylight and it was recommended for replacement should occur prior to the re-roofing project.

The original skylight designed for the building is a Kalwall system with Powers Products being the exclusive distributor for Colorado and Wyoming as well as the original installing contractor. Therefore this replacement project is considered to be a single source vendor project.

Powers Products was consulted and provided a cost for complete replacement.

Fiscal Impact

Company	Cost
Powers Products	\$104,560

Recommendation

It is recommended that Powers Products Co. be awarded as a single source vendor for the Library 21c Kalwall skylight system replacement project contingent on approval of the 2019 budget, which includes funds for this project.

Library 21c – Roof Replacement

The roof at Library 21c is in need of replacement. The roof system is approximately fifteen years old, and due to neglect prior to PPLD assuming ownership, it has reached its usable lifespan and complete replacement is recommended.

Background

According to records at Pikes Peak Regional Building Department, the existing roof was installed in 2003. Over the next 8 to 9 years, the system was left with minimal preventive maintenance, and when PPLD purchased the building in 2012, a number of roof leaks were present. The system was completely evaluated and significant repairs were completed at that time to extend the remaining life of the system.

In 2018, funds were budgeted for a roofing consultant to complete a thorough system inspection, develop replacement plans and drawings, assist with budgeting and the bidding process, and ultimately oversee the roof replacement targeted for the Spring of 2019.

On September 24, 2018, an RFP was released for the replacement of the roof with a 30-year, PVC roof system. On October 2, a mandatory pre-proposal conference was conducted. There were a total of five (5) roofing contractors who responded with proposals; Exterior Solutions Group, Jewett Roofing, Douglass Colony, Weathercraft, and Tecta America.

Analysis

All proposals submitted were evaluated for accuracy and completeness, and the RFP specification took into consideration possible scenarios including the reuse of existing insulation and additional attachment procedures of existing roof deck due to the removal of existing ballast. Both of these conditions cannot be known until the process of replacement is underway. An alternate cost was also requested to include the lower roof at the north end of the facility over the building dock.

Fiscal Impact

Decision based on base bid.

Company	Base Bid
Exterior Solutions Group	\$760,015
Weathercraft	\$855,935
Douglass Colony	\$1,056,421
Jewett	\$1,093,745
Tecta America	\$1,196,439

Alternates shown are for information only due to uncertainty of actual conditions.

Company	Reuse existing insulation	Attach roof deck (psf)	Add North roof	Remove/replace damaged insulation (psf)
Exterior Solutions Group	(\$157,680)	\$.75	Not included	\$4.00
Weathercraft	(\$200,909)	\$.15	\$10,790	\$3.02
Douglass Colony	(\$45,650)	\$6.50	\$32,000	\$2.95
Jewett	(\$388,678)	T&M at \$85 hr.	Not included	Not included
Tecta America	Not an option	Not included	Not included	Not included

Summary

In review of the submitted proposals, we found that Exterior Solutions Group, the low bid, did not meet the qualifications for company age set forth in the RFP and therefore was disqualified. In consideration of the remaining proposals, the selection team found Weathercraft, the next lowest bid, to meet the qualifications and provide the best overall proposal for this project.

Recommendation

It is recommended that Weathercraft be awarded the Library 21c roof replacement project contingent on approval of the 2019 budget, which includes funds for this project.

**2019 BUDGET
PIKES PEAK LIBRARY DISTRICT
COLORADO**

2018 Board of Trustees of the Pikes Peak Library District

Kathleen Owings, President
Wayne A. Vanderschuere, Vice President
Keith Clayton, II, Secretary/Treasurer
Debbie English
Cathy Grossman
Mina Liebert
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Pikes Peak Library District 2019 Budget

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October 15, 2018

Board of Trustees

GENERAL INFORMATION

Attached is the 2019 Budget Proposal (2019 Proposal) of the Pikes Peak Library District (the District). The 2019 Proposal was presented to the Board of Trustees on October 15, 2018. The 2019 Proposal is important for both the budgetary figures as well as its description of the future direction and services of the District for citizens of the region.

The District's Leadership Team believes the 2019 Proposal incorporates the most significant goals and objectives of the District.

The Leadership Team incorporated direction provided by the Board of Trustees throughout the year. Some timeframes and goals were modified as a result of limited resources to meet all current objectives and goals.

Legal Requirements

By October 15, 2018, the Chief Librarian and CEO will submit the 2019 Proposal to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, the "notice of budget" will be prepared and issued to inform the citizens of the District of the availability of the proposed budget for inspection and comments.

On December 11, 2018, the Board of Trustees will conduct a formal public hearing, as required by statute, in order to allow citizens to express their comments. This meeting notice will be posted following the District's public notification procedures for all Board meetings.

The Board of Trustees will decide on the 2019 Proposal, including certifying its mill levies and appropriate monies to all funds and accounts. Each individual fund, as required by state statute, will be balanced with new and existing carryover revenues equal to all planned and anticipated expenditures.

Reporting Entity

The District was created through state statute (CRS 24-90-110). The District's Board of Trustees consists of seven members. A joint committee equally represented by the City of Colorado Springs, Colorado, and El Paso County, Colorado, appoints them.

The District serves all of El Paso County, Colorado, except Widefield School District #3. The District provides public library services to its constituents, and such services include, but are not limited to, access to electronic databases and resources (including the internet), books and other materials for business or pleasure, adult services, teen services, children's services, genealogy and regional history, programs, adult education, makerspaces, video center, recording studio and meeting rooms.

The District has three regional facilities and eleven smaller facilities, as well as it offers outreach services through the use of two bookmobiles, one senior services van and one unstaffed location which was closed during 2017.

Qualifications to the Budget Process

The figure used for CPI (Denver/Boulder/Lakewood) for 2019 TABOR calculations, which is part of the limit definition, is based on the CPI through June 30, 2018. The final 2018 CPI will not be known until February 2019, well after when the 2019 Budget is approved. Accordingly, the 2018 CPI used for these limit calculations is an estimate based on current available information. It is very likely that the final 2018 CPI will vary from the estimate that is used in our 2019 TABOR limit calculations, and the District will make appropriate changes to the budget, through a Board approved budget amendment (if necessary), once those figures are known.

Usage – Demand for Traditional Library Services

The 2019 Proposal includes charts that depict circulation by facility for the past ten years. Projections indicate that total circulation for the District will be approximately 7.4 million for both 2018 and 2019 (estimates based on trends during 2018). Circulation is just one of many measures used to evaluate the demand for all library services.

Reorganization of District Operations

By the end of 2018, the District will have completed a reorganization of its operational departments and reporting functions, the purpose of which is to improve efficiency and effectiveness of how the District offers and delivers library-related services to its constituents. The 2019 Proposal reflects the changes in departmental staffing and reporting responsibilities, and the account structure for 2019 is significantly different in comparison to the structure for 2018 and prior years.

Some of the more significant changes include:

- Public Services departments/expenditures, previously included in one total, will be split between Library Services (library design services, including program selections) and Branch Libraries (library service providers).
- Library Services includes the following departments:
 - Adult Services
 - Children’s Services
 - Regional History and Genealogy Services
 - Adult Education Services
 - Creative Services
 - Young Adult Services
 - Collection Management Services
 - Interlibrary Loan Services, a component of Collection Management Services
- Branch Services incorporates the operational direct costs of providing library services to its constituents for all of its facilities including mobile library services. For 2019, the costs of implementing and providing library services are presented by each library facility. This includes presenting operational costs for the three regional facilities (Penrose Library, East Library and Library 21c) for the first time. In prior years, the costs for these three regional libraries were included under the various library services departments (Adult Services, Children’s Services, Circulation and Shelving Services, and so forth).

- The Support Service departments (Communications, Information Technology, Human Resources, Facilities, Development and Finance) continue to be presented separately in the 2019 Budget and are not part of neither the Library Services nor the Branch Services categories.

FUND INFORMATION

GENERAL FUND

The following items discuss the issues related to the District's mill levy and property tax revenue calculations.

Property Tax Revenue Limitations

In 1986, the citizens of the District authorized the District to set a mill levy for operating purposes up to 4.000 mills.

The District must adhere to the more restrictive of the two legal limitations when calculating its property tax revenue to be received in any given budget year:

The State 5.5% property tax revenue limitation
The Taxpayer Bill of Rights (TABOR)

State 5.5% Limitation

The District received its preliminary 5.5% calculation from the Department of Local Affairs (Form DLG-53). Under this limit, the District's operating property tax revenue limit is 29,283,530 or 4.066 mills, which exceeds the District's TABOR limit as discussed below, and its 4.000 mill levy limit discussed above.

TABOR

Mill Levy – Operating Purposes

This property tax revenue limit is based on two factors – CPI and a growth factor:

The estimate of CPI for the Denver/Boulder/Lakewood area for 2018 is 3.1%. The final CPI will not be known until after the 2019 budget is approved.

Using data provided by El Paso County, the growth factor is 3.2%.

The 2019 TABOR factor for the property tax revenue limit calculation is 6.3%. Under this limit, the maximum mill levy allowed for general operating purposes is 4.038 mills. The TABOR calculation is the more restrictive of the two limits. However, both limits resulted in mill levies greater than the 4.000 mills approved by voters in 1986. The 2019 proposed mill levy for general operating purposes is 4.000 mills.

Mill Levy – Abatements and Credits

The District is authorized to levy a mill rate to cover prior year abatements and credits. This mill levy is not subject to either the State 5.5% limitation or the TABOR's property tax revenue limitation.

For 2019, the maximum mill levy allowed for abatements and refunds is 0.045 mills. However, the mill levy included in the 2019 Proposal is 0.016 mills because the District's position is the net (combined) mill levy should not exceed 4.000 mills in total, not just for general operating purposes. The difference is a reduction in property tax revenue by approximately \$206,000.

Mill Levy – Temporary Tax Credit

The 2019 Proposal includes a temporary tax credit of (0.016) mills. The temporary tax credit mill levy equates to (\$113,869). The temporary tax credit is necessary to refund amounts received in excess of the District's TABOR limits for both 2016 and 2017 that was not previously refunded as part of the temporary mill levy credit for the 2018 budget, along with 10% simple interest per year.

The total mill levy for 2019 is 4.000 mills, which is the sum of the three mill levies discussed above.

Property Tax Revenue Summary

Net Assessed Valuation

2018	\$7,001,563,360
2019	\$7,116,821,890

Mill Levies

General Operating Purposes

2018	3.860
2019	4.000

Abatements and Refunds

2018	0.023
2019	0.016

Temporary Mill Levy Credit

2018	(0.071)
2019	(0.016)

Total Mill Levy

2018	3.812
2019	4.000

Property Tax Revenue

General Operating Purposes

2018 \$27,026,035

2019 \$28,467,288

Refunds and Abatements

2018 \$161,036

2019 \$113,869

Temporary Mill Levy Credit

2018 (\$497,111)

2019 (\$113,869)

Total Property Tax Revenue

2018 \$26,689,960

2019 \$28,467,288

Revenues

Total General Fund budgeted revenues for 2019 are \$33,394,716. The 2018 revenue budget is \$32,098,444. The difference is an increase of \$1,296,272.

The following is a brief summary of the more significant items included as part of revenue within the 2019 Proposal.

Property Taxes

See discussion above. Property tax revenue typically equates to approximately 85% of the annual revenue budget.

Specific Ownership Taxes - \$3,450,000.

This amount equates to approximately 10% of the total 2019 revenue budget. Collections for 2019 are expected to be slightly higher than the estimated total for 2018 primarily because there should be a small spike in auto sales during late 2018 and 2019 to replace vehicles previously damaged from hail storms. The 2018 estimate is \$3,335,000.

E-Rate Refund - \$225,000.

This is the amount expected for the 2019 funding year, which approximates the total to be collected during the 2018 funding year. The estimate for 2019 is based on what is legally appropriate. The adjustment

may change by the budget hearing on December 11, 2018 as management continues to explore what its options are for eRate reimbursement purposes.

Fines and Fees - \$100,000.

During 2018, the District eliminated fines on most library materials. There has been a statewide and national trend towards eliminating fines. Charging fines can be viewed as an impediment to access to library materials, especially for lower-income families. The budgeted total represents amounts collected for lost materials and the related fees associated with utilizing a collection agency.

Interest Income - \$350,000.

Given the recent struggling national, state and local economies, interest rates have fallen dramatically over the past several years to historical lows in many instances. During 2007, total interest income was \$486,767. These economies have and continue to improve, meaning the District anticipates higher interest rates for 2018 and 2019. Given the volatile state of the economy and world markets, the actual amount expected to be earned during 2019 may vary from the estimated amount because interest rates may change significantly. The estimated amount to be received during 2018 is \$335,000.

Copier/Printing Charges - \$96,000.

Revenue generated from copier services and printer management services has increased over the past several years. In part, the demand for printing copies of information that is available electronically appears to have increased recently, perhaps due to the availability of such information.

Parking Lot Collections - \$35,000.

The parking lot at Penrose Library is well-utilized. The 2019 estimate is approximately the same as the estimate for 2018, as total collections appears to have leveled off over the past several years.

Donations - \$585,559

A recent change in accounting literature for government entities strictly defines how designated funds must be accounted for within the entity's financial records. New activities in designated funds must be accounted for in the General Fund. This figure represents an estimated amount of new financial activity that has typically been accounted for separately as part of the District's designated funds in the past.

In addition, this line item includes an amount of \$300,000 for unanticipated/unknown donations for 2019. Prior to 2018, an estimate for unanticipated donations for the year had not been included in prior year budgets. There is a corresponding line under expenditures (Designated Funds) for the same amount. This practice is consistent with the 2018 Budget.

Expenditures

The 2019 Proposal for General Fund expenditures is \$35,505,187. The budget total for 2018 is \$34,511,678.

The following are the more significant items/issues that are included in the 2019 Proposal:

Personnel Budget

The District's staff is arguably its most valuable resource, providing exemplary service that garners the District both local accolades and national recognition. The 2019 budget is \$20,807,991 (58.5% of the total 2019 budget).

The 2019 Proposal includes funding for 481 existing positions (372.97 full-time equivalents), which includes funding for an additional seven full-time positions, two part-time positions and seven additional hours to existing positions, as discussed below.

2019 Pay Structure Adjustments and Issues

During 2016, the District engaged a consultant to complete a comprehensive compensation, classification and workforce levels study. This study was completed in 2017. There were many objectives to this study, including the development and implementation of a district-wide workforce plan, the development of a classification system, and the development of a pay scale to help attract top talent for its positions and to be competitive with other employers for retaining talent both at a local and national level.

In addition, several issues related to personnel costs are addressed in the 2019 Proposal:

1. In November 2016, the citizens of Colorado voted to add a constitutional amendment to increase the minimum wage for workers in Colorado. The minimum wage for Colorado will change from the 2016 rate of \$8.31 per hour to \$9.30 per hour for 2017, \$10.20 per hour for 2018, \$11.10 per hour for 2019, and \$12.00 per hour in 2020 (to be adjusted annually thereafter).
2. The El Paso County Retirement Plan (the Plan) Board of Trustees has deferred indefinitely any increase to the employer and employee contribution rate (currently 8.0%). However, El Paso County approved a payment to the Plan of \$400,000 to be used to partially offset the Plan's administrative costs. The District's share of the Plan's financial activity is approximately 6% of the total Plan, and the Budget includes \$25,000 to augment the contribution from El Paso County.

The 2019 Proposal includes an estimate of \$23,000 to address the minimum wage issue for 2019 by increasing the District's minimum wage in its staffing tables to \$11.10 per hour.

In addition, as part of the compensation project, the District has committed to reviewing the pay structure to the market values for each position at least once every 3 years. The 2019 Proposal includes \$25,000 for a consultant to review the current salary structure to market values and to make recommendations for pay adjustments in 2020, subject to available resources.

New Positions

The 2019 Proposal includes seven new full-time positions, two new part-time positions, and six hours per week to be added to existing positions. The estimated cost for these positions for 2019 is \$511,716, net of the elimination of several current supervisory position, which will be absorbed in the full reorganization as described in the study.

The following is a summary of the new positions:

- Librarian (1)
- Senior Librarians (2)
- Internal Communications Specialist (1)
- District-wide Audio/Video Staff (1)
- Infrastructure Group Manager (1)
- Technical Support Specialist (1)
- Library Associates – part time (2)

Pay Adjustment Pool

The 2019 Proposal includes a 3% pay adjustment pool; estimated cost of \$511,716.

Savings from Vacant Positions

The 2019 Proposal includes a vacant position savings target of \$675,000. This target is included in the 2019 Budget because of the following:

- The District budgets all of its positions annually as if they will all be filled throughout the year. Realistically, there are vacancies through the year, and it generally takes time to fill the vacant position. This occurs annually, and as a result, savings from vacant positions are added back to fund balance at the end of each year.
- The 2019 Proposal includes \$511,716 for new positions, as discussed above. Again, the budget is set up as if each position will be filled as of January 1, 2019, and this is not realistic. The new positions will be phased in, some as soon as January 2019, but others will be filled over the period of January 2019 through June 2019.

Payroll Accrual Provision

District employees are paid bi-weekly. Accordingly, there is at least one extra day in each year for which the District must set funds aside to cover the year when there will be 27 pay dates. This will occur again during 2028. The 2019 Proposal includes \$65,000 to be set aside for this purpose.

Employee Health Insurance Plan

In 2004, the District implemented a partially self-insured health plan for its eligible employees (those employees with a regularly scheduled work week of 30 – 40 hours). Almost 90% of eligible employees participate in the plan. District contributions to the health plan will approximate \$1.75 million in 2019. This amount is reflective of the 5% increase in the renewal rate for 2019. This amount is also net of one month of no premium payments for both the District and its participating employees.

Benefit Stipend Issues

During 2003, as a result of rising health care costs, the District made some changes in health insurance coverage for its employees. The District previously paid all of its employees with a regularly scheduled workweek of 20 or more hours a benefit stipend. In 2004, the District offered health insurance coverage

only to employees, with a regularly scheduled workweek of 30 hours or more, contributing directly towards the monthly premium costs for those employees who elect to participate.

Employees hired prior to July 1, 2003, with a regularly scheduled workweek of 20 – 29 hours, receive a monthly health insurance stipend, as long as they remain employed by the District. For 2019, this cost will not exceed \$22,500 and this amount will continue to decline over future years as employees in this category leave the District.

Contributions to the El Paso County Retirement Plan

The District has participated in the Plan, a defined benefit retirement plan, since its inception in 1967. In short, all District full-time employees are required to participate in this plan. During 2019, the District and its employees will continue to contribute 8.0% of the employee’s covered salary each to the Plan. The total amount expected to be contributed to the Plan in 2019 is \$970,483, up from the 2018 budget of \$964,004.

Library Materials

The 2019 Proposal includes \$4,630,765 for library materials, which is higher than the 2018 original budget of \$4,400,565. The percentage of all expenditures going directly to library materials in 2019 is 13.0%. This figure approximates the national average for library systems of similar size and is a reflection of the District’s emphasis on meeting customer demands and on keeping the collection up-to-date for users.

Included in this figure (for both 2019 and 2018) is a grant from the State of Colorado in the amount of \$145,000 (each year) for the purchase of library materials.

Training

The 2019 Proposal includes \$287,534 to continue the emphasis of training staff appropriately. The benefits of this initiative include professional and personal development of District staff, which in turn allows for improved customer service and a more professional work environment. The amount included in the 2018 budget is \$246,349.

Career On-Line High School Program

The 2019 budget includes \$30,000 as a platform fee to continue the Career Online High School program, which was initially implemented during 2017.

Operating Transfers

The 2019 Proposal includes the following transfers:

East Library Renovation Project Fund	\$139,627
Penrose Library Renovation Project Fund	96,700
Library 21c Capital Projects Fund	1,156,100
Capital Reserve Fund	<u>1,035,984</u>
Total	<u>\$2,428,411</u>

The purpose of these funds, entirely for capital projects, will be discussed in further detail below.

Other Items

The following is a list of other items that are pertinent to the discussion of the 2019 Proposal:

1. The District has no General Obligation Bonds or any other similar forms of debt financing outstanding as of December 31, 2018, nor is any anticipated as of December 31, 2019. This is unusual for governmental entities.
2. The District has several operating leases in place for the rental of certain Library facilities.

Fund Balance

As of December 31, 2019, the estimated fund balance is estimated at \$7,371,550. This total includes an estimate for the operational reserve (unassigned fund balance) of \$6,256,881.

Many financial experts recommend a financially prudent operational reserve of 1-3 months of operating revenues. For the District, this equates to a range of \$2.8 – \$8.4 million. The estimate of the operational reserve as of December 31, 2019 is 18.5% of 2019 revenues, or about 2.2 months.

The 2019 Proposal calls for a reduction in fund balance of (\$2,110,472). This balance was designated to fund one-time capital projects as discussed in further detail below. Please note that the estimated unassigned fund balance as of December 31, 2018, per the original 2018 budget, is \$6,594,357. The revised estimate of the unassigned fund balance as of December 31, 2018 is \$8,417,806, which represents an increase of \$1,823,449. The majority of this amount comes from estimated budget savings realized during 2018 (savings from vacant staff positions being the primary source). The net between the additions to fund balance in 2018 and the estimated usage of fund balance in 2019 is \$287,023.

Fund balance as of December 31, 2019 also includes an estimate of \$985,816 for the Emergency Reserve as required by TABOR.

CAPITAL PROJECTS FUNDS

EAST LIBRARY PROJECT FUND

The purpose of this Capital Projects Fund is to account for all financial activity for all capital expenditures related to the East Library facility. This fund is ongoing and it will account for all financial activities related to capital projects for this facility in the future.

For 2019, a total \$144,627 of expenditures is included for several minor capital projects, including \$60,000 to replace the emergency lighting generator.

PENROSE LIBRARY PROJECT FUND

The purpose of this Capital Projects Fund is to account for all financial activity for all capital expenditures related to the Penrose Library facility, including the 1905 Carnegie Building and the Knights of Columbus Building located next to the Penrose Library. This fund is ongoing and it will account for all financial activities related to capital projects for this facility in the future.

For 2019, a total of \$96,700 is included for several capital projects.

LIBRARY 21c PROJECT FUND

The purpose of this Capital Projects Fund is to account for all financial activity for all capital expenditures related to the Library 21c facility. This fund is ongoing and it will account for all financial activities related to capital projects for this facility in the future.

For 2019, a total \$1,156,100 of expenditures is included in the 2019 Proposal, including \$1,035,000 as an estimate cost to replace the roof at this facility, \$108,000 to replace the skylights in conjunction with the roof replacement project, and several other minor projects.

CAPITAL RESERVE FUND

The purpose of this fund is to account for the accumulation of funds to be used on projects specifically identified in future years that are not funded in either the other Capital Projects Funds (described above) or any Special Revenue Fund or any designated fund included within the General Fund.

Such projects include, but are not limited to, furniture replacement, equipment replacement, vehicle replacement, purchases of land for future expansion, construction of new facilities, and renovation projects related to existing facilities, along with IT-related projects.

Currently, funding for these projects comes from the General Fund and from fundraising through the Pikes Peak Library District Foundation. The expenditure budget for 2019 is \$1,158,984. The more significant projects are as follows:

- \$200,000 – to be set aside for the acquisition and installation of a small facility tentatively proposed to be placed in the town of Ellicott, Colorado.
- \$125,000 – to be used for the redesign of the security surveillance system.
- \$100,000 - to be used to standardize the audio-video equipment district-wide.
- \$75,000 – replace wooden floor at the Old Colorado Library facility; funding of which is expected through a donation.
- \$75,000 – set aside for the redesign of the data centers; project to be completed in 2020.
- \$75,000 – technology refresh (computer replacements) for staff.
- \$75,000 – technology refresh (computer replacements) for library users.
- \$50,000 – capital contingency (non-IT related projects).
- \$47,500 – capital contingency for IT-related projects.

SPECIAL REVENUE FUNDS

The 2019 Proposal includes its remaining Special Revenue Funds (SRFs). SRFs are funds established to account for monies previously received by the District that are either restricted or designated (by the donor when applicable) for specific purposes. Given the change in accounting literature, the District's designated funds are no longer accounted for under SRFs and are now required to be accounted for under the General Fund. The remaining funds included under SRFs are to be fully depleted in time.

For 2019, the only remaining funds are the High Prairie Library Support Fund and the Fountain Library Support Fund. All other funds should be fully depleted by the end of 2018. These two funds will have an estimated balance of \$71,574 and \$2,225 remaining as of December 31, 2019, respectively, and the balance will be used for capital projects related to that library when needs arise.

2018/2019 STRATEGIC PLAN

This is included for informational purposes only.

Providing resources and opportunities that impact individual lives and build community.

Pikes Peak Library District
Strategic Plan 2017-2020



STRATEGIC FOCUS	EFFORTS	OUTCOMES
COMMUNITY	Steward the alignment of the community's talents, abilities and relationships to enrich lives. Facilitate enlightened dialogues to serve as a social connector.	PPLD is a people-focused public library that embraces new ways of working together to advance greater integration and cooperation in our community.
RESOURCES	Provide, maintain and improve a variety of flexible, sustainable and innovative resources. Explore and develop opportunities with other organizations for collaborative resources both internal and external, throughout the District.	PPLD is the center of a thriving community.
INNOVATION/CREATIVITY	Focus on community interests and trends to create opportunities for individuals to collaborate, innovate, inspire one another and generate content. Utilize innovation and creativity to highlight the history and culture of the Pikes Peak Region.	PPLD will support lifelong learning and foster a learning community that allows each individual to maximize their creative potential.
SERVICE	Design and implement services to anticipate and meet the needs of increasingly diverse communities with unique needs and expectations. Remove barriers and take bold risks to design and deliver exemplary services that set a national standard of excellence for libraries.	The customer experience at PPLD will emphasize convenience, speed, ease and satisfaction. PPLD collections and services will be responsive to community needs and relevant to residents' lives.
INTERNAL – STAFF	Create and maintain an environment that allows employees to take maximum advantage of their abilities to grow personally and professionally in alignment with PPLD's mission. Offer competitive compensation, benefits and work environment to attract and retain quality employees. Develop and maintain an organizational structure that is responsive, agile and quality focused.	PPLD staff members are community-focused, confident and motivated.
ACCOUNTABILITY	Build institutional capacity to ensure the future of PPLD. Promote efficient and effective use of financial resources entrusted to PPLD. Foster community understanding of PPLD with a focus on initiatives tied to strategic efforts.	PPLD will be prudent in the utilization of its financial resources. PPLD will have a strong brand as a trusted community resource, asset and partner.

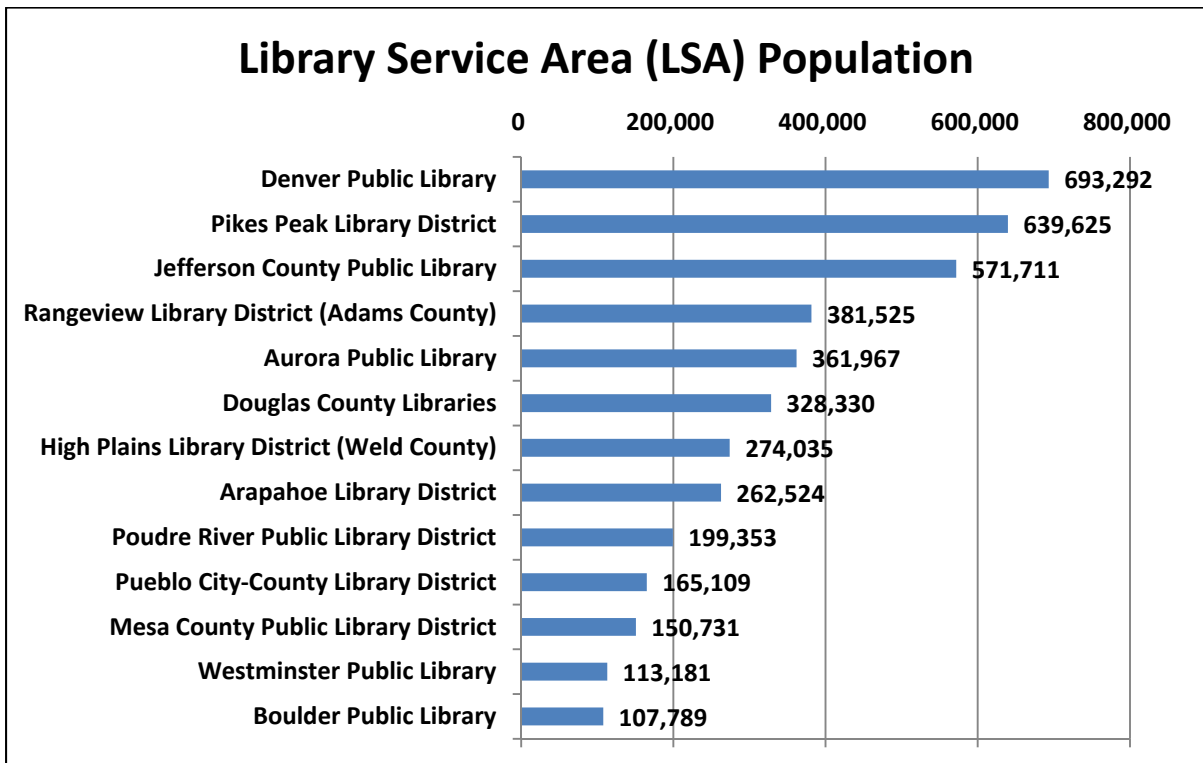
PERFORMANCE MEASURES

Included in this proposal are charts to show how the District compares to other large library systems in Colorado. The source of the information is the Library Research Service. The chart data is for the 2017 calendar year, which represents the most current available data.

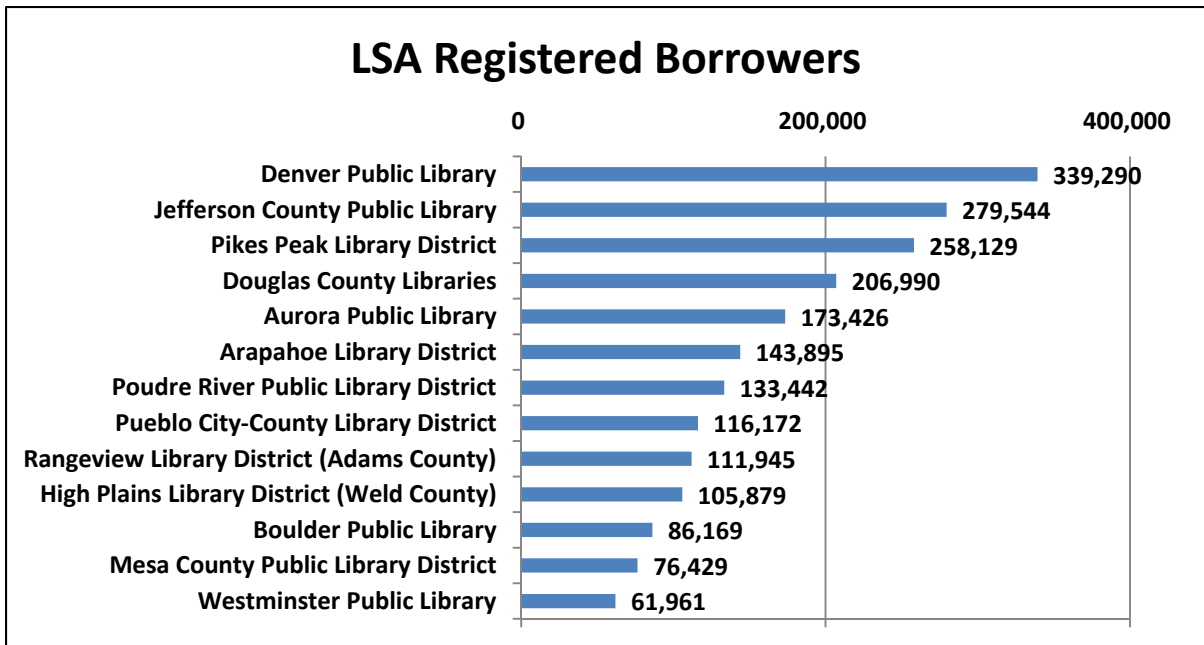
For purposes of this analysis, the following libraries have been selected:

- | | |
|--|---|
| Pikes Peak Library District | Denver Public Library |
| Jefferson County Public Library | Arapahoe Library District |
| Douglas County Libraries | Rangeview Library District (Adams County) |
| High Plains Library District (Weld County) | Pueblo City-County Library District |
| Boulder Public Library | Aurora Public Library |
| Poudre River Public Library District | Mesa County Public Library District |
| Westminster Public Library | |

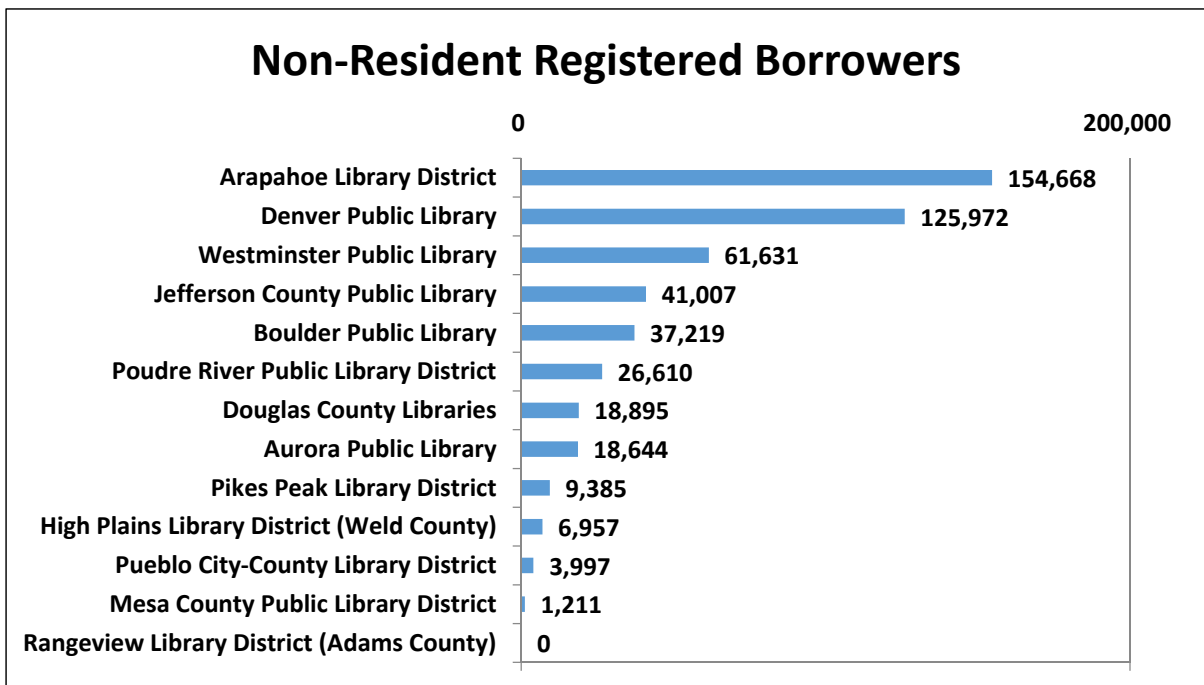
- 1. Library Service Area (“LSA”) Population** – This chart shows the total number of citizens that reside within the boundaries of each library service area. For 2017, the District has the second highest LSA population.



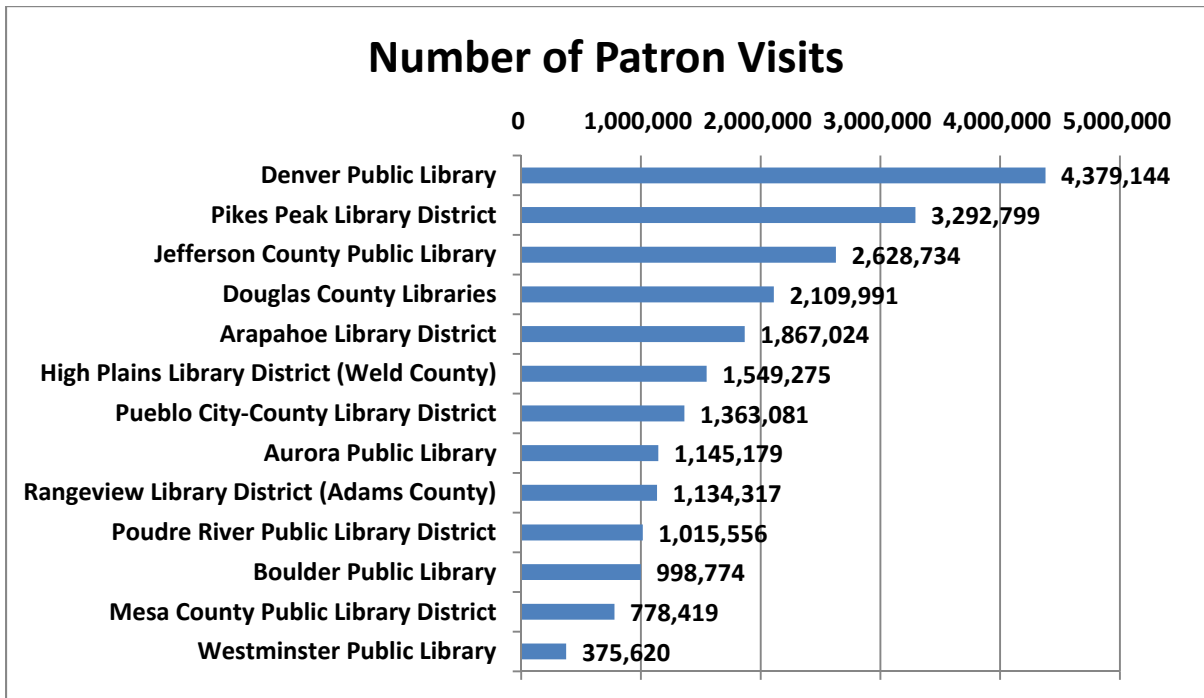
2. **LSA Registered Borrowers** – This chart shows the number of resident library cardholders within each LSA population. The District ranked third out of 13 libraries, which is up from fourth in 2016.



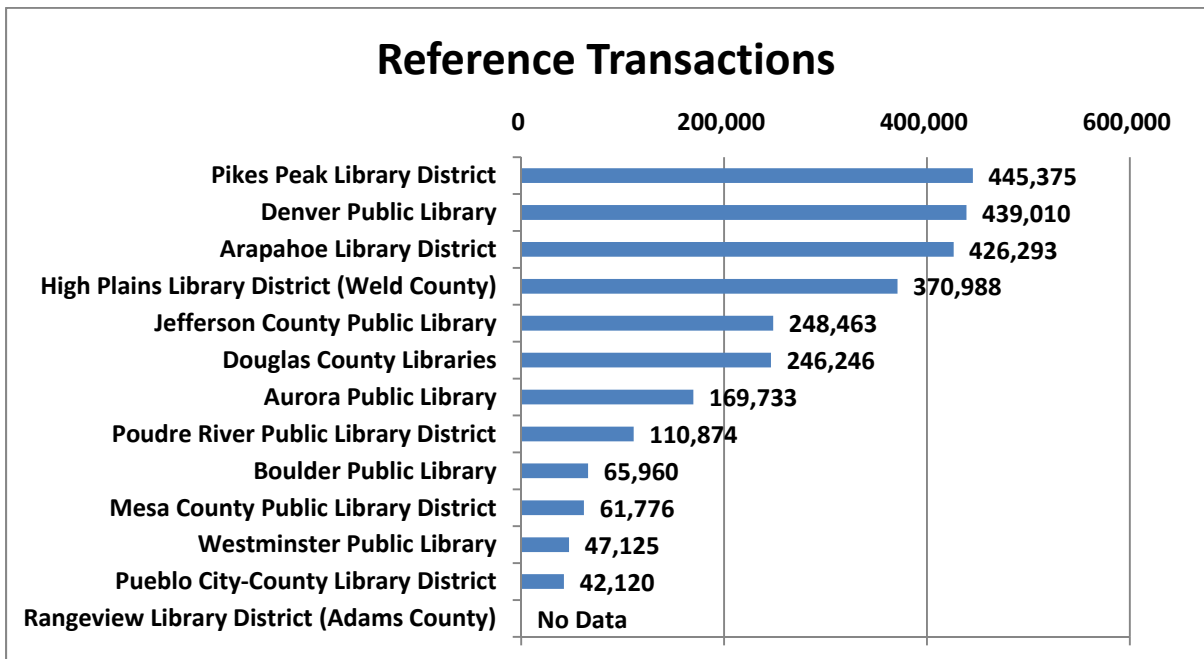
3. **Non-Resident Registered Borrowers** – This chart shows the number of non-resident library cardholders in each LSA population. The District ranked ninth out of the 13 libraries presented, which was the same as 2016.



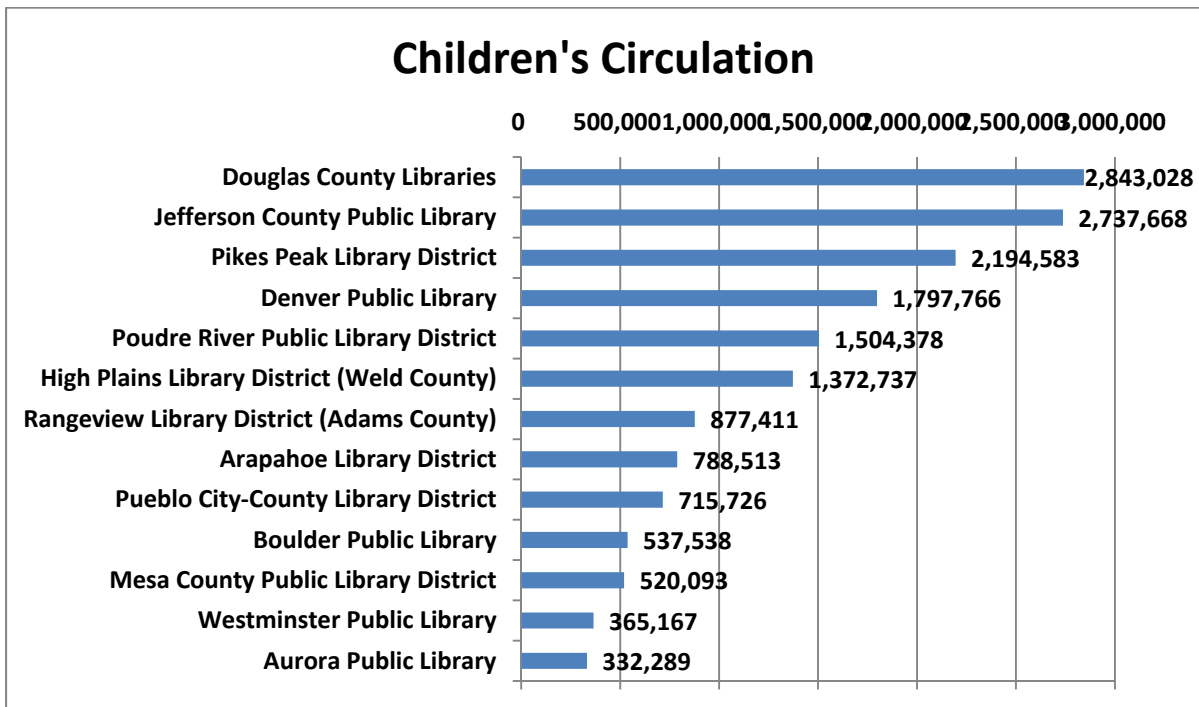
4. **Number of Patron Visits** – This chart shows total library patron visits during 2017. For 2017, the District ranked second in this category, which was the same as for 2016.



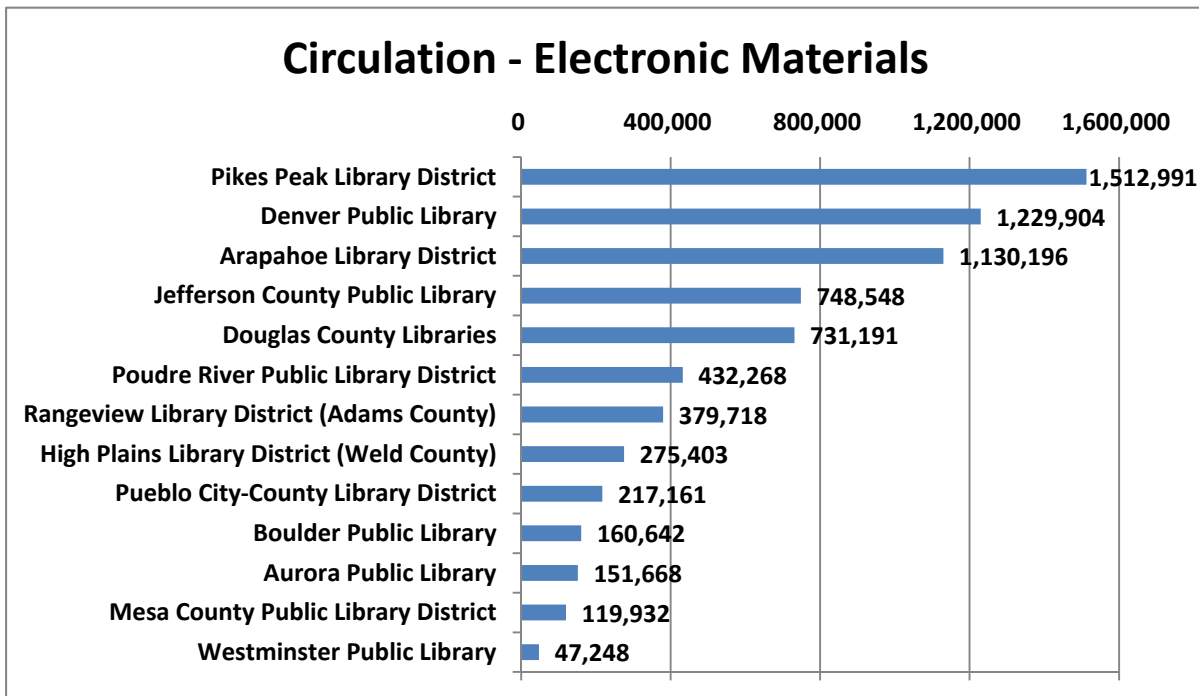
5. **Reference Transactions** – Defined as “An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. This includes in-person, phone, fax, mail, email, live or electronic reference service, and it does not include directional transactions or questions of rules or policies.” For 2017, the District ranked first out of the 13 libraries. For 2016, the District ranked second.



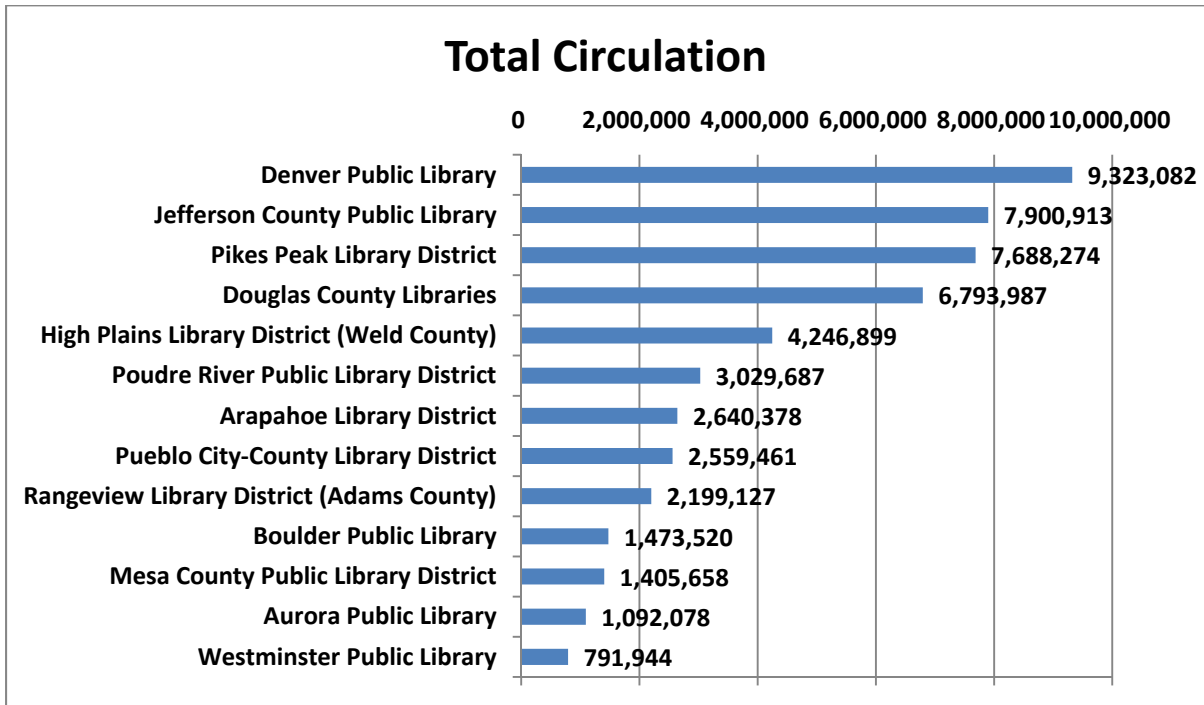
6. **Children's Circulation** – The number of items the library loaned in 2017 to children, including renewals. “Children” are defined as individuals 11 years of age and under. The District ranked third out of 13 libraries, unchanged from 2016.



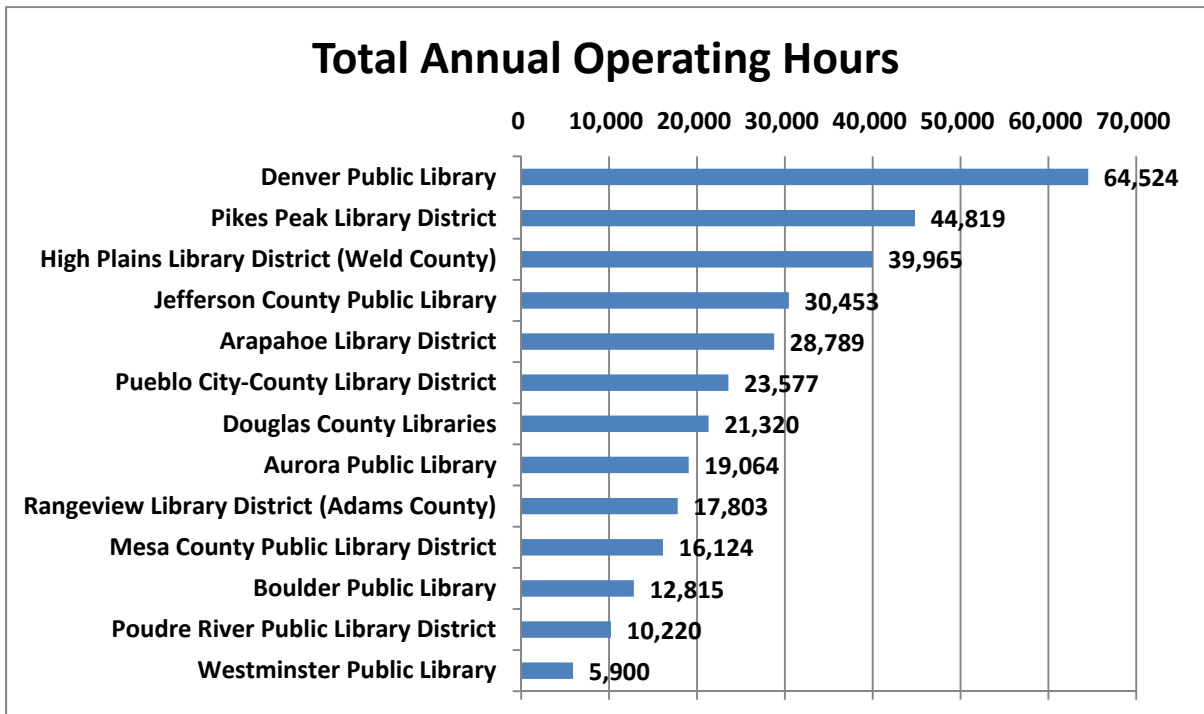
7. **Circulation - Electronic Materials** – This chart shows the total circulation of electronic materials. In 2017, the district ranked first in this category, unchanged from 2016.



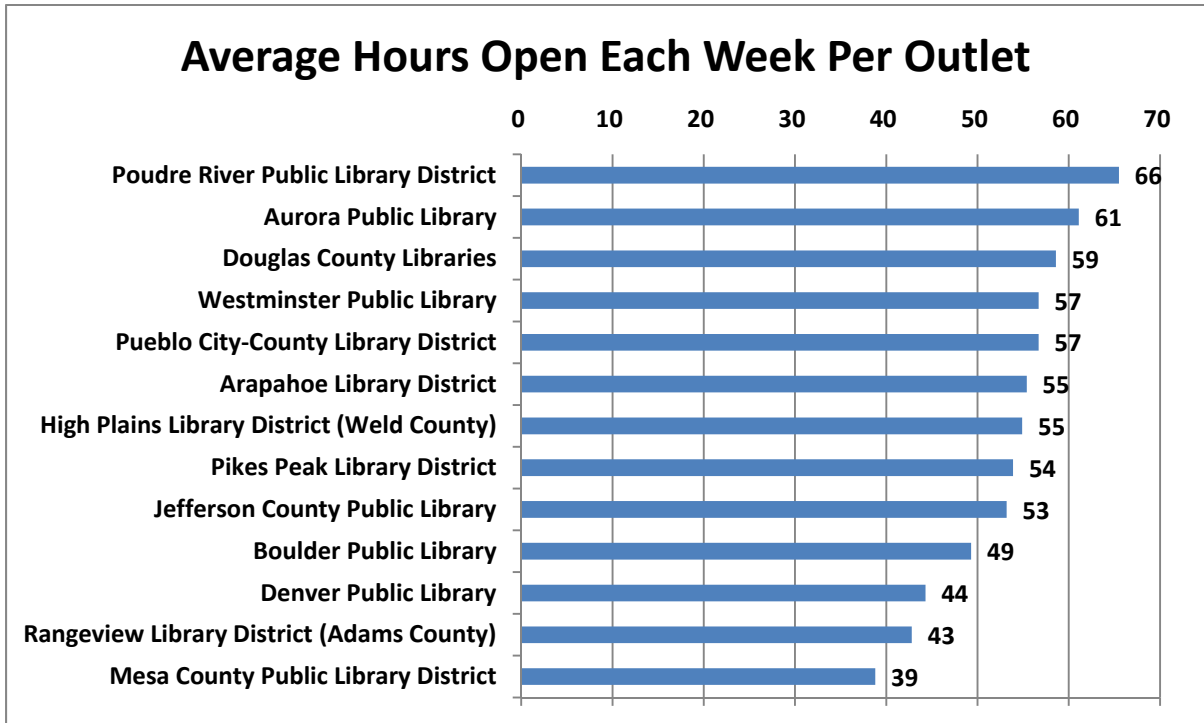
8. **Total Circulation** – This chart shows total circulation during 2017. The District ranked third, primarily due to the size of its LSA population. In 2016, the District also ranked third.



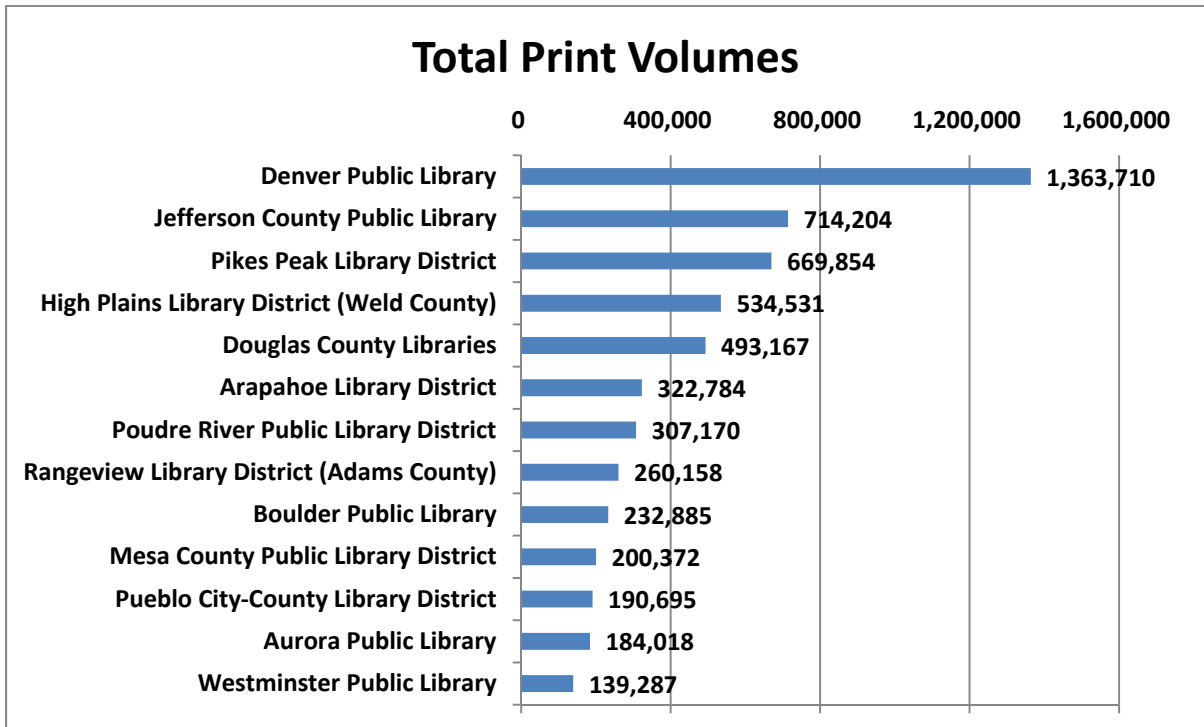
9. **Total Annual Operating Hours** – Total public service hours that central libraries, branches, and bookmobiles are open to the public, which includes hours for books-by-mail operation. The District ranked second out of 13 libraries, unchanged from 2016.



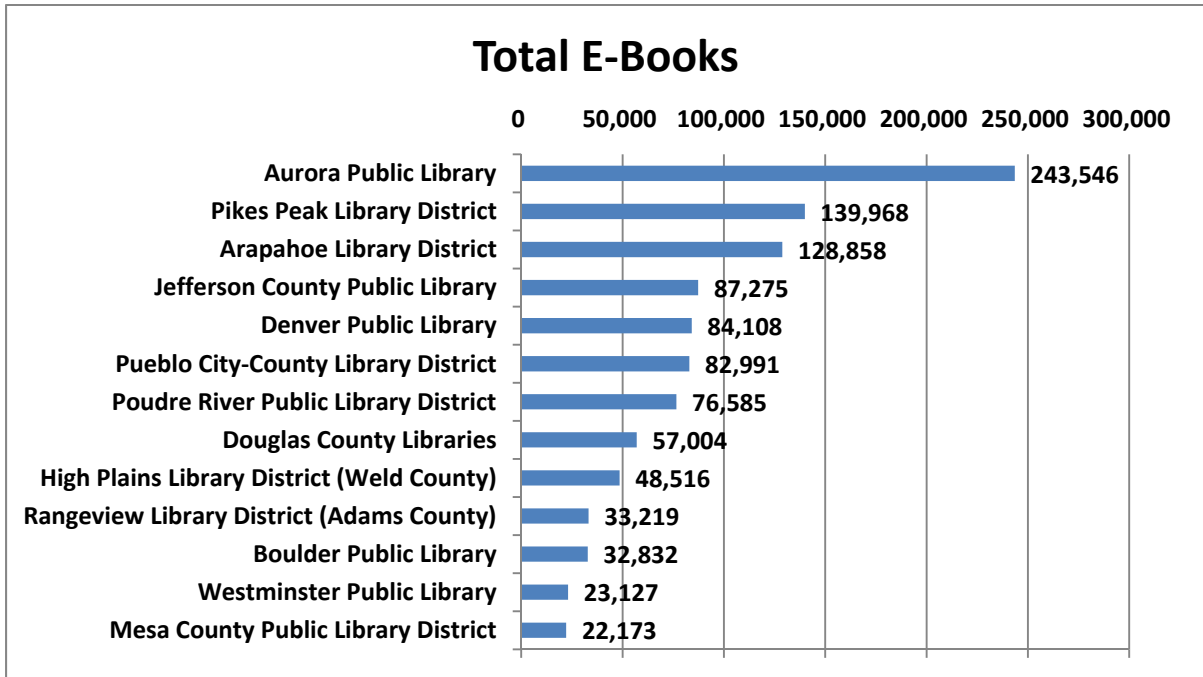
10. Average Hours Open Each Week Per Outlet – The total number of hours that a library and all its outlets are open each week divided by the number of outlets. The District ranked eighth out of the 13 libraries, up from ninth in 2016.



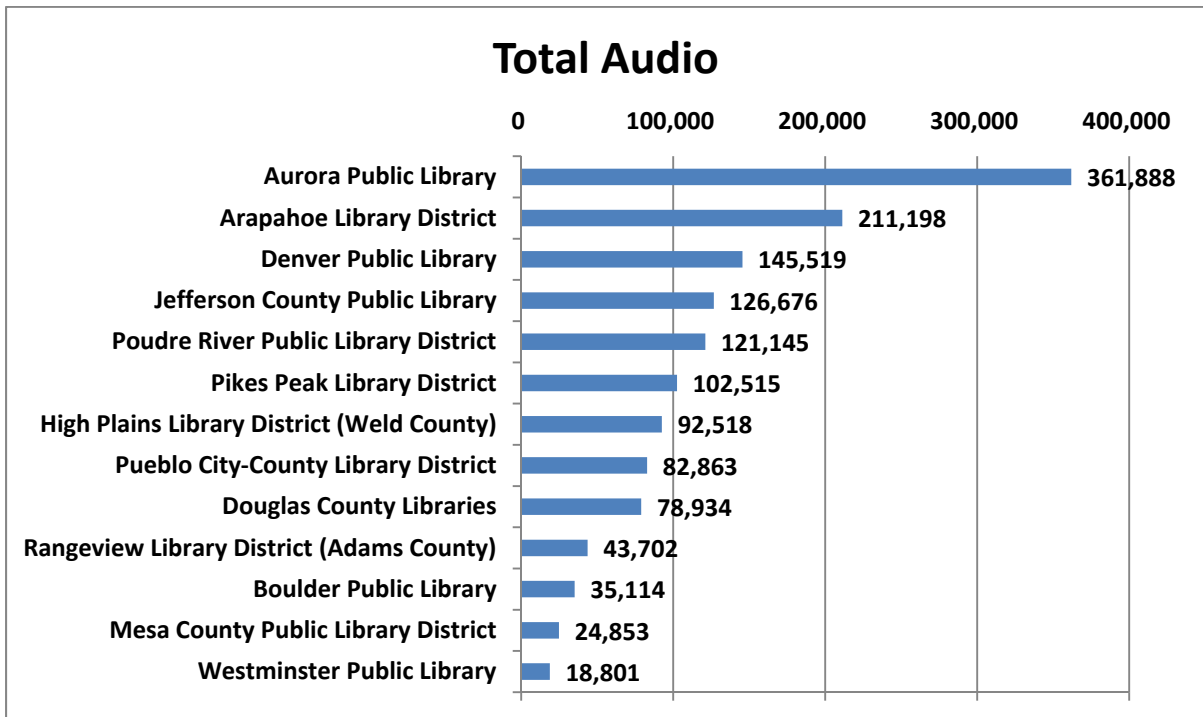
11. Total Print Volumes – The number of printed books and serial publications owned by the library. The District ranked third of the 13 libraries, unchanged from 2016.



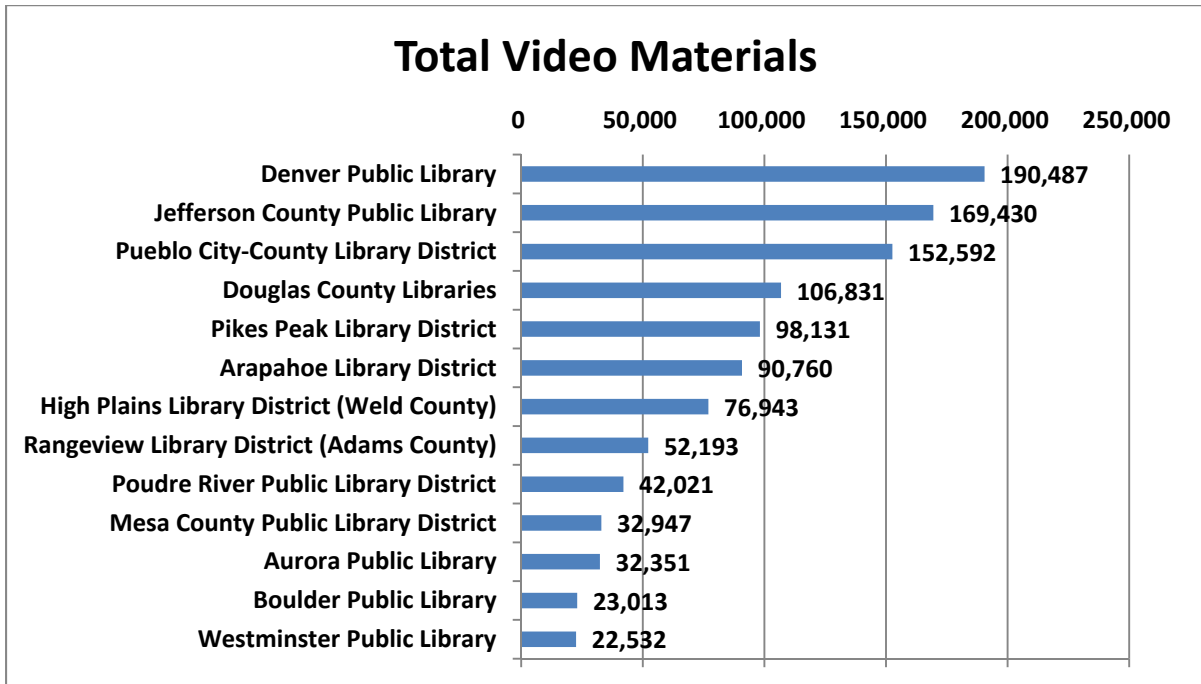
12. Total E-Books – The number of e-books and serial publications owned by the library. The District ranked second out of the 13 libraries, unchanged from 2016.



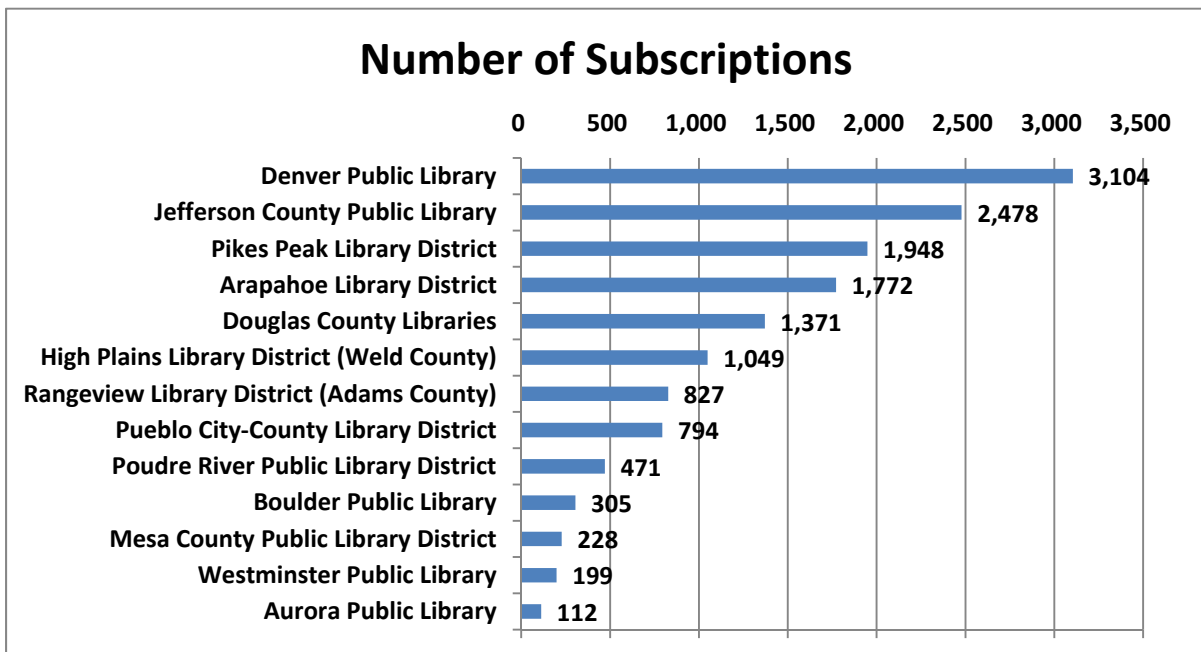
13. Total Audio – Sum of physical or electronic audiobooks, music, and other formats. The District ranked sixth out of the 13 libraries, unchanged from 2016.



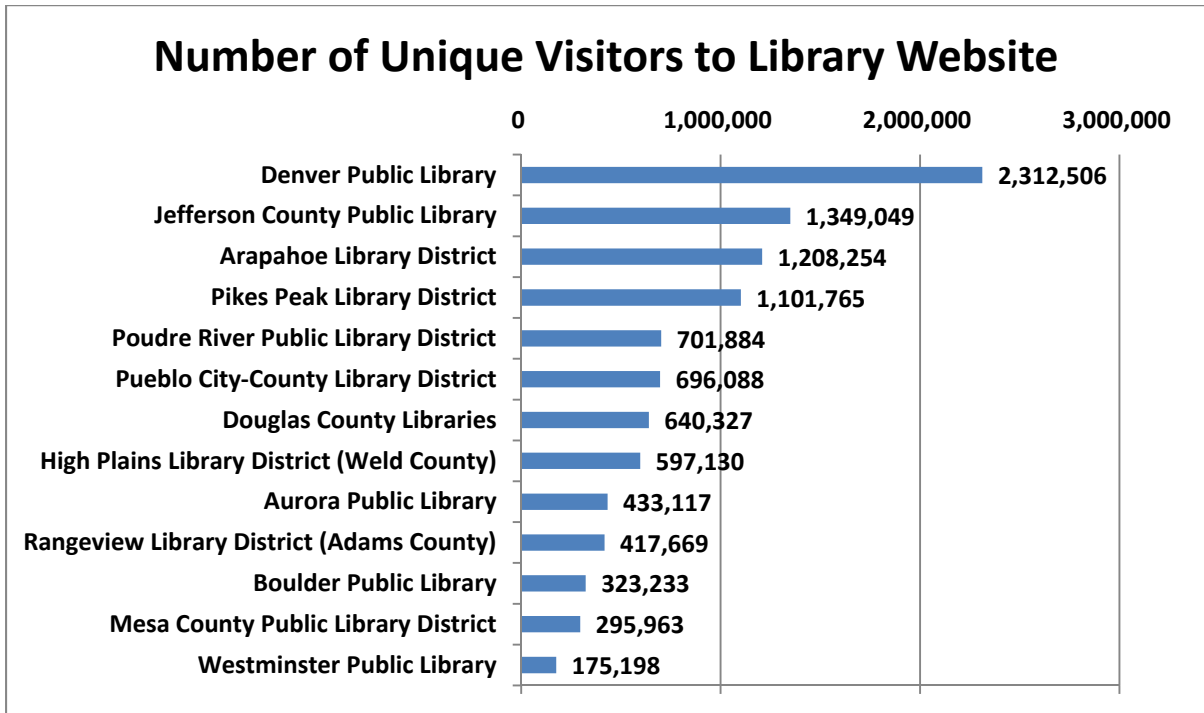
14. Total Video Materials – This number is the sum of physical and electronic video materials. The District ranked fifth in 2017, dropping from fourth in 2016.



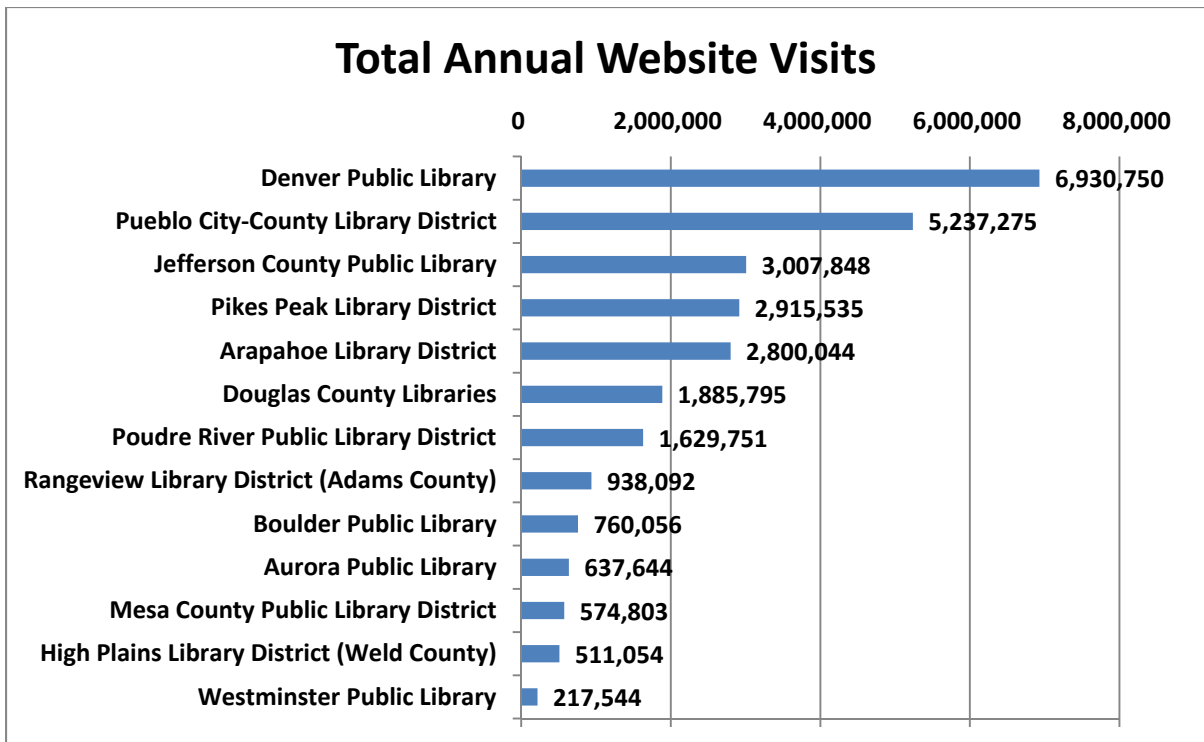
15. Number of Subscriptions – The number of print serial subscriptions, including duplicates, for all outlets. Includes magazines, newspapers, annuals, some government documents, some reference tools, and numbered monograph series. The District ranked third out of the 13 libraries, unchanged from 2016.



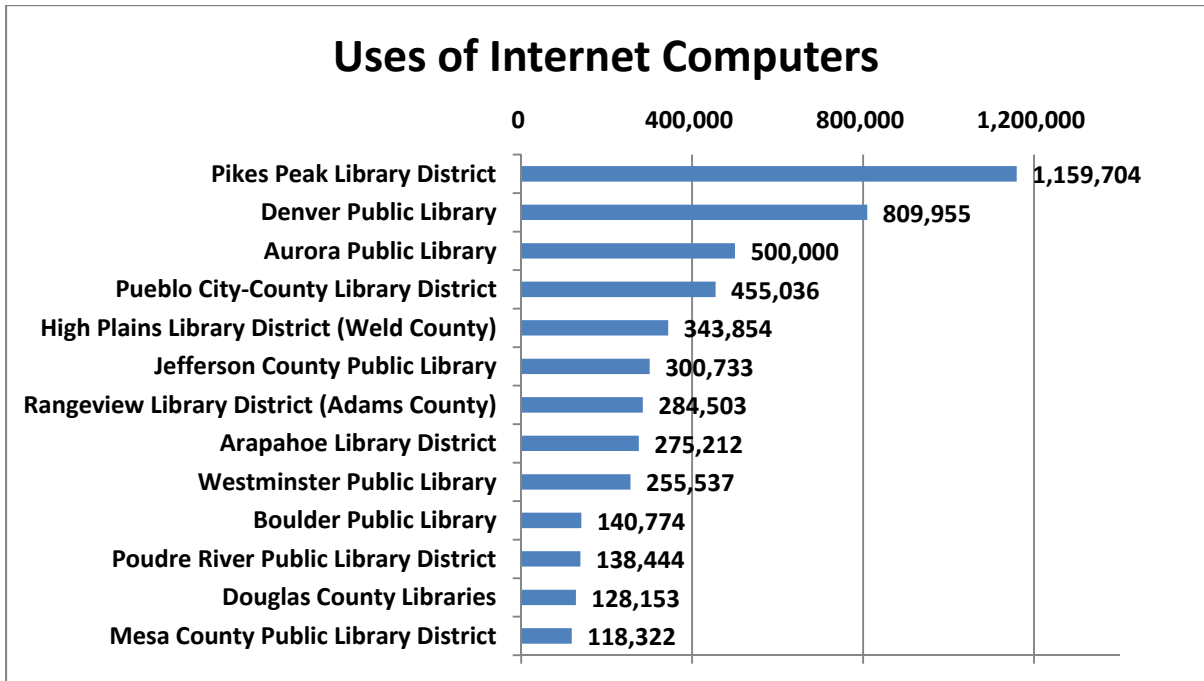
16. Number of Unique Visitors to Library Website - This chart shows total unique visits to the website during 2017. The District ranked fourth in this category, down from third in 2016.



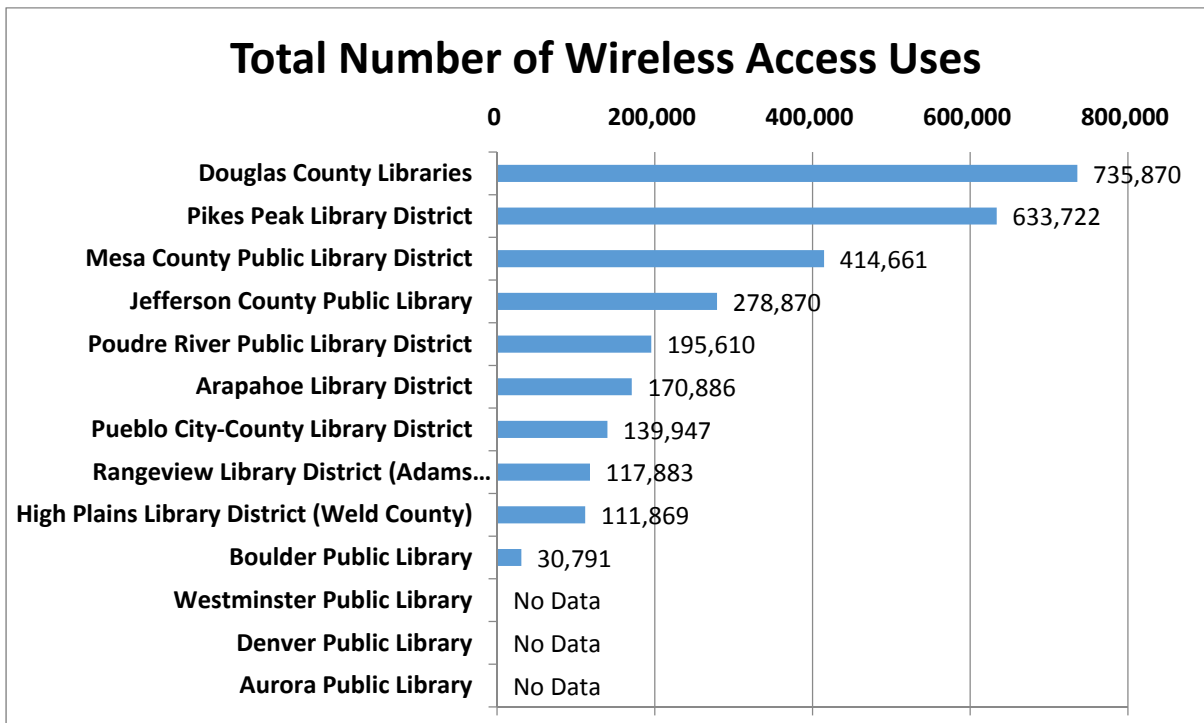
17. Total Annual Website Visits – This chart shows the total number of visits to the library’s main web page. In 2017, the District ranked fourth out of the 13 libraries, down from third in 2016.



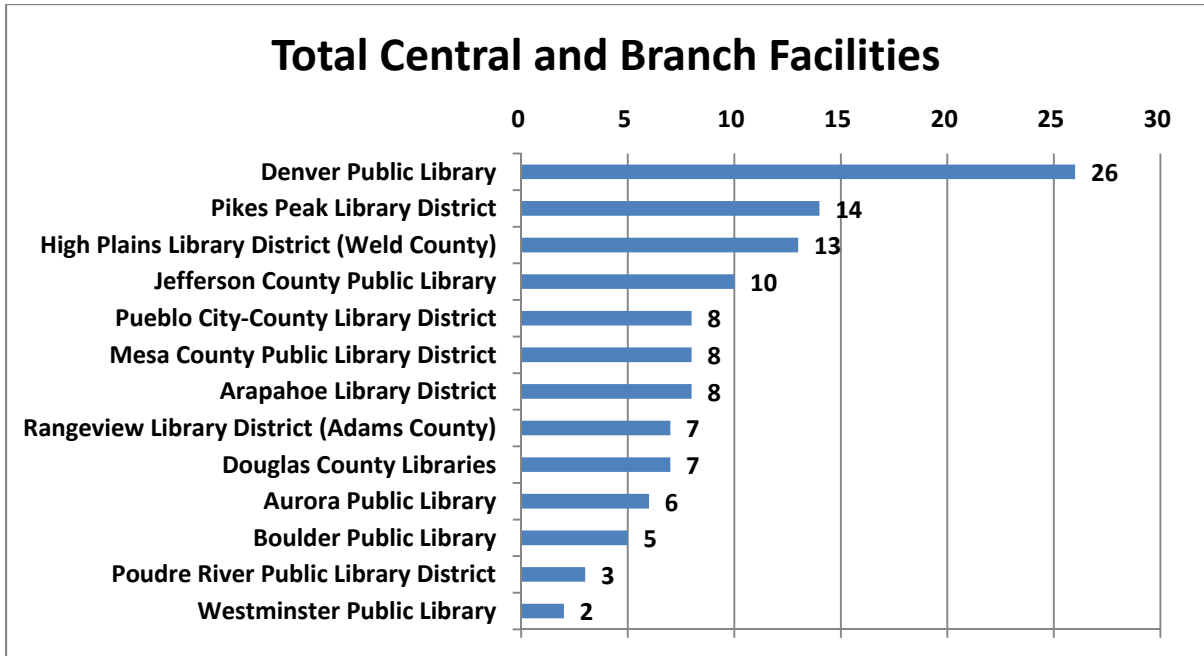
18. Uses of Internet Computers – This chart shows the total number of uses of internet computers. The District ranked first out of these 13 libraries, same as for 2016.



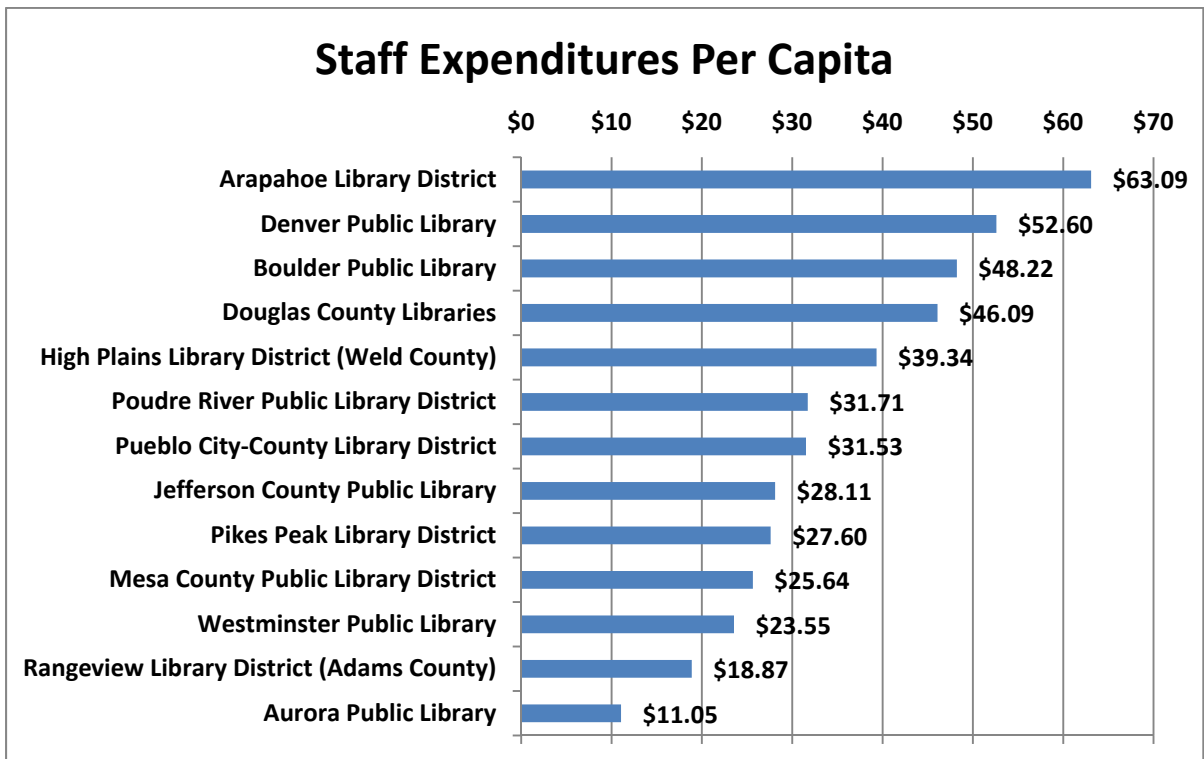
19. Total Number of Wireless Access Uses – This chart shows the total number of wireless access uses. The District ranked second out of the 10 libraries that reported this statistic, down from first in 2016.



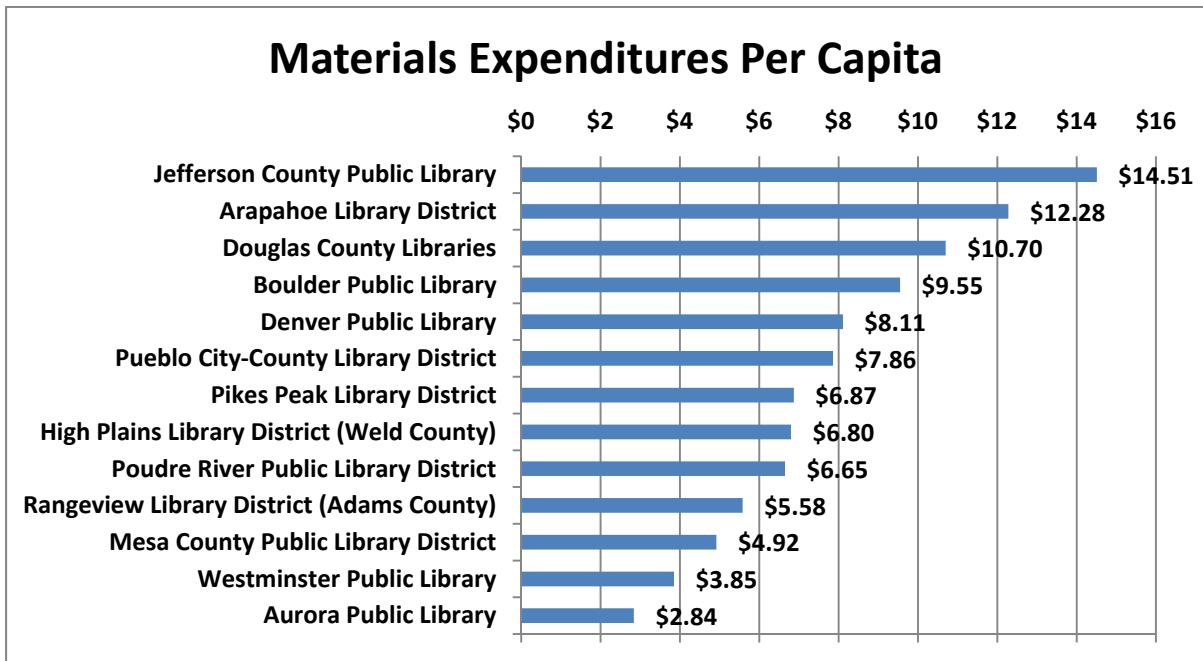
20. Total Central and Branch Facilities – This chart shows the number of library facilities for each library. Unchanged from 2016, the District ranked second with 14 facilities.



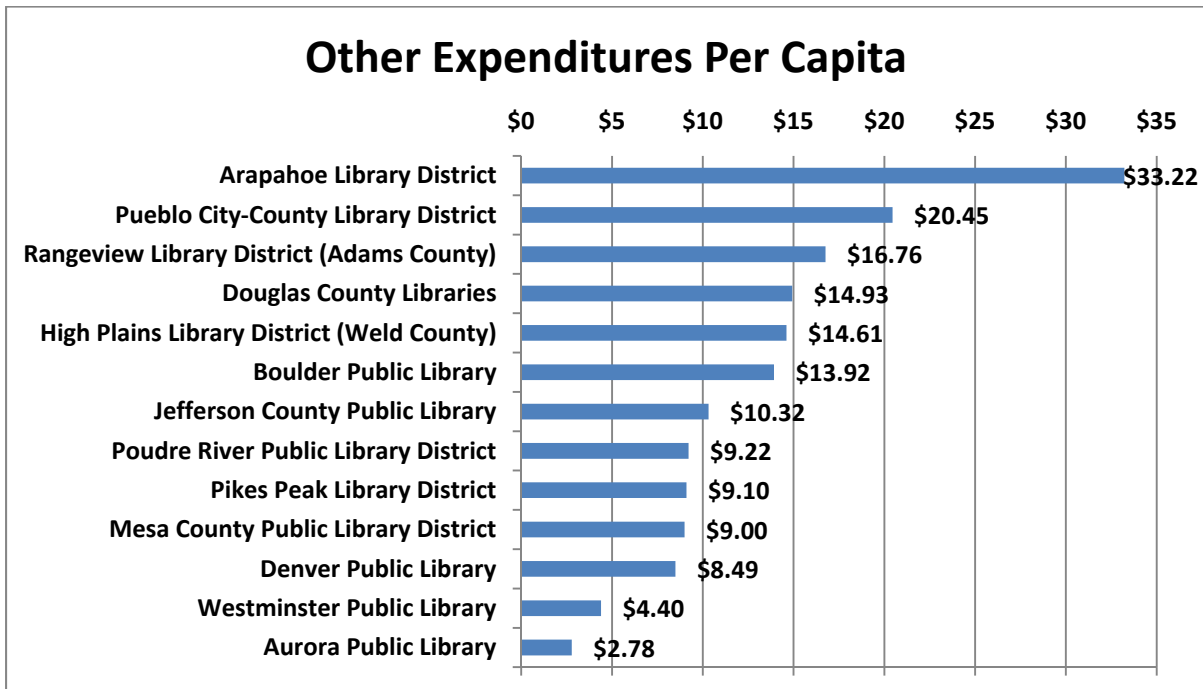
21. Staff Expenditures Per Capita – This chart shows the total staff dollars spent on staff wages and benefits divided by total LSA population. The District ranked ninth out of the 13 libraries, unchanged from 2016.



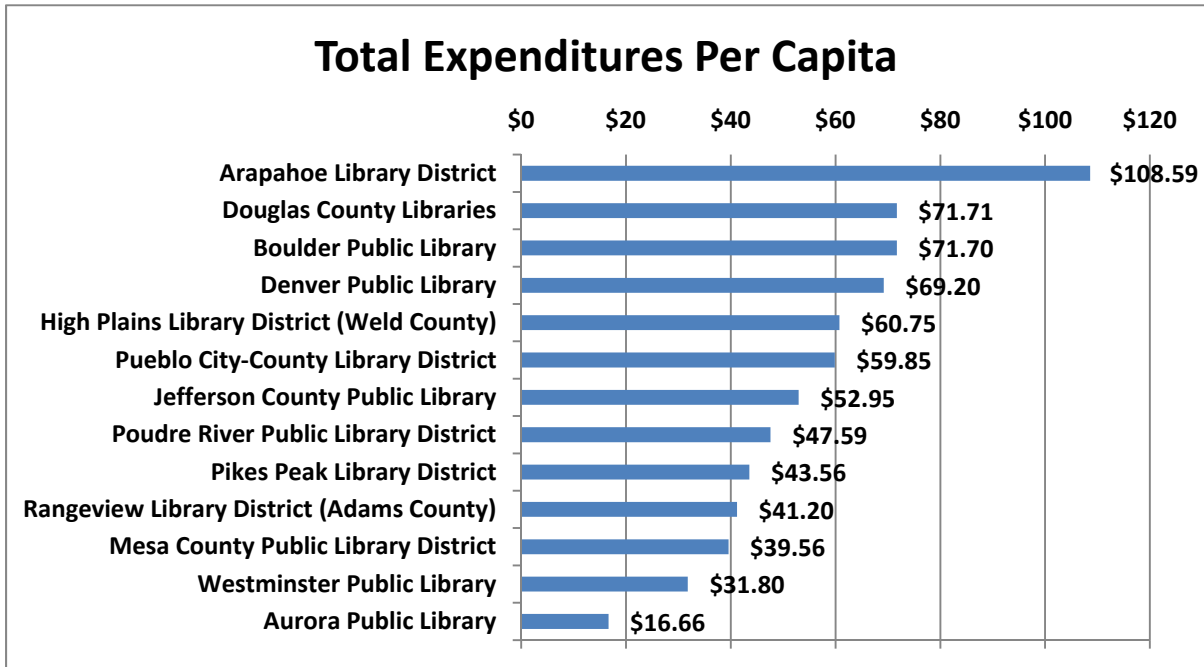
22. Materials Expenditures Per Capita – This chart shows the total materials expenditures divided by total LSA population. In 2017, the District ranked seventh, up from eighth for 2016.



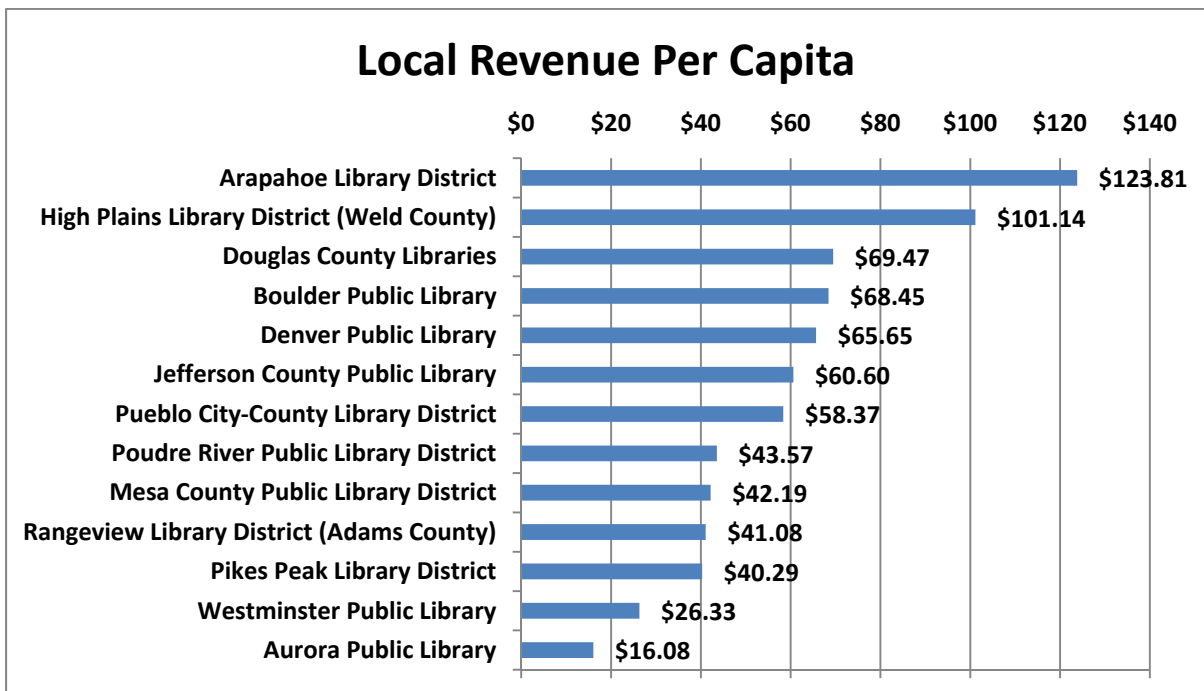
23. Other Expenditures Per Capita – This chart shows all other materials expenditures not reported as print, audio, video, or electronic, such as microforms, kits, and LeapFrog. The District ranked ninth out of the 13 libraries, unchanged from 2016.



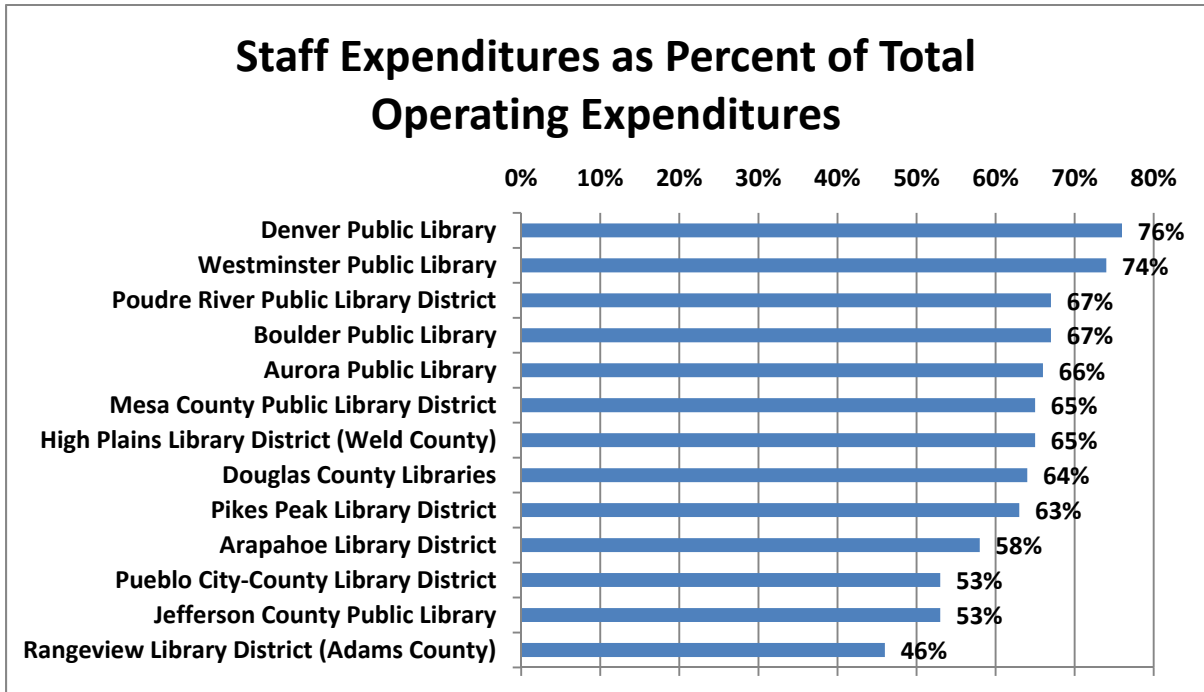
24. Total Expenditures Per Capita – This chart shows the total operating expenditures divided by LSA population. The District ranked ninth out of the 13 libraries for 2017, unchanged from 2016.



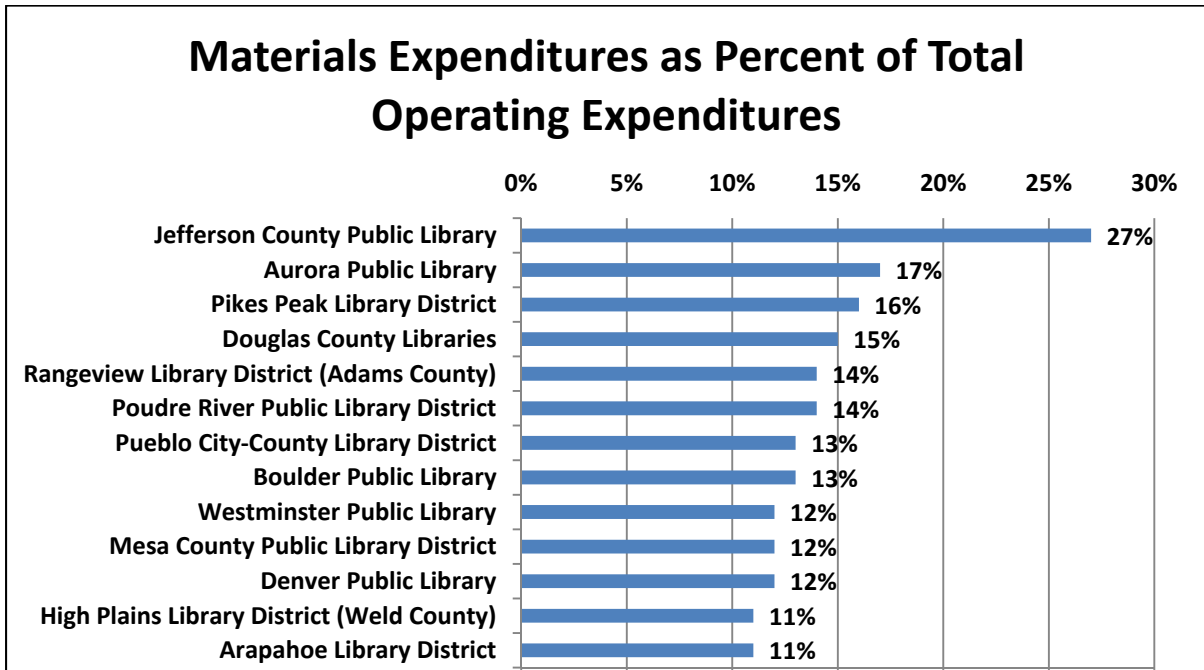
25. Local Revenue Per Capita – This chart shows the total dollars of local revenue (primarily property taxes) divided by the total LSA population. The District ranked eleventh out of the 13 libraries, down from tenth in 2016.



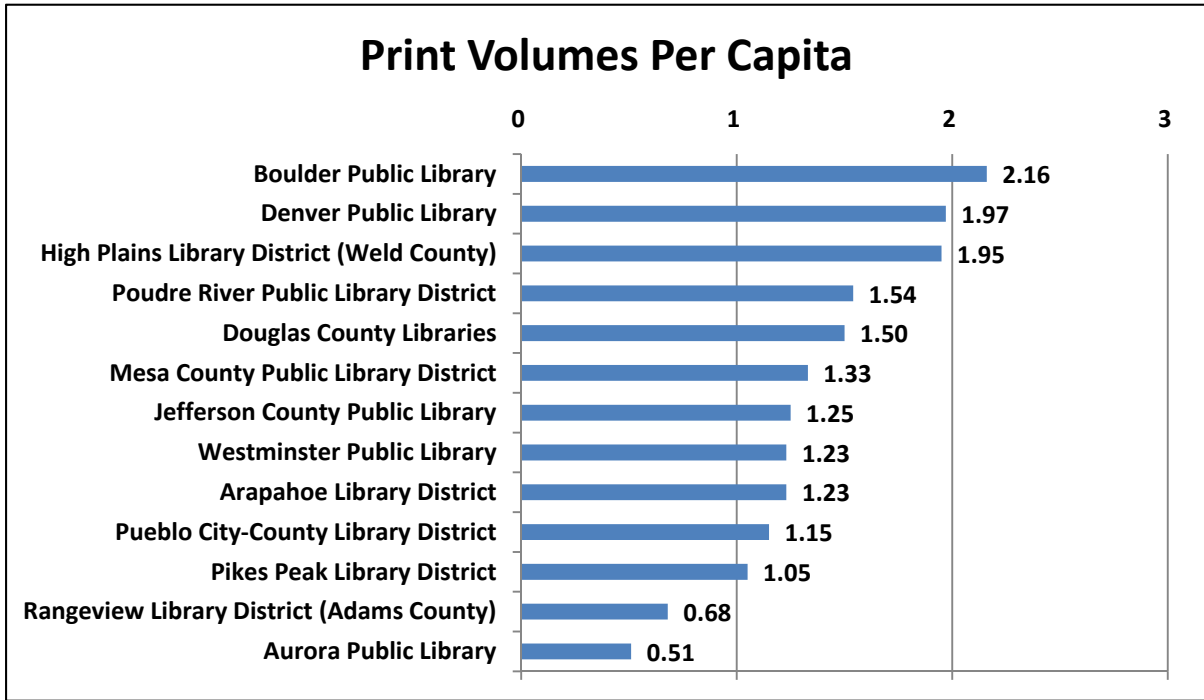
26. Staff Expenditures as Percent of Total Operating Expenditures - This chart shows the sum of all staff expenditures for salaries, wages, and benefits divided by the sum of all operating expenditures for staff, materials, and other purposes. The District ranked ninth in 2017, up from tenth in 2016.



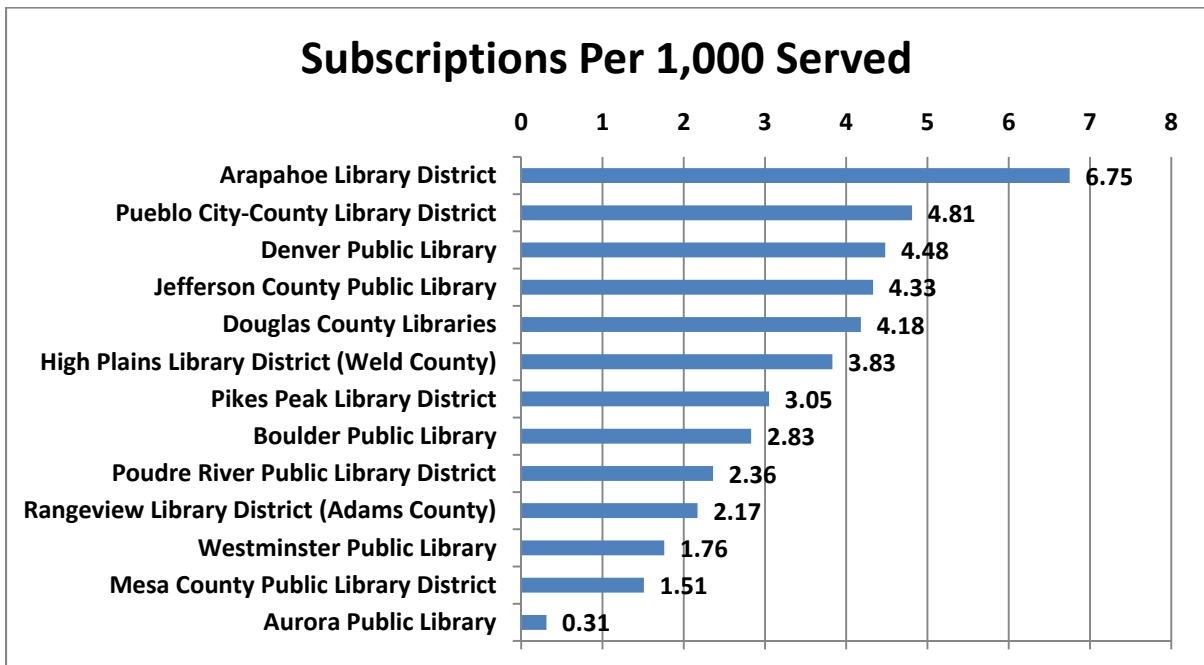
27. Materials Expenditures as Percent of Total Operating Expenditures - This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. The District ranked third in this category, down from second in 2016.



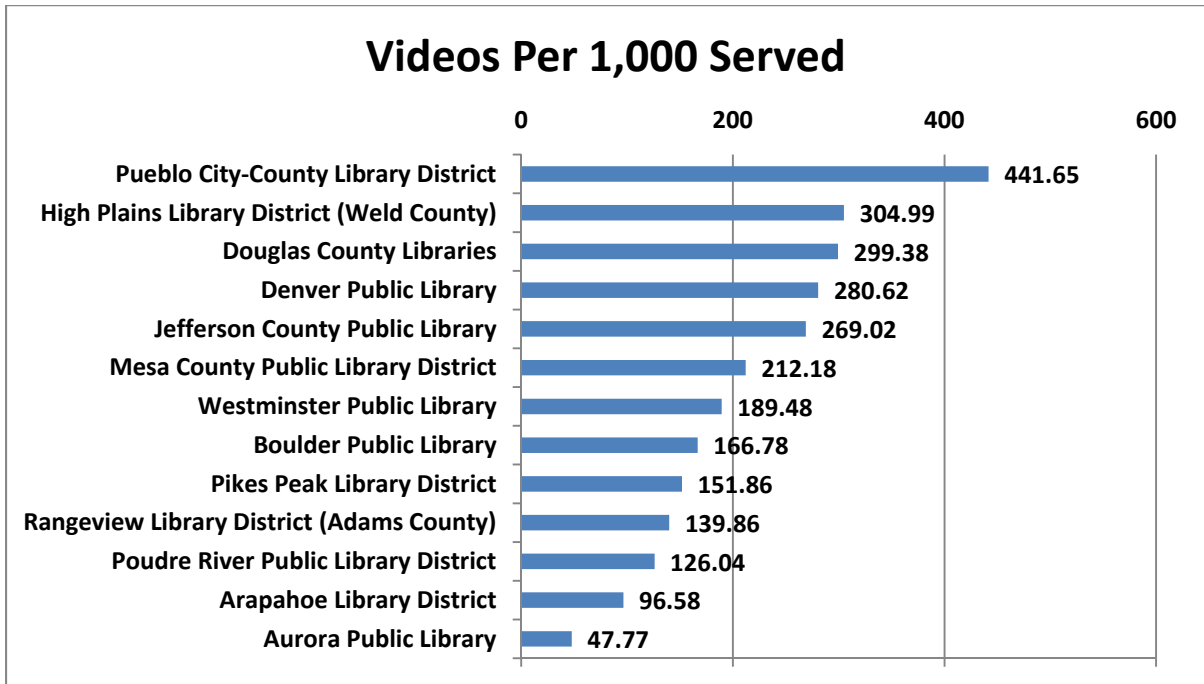
28. Print Volumes Per Capita - This chart shows the number of print volumes the library holds, divided by the library's LSA population. The District ranked eleventh out of the 13 libraries for 2017, unchanged from 2016.



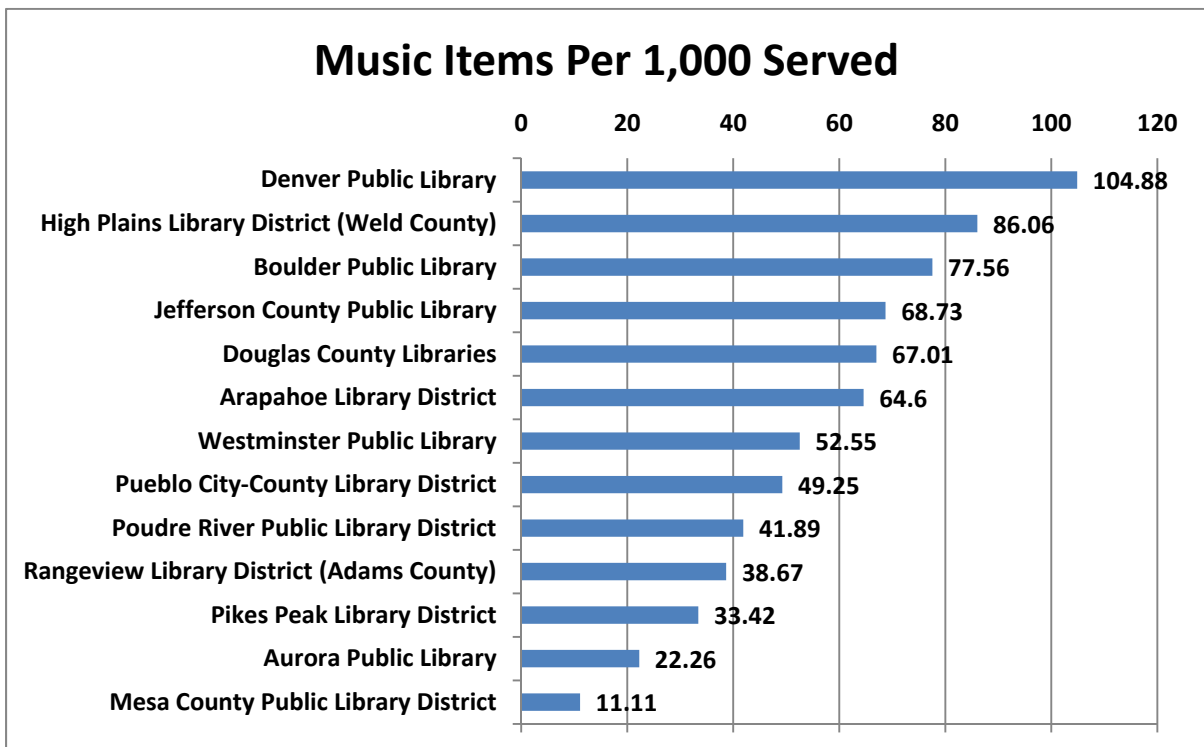
29. Subscriptions Per 1,000 Served – This chart shows the number of serial subscriptions divided by the LSA in thousands. The District ranked seventh out of the 13 libraries, down from sixth in 2016.



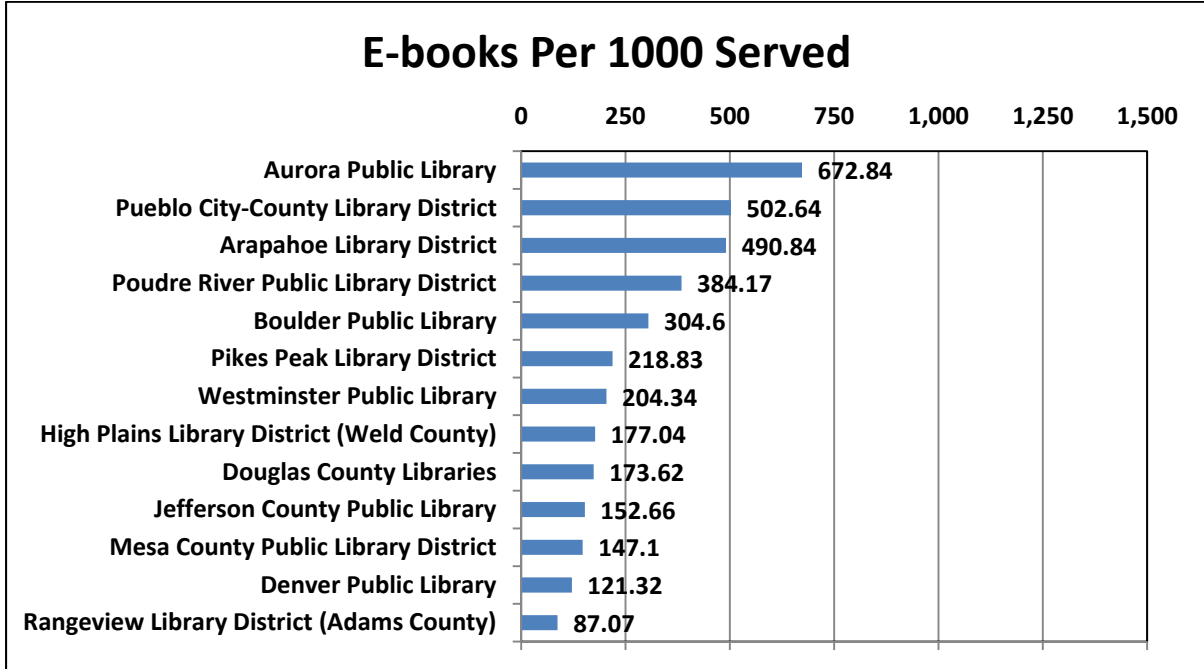
30. Videos Per 1,000 Served – This chart shows the number of videos in the collection per 1,000 population in the LSA. In 2017, the District ranked ninth in this category, unchanged from 2016.



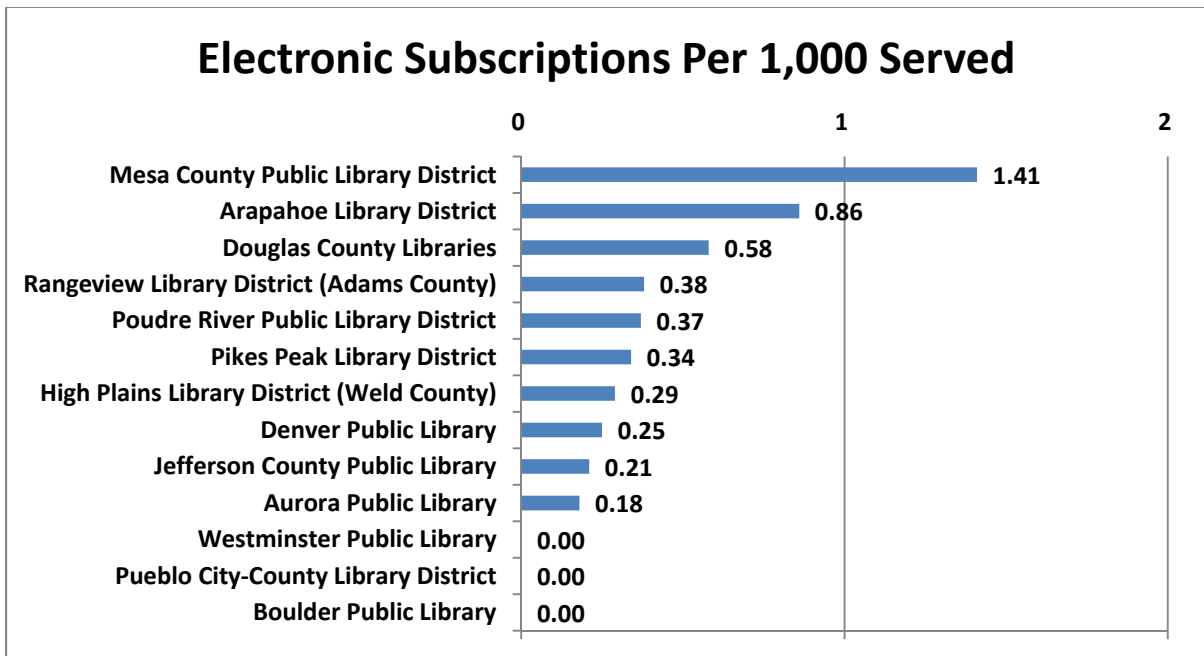
31. Music Items Per 1,000 Served – This chart shows the number of music materials in the collection per 1,000 population within their LSA. The District ranked eleventh out of 13 libraries, unchanged from 2016.



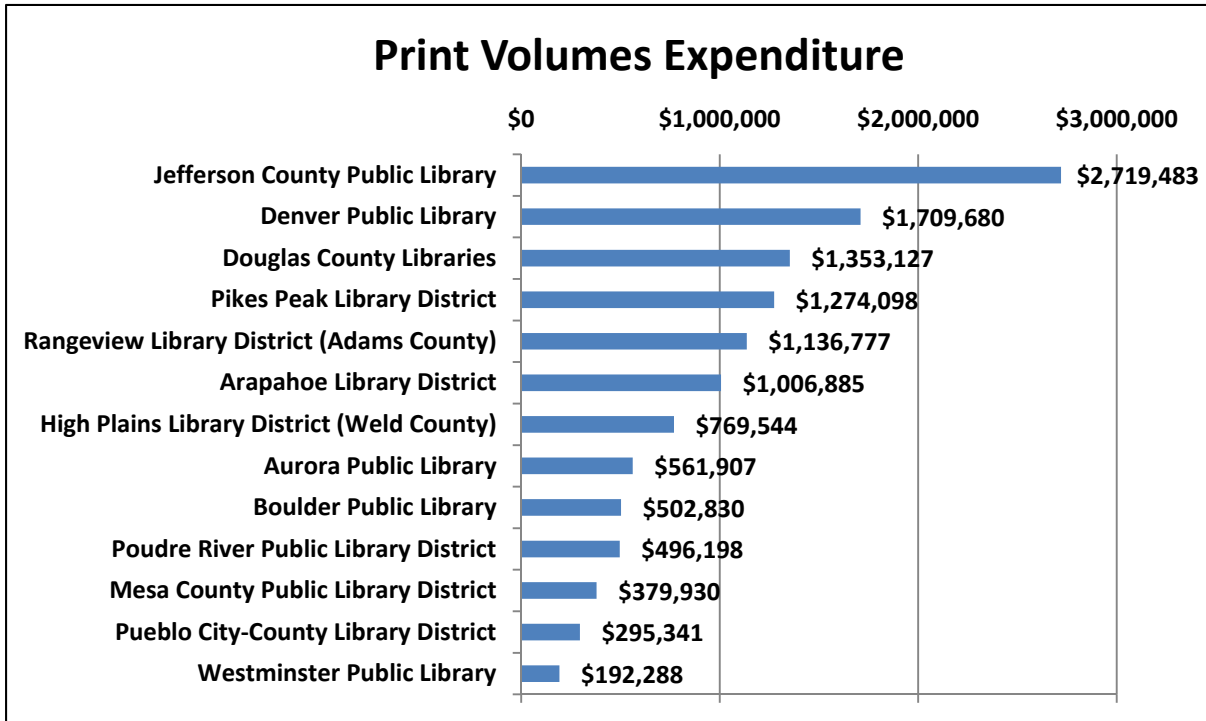
32. E-Books Per 1,000 Served – This chart shows the total number of E-books divided by the LSA population (divided by 1,000). The District ranked sixth in this category for 2017, unchanged from 2016.



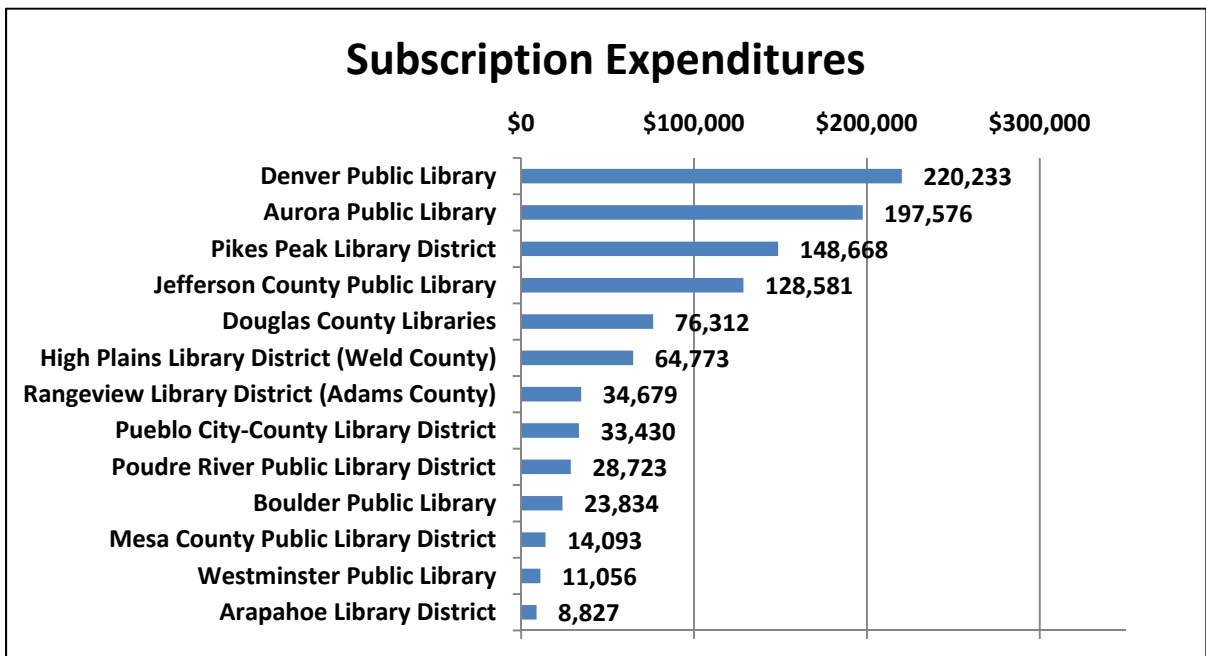
33. Electronic Subscriptions Per 1,000 Served – This chart shows the total number of electronic subscriptions per 1,000 LSA population served. The District is currently ranked sixth out of the 13 libraries. During 2016, the District ranked seventh in this category.



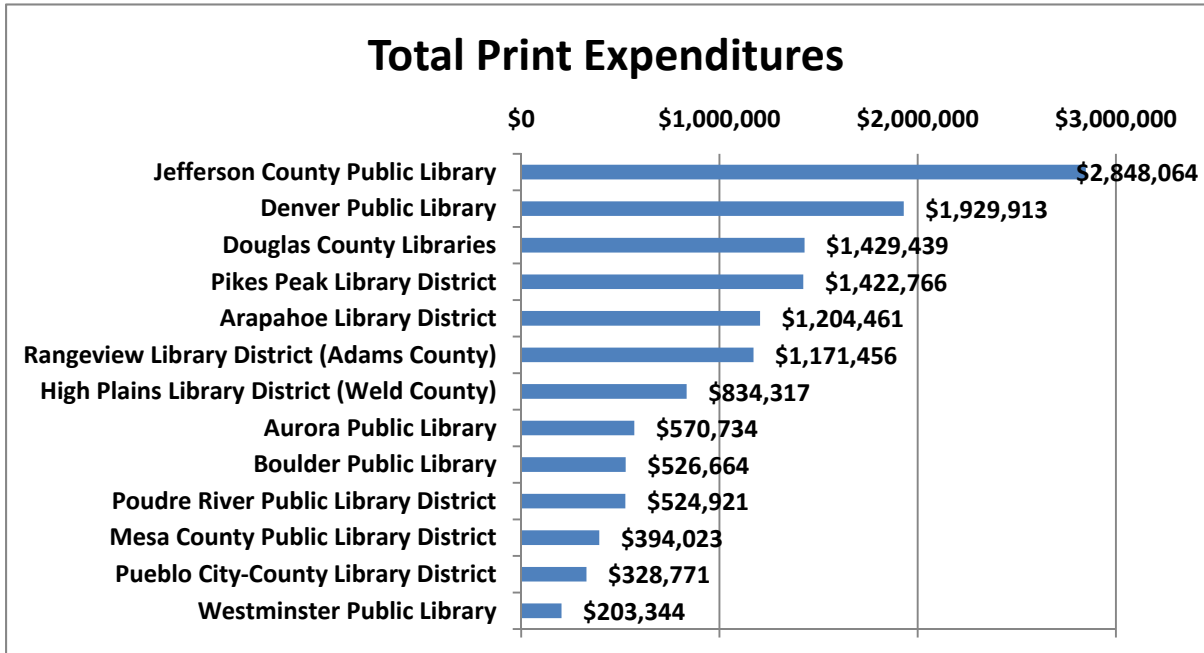
34. Print Volumes Expenditure – This chart shows total expenditures on non-periodical printed publications bound in hard or soft covers or in loose-leaf format, including publications issued in successive parts. The District ranked fourth out of the 13 libraries, down from third in 2016.



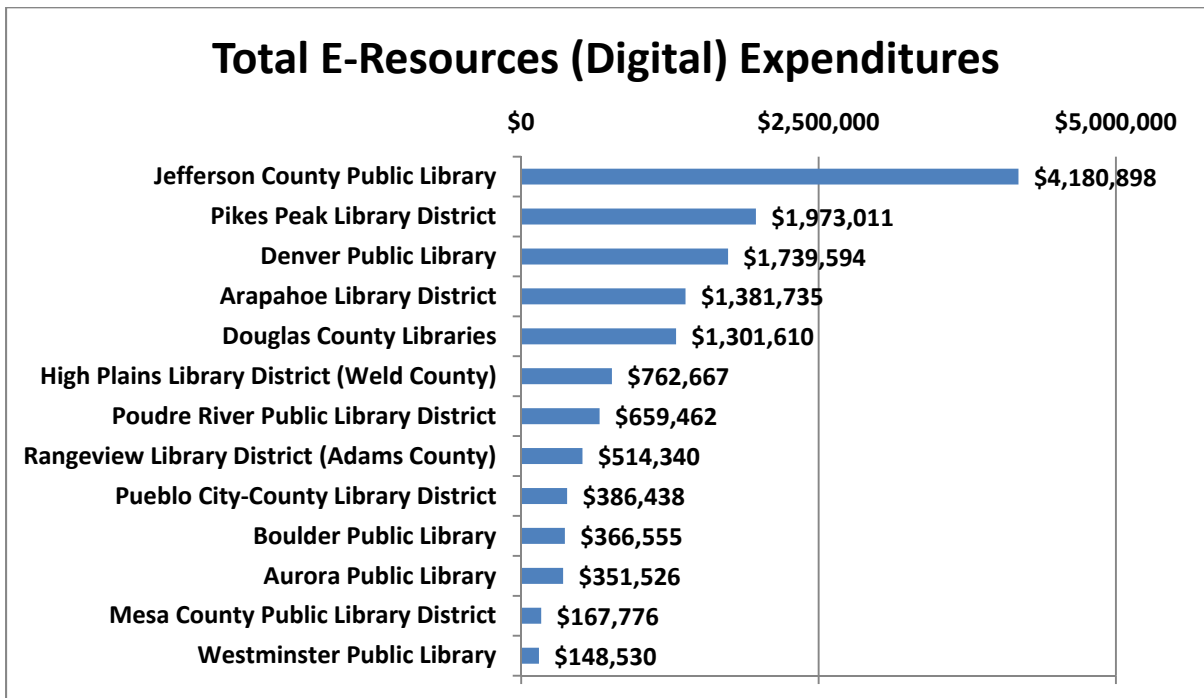
35. Subscriptions Expenditures – This chart shows total expenditures on serial subscriptions including periodicals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series. The District ranked third out of the 13 libraries, unchanged from 2016.



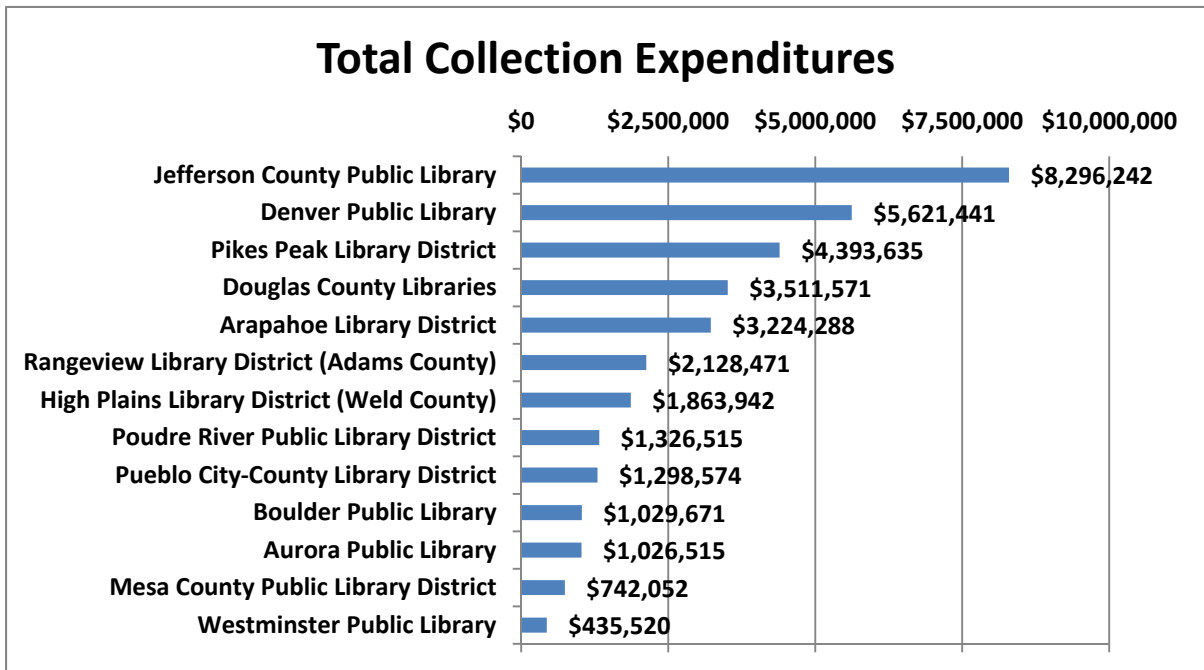
36. Total Print Expenditures - This chart shows the total amount spent on books, bound volumes, and paper subscriptions or serials. The District ranked fourth out of the 13 libraries in this category, down from third in 2016.



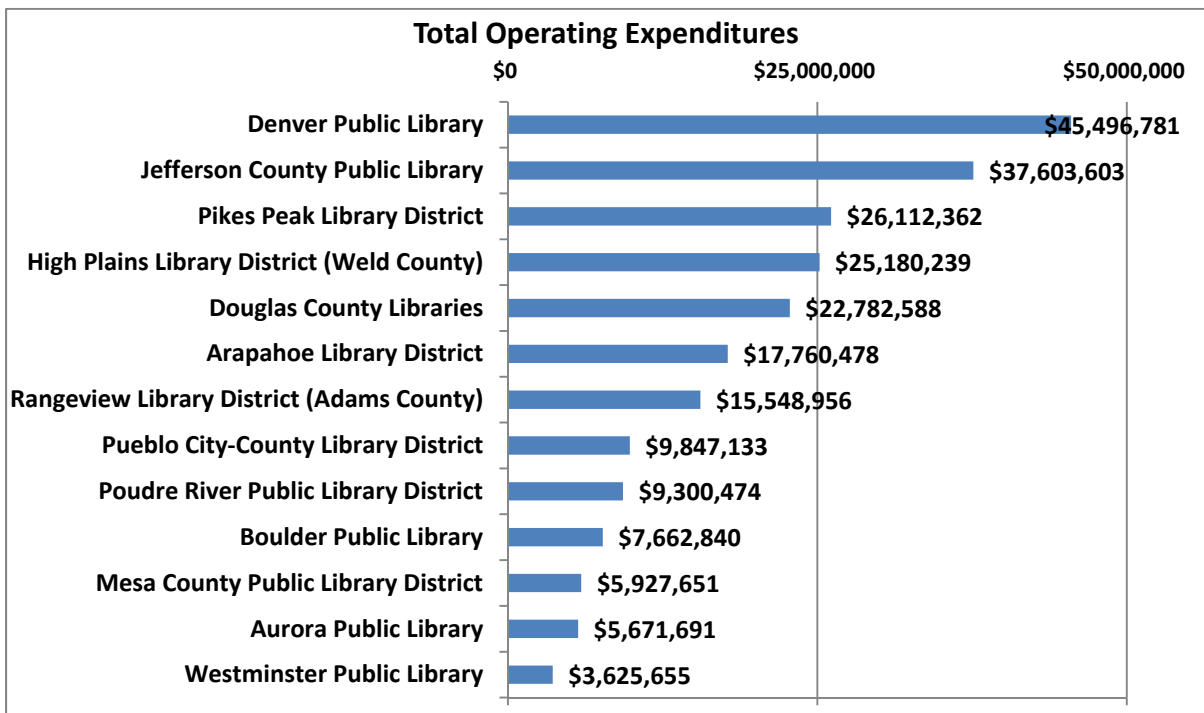
37. Total E-Resources (Digital) Expenditure – This chart shows the total amount spent on digital resources (E-Resources). The District ranked second for 2017, up from third for 2016.



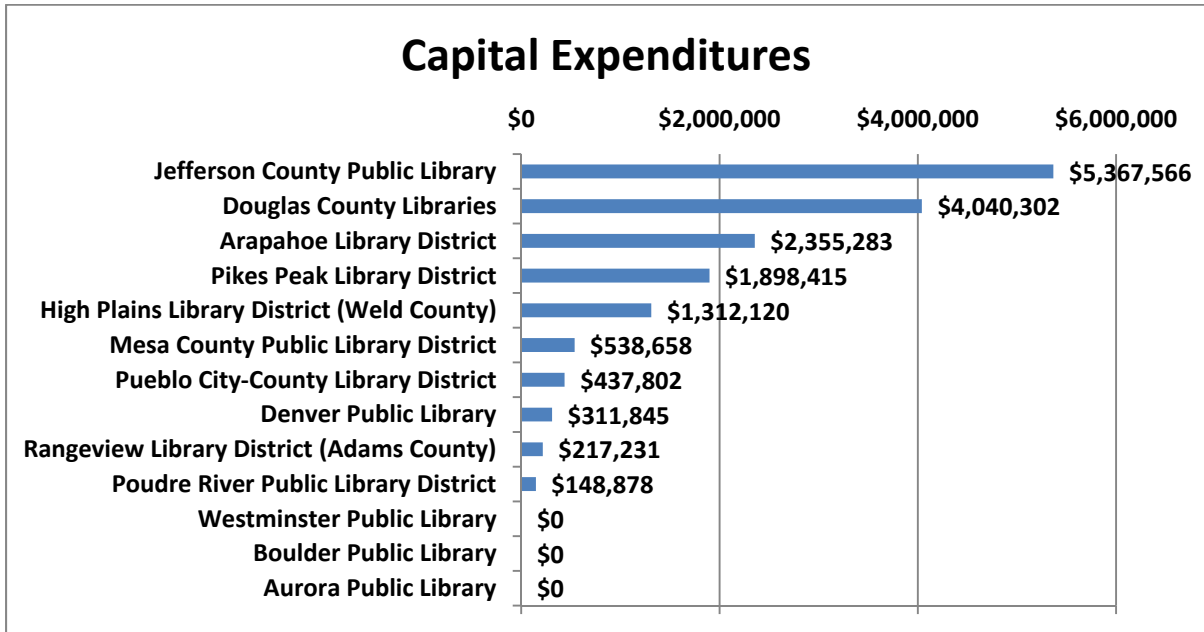
38. Total Collection Expenditures - This chart shows the total amount spent on library materials. In 2017, the District ranked third, primarily due to the size of its LSA population. This rank is unchanged from 2016.



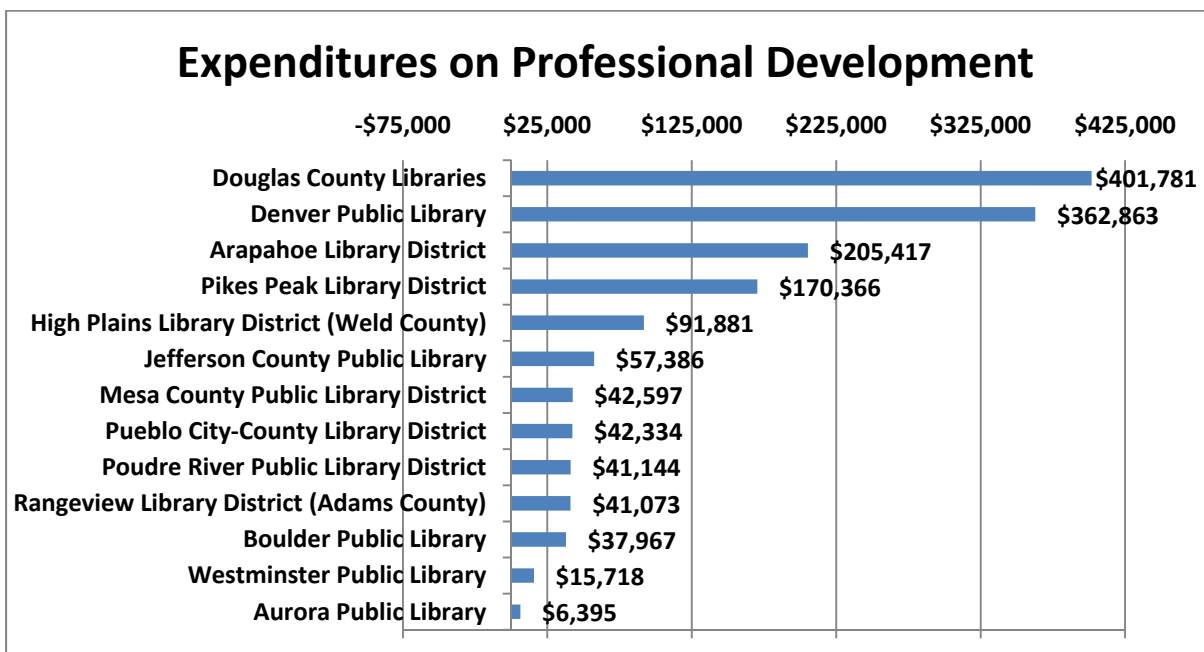
39. Total Operating Expenditures – This chart shows the total amount spent on operations. In 2017, the District ranked third, primarily due to the size of its LSA population, unchanged from 2016.



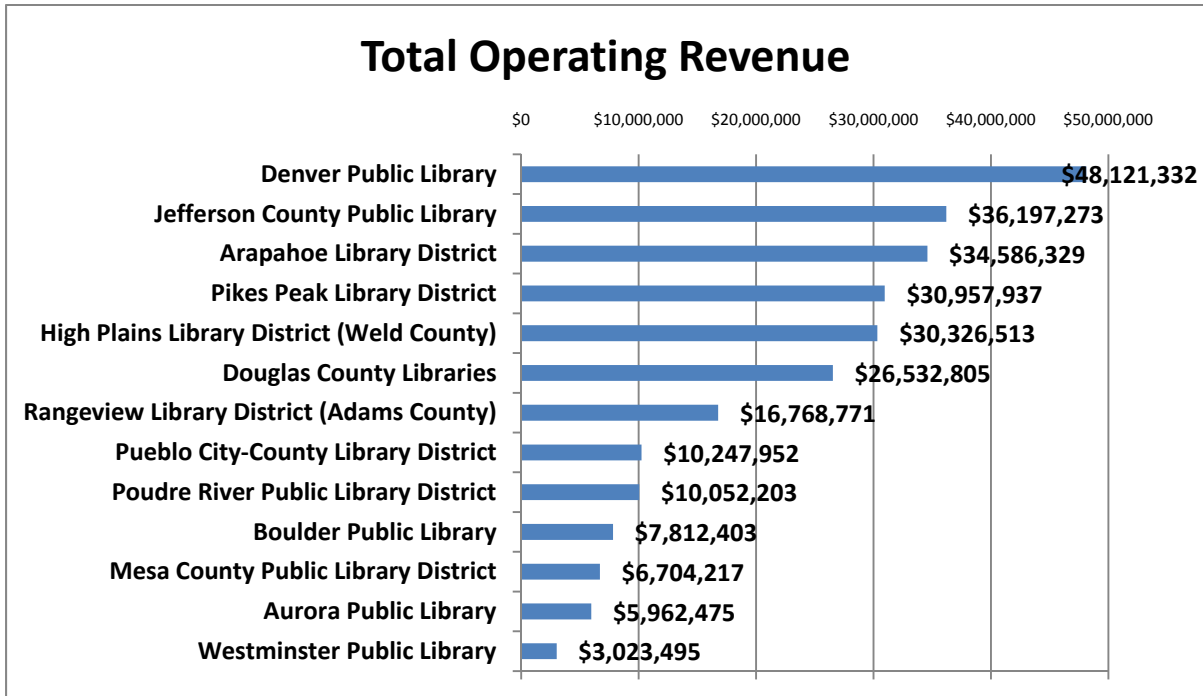
40. Capital Expenditures – This chart shows total expenses paid for new buildings or furnishings, renovations, automation systems, vehicles, and other major one-time projects. Includes all federal, state, local and other revenue used for major capital expenditures. In 2017, the District ranked fourth, up from sixth in 2016.



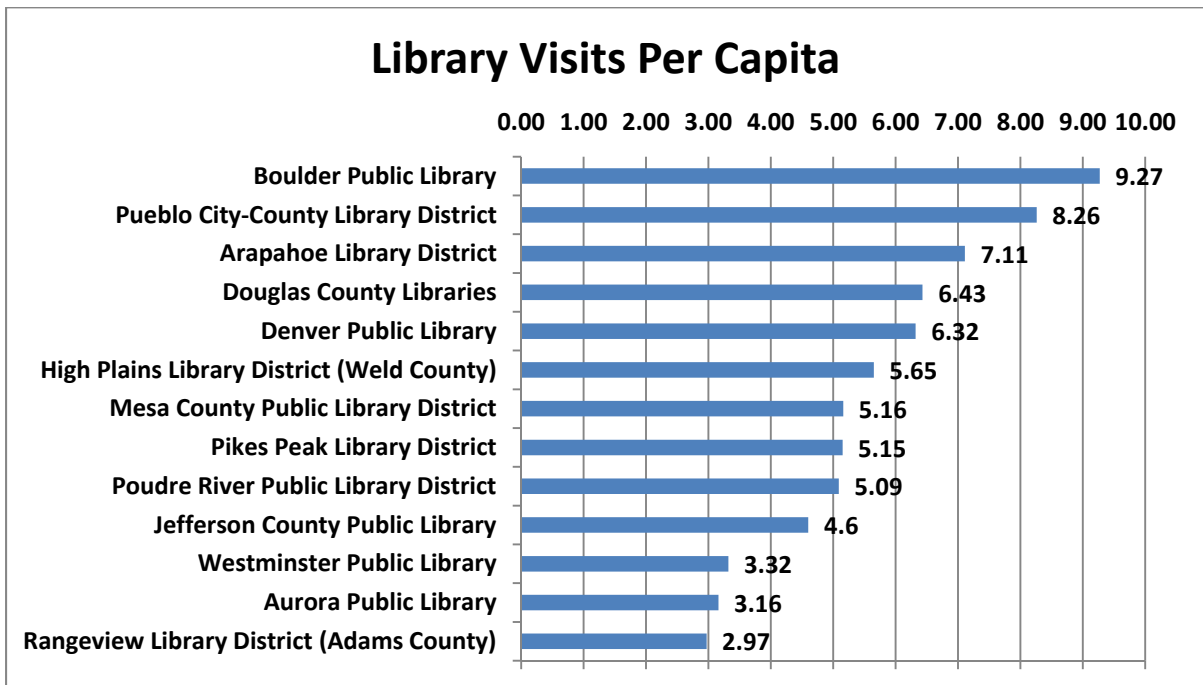
41. Expenditures on Professional Development – This chart shows total expenditures for development and education of staff. The total includes fees, materials, travel costs, conference registrations, workshops, reimbursements, software, videos, and cost of in-house development office. This does not include costs associated with regular staff or human resources meetings. For 2017, the District ranked fourth out of 13 libraries in this category, up from sixth in 2016.



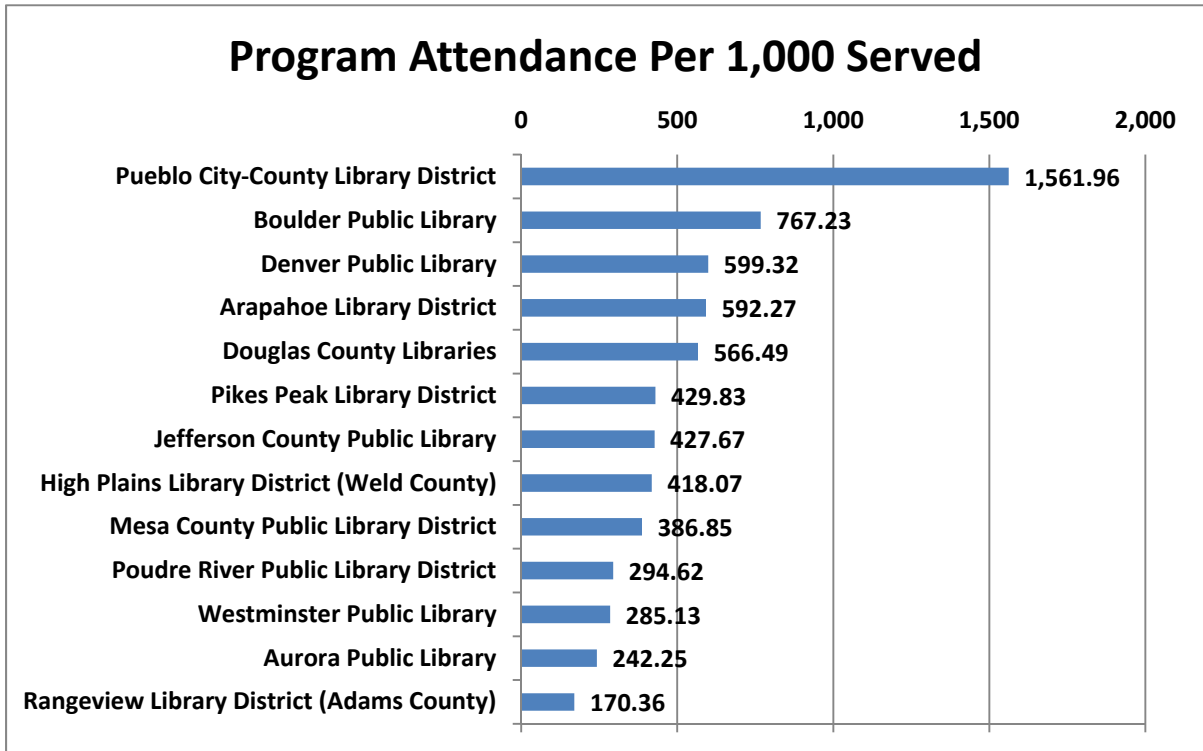
42. Total Operating Revenue – This chart shows total operating revenue for each library. In 2017, the District ranked fourth, primarily due to the size of its LSA population. In 2016, the District ranked fifth in this category.



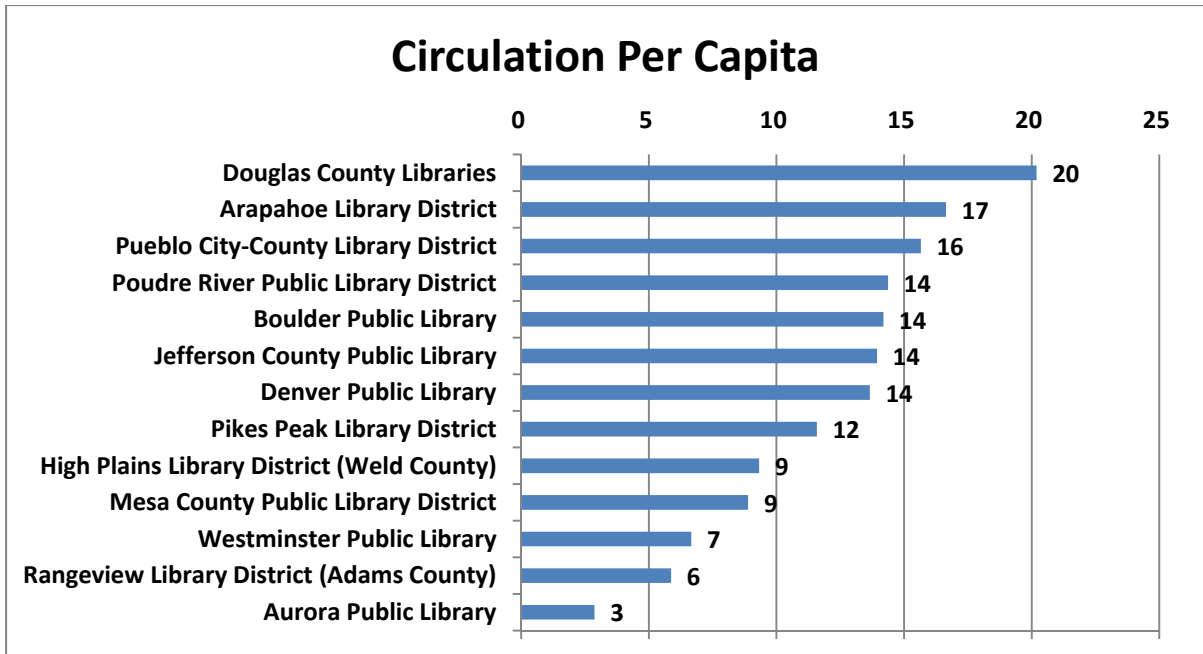
43. Library Visits Per Capita – This chart shows total library patron visits divided by the total LSA population. For 2016, the District ranked seventh in this category. For 2017, the District ranked eighth.



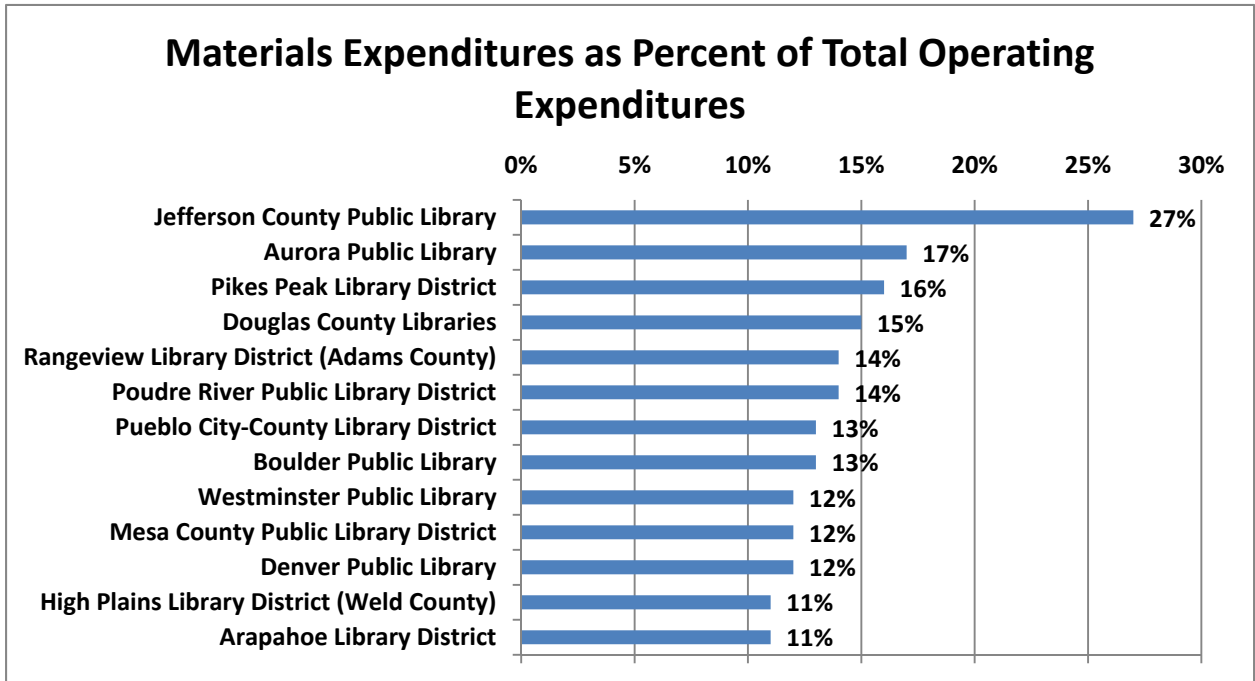
44. Program Attendance Per 1,000 Served – This chart shows total attendance for all programs. In 2017, the District ranked sixth, unchanged from 2016.



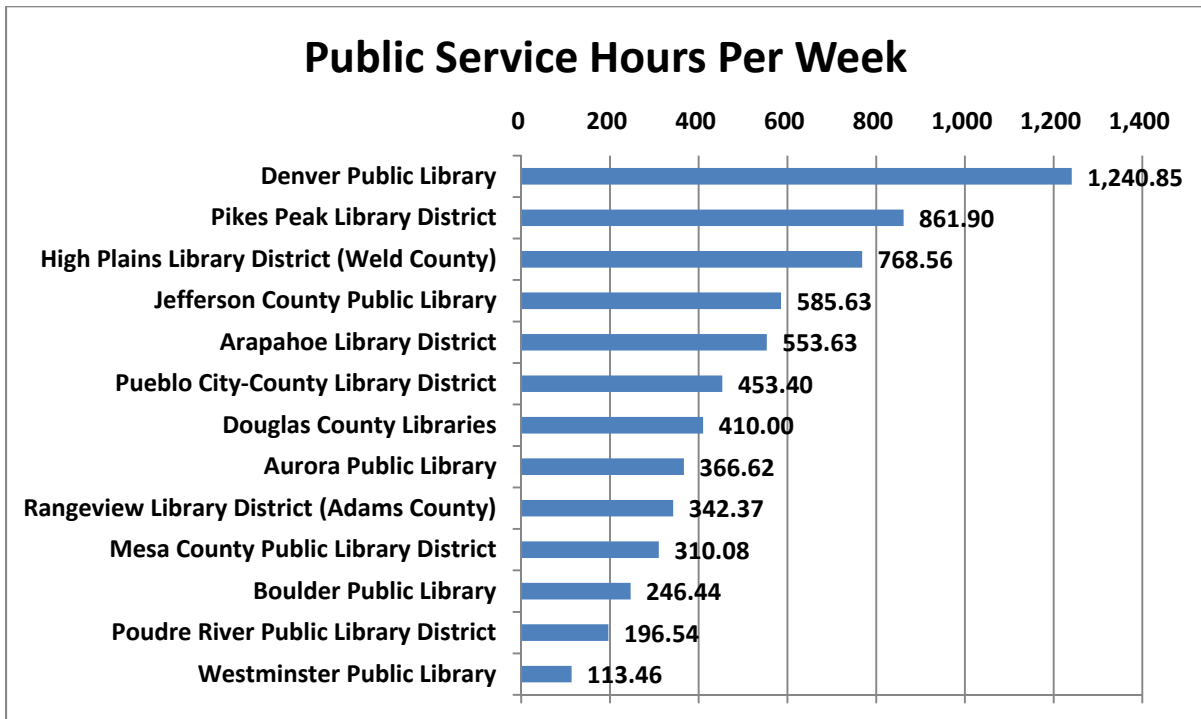
45. Circulation Per Capita – This chart shows total circulation divided by LSA population. In 2017, the District ranks eighth, unchanged from 2016.



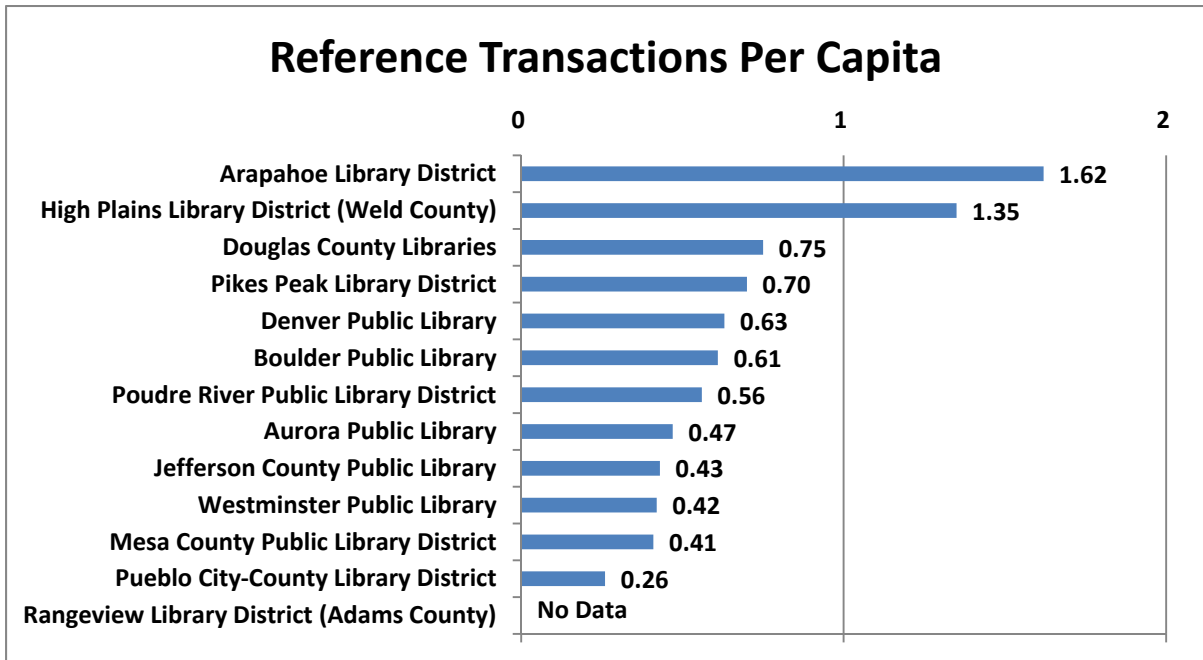
46. Materials Expenditures as Percent of Total Operating Expenditures – This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. In 2017, the District ranked third out of the 13 libraries, unchanged from 2016.



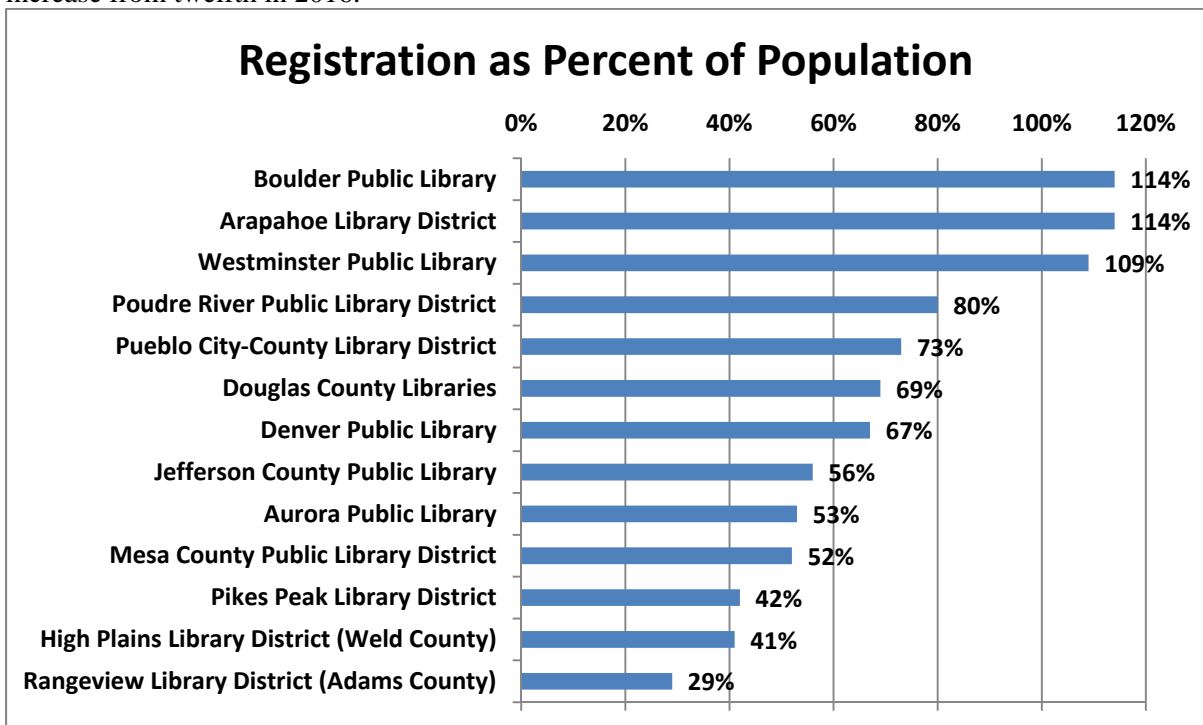
47. Public Service Hours Per Week – This chart shows total number of hours the library is open to the public per week. The District ranked second for 2017 and 2016, primarily due to the number of facilities.



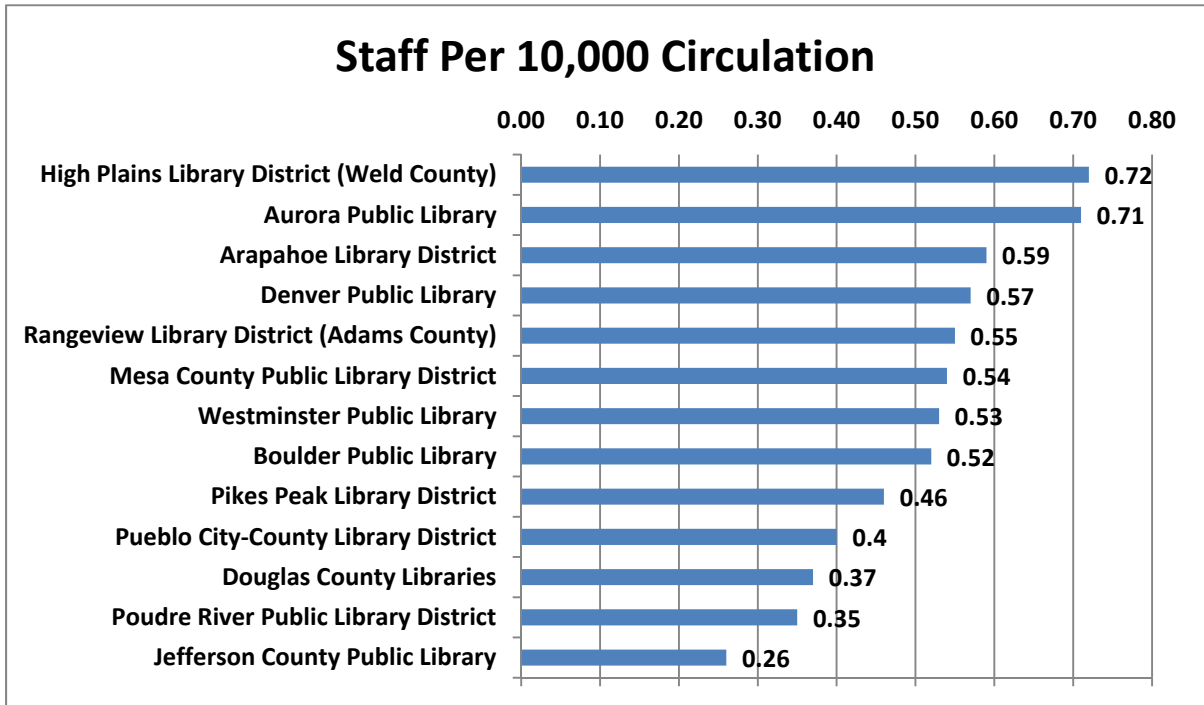
48. Reference Transactions Per Capita – This chart shows total reference questions divided by total LSA population. For 2017, the District ranked fourth, down from third in 2016.



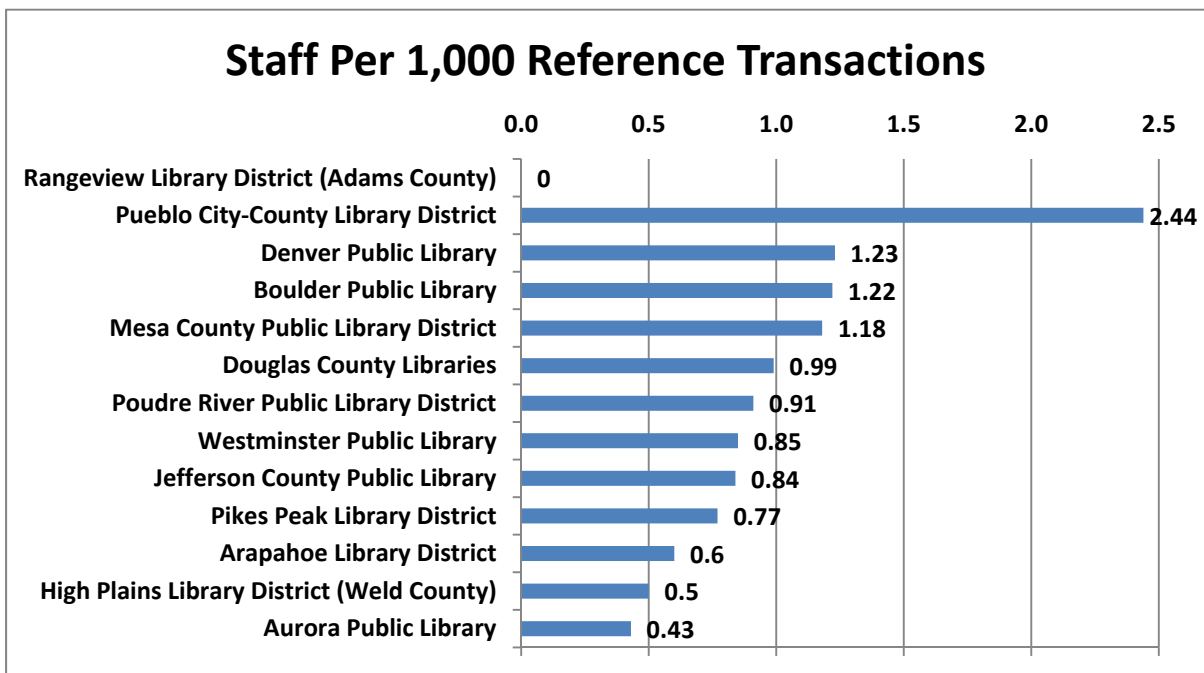
49. Registration as Percent of Population – This chart shows total library cardholders as a percentage of the total LSA population. The District ranked eleventh out of the 13 libraries for 2017; an increase from twelfth in 2016.



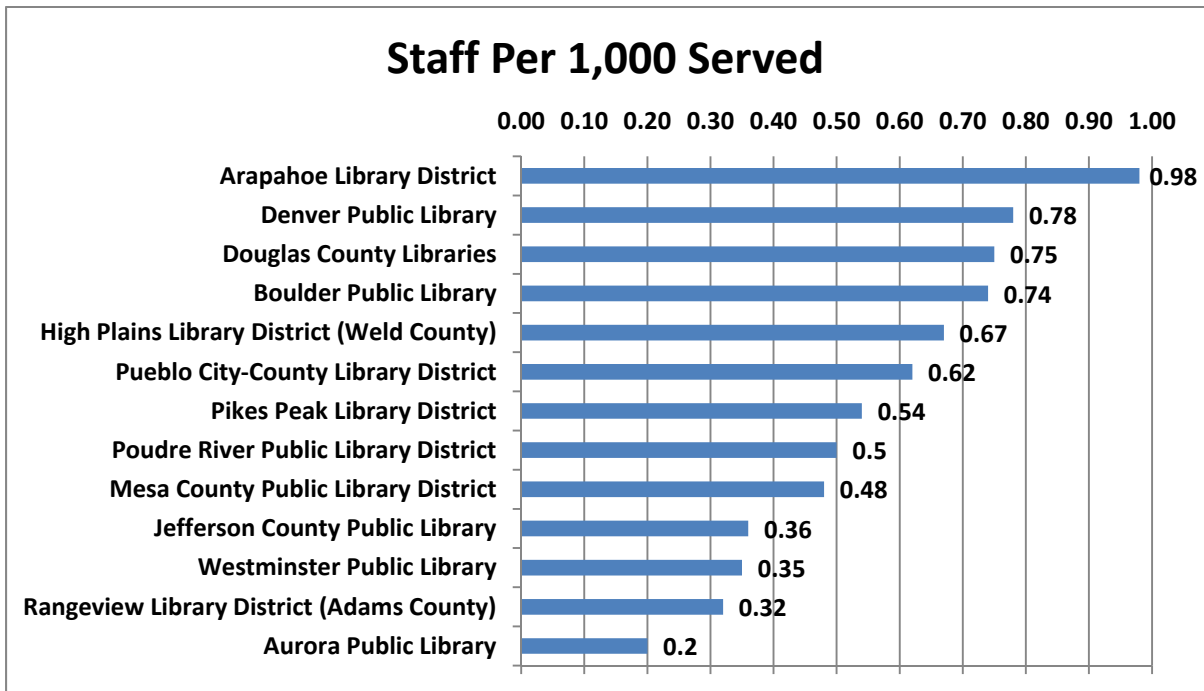
50. Staff Per 10,000 Circulation – This chart shows total staff per 10,000 LSA population. In 2017, the District ranked ninth out of the 13 libraries in this category, unchanged from 2016.



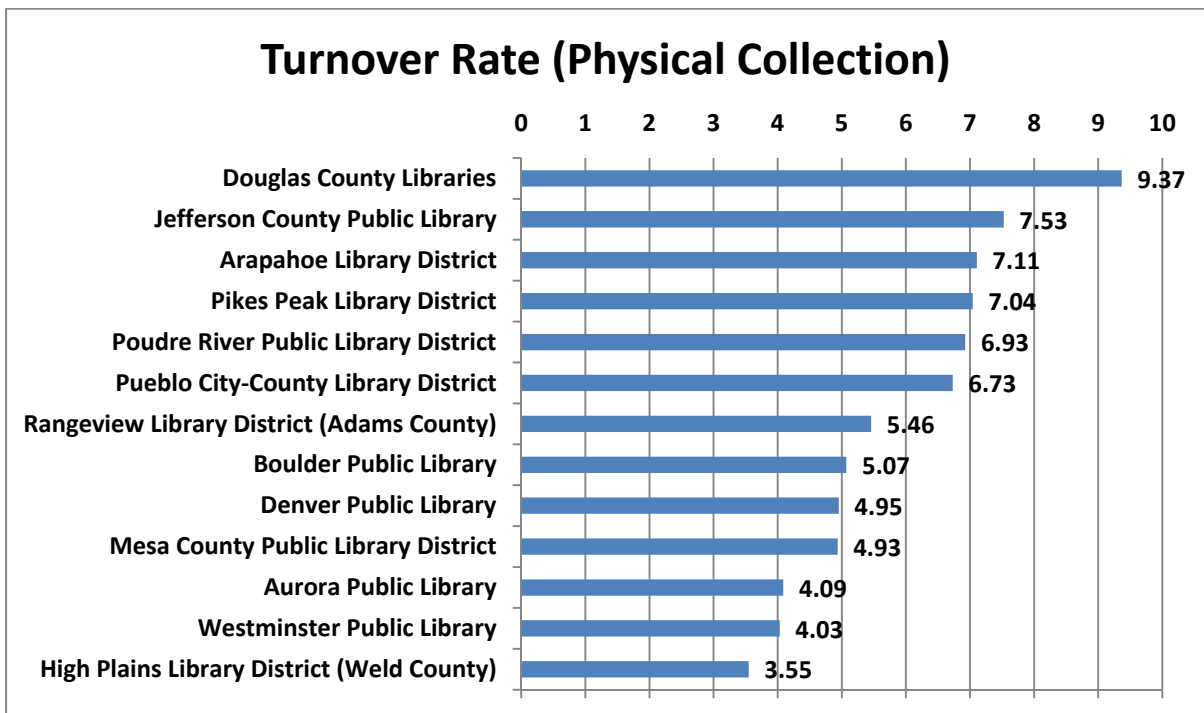
51. Staff Per 1,000 Reference Transactions – This chart shows total staff full-time equivalents divided by total reference transactions (divided by 1,000). For 2017, the District ranked tenth, down from eighth in 2016.



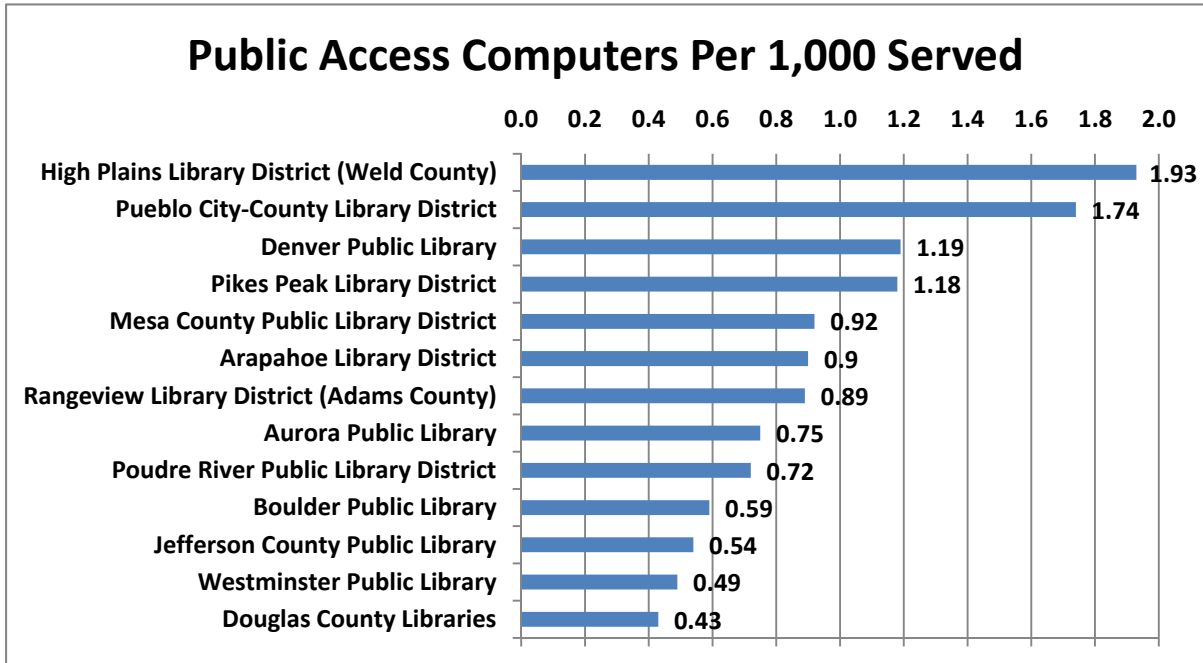
52. Staff Per 1,000 Served – This chart shows total staff divided by the total LSA population (divided by 1,000). The District ranked seventh, unchanged from 2016.



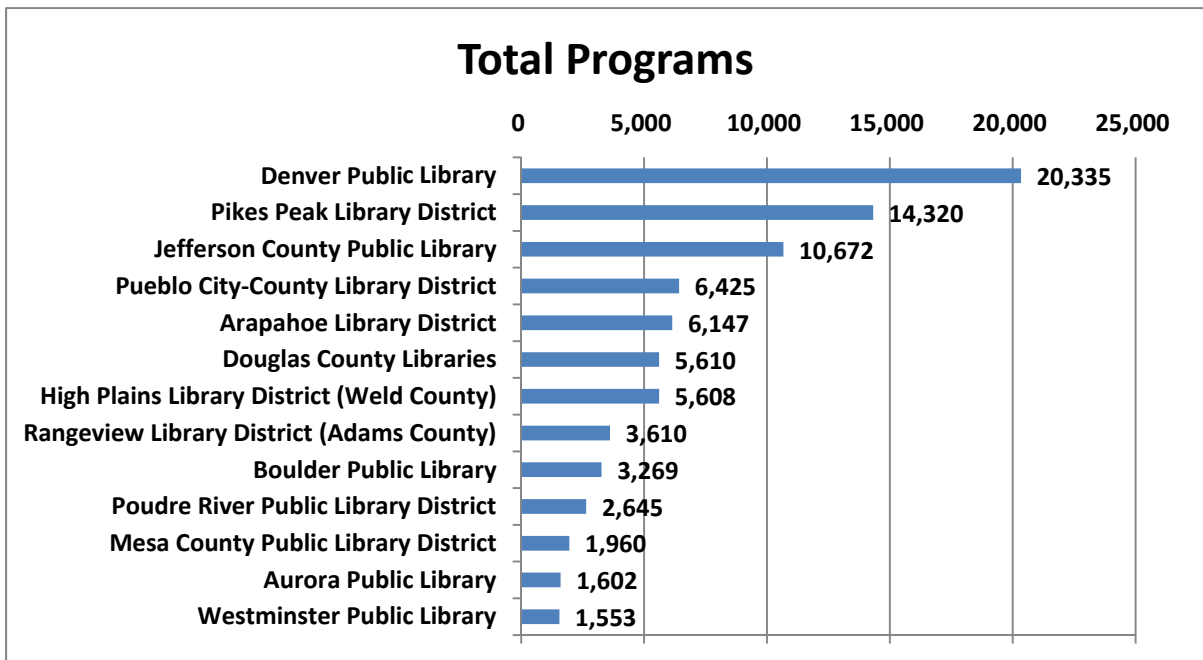
53. Turnover Rate (Physical Collection) – This chart shows total circulation divided by total number of items in the collection. The District ranked fourth out of the 13 libraries in this category. In 2016, the District ranked second.



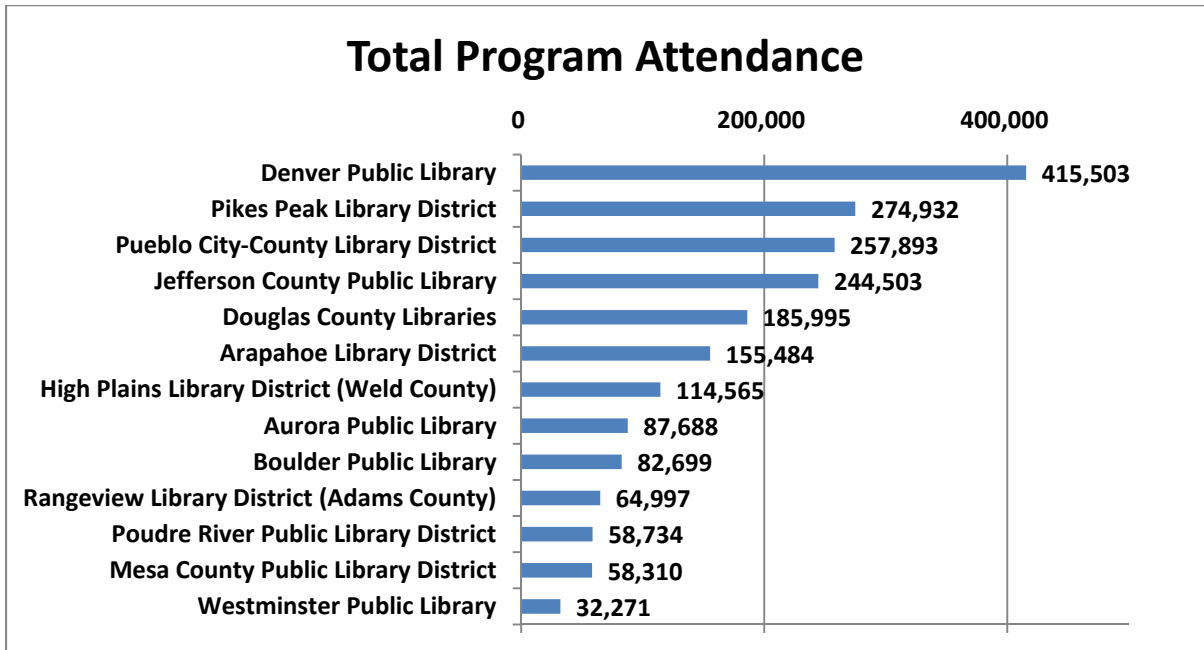
54. Public Access Computers Per 1,000 Served – This chart shows total number of public access computers with Internet available divided by the legal service area in thousands. The District ranks fourth out of 13 libraries for 2017, unchanged from 2016.



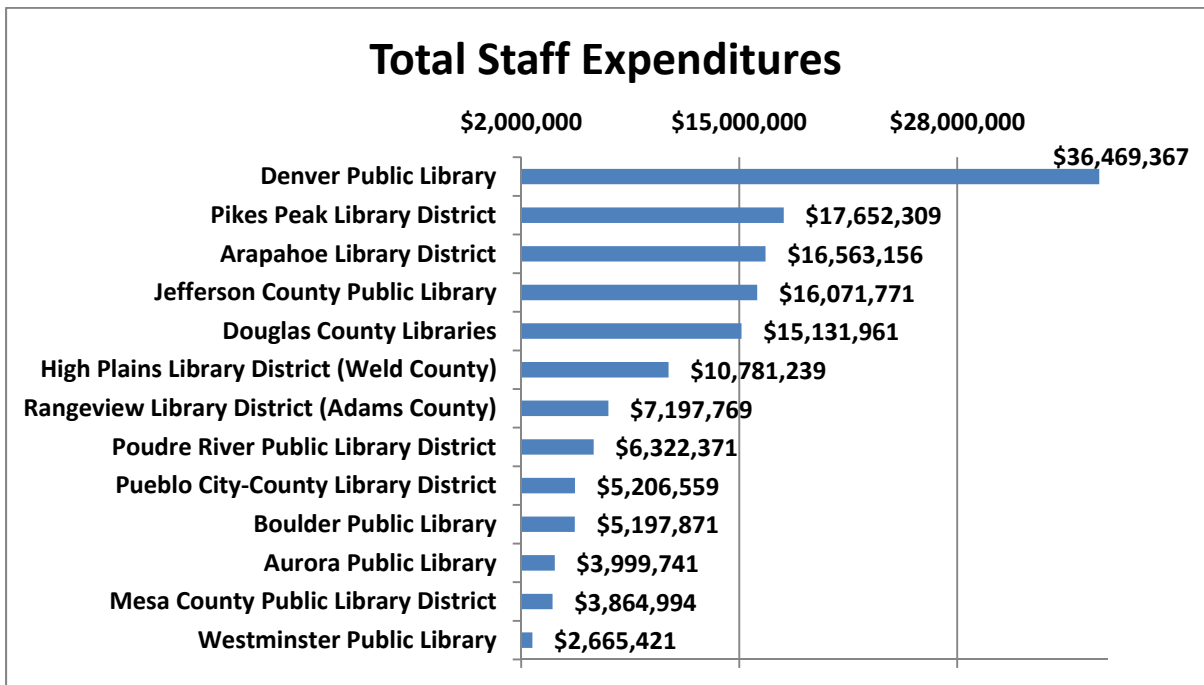
55. Total Programs – This chart shows total number of programs. The District ranks second out of 13 libraries in 2017, unchanged from 2016.



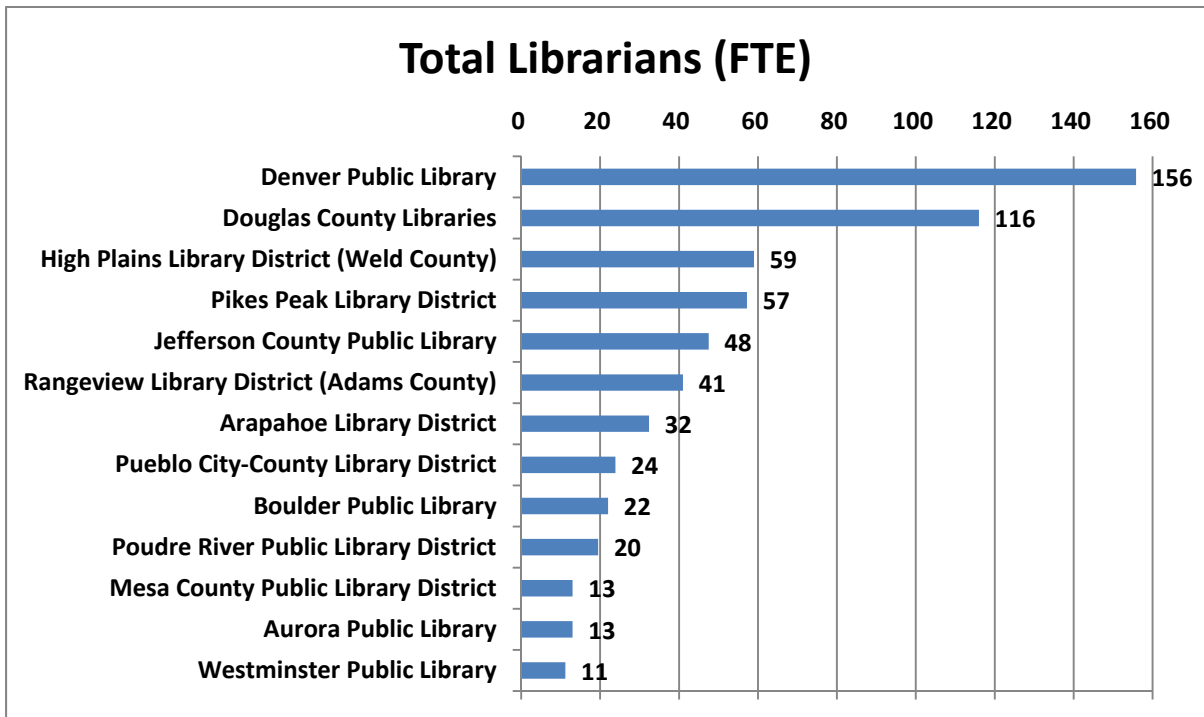
56. Total Program Attendance – This chart shows total count of the audience at all library programs. The District ranked second in 2017, unchanged from 2016.



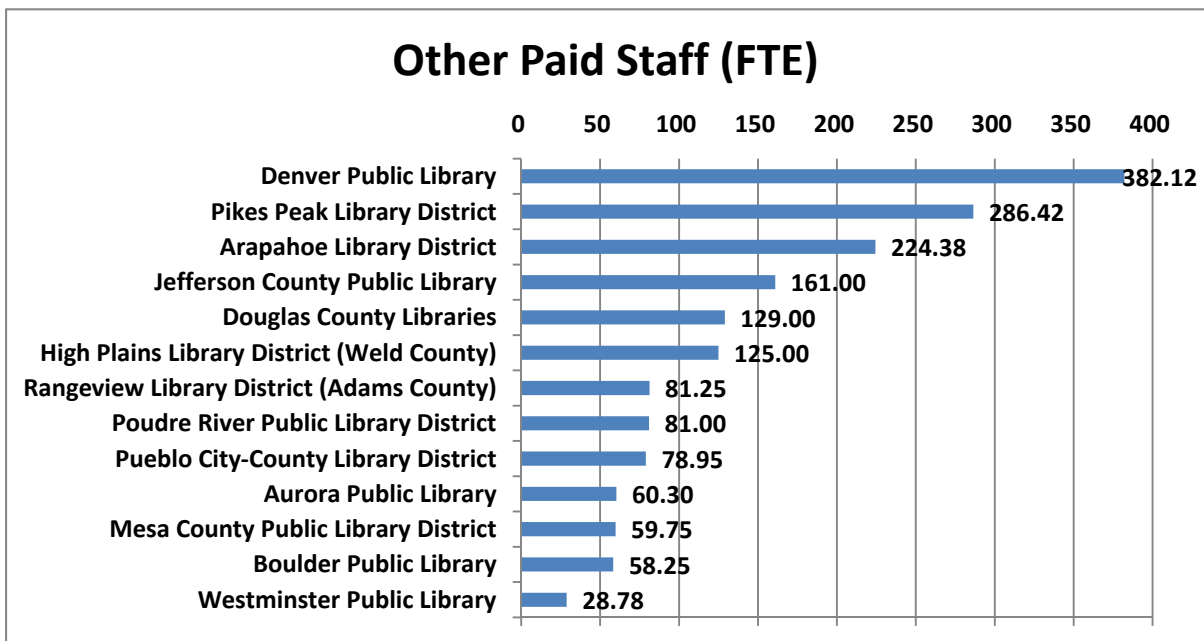
57. Total Staff Expenditures – This chart shows total wages and benefits paid to library staff. In 2017, the District ranked second, primarily due to the size of its LSA population. For 2016, the District ranked third.



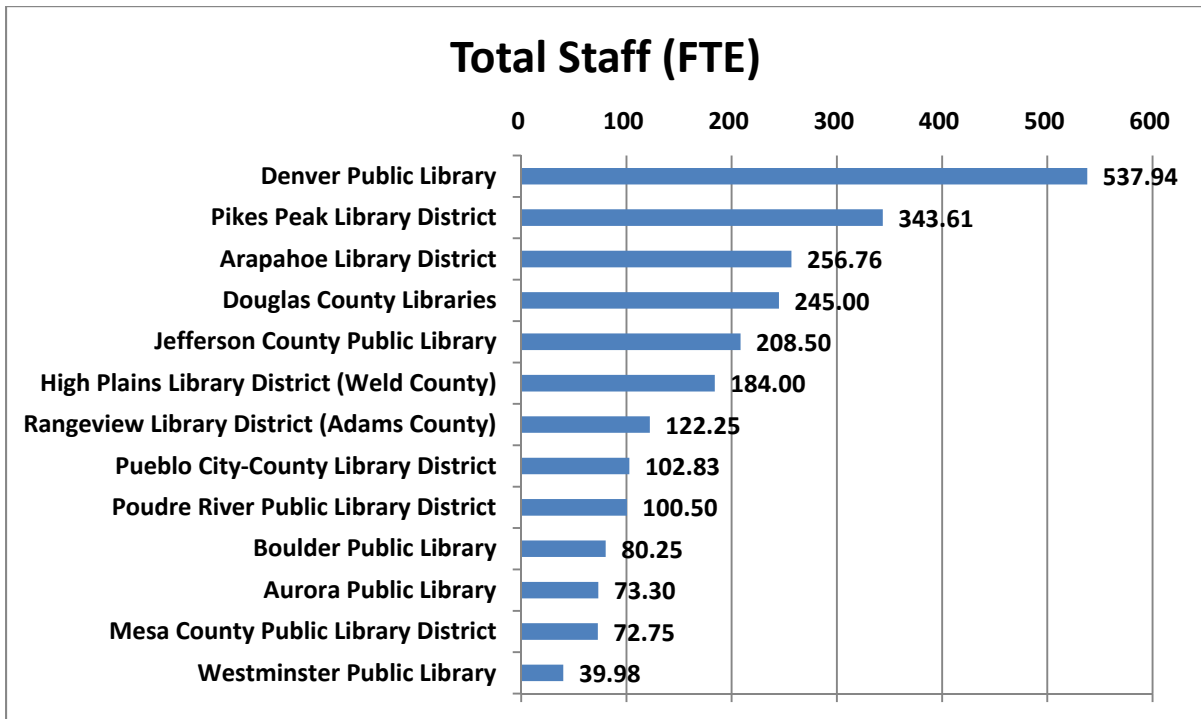
58. Total Librarians (FTE) – This chart shows the total number of full-time equivalents of librarians. For 2017, the District ranked fourth, again primarily due to the size of its LSA population. This rank is unchanged from 2016.



59. Other Paid Staff (FTE) – This chart includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. For 2017, the District ranked second, unchanged from 2016.



60. Total Staff (FTE) - This chart shows the total number of full-time equivalents of staff. The District ranked second, primarily due to the size of its LSA population; this rank is unchanged from 2016.



TREND INFORMATION

Included in the 2019 Proposal are various charts and graphs that depict financial information in a visual format.

BUDGETARY BASIS OF ACCOUNTING

The 2019 budget has been prepared on a modified accrual basis of accounting. Revenue is recognized when available, and expenditures are recognized when the obligation is incurred. Encumbrances are not recorded in the 2019 budget.

ACKNOWLEDGEMENTS

Special thanks and appreciation are expressed to the Board of Trustees, the Leadership Team and the Management Team for their leadership and direction toward completion of the 2019 budget.

Thanks and appreciation are also extended to all District managers, supervisors and staff for their efforts toward examining the budget carefully and planning ahead prudently to complete a balanced 2018 budget.

Respectfully submitted,

John Spears
Chief Librarian & CEO

Michael Varnet, CPA, CPFO
Chief Financial Officer

RESOLUTION TO SET MILL LEVIES

A resolution levying general property taxes for the fiscal year 2019, to help defray the costs of government for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2019 budget year.

WHEREAS, the Board of Trustees of the Pikes Peak Library District has adopted the annual budget in accordance with Local Government Budget Law, on December 11, 2018, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$33,394,716, and;

WHEREAS, the 2018 net valuation for assessment (payable in 2019) for the Pikes Peak Library District, as certified by the County Assessor, is \$7,116,821,890.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT, COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of the Pikes Peak Library District during the 2018 budget year, there is hereby levied a tax of 4.000 mills (comprised of a general operating mill levy of 4.000 mills, a mill levy for refunds and abatements of 0.016 mills, and a temporary tax credit of (0.016) mills), upon each dollar of the total valuation for assessment of all taxable property within the District for the 2018 assessment year.

Section 2. That the Chief Financial Officer of the Pikes Peak Library District is hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the Pikes Peak Library District as hereinabove determined and set.

ADOPTED, this 11th day of December 2018.

Kathleen Owings, President

RESOLUTION TO ADOPT BUDGET

A resolution summarizing expenditures and revenues for each fund and adopting a budget for the Pikes Peak Library District, Colorado Springs, Colorado, for the calendar year beginning on the first day of January 2019, and ending on the last day of December 2019.

WHEREAS, the Board of Trustees of the Pikes Peak Library District has appointed the Executive Director to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, the Executive Director has submitted a proposed budget to this governing body on October 15, 2018 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 December 11, 2018, and interested taxpayers were given the opportunity to file or register any objections to the proposed budget, 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 PIKES PEAK LIBRARY DISTRICT, COLORADO SPRINGS, COLORADO:

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

Section 2. That the budget hereby approved and adopted shall be signed by the Executive Director and made a part of the public records of the Pikes Peak Library District.

ADOPTED, this 11th day of December 2018.

Kathleen Owings, President

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A resolution appropriating sums of money to the various funds, in the amount and for the purposes as set forth below, for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2019 budget year.

WHEREAS, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 11, 2018, and;

WHEREAS, the Board of Trustees has made provision therein for revenues and fund balances in the 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 fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Pikes Peak Library District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIKES PEAK LIBRARY DISTRICT, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue and fund balances of each fund, to each fund, for the stated purpose:

General Fund

Current Operating Expenditures	\$33,076,776
Transfers to other funds	<u>2,428,411</u>
Total General Fund	<u>\$35,505,187</u>

East Library Renovation Project Fund

Capital Outlay	<u>\$144,627</u>
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Penrose Library Renovation Project Fund

Capital Outlay	<u>\$96,700</u>
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North Facility (Library 21c) Project Fund

Capital Outlay	<u>\$1,156,100</u>
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Capital Reserve Fund

Capital Outlay	<u>\$1,158,984</u>
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\$38,061,598

ADOPTED, this 11th day of December 2018.

Kathleen Owings, President

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners of El Paso County, Colorado.

On behalf of the Pikes Peak Library District,
(taxing entity)
 the Board of Trustees
(governing body)
 of the Pikes Peak Library District
(local government)

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS assessed valuation of: \$ 7,202,083,270
(GROSS assessed valuation, Line 2 of the Certification of Valuation Form DLG 57)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area 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: \$ 7,116,821,890
(NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/15/2018 for budget/fiscal year 2019.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY	REVENUE
1. General Operating Expenses	4.000 mills	\$ 28,467,288
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	< 0.016 > mills	\$ < 113,869 >
SUBTOTAL FOR GENERAL OPERATING:	3.984 mills	\$ 28,353,419
3. General Obligation Bonds and Interest	- mills	\$ -
4. Contractual Obligations	- mills	\$ -
5. Capital Expenditures	- mills	\$ -
6. Refunds/Abatements	0.016 mills	\$ 113,869
7. Other (specify): _____	- mills	\$ -
_____	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	4.000 mills	\$ 28,467,288

**Pikes Peak Library District
Budget Timetable
Fiscal Year 2019**

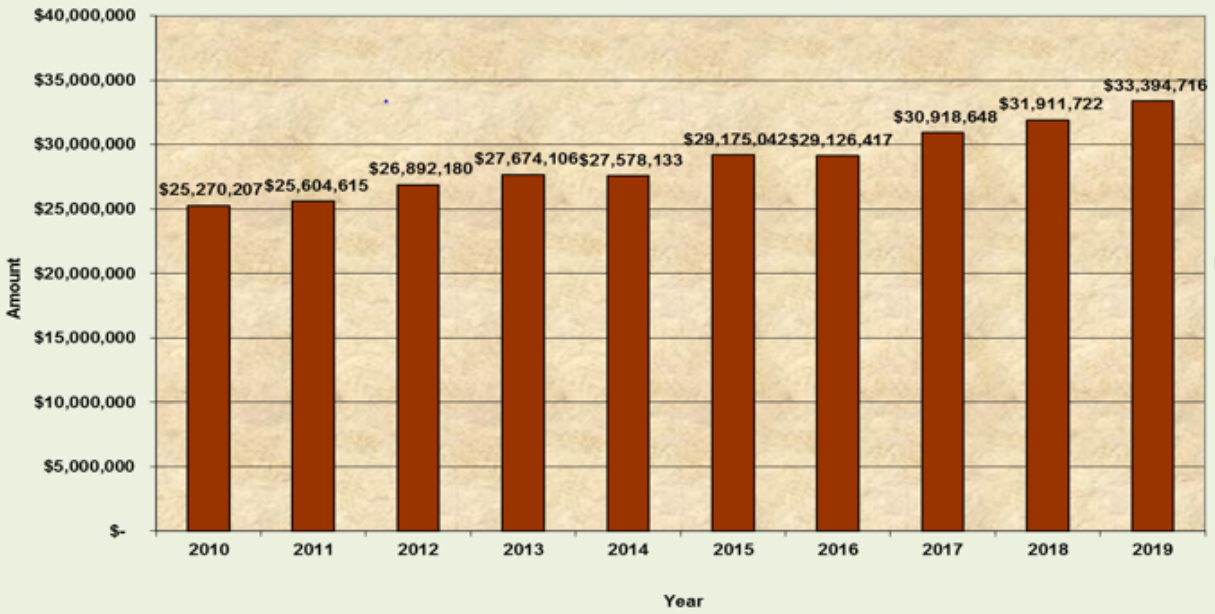
- | | |
|--|-----------------|
| 1. Preliminary discussion with Internal Affairs Committee | June 2018 |
| 2. Preliminary discussion with Leadership Team | June 2018 |
| 3. Budget input training | June/July 2018 |
| 4. Budget forms and guidelines are provided to all departments/offices | July 9, 2018 |
| 5. Budget questionnaires are due to Finance | July 2018 |
| 6. Preliminary assessed valuation due from County | Aug. 25, 2018 |
| 7. Preliminary CPI (June 30, 2018) due from State | Aug. 25, 2018 |
| 8. Chief Librarian/CEO and the Chief Financial Officer meet with each Officer/Manager to discuss budget objectives | July/Aug. 2018 |
| 9. All budget requests due to Finance | Sept. 10, 2018 |
| 10. Budget draft is prepared by Chief Financial Officer | Sept. 15, 2018 |
| 11. Leadership team to discuss budget draft | Sept./Oct. 2018 |
| 12. Internal budget meetings held to discuss budget issues | Sept./Oct. 2018 |
| 13. Budget draft presented to Board of Trustees | Oct. 15, 2018 |
| 14. Public hearing is held | Dec. 11, 2018 |
| 15. Budget is approved by the Board of Trustees | Dec. 11, 2018 |
| 16. The 2019 mill levy is certified by the Board of Trustees | Dec. 15, 2018 |
| 17. The 2019 accounting records incorporate the 2019 budget | Dec. 31, 2018 |
| 18. 2019 Budget due to State | Jan. 31, 2019 |

GENERAL FUND

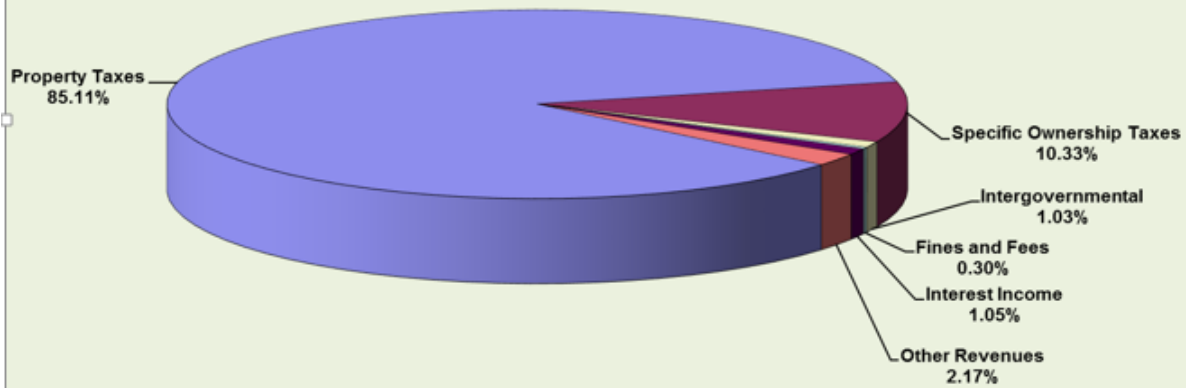
Pikes Peak Library District			
General Fund - Revenue/Expenditure Summary			
Three-Year Period Ended December 31, 2019			
	2017	2018	2019
	Actual	Budget	Budget
Revenues			
Budget	\$ -	\$ 32,073,444	\$ 33,394,716
Budget amendment	-	25,000	-
Total Budgeted Revenues	-	32,098,444	33,394,716
Actual	30,918,648	-	-
Estimated actual revenues (below) budget	-	(186,722)	-
Total Revenues	30,918,648	31,911,722	33,394,716
Expenditures			
Budget	-	33,853,819	35,505,187
Budget amendment	-	657,859	-
Total Budgeted Expenditures	-	34,511,678	35,505,187
Actual	29,776,582	-	-
Estimated actual expenditures (below) budget	-	(1,649,141)	-
Total Expenditures	29,776,582	32,862,538	35,505,187
Net Excess Revenues Over Expenditures	1,142,066	(950,816)	(2,110,472)
Fund Balance - Beginning of Year	9,290,771	10,432,837	9,482,021
Fund Balance - End of Year	\$ 10,432,837	\$ 9,482,021	\$ 7,371,550

Pikes Peak Library District			
General Fund - Fund Balance Summary			
Three-Year Period Ended December 31, 2019			
	2017	2018	2019
	Actual	Budget	Budget
NonSpendable			
Prepaid expenditures	\$ 339,785	\$ -	\$ -
Restricted For:			
Emergency (TABOR)	890,607	935,362	\$ 985,816
Gifts and grants	111,177	89,578	89,578
Committed for:			
Capital Projects - Knights of Columbus Hall	865,000	-	-
Assigned To:			
Purchases of books and materials	151,407	-	-
McKinley Trust	39,275	39,275	39,275
Purchased contracts	186,847	-	-
Unassigned	7,848,739	8,417,806	6,256,881
Total Fund Balance	\$ 10,432,837	\$ 9,482,021	\$ 7,371,550

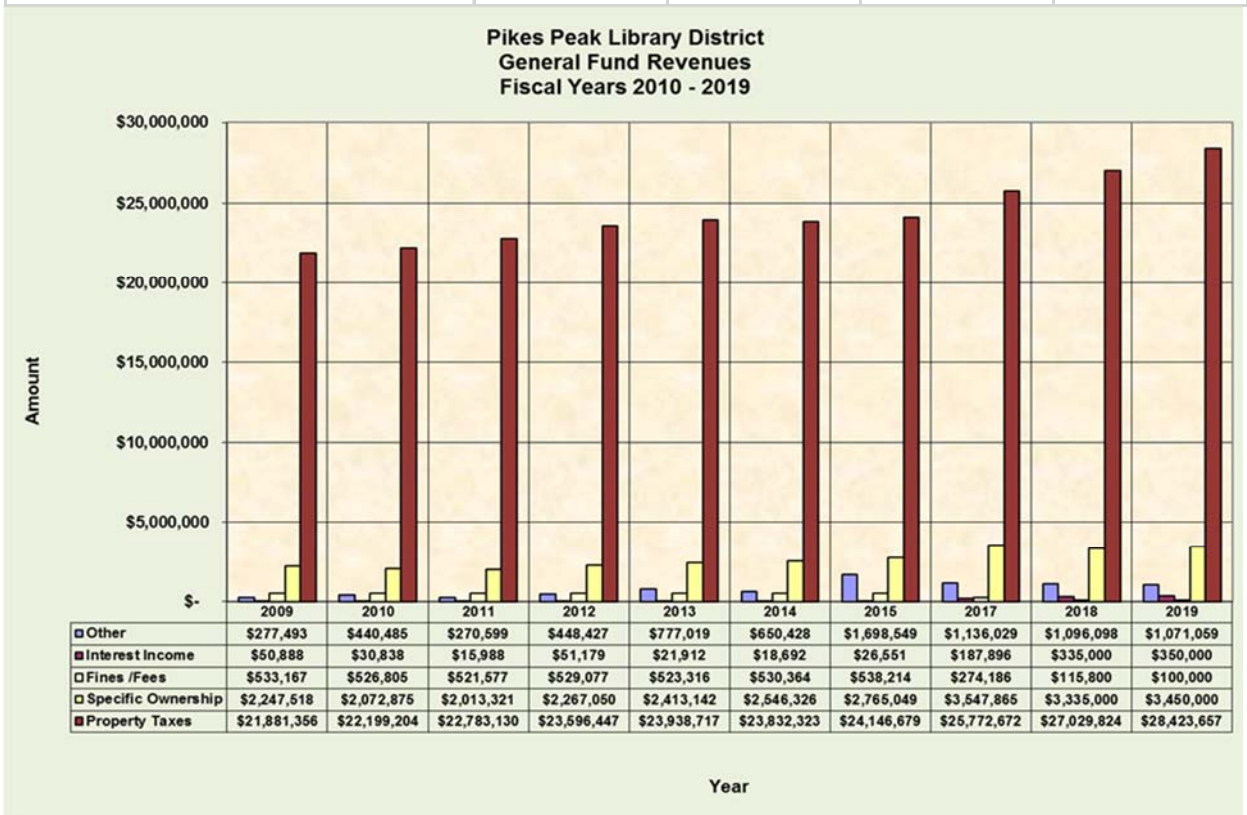
Pikes Peak Library District General Fund Revenues Fiscal Years 2010 - 2019



Pikes Peak Library District General Fund Revenues Fiscal Year 2019



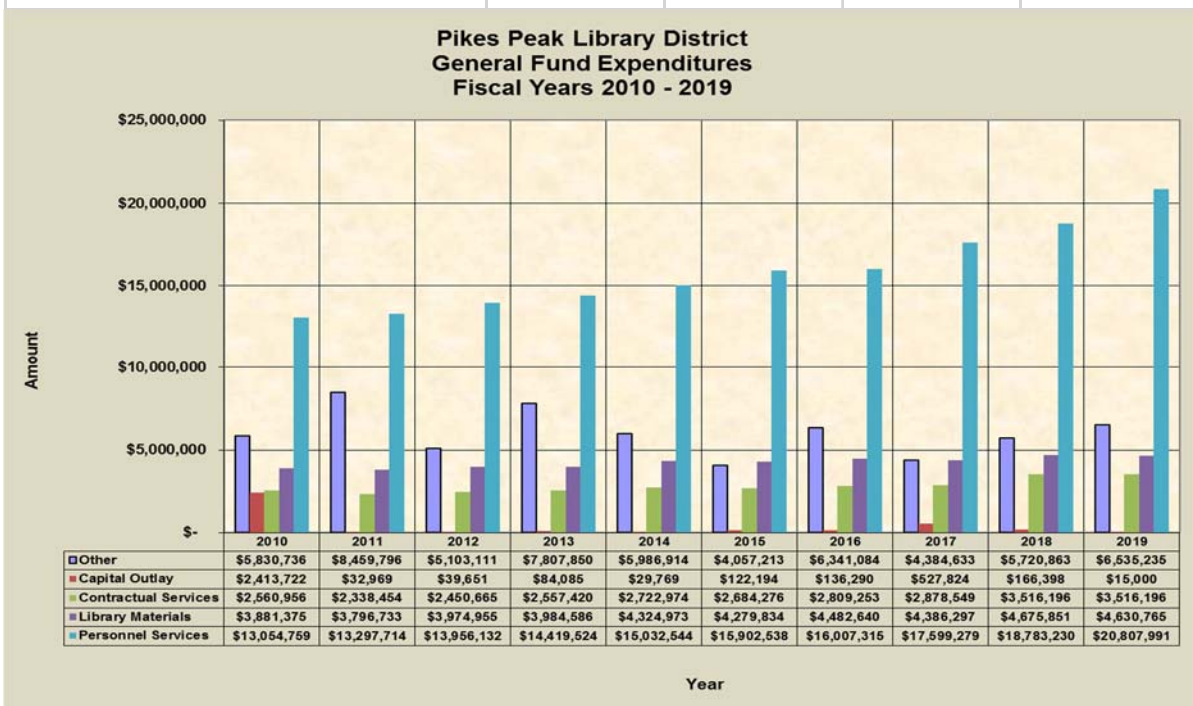
Pikes Peak Library District General Fund - Revenue Summary Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Taxes	\$ 29,320,537	\$ 30,434,719	\$ 30,364,824	\$ 31,873,657
Intergovernmental	458,187	370,000	370,000	345,000
Fines and Fees	274,186	115,800	115,800	100,000
Interest income	187,896	335,000	335,000	350,000
Other Revenues	677,842	842,925	726,098	726,059
Total Revenues	\$ 30,918,648	\$ 32,098,444	\$ 31,911,722	\$ 33,394,716



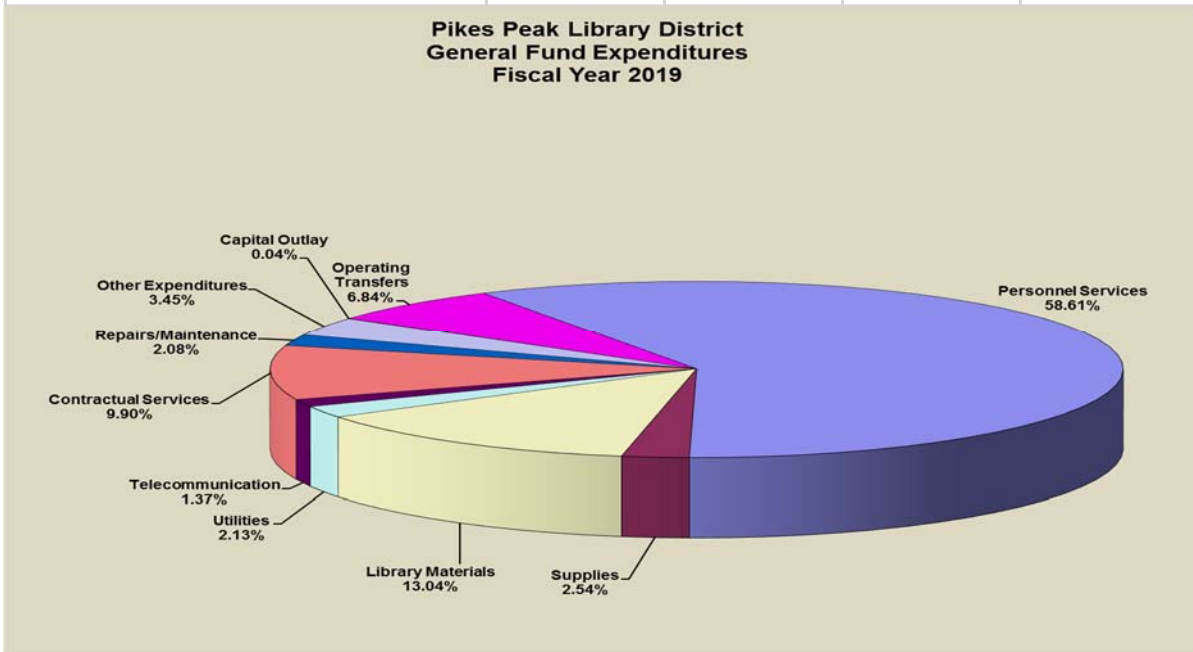
Pikes Peak Library District				
General Fund - Revenues (detail)				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Taxes				
Current property taxes	\$ 25,942,634	\$ 26,689,960	\$ 26,689,960	\$ 28,467,288
Less: uncollectible taxes	(90,841)	(100,366)	(100,366)	(105,000)
Net property taxes	25,851,793	26,589,594	26,589,594	28,362,288
Abatements and credits	(141,951)	(110,000)	(115,000)	(120,000)
Omitted property tax revenue	5,224	4,000	4,000	5,000
Delinquent taxes	14,007	15,000	16,500	17,000
Interest on delinquent taxes	33,187	33,000	33,000	35,000
Specific ownership taxes	3,547,865	3,400,000	3,335,000	3,450,000
Payment in lieu of taxes	10,412	10,500	9,105	10,500
Property tax revenue offset - temporary credit	-	492,625	492,625	113,869
Total Taxes	29,320,537	30,434,719	30,364,824	31,873,657
Intergovernmental				
Federal funds - E-Rate	225,288	225,000	225,000	200,000
State funds - library materials	144,574	145,000	145,000	145,000
State grant - other	88,325	-	-	-
Total Intergovernmental	458,187	370,000	370,000	345,000
Fines and Fees	274,186	115,800	115,800	100,000
Interest Income	187,896	335,000	335,000	350,000
Other Revenues				
Copier charges	94,826	85,000	95,000	96,000
Sale of assets	11,640	25,000	25,000	5,000
Parking lot collections	31,880	34,000	34,000	35,000
Donations	505,725	694,725	567,898	585,559
Other	33,771	4,200	4,200	4,500
Total Other Revenues	677,842	842,925	726,098	726,059
Total Revenues	\$ 30,918,648	\$ 32,098,444	\$ 31,911,722	\$ 33,394,716

Pikes Peak Library District			
Mill Levy Calculation			
Three-Year Period Ended December 31, 2019			
	2017	2018	2019
Assessed Valuation			
Gross	\$ 6,617,856,790	\$ 7,080,595,440	\$ 7,202,083,270
Net	6,556,136,920	7,001,563,360	7,116,821,890
Difference - TIF Districts	\$ 61,719,870	\$ 79,032,080	\$ 85,261,380
Mill Levy - Pikes Peak Library District Budget			
Operating	3.934	3.860	4.000
Property Tax Revenue - Operating	25,791,843	27,026,035	28,467,288
Abatements - Credits	0.023	0.023	0.016
Property Tax Revenue - Abatements and Credits	150,791	161,036	113,869
Temporary Tax Credit	-	(0.071)	(0.016)
Property Tax Revenue	-	(497,111)	(113,869)
Total Mill Levy	3.957	3.812	4.000
Total Property Tax Revenue - Net AV	25,942,634	26,689,960	28,467,288
Property tax Revenue			
Pikes Peak Library District - Net AV	\$ 25,942,634	\$ 26,689,960	\$ 28,467,288
TIF Districts	244,226	306,882	342,410
Total Property Tax Revenue - Gross AV	\$ 26,186,859	\$ 26,996,841	\$ 28,809,697

Pikes Peak Library District General Fund - Expenditures by Major Account Classification Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Personnel Services	\$ 17,599,279	\$ 19,865,493	\$ 18,783,230	\$ 20,807,991
Supplies	647,124	840,808	825,720	902,251
Library Materials	4,386,297	4,675,851	4,675,851	4,630,765
Utilities	582,681	732,617	642,041	757,083
Telecommunication Costs	467,416	537,449	537,449	487,000
Contractual Services	2,878,549	3,361,011	3,295,558	3,516,196
Repairs and Maintenance	579,989	765,007	636,603	737,000
Other Services/Expenditures	777,886	1,125,980	858,624	1,223,490
Capital Outlay	527,824	166,398	166,398	15,000
Operating Transfers To Other Funds	786,341	2,441,064	2,441,064	2,428,411
Special Item	543,196	-	-	-
Total Expenditures	\$ 29,776,582	\$ 34,511,678	\$ 32,862,538	\$ 35,505,187



Pikes Peak Library District General Fund - Expenditures by Major Account Classification - Percentage To Total Budget Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Personnel Services	59.1%	57.6%	57.2%	58.6%
Supplies	2.2%	2.4%	2.5%	2.5%
Library Materials	14.7%	13.5%	14.2%	13.0%
Utilities	2.0%	2.1%	2.0%	2.1%
Telecommunication Costs	1.6%	1.6%	1.6%	1.4%
Contractual Services	9.7%	9.7%	10.0%	9.9%
Repairs and maintenance	1.9%	2.2%	1.9%	2.1%
Other Services/Expenditures	2.6%	3.3%	2.6%	3.4%
Capital Outlay	1.8%	0.5%	0.5%	0.0%
Operating Transfers To Other Funds	2.6%	7.1%	7.4%	6.8%
Special Item	1.8%	0.0%	0.0%	0.0%
Total Expenditures	100.0%	100.0%	100.0%	100.0%

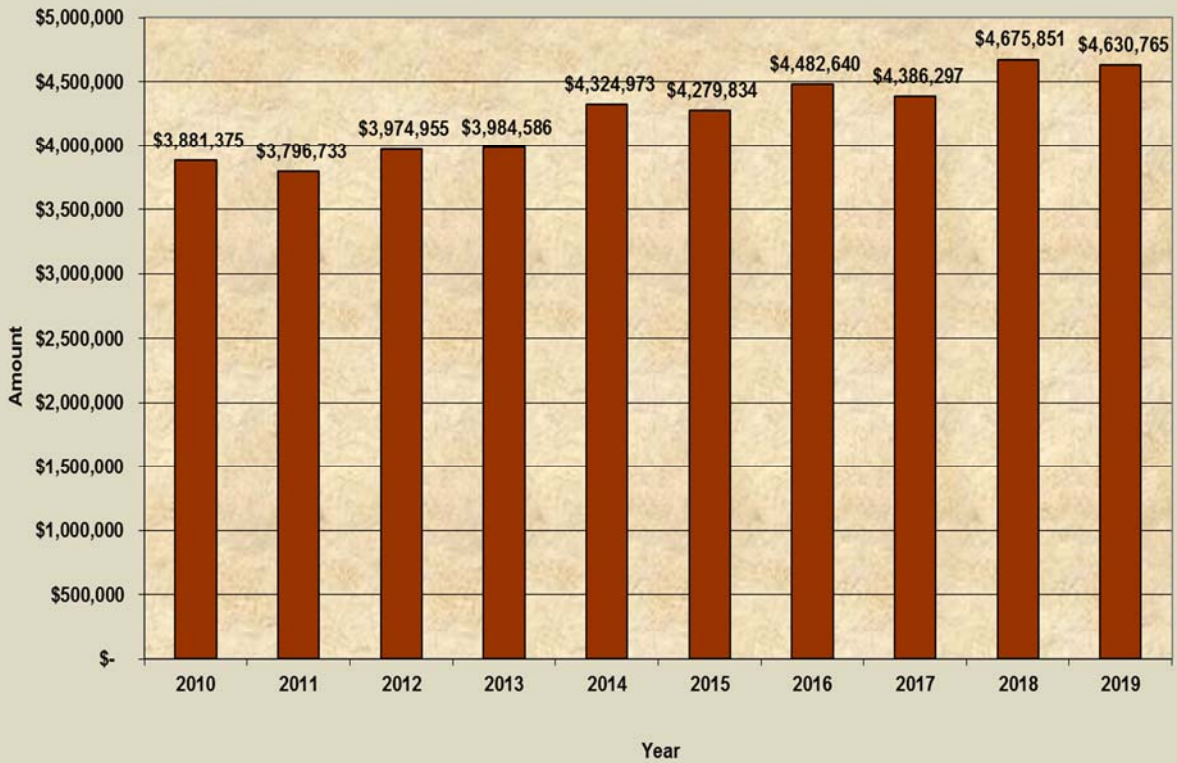


Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Personnel Services				
Salaries and wages	\$ 13,489,872	\$ 15,234,663	\$ 14,454,504	\$ 16,225,318
Substitute pay	517,744	485,174	447,856	327,594
FICA	1,025,817	1,227,213	1,098,903	1,228,346
Retirement contribution	790,760	964,004	830,808	970,483
Health benefits	1,620,680	1,756,000	1,767,320	1,875,000
Unemployment taxes	30,157	45,000	44,000	47,250
Workers compensation	76,714	85,000	80,000	85,000
Tuition reimbursement	38,762	40,000	43,000	40,000
Work study	8,773	28,439	16,839	9,000
Total Personnel Services	17,599,279	19,865,493	18,783,230	20,807,991
Supplies				
Microform	540	2,450	950	2,450
Software purchases	210,546	254,882	254,882	322,000
Computer supplies	43,006	41,000	41,000	42,000
Processing supplies	94,649	95,000	95,000	95,000
General supplies	298,383	447,476	433,888	440,801
Total Supplies	647,124	840,808	825,720	902,251

**Pikes Peak Library District
Budget - Personnel Services
Fiscal Years 2010 - 2019**



**Pikes Peak Library District
Budget - Library Materials
Fiscal Years 2010 - 2019**



Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
Library Materials				
Books	3,649,004	4,056,072	4,056,072	3,977,400
Microforms	9,300	5,000	5,000	5,000
Periodicals	111,605	110,000	110,000	110,000
Serials	24,443	34,036	34,036	25,000
Electronic databases/online services	591,945	470,743	470,743	513,365
Total Library Materials	4,386,297	4,675,851	4,675,851	4,630,765
Utilities				
Gas	63,324	103,558	64,221	109,168
Electric	439,859	509,688	465,608	526,656
Water and sewer	79,498	106,650	108,943	113,415
Storm water fees	-	12,721	3,269	7,844
Total Utilities	582,681	732,617	642,041	757,083
Telecommunication Costs				
Telecommunication costs	467,416	537,449	537,449	487,000
Total Telecommunication Costs	467,416	537,449	537,449	487,000

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Contractual Services				
Audit fees	39,705	43,500	40,935	45,000
Legal fees	56,690	50,000	55,000	60,000
Microfilming services	13,280	28,000	28,000	19,600
Consultant fees	188,708	204,500	196,500	216,500
Contract cataloging	31,291	50,600	50,600	50,600
Trash removal	19,568	22,051	21,316	24,229
Copier charges	48,027	51,000	55,000	56,000
Delivery services	175,875	211,850	211,850	222,231
Janitorial services	385,965	399,000	394,000	447,000
Computer agreements	287,638	416,795	409,795	455,500
Collection agency charges	40,311	35,000	30,000	30,000
External printing	88,094	101,200	101,200	125,000
Programming costs	224,546	357,300	340,360	357,065
Security services	25,128	-	-	-
Insurance	144,657	185,000	167,681	184,500
Facilities rental/CAM	648,650	723,918	711,943	722,525
Parking	39,592	42,375	42,456	43,646
Treasurer's fees	388,563	402,122	402,122	420,000
Storage space	16,200	16,800	16,800	16,800
Employee Assistance Program	16,061	20,000	20,000	20,000
Total Contractual Services	2,878,549	3,361,011	3,295,558	3,516,196

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Repairs and Maintenance				
Telephone/telecommunication maintenance	26,032	9,000	9,000	82,000
Building repair	95,216	139,912	105,167	142,750
Furniture repair	20,064	33,785	31,538	33,000
Equipment repair	13,691	54,703	41,107	42,450
Equipment maintenance	143,266	200,837	140,837	98,500
Grounds maintenance	56,594	73,500	69,866	75,500
HVAC maintenance	116,276	136,520	124,592	139,300
Vehicle operating costs	58,045	57,000	61,000	61,000
Burglar and fire alarm system maintenance	50,805	59,750	53,496	62,500
Total Repairs and Maintenance	579,989	765,007	636,603	737,000
Other Services/Expenditures				
Mileage reimbursement expenses	48,733	70,474	64,090	73,800
Advertising	86,657	90,250	89,250	111,000
Employee recruitment	17,564	62,500	60,500	50,500
Testing	-	500	500	500
Dues	44,682	64,619	46,493	74,000
Merchandising/book displays	581	2,066	1,816	1,000
Employee recognition	10,932	20,525	18,000	20,525
Board of Trustees	1,766	3,000	3,000	6,000
Marketing promotions	-	15,000	15,000	-
Training	162,912	246,349	216,349	287,534
Signage	5,021	10,000	10,000	16,000

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Other Services/Expenditures continued				
Volunteer & Library card program	3,294	5,900	5,900	5,900
Safety	11,030	18,500	16,500	18,500
Summer Adventure prizes	31,839	44,924	31,708	31,306
Summer Adventure party	2,535	2,600	1,991	3,000
Postage	78,536	92,500	68,975	62,500
Bindery	4,468	5,000	5,000	5,000
Administrative support - PPLD Foundation	199,802	-	-	-
Other	67,534	371,273	203,552	456,425
Total Other Services/Expenditures	777,886	1,125,980	858,624	1,223,490
Capital Outlay				
Other capital projects	527,824	166,398	166,398	15,000
Total Capital Outlay	527,824	166,398	166,398	15,000
Operating Transfers To Other Funds				
East Library Project Fund	-	-	-	139,627
Penrose Library Project Fund	59,690	1,335,841	1,335,841	96,700
Library 21c Project Fund	50,000	-	-	1,156,100
Capital Reserve	676,651	1,105,223	1,105,223	1,035,984
Total Operating Transfers To Other Funds	786,341	2,441,064	2,441,064	2,428,411
Special Item				
TABOR refund	543,196	-	-	-
Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses	\$ 29,776,582	\$ 34,511,678	\$ 32,862,538	\$ 35,505,187

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
Chief Librarian and CEO Office				
Salaries and wages	\$ 218,088	\$ 224,640	\$ 224,640	\$ 224,640
FICA charges	14,635	17,185	17,185	17,185
Retirement contributions	17,447	17,971	17,971	17,971
Supplies	179	1,000	800	1,000
Mileage reimbursement expenses	1,652	2,000	1,750	2,000
Dues/Membership/Bus Functions	908	1,000	1,000	1,000
Membership - Urban Library Council	-	-	-	13,000
Board of Trustees expenses	1,766	3,000	3,000	3,000
Board Retreat	-	-	-	3,000
Training/Director's discretion	3,891	15,000	7,500	15,000
Leadership Pikes Peak	-	3,500	-	3,500
Other expenses	495	1,000	1,300	1,000
Total Chief Librarian and CEO Office	\$ 259,061	\$ 286,296	\$ 275,146	\$ 302,296
Authorized Positions				
	2017	2018	2019	
Total Full Time Equivalents (FTEs)	2.00	2.00	2.00	
Authorized Positioned Category				
Full-time (40 hours per week)	2	2	2	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	2	2	2	
MLS FTEs	1.00	1.00	1.00	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Administration				
Salaries and wages	\$ 177,570	\$ 190,112	\$ 190,010	\$ 95,056
Seasonal substitute pay	179	-	-	-
FICA charges	13,387	14,544	14,536	7,272
Retirement contributions	14,107	15,208	14,925	7,604
Supplies	1,034	400	250	1,000
Training	81,499	114,000	114,000	-
Mileage reimbursement expenses	12,900	20,000	15,000	1,000
Total Administration	\$ 300,676	\$ 354,264	\$ 348,721	\$ 111,932
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		2.00	2.00	1.00
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	1
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	1
MLS FTEs		2.00	2.00	1.00
Customer Service Team				
General supplies	\$ -	\$ 625	\$ 625	\$ 500
Total Customer Service Team	\$ -	\$ 625	\$ 625	\$ 500

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Services				
Salaries and wages	\$ -	\$ -	\$ -	\$ 483,080
FICA charges	-	-	-	36,956
Retirement contributions	-	-	-	38,646
Supplies	-	-	-	1,500
Assistive Technology	-	5,000	5,000	5,000
Databases/online services	-	63,621	63,621	365,000
Programming				
Mountain of Authors	-	310	310	4,500
Library Explorers	-	6,000	5,000	6,000
Sign Language	-	3,000	1,000	3,000
Adult Reading	13,001	13,000	10,000	13,000
Senior Services	6,000	6,000	6,000	6,000
Other	-	7,900	5,000	38,000
Training	-	-	-	10,650
Mileage reimbursement expenses	-	-	-	3,000
Total Adult Services	\$ 19,001	\$ 104,831	\$ 95,931	\$ 1,014,332
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	8.00
Authorized Positioned Category		-	-	-
Full-time (40 hours per week)		-	-	8
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	8
MLS FTEs		-	-	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Services - Penrose Library				
Salaries and wages	\$ 962,171	\$ 874,482	\$ 863,532	\$ -
Substitute pay	39,550	38,764	38,600	-
FICA charges	73,187	66,898	66,060	-
Retirement contributions	63,722	60,501	58,521	-
Supplies	6,201	8,800	8,800	-
Toner	10,346	11,000	11,000	-
Databases/online services	4,226	265,700	265,700	-
Merchandising	-	500	250	-
Programming	5,818	5,650	5,650	-
Mileage reimbursement expenses	3,858	4,500	4,500	-
Total Adult Services - Penrose Library	\$ 1,169,079	\$ 1,336,795	\$ 1,322,613	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		21.22	21.22	-
Authorized Positioned Category				
Full-time (40 hours per week)		17	17	-
Half-time (20 - 39 hours per week)		8	8	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		25	25	-
MLS FTEs		8.50	8.50	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Services - Library 21c				
Salaries and wages	\$ 330,596	\$ 301,768	\$ 296,391	\$ -
Substitute pay	16,402	20,926	20,900	-
FICA charges	24,901	23,085	22,674	-
Retirement contributions	19,744	17,382	17,308	-
Supplies	3,456	8,114	7,000	-
Programming costs - teen	4,829	4,359	4,359	-
Programming costs - adult	4,640	5,000	5,000	-
Mileage reimbursement expenses	868	2,000	2,000	-
Merchandising	204	566	566	-
Total Adult Services - Library 21c	\$ 405,640	\$ 383,200	\$ 376,198	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		8.25	8.25	-
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	-
Half-time (20 - 39 hours per week)		4	4	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		10	10	-
MLS FTEs		3.00	3.00	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Total Adult Services				
Adult Services	\$ 19,001	\$ 104,831	\$ 95,931	\$ 1,014,332
Customer Service Team	-	625	625	500
Penrose Library	1,169,079	1,336,795	1,322,613	-
East Library	1,264,050	956,613	916,649	-
Library 21c	405,640	383,200	376,198	-
Total	\$ 2,857,770	\$ 2,782,064	\$ 2,712,016	\$ 1,014,832
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		46.79	45.79	8.00
Authorized Positioned Category				
Full-time (40 hours per week)		37	36	8
Half-time (20 - 39 hours per week)		18	18	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		55	54	8
MLS FTEs		19.50	19.50	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Children's Services				
Salaries and wages	\$ -	\$ -	\$ -	\$ 340,413
FICA charges	-	-	-	26,042
Retirement contributions	-	-	-	27,233
Supplies	5,112	4,513	4,000	5,000
Family Place supplies	3,632	750	1,500	-
Educational Resource Center	-	-	-	5,000
Programming costs	28,774	35,160	29,200	58,000
Spring break programming costs	5,550	6,650	6,570	6,650
Family Fun programming costs	6,156	9,753	9,753	6,650
Programming-Home School Engagement	-	-	-	1,000
Translation services	-	2,000	-	-
School Engagement	-	-	-	1,000
Training	-	-	-	11,380
Mileage reimbursement expenses	-	-	-	4,000
Summer Adventure party	2,535	2,600	1,991	3,000
Summer Adventure programming	14,792	30,923	22,222	25,000
Summer Adventure printing and other	8,110	6,101	1,586	6,306
Total Children's Services	\$ 74,661	\$ 98,450	\$ 76,822	\$ 526,674
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	6.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	6
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	6
MLS FTEs		-	-	5.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Children's - Penrose Library				
Salaries and wages	\$ 315,372	\$ 440,472	\$ 364,664	\$ -
Substitute pay	5,594	4,370	4,370	-
Temporary labor	2,610	3,000	6,600	-
Work study costs	260	1,739	1,739	-
FICA charges	23,609	33,696	27,897	-
Retirement contributions	21,157	31,284	25,782	-
Supplies	3,290	3,500	3,500	-
Programming costs	253	500	500	-
Mileage reimbursement expenses	2,975	3,715	3,715	-
Total Children's - Penrose Library	\$ 375,120	\$ 522,276	\$ 438,767	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.12	6.12	-
Authorized Positioned Category				
Full-time (40 hours per week)		5	5	-
Half-time (20 - 39 hours per week)		2	2	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		7	7	-
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Children's - East Library				
Salaries and wages	\$ 381,759	\$ 348,801	\$ 391,412	\$ -
Substitute pay	13,753	10,563	9,500	-
Temporary labor	3,550	3,511	3,511	-
Work study costs	1,180	2,000	2,000	-
FICA charges	29,104	26,683	29,943	-
Retirement contributions	22,768	19,490	22,763	-
Supplies	4,184	4,394	4,394	-
Education Resource Center	1,872	5,000	5,000	-
Programming costs	2,378	2,000	2,000	-
Mileage reimbursement expenses	1,427	2,132	2,132	-
Total Children's - East Library	\$ 461,975	\$ 424,574	\$ 472,655	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		8.27	8.27	-
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	-
Half-time (20 - 39 hours per week)		4	4	-
Part-time (1-19 hours per week)		1	1	-
Total Authorized Positions		11	11	-
MLS FTEs		4.00	4.00	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Children Services - Library 21c				
Salaries and wages	\$ 318,802	\$ 287,456	\$ 310,697	\$ -
Temporary labor	2,523	3,600	3,600	-
Substitute pay	20,566	7,025	13,300	-
Work study costs	1,556	2,000	2,000	-
FICA charges	24,148	21,990	23,768	-
Retirement contributions	23,348	20,679	22,488	-
Supplies	3,980	6,348	6,348	-
Family Place supplies	-	2,000	2,000	-
Programming costs	2,103	2,000	2,000	-
Mileage reimbursement expenses	1,720	3,000	3,000	-
Total Children's - Library 21c	\$ 398,746	\$ 356,098	\$ 389,201	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		8.88	7.88	-
Authorized Positioned Category				
Full-time (40 hours per week)		8	7	-
Half-time (20 - 39 hours per week)		1	1	-
Part-time (1-19 hours per week)		1	1	-
Total Authorized Positions		10	9	-
MLS FTEs		3.00	3.00	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Total Children's Services				
Children's Services	\$ 74,661	\$ 98,450	\$ 76,822	\$ 526,674
Penrose Library	375,120	522,276	438,767	-
East Library	461,975	424,574	472,655	-
Library 21c	398,746	356,098	389,201	-
Total	\$ 1,310,502	\$ 1,401,398	\$ 1,377,445	\$ 526,674
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		23.27	22.27	6.00
Authorized Positioned Category				
Full-time (40 hours per week)		19	18	6
Half-time (20 - 39 hours per week)		7	7	-
Part-time (1-19 hours per week)		2	2	-
Total Authorized Positions		28	27	6
MLS FTEs		7.00	7.00	5.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Regional History and Genealogy				
Salaries and wages	\$ 485,670	\$ 486,949	\$ 459,569	\$ 487,906
Substitute pay	3,560	4,501	4,200	3,000
FICA charges	36,171	37,252	35,157	37,325
Retirement contributions	27,316	27,724	24,881	27,779
Supplies	2,685	3,000	3,000	3,000
Microform supplies	540	950	950	950
Archive supplies	1,735	4,115	4,115	4,115
Photo archive supplies	3,598	8,601	8,601	6,471
Consultant fees	10,000	6,500	6,500	2,000
Microfilming services	13,280	28,000	28,000	19,600
Bindery	4,468	5,000	5,000	5,000
Training	-	-	-	13,270
Mileage reimbursement expenses	231	750	750	750
Programming costs	751	2,240	2,240	2,240
Total Regional History and Genealogy	\$ 590,005	\$ 615,582	\$ 582,963	\$ 613,405
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		9.50	9.50	9.50
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	6
Half-time (20 - 39 hours per week)		7	7	7
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		13	13	13
MLS FTEs		5.00	5.00	5.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Creative Services				
Salaries and wages	\$ 415,441	\$ 533,689	\$ 425,906	\$ 181,438
Work study costs	-	2,500	2,500	-
Substitute pay	21,909	8,001	7,200	-
FICA charges	32,559	40,827	32,582	13,880
Retirement contributions	25,748	34,867	27,104	14,515
Supplies	4,996	6,500	6,500	1,000
Toner	13,464	17,000	17,000	-
Supplies - Makerspace - East Library	-	2,700	2,700	-
Repair equipment - East Library	-	4,000	4,000	-
Programming costs - East Library	-	2,300	2,300	-
Makerspace consumables	6,566	7,500	7,500	-
Personal services contracts	7,921	9,500	9,500	9,500
Equipment repair	-	8,000	8,000	-
Programming	8,133	10,000	10,000	42,550
Merchandising	-	500	500	-
Training	-	-	-	7,180
Mileage reimbursement expenses	923	2,500	2,500	2,700
Total Creative Services	\$ 537,660	\$ 690,384	\$ 565,792	\$ 272,763
Authorized Positions				
	2017	2018	2019	
Total Full Time Equivalents (FTEs)	9.50	9.50	4.00	
Authorized Positioned Category				
Full-time (40 hours per week)	7	7	4	
Half-time (20 - 39 hours per week)	5	5	-	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	12	12	4	
MLS FTEs	4.00	5.00	3.00	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Young Adult Services				
Salaries and wages	\$ -	\$ -	\$ -	\$ 223,891
Work study costs	-	-	-	3,000
FICA charges	-	-	-	17,128
Retirement contributions	-	-	-	17,911
Supplies	-	-	-	4,400
Programming	32,360	34,519	34,519	51,000
Training	-	-	-	15,884
Mileage reimbursement expenses	-	-	-	7,000
Total Young Adult Services	\$ 32,360	\$ 34,519	\$ 34,519	\$ 340,214
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	4.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	4
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	4
MLS FTEs		-	-	4.00

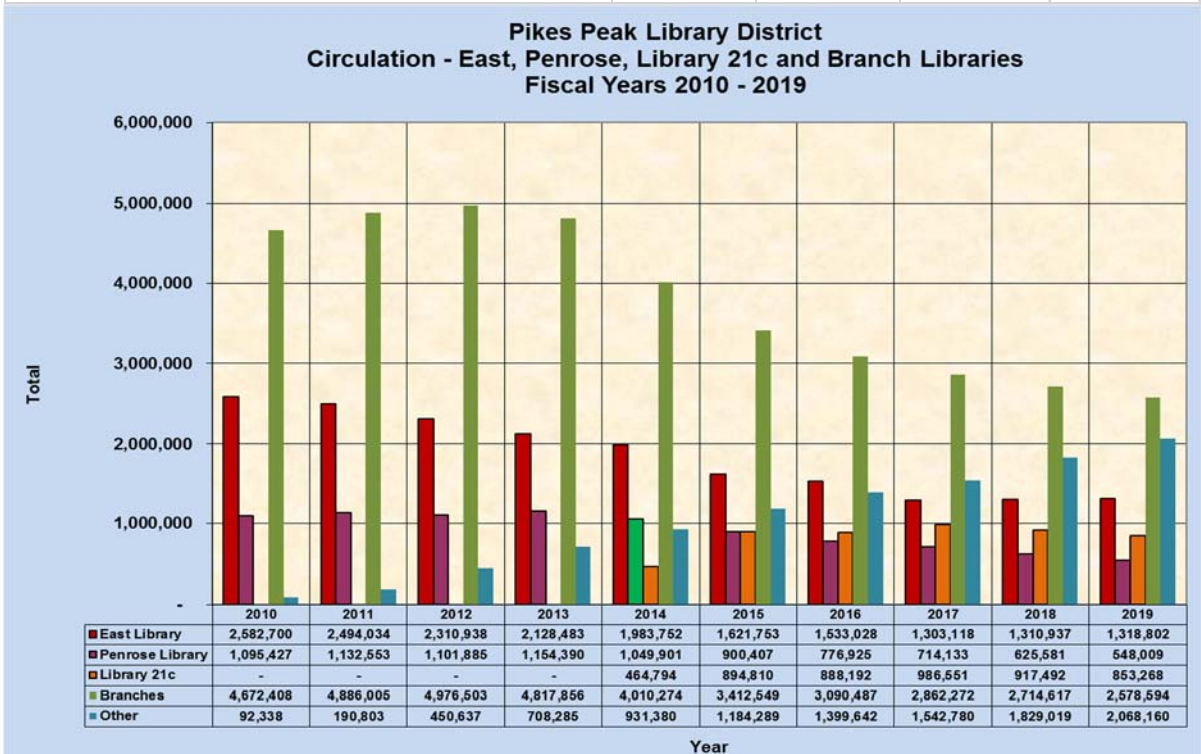
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Education				
Salaries and wages	\$ 209,924	\$ 332,473	\$ 214,767	\$ 332,862
Salaries and wages paid by grant	-	(85,700)	-	(68,384)
Substitute pay	2,113	1,633	1,000	2,500
FICA charges	12,766	25,434	16,430	25,464
Retirement contributions	15,516	23,181	13,620	23,208
Supplies	825	2,300	2,300	3,300
Learn English supplies	-	1,000	1,000	-
Databases	565	-	-	30,000
Training	-	-	-	13,270
Mileage reimbursement expenses	2,305	420	420	2,000
Software	2,806	2,000	2,000	2,000
Advertising costs	1,010	750	750	-
Printing	-	200	200	-
Translation	186	500	500	500
Volunteer program	142	2,200	2,200	2,200
Total Adult Education	\$ 248,158	\$ 306,391	\$ 255,187	\$ 368,920
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.50	6.50	7.00
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	6
Half-time (20 - 39 hours per week)		3	3	1
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		9	9	9
MLS FTEs		1.00	1.00	1.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Collection Management				
Salaries and wages	\$ 783,154	\$ 1,100,929	\$ 919,859	\$ 900,390
Temporary labor	10,036	14,000	14,000	7,000
Substitute pay	1,946	3,875	3,300	1,875
FICA charges	58,551	84,221	70,369	68,880
Retirement contributions	56,798	77,730	66,134	65,863
Supplies	2,137	4,500	4,500	4,500
Processing supplies	94,649	95,000	95,000	95,000
Cataloging services	31,291	50,600	50,600	50,600
Library material purchases	3,520,056	3,919,528	3,919,528	3,850,000
Microforms	9,300	5,000	5,000	5,000
Periodicals	111,605	110,000	110,000	110,000
Serials	24,443	34,036	34,036	25,000
Databases/online services	67,997	114,965	114,965	98,365
Title Source software/Web Dewey BCR	1,996	2,500	2,500	2,500
Training	2,472	-	-	15,750
Mileage reimbursement expenses	480	500	500	3,000
Total Collection Management	\$ 4,776,911	\$ 5,617,384	\$ 5,410,291	\$ 5,303,723
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		18.40	18.40	19.25
Authorized Positioned Category				
Full-time (40 hours per week)		16	16	17
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		20	20	21
MLS FTEs		6.00	6.00	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Interlibrary Loan				
Salaries and wages	\$ -	\$ -	\$ -	\$ 202,282
FICA charges	-	-	-	15,475
Retirement contributions	-	-	-	11,991
Work study costs	2,794	4,000	4,000	6,000
Supplies	4,679	5,500	5,500	5,225
OCLC online charges	41,112	44,000	44,000	44,000
State-wide courier contract	6,829	9,725	9,725	10,000
ILL borrowing expenses	3,426	6,000	6,000	6,000
Total Interlibrary Loan	\$ 58,840	\$ 69,225	\$ 69,225	\$ 300,973
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	4.27
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	3
Half-time (20 - 39 hours per week)		-	-	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	5
MLS FTEs		-	-	1.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Administration	\$ 300,676	\$ 354,264	\$ 348,721	\$ 111,932
Adult Services	2,857,770	2,782,064	2,712,016	1,014,832
Children's Services	1,310,502	1,401,398	1,377,445	526,674
Regional History and Genealogy	590,005	615,582	582,963	613,405
Creative Services	537,660	690,384	565,792	272,763
Young Adult Services	32,360	34,519	34,519	340,214
Adult Education	248,158	306,391	255,187	368,920
Collection Management	4,776,911	5,617,384	5,410,291	5,303,723
Interlibrary Loan	58,840	69,225	69,225	300,973
Total Library Services	\$ 10,712,882	\$ 11,871,211	\$ 11,356,159	\$ 8,853,436
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		113.96	111.96	62.02
Authorized Positioned Category				
Full-time (40 hours per week)		89	87	54
Half-time (20 - 39 hours per week)		44	44	14
Part-time (1-19 hours per week)		4	4	2
Total Authorized Positions		137	135	70
MLS FTEs		42.50	43.50	35.00

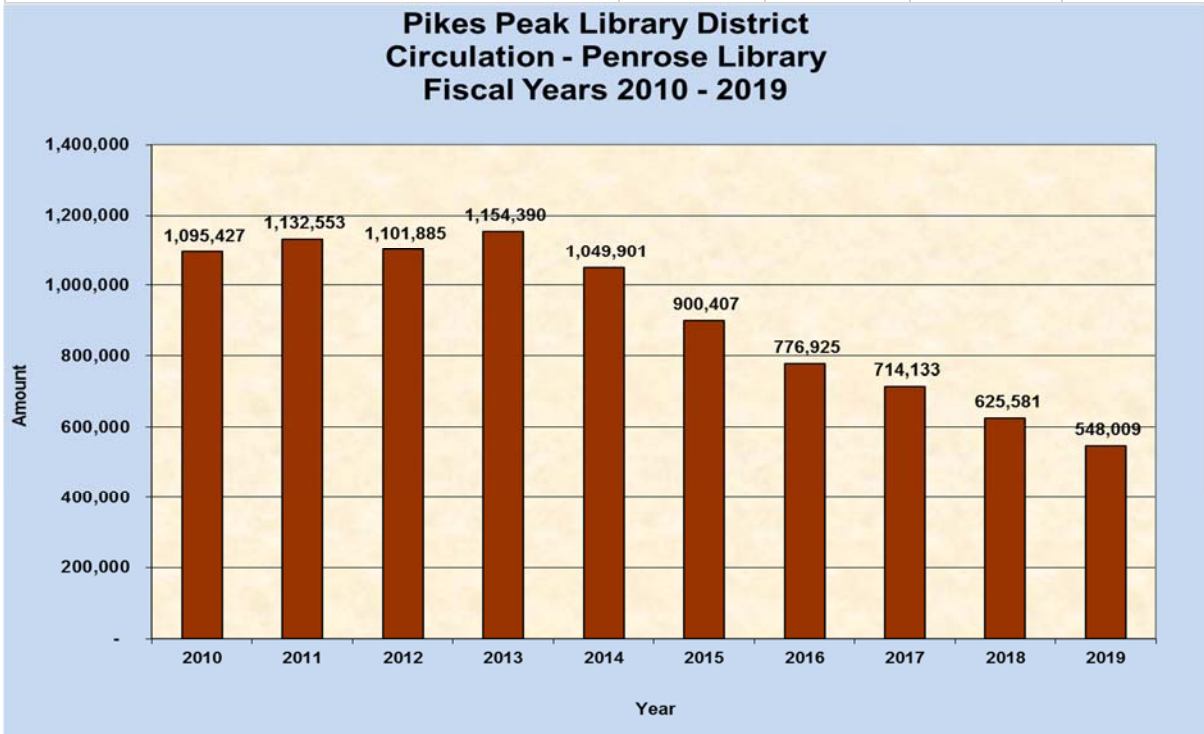
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Administration				
Salaries and wages	\$ -	\$ -	\$ -	\$ 95,056
FICA charges	-	-	-	7,272
Retirement contributions	-	-	-	7,604
Mileage reimbursement expenses	-	-	-	1,000
Total Administration	\$ -	\$ -	\$ -	\$ 110,932
Authorized Positions				
	2017	2018	2019	
Total Full Time Equivalents (FTEs)	-	-	1.00	
Authorized Positioned Category				
Full-time (40 hours per week)	-	-	1	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	-	-	1	
MLS FTEs	-	-	1.00	



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Security				
Salaries and wages	\$ 422,962	\$ 493,074	\$ 465,826	\$ 493,074
Substitute pay	19,255	11,250	2,000	11,250
FICA charges	32,483	37,720	35,636	37,720
Retirement contributions	29,088	34,891	31,819	34,891
Supplies	6,820	11,640	11,640	13,640
Security contract services	25,128	-	-	-
Mileage reimbursement expenses	1,477	2,700	3,000	5,000
Total Security	\$ 537,213	\$ 591,275	\$ 549,921	\$ 595,575
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		15.00	15.00	15.00
Authorized Positioned Category				
Full-time (40 hours per week)		13	13	13
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		17	17	17
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
WEST REGION				
Administration				
Salaries and wages	\$ -	\$ 310,981	\$ 92,017	\$ 250,661
Substitute pay	-	-	-	25,000
FICA charges	-	23,790	7,039	19,176
Retirement contributions	-	24,878	7,361	20,053
Supplies	-	200	200	-
Training	-	-	-	16,000
Mileage reimbursement expenses	-	-	-	7,000
Total Administration	\$ -	\$ 359,849	\$ 106,617	\$ 337,889
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	5.00	5.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	5	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	5	5
MLS FTEs		-	1.00	1.00

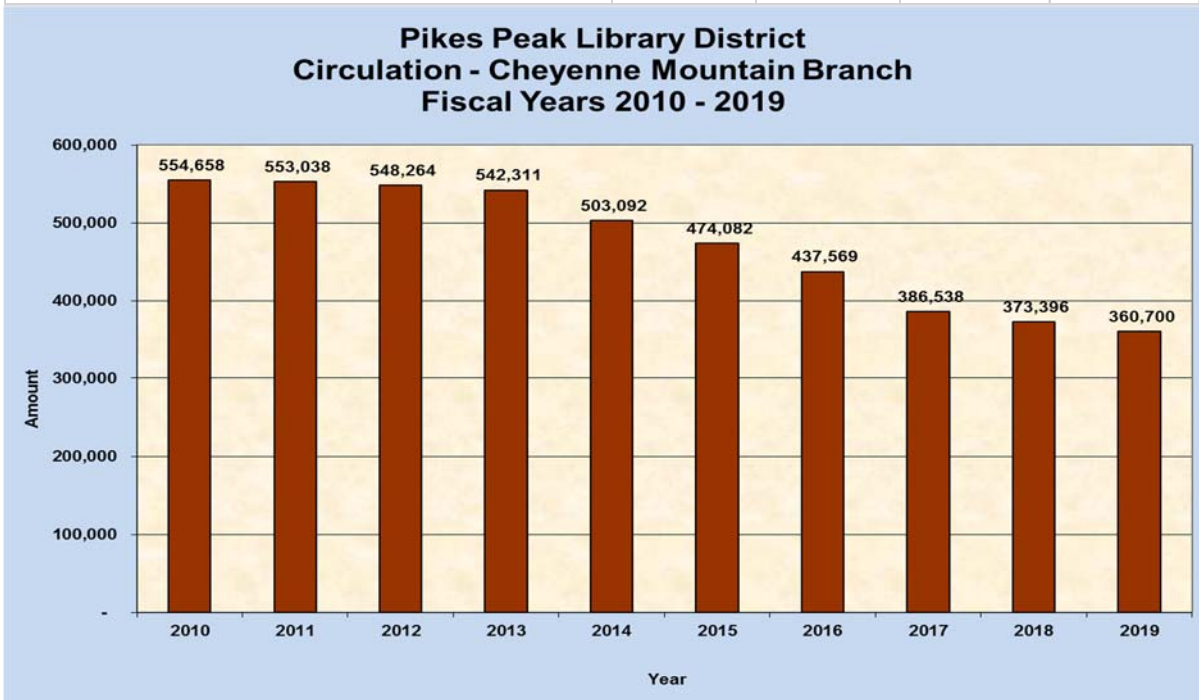
Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Penrose Library				
Salaries and wages	\$ -	\$ -	\$ -	\$ 709,630
Substitute pay	-	-	-	24,160
FICA charges	-	-	-	54,287
Retirement contributions	-	-	-	43,206
Supplies	-	-	-	25,300
Programming	-	-	-	3,500
Total Penrose Library	\$ -	\$ -	\$ -	\$ 860,083
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	16.14
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	12
Half-time (20 - 39 hours per week)		-	-	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	20
MLS FTEs		-	-	4.00



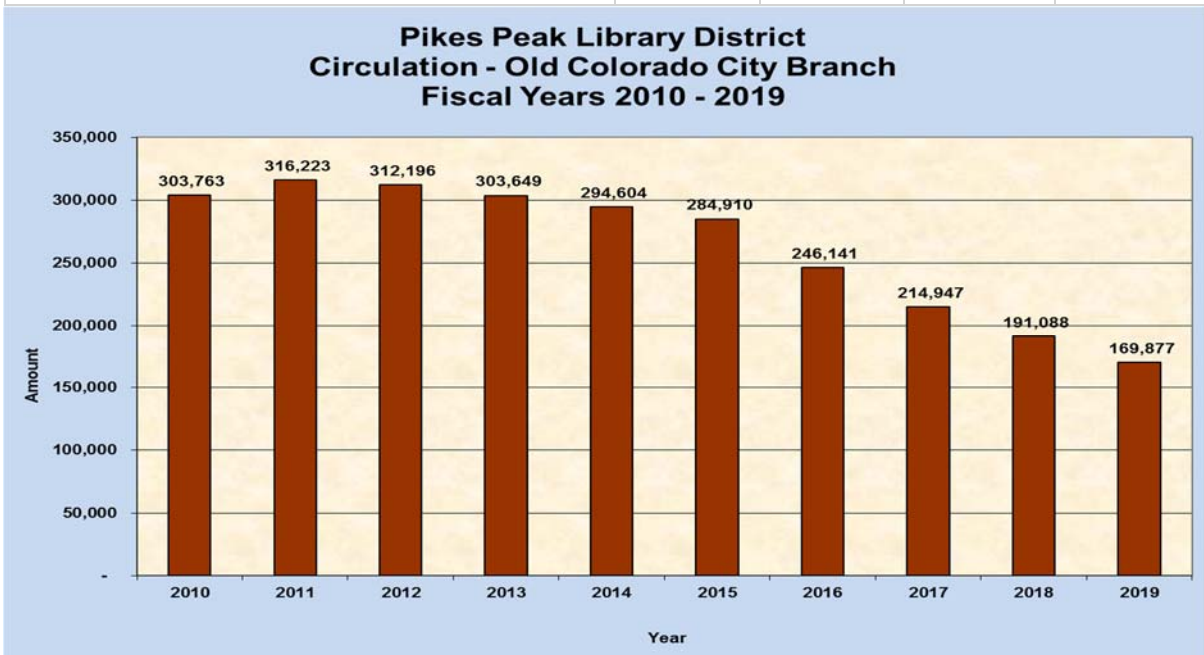
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Circulation - Penrose Library				
Salaries and wages	\$ 319,801	\$ 336,569	\$ 328,081	\$ 342,037
Substitute pay	20,919	25,510	23,400	8,000
FICA charges	25,463	25,386	25,098	26,166
Retirement contributions	15,976	16,210	16,707	16,708
Supplies	1,571	9,369	9,369	-
Total Circulation - Penrose Library	\$ 383,730	\$ 413,044	\$ 402,655	\$ 392,911
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		11.84	11.84	12.02
Authorized Positioned Category				
Full-time (40 hours per week)		7	7	7
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		18	18	18
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Shelving - Penrose Library				
Salaries and wages	\$ 133,543	\$ 127,907	\$ 134,953	\$ 133,105
Substitute pay	12,435	10,886	10,800	1,405
FICA charges	11,133	9,580	10,324	10,183
Total Shelving - Penrose Library	\$ 157,111	\$ 148,373	\$ 156,077	\$ 144,693
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		6.12	6.12	5.58
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		3	3	2
Total Authorized Positions		12	12	11
MLS FTEs		-	-	-

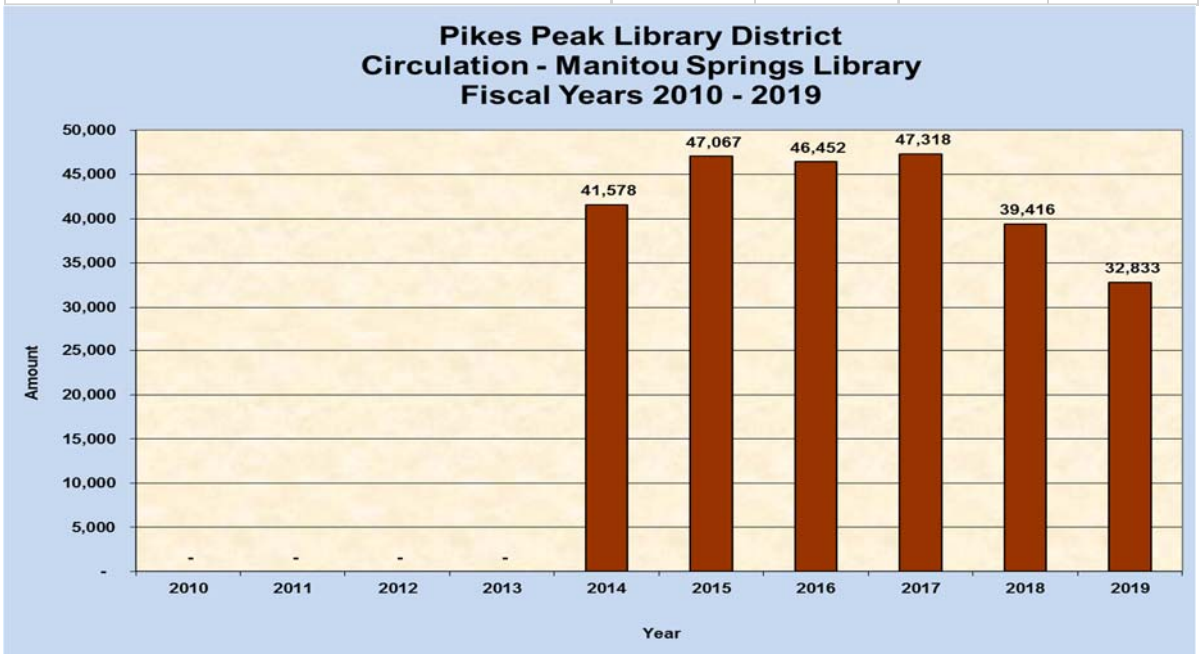
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Cheyenne Mountain Library				
Salaries and wages	\$ 349,931	\$ 375,408	\$ 340,873	\$ 383,283
Substitute pay	24,514	31,462	30,200	7,000
FICA charges	27,829	28,719	26,077	29,321
Retirement contributions	11,805	18,283	13,803	18,667
Supplies	7,723	6,500	6,500	8,500
Total Cheyenne Mountain Library	\$ 421,802	\$ 460,372	\$ 417,453	\$ 446,771
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.55	10.55	10.29
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	5
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		4	4	1
Total Authorized Positions		17	17	15
MLS FTEs		1.00	1.00	1.00



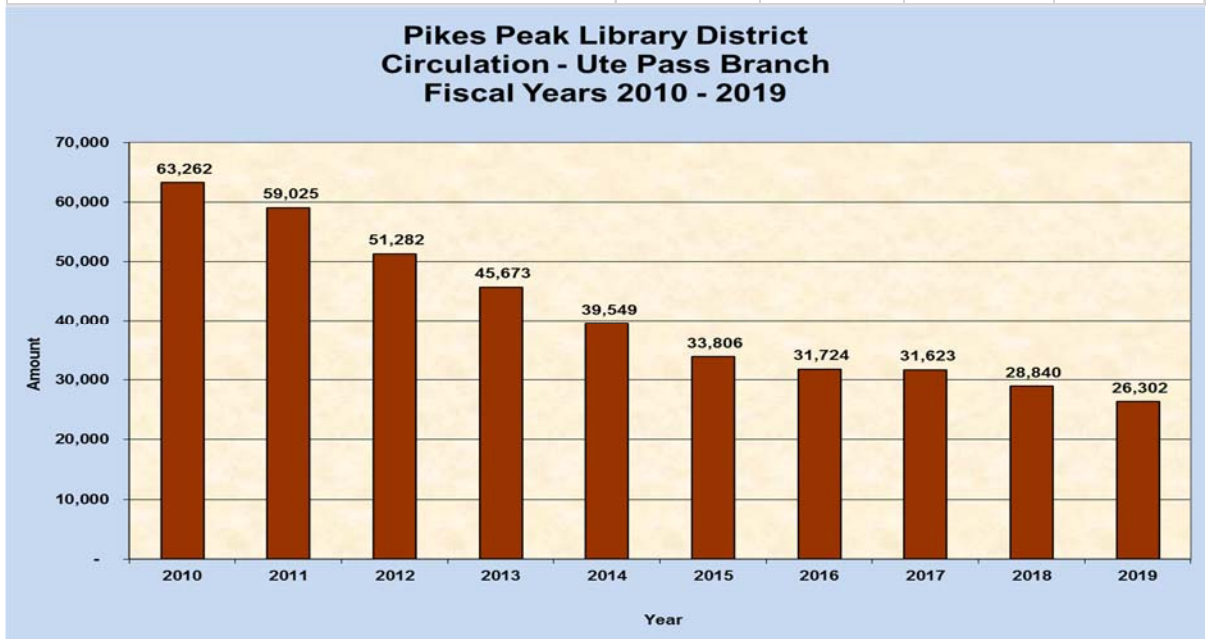
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Old Colorado City Library				
Salaries and wages	\$ 289,164	\$ 335,840	\$ 324,206	\$ 341,155
Temporary employees	300	-	-	-
Substitute pay	15,842	12,200	9,200	5,500
FICA charges	22,815	25,692	24,802	26,098
Retirement contributions	12,026	17,563	15,779	17,841
Supplies	4,260	7,533	7,533	7,500
Programming costs	627	1,125	1,125	1,125
Total Old Colorado City Library	\$ 345,034	\$ 399,953	\$ 382,645	\$ 399,220
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		8.90	8.90	8.95
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	5
Half-time (20 - 39 hours per week)		8	8	7
Part-time (1-19 hours per week)		1	1	-
Total Authorized Positions		13	13	12
MLS FTEs		1.00	1.00	1.00



Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Manitou Springs Library				
Salaries and wages	\$ 190,373	\$ 193,406	\$ 189,324	\$ 194,678
Substitute pay	5,038	5,677	5,600	3,500
FICA charges	14,899	14,796	14,483	14,893
Retirement contributions	8,486	8,816	8,668	8,874
Supplies	4,796	4,500	4,500	5,250
Programming costs	5,492	-	-	-
Adult	-	2,000	2,000	300
Children's	-	2,000	2,000	150
Teen	-	2,000	2,000	300
Total Manitou Springs Library	\$ 229,084	\$ 233,195	\$ 228,575	\$ 227,945
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		4.25	4.25	4.25
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	2
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		6	6	6
MLS FTEs		1.00	1.00	1.00

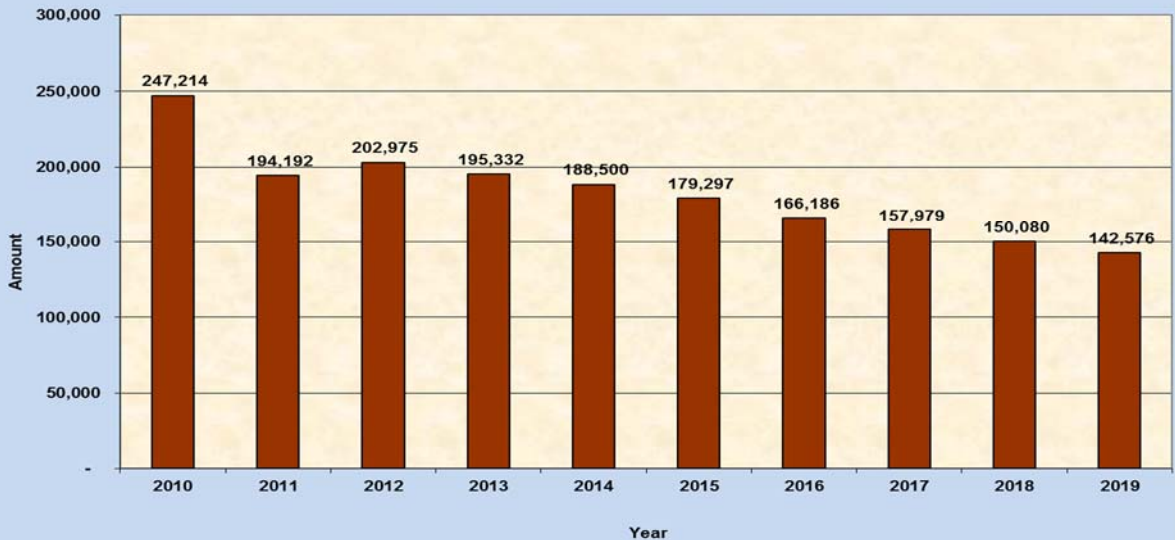


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Ute Pass Library				
Salaries and wages	\$ 42,191	\$ 41,733	\$ 45,489	\$ 41,733
Substitute pay	4,962	2,100	1,800	1,000
FICA charges	3,541	3,193	3,480	3,193
Supplies	422	1,000	1,000	2,250
Programming costs	1,449	2,000	2,000	750
Total Ute Pass Library	\$ 52,565	\$ 50,026	\$ 53,769	\$ 48,926
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		1.28	1.28	1.28
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	2
MLS FTEs		-	-	-



Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Mobile Library Services				
Salaries and wages	\$ 307,807	\$ 327,915	\$ 292,805	\$ 351,495
Substitute pay	27,901	40,581	40,000	6,500
FICA charges	24,949	25,085	22,399	26,889
Retirement contributions	14,320	15,255	13,382	16,352
Supplies	2,059	1,850	1,850	1,850
Programming costs	2,200	1,700	1,700	1,850
Training	-	-	-	5,000
Other expenditures	1,286	1,200	1,200	1,200
Total Mobile Library Services	\$ 380,522	\$ 413,586	\$ 373,336	\$ 411,137
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		9.15	9.15	9.15
Authorized Positioned Category				
Full-time (40 hours per week)		5	5	5
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		13	13	13
MLS FTEs		-	-	-

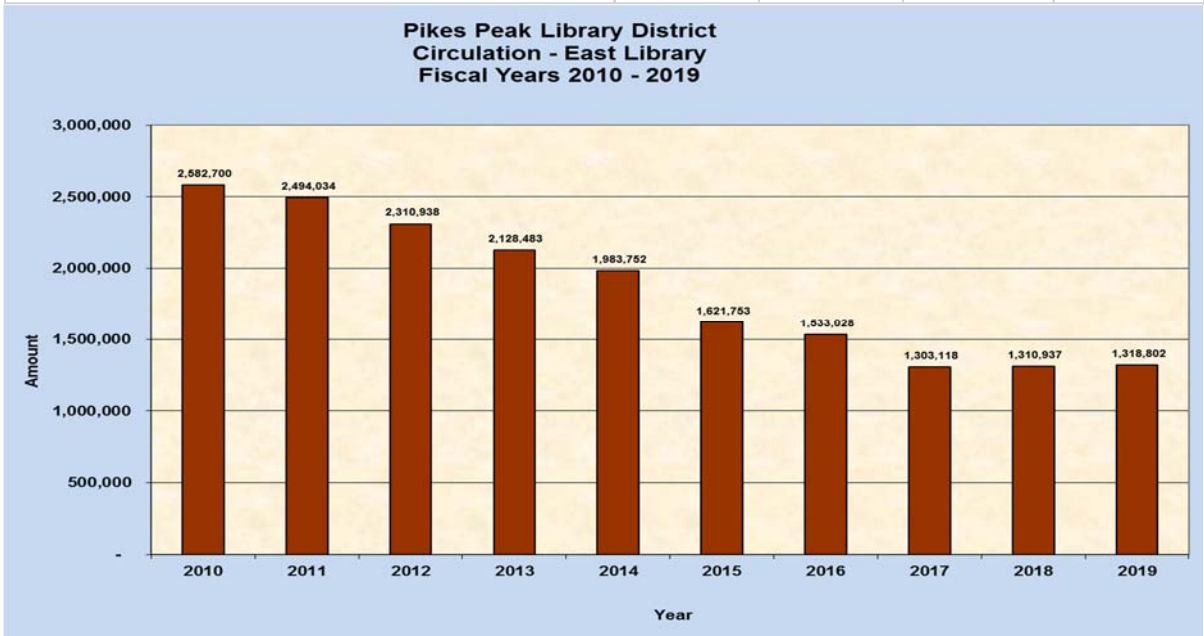
**Pikes Peak Library District
Circulation - Mobile Library Services
Fiscal Years 2010 - 2019**



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
West Region				
Administration	\$ -	\$ 359,849	\$ 106,617	\$ 337,889
Penrose Library	-	-	-	860,083
Circulation - Penrose Library	383,730	413,044	402,655	392,911
Shelving - Penrose Library	157,111	148,373	156,077	144,693
Cheyenne Mountain Library	421,802	460,372	417,453	446,771
Old Colorado City Library	345,034	399,953	382,645	399,220
Manitou Springs Library	229,084	233,195	228,575	227,945
Ute Pass Library	52,565	50,026	53,769	48,926
Mobile Library Services	380,522	413,586	373,336	411,137
Total West Region	\$ 1,969,848	\$ 2,478,398	\$ 2,121,127	\$ 3,269,574
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		52.09	57.09	72.66
Authorized Positioned Category				
Full-time (40 hours per week)		22	27	41
Half-time (20 - 39 hours per week)		49	49	56
Part-time (1-19 hours per week)		10	10	5
Total Authorized Positions		81	86	102
MLS FTEs		3.00	4.00	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Southeast Region				
Administration				
Salaries and wages	\$ -	\$ 205,462	\$ 83,449	\$ 140,816
Substitute pay	-	-	-	25,000
FICA charges	-	15,718	6,384	10,772
Retirement contributions	-	16,437	6,676	11,265
Training	-	-	-	16,000
Mileage reimbursement expenses	-	-	-	7,000
Total Administration	\$ -	\$ 237,617	\$ 96,509	\$ 210,854
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	3	3
MLS FTEs		-	1.00	1.00

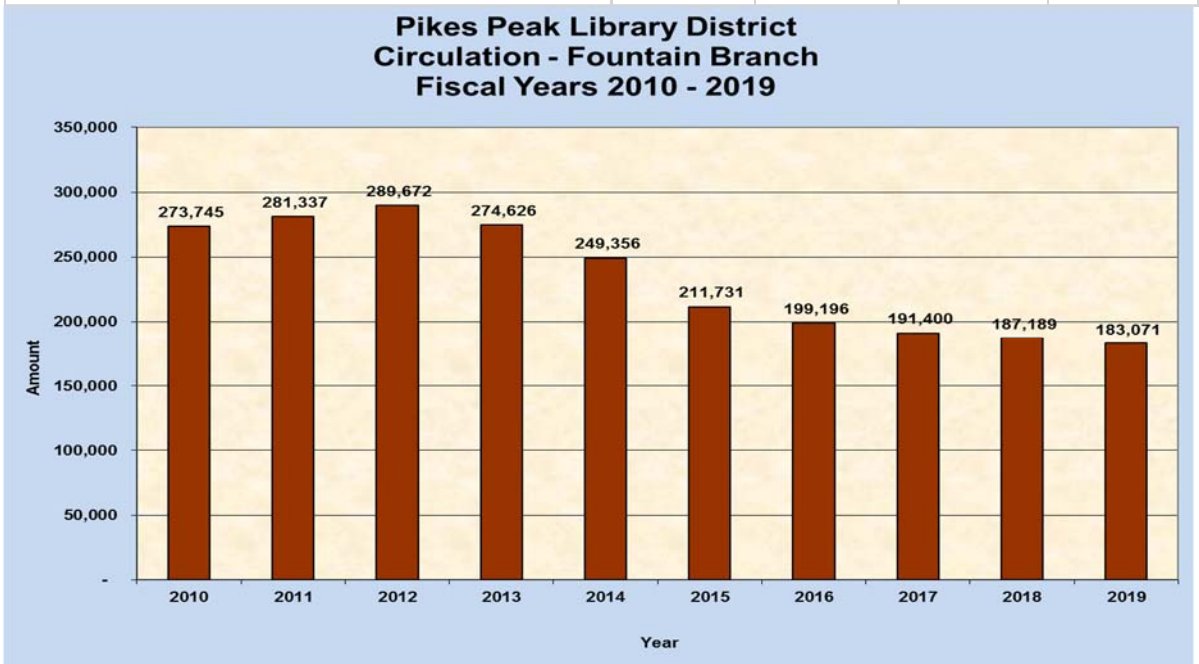
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
East Library				
Salaries and wages	\$ -	\$ -	\$ -	\$ 848,368
Substitute pay	-	-	-	24,160
FICA charges	-	-	-	64,900
Retirement contributions	-	-	-	48,928
Supplies	-	200	200	32,000
Makerspace consumables	-	-	-	6,000
Microform supplies	-	-	-	1,500
Programming				
Adult Services	-	-	-	500
Young Services	-	-	-	1,000
Children's Services	-	-	-	1,000
Creative Services	-	-	-	1,000
Makerspace repairs	-	-	-	4,000
Total East Library	\$ -	\$ 200	\$ 200	\$ 1,033,356
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	18.69
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	13
Half-time (20 - 39 hours per week)		-	-	10
Part-time (1-19 hours per week)		-	-	1
Total Authorized Positions		-	-	24
MLS FTEs		-	-	5.00



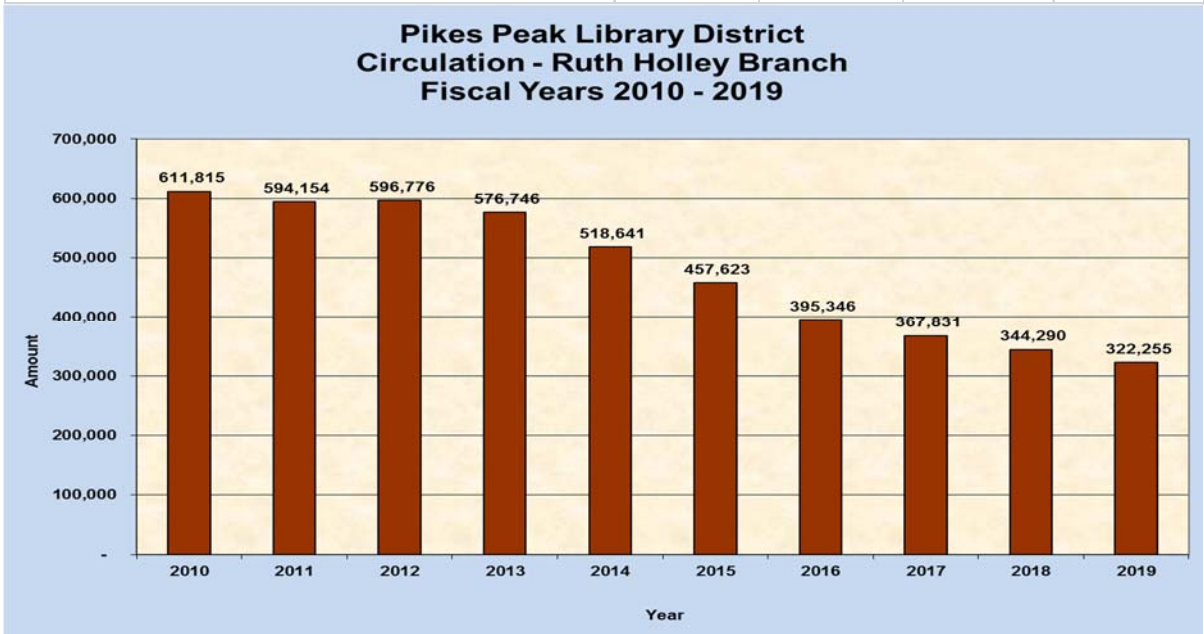
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Circulation - East Library				
Salaries and wages	\$ 585,495	\$ 603,060	\$ 605,071	\$ 512,417
Substitute pay	18,431	18,167	17,700	6,044
FICA charges	45,218	45,772	46,288	39,200
Retirement contributions	24,571	22,446	22,335	19,797
Supplies	37,735	64,925	64,925	-
Mileage reimbursement expenses	449	2,500	2,500	-
Total Circulation - East Library	\$ 711,899	\$ 756,870	\$ 758,819	\$ 577,458
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		18.84	18.84	17.95
Authorized Positioned Category				
Full-time (40 hours per week)		9	9	8
Half-time (20 - 39 hours per week)		12	12	15
Part-time (1-19 hours per week)		7	7	3
Total Authorized Positions		28	28	26
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Shelving - East Library				
Salaries and wages	\$ 294,515	\$ 291,980	\$ 300,350	\$ 292,903
Temporary labor	301	-	-	-
Substitute pay	8,482	8,148	6,400	3,000
FICA charges	23,037	22,049	22,977	22,407
Retirement contributions	3,518	3,565	3,623	3,623
General supplies	696	3,764	3,764	-
Total Shelving - East Library	\$ 330,549	\$ 329,506	\$ 337,114	\$ 321,933
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		12.07	12.07	11.59
Authorized Positioned Category				
Full-time (40 hours per week)		1	1	1
Half-time (20 - 39 hours per week)		21	21	20
Part-time (1-19 hours per week)		1	1	1
Total Authorized Positions		23	23	22
MLS FTEs		-	-	-

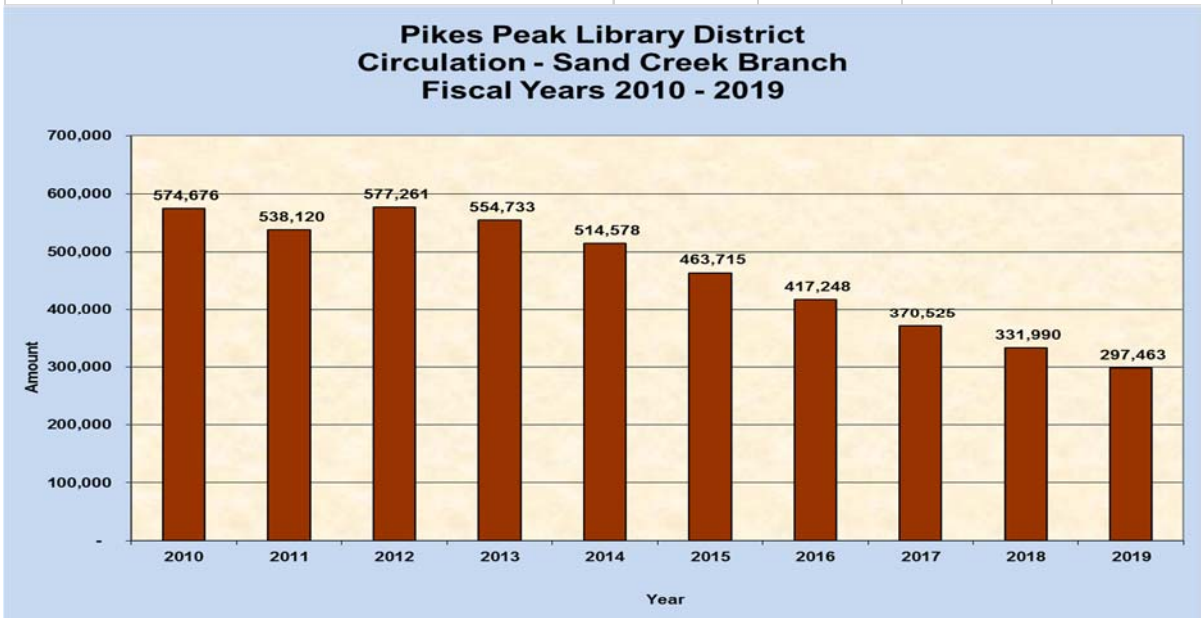
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Fountain Library				
Salaries and wages	\$ 219,242	\$ 281,208	\$ 240,791	\$ 283,915
Substitute pay	12,497	15,422	14,600	4,000
FICA charges	17,244	21,512	18,420	21,719
Retirement contributions	6,366	11,201	8,507	11,309
Supplies	4,728	5,300	5,300	-
Supplies - Family Place	-	2,000	2,000	2,000
Programming costs	3,112	4,150	4,150	1,000
Total Fountain Library	\$ 263,189	\$ 340,793	\$ 293,768	\$ 323,943
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.63	6.63	7.63
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	3
Half-time (20 - 39 hours per week)		6	6	6
Part-time (1-19 hours per week)		3	3	3
Total Authorized Positions		11	11	12
MLS FTEs		-	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Ruth Holley Library				
Salaries and wages	\$ 364,781	\$ 383,691	\$ 309,202	\$ 385,698
Substitute pay	30,209	19,867	17,700	7,600
FICA charges	29,113	29,352	23,654	29,506
Retirement contributions	18,926	20,442	14,545	20,549
Supplies	8,485	7,400	8,000	10,000
Programming costs	1,303	2,460	2,460	1,000
Other costs	-	264	264	-
Total Ruth Holley Library	\$ 452,817	\$ 463,476	\$ 375,825	\$ 454,353
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.50	10.50	10.75
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	6
Half-time (20 - 39 hours per week)		7	7	8
Part-time (1-19 hours per week)		2	2	-
Total Authorized Positions		15	15	14
MLS FTEs		1.00	1.00	1.00



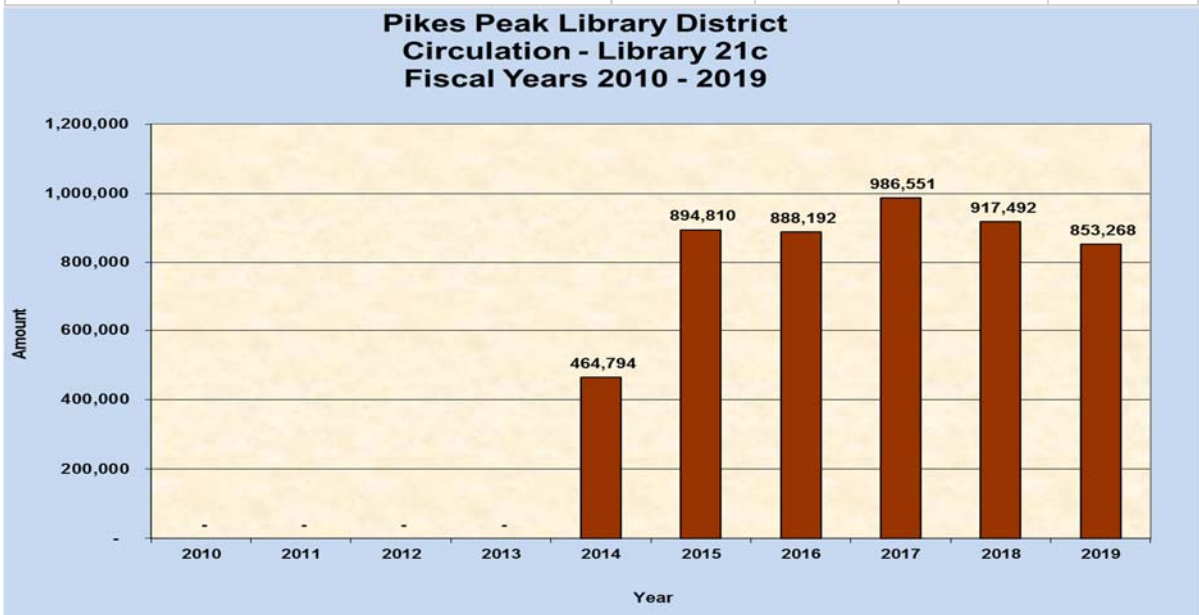
Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Sand Creek Library				
Salaries and wages	\$ 559,416	\$ 613,125	\$ 505,208	\$ 614,306
Substitute pay	24,873	23,342	22,500	12,000
FICA charges	43,023	46,904	38,648	46,994
Retirement contributions	36,531	37,141	29,818	37,212
General supplies	7,441	1,500	1,500	-
Makerspace consumables	-	-	-	6,000
Recording studio consumables	-	-	-	500
Supplies	8,391	10,000	13,000	17,000
Supplies - Family Place	-	2,000	2,000	2,000
Programming costs	5,951	5,000	5,000	2,000
Makerspace & Studio repairs	-	-	-	5,600
Total Sand Creek Library	\$ 685,626	\$ 739,012	\$ 617,674	\$ 743,612
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		16.20	16.20	16.05
Authorized Positioned Category				
Full-time (40 hours per week)		12	12	11
Half-time (20 - 39 hours per week)		6	6	8
Part-time (1-19 hours per week)		3	3	2
Total Authorized Positions		21	21	21
MLS FTEs		1.00	2.00	2.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Southeast Region				
Administration	\$ -	\$ 237,617	\$ 96,509	\$ 210,854
East Library	-	200	200	1,033,356
Circulation - East Library	711,899	756,870	758,819	577,458
Shelving - East Library	330,549	329,506	337,114	321,933
Fountain Library	263,189	340,793	293,768	323,943
Ruth Holley Library	452,817	463,476	375,825	454,353
Sand Creek Library	685,626	739,012	617,674	743,612
Total Southeast Region	\$ 2,444,080	\$ 2,867,474	\$ 2,479,909	\$ 3,665,509
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		64.24	67.24	85.66
Authorized Positioned Category				
Full-time (40 hours per week)		30	33	45
Half-time (20 - 39 hours per week)		52	52	67
Part-time (1-19 hours per week)		16	16	10
Total Authorized Positions		98	101	122
MLS FTEs		2.00	5.00	10.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
North Region				
Administration				
Salaries and wages	\$ -	\$ 215,155	\$ 90,028	\$ 151,154
Substitute pay	-	-	-	25,000
FICA charges	-	16,459	6,887	11,563
Retirement contributions	-	17,212	7,202	12,092
Supplies	-	200	200	300
Training	-	-	-	16,000
Mileage reimbursement expenses	-	-	-	7,000
Total Administration	\$ -	\$ 249,026	\$ 104,317	\$ 223,109
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	3	3
MLS FTEs		-	1.00	1.00

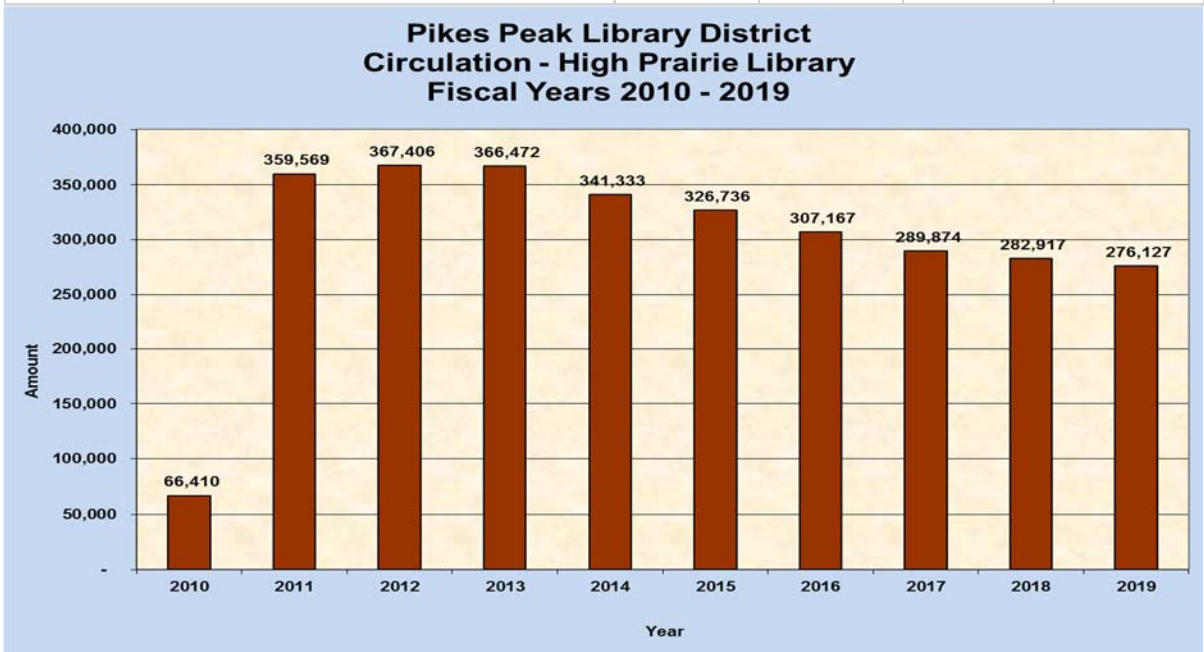
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Library 21c				
Salaries and wages	\$ -	\$ -	\$ -	\$ 983,281
Substitute pay	-	-	-	30,000
FICA charges	-	-	-	75,221
Retirement contributions	-	-	-	61,573
Supplies	-	-	-	45,000
Repair equipment	-	-	-	18,000
Programming	-	-	-	10,000
Merchandising	-	-	-	1,000
Total Library 21c	\$ -	\$ -	\$ -	\$ 1,224,075
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	23.63
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	17
Half-time (20 - 39 hours per week)		-	-	10
Part-time (1-19 hours per week)		-	-	1
Total Authorized Positions		-	-	28
MLS FTEs		-	-	6.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Circulation - Library 21c				
Salaries and wages	\$ 194,591	\$ 259,028	\$ 229,804	\$ 264,378
Substitute pay	16,203	18,912	18,200	14,000
Work study costs	-	3,600	3,600	-
FICA charges	15,019	19,454	17,580	20,225
Retirement contributions	5,214	10,785	8,496	11,212
Supplies	2,513	10,195	10,195	55,000
Courier services costs	169,046	202,125	202,125	212,231
Mileage reimbursement expenses	-	696	696	700
Total Circulation - Library 21c	\$ 402,586	\$ 524,795	\$ 490,696	\$ 577,746
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.50	6.50	7.50
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	3
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		10	10	11
MLS FTEs		-	-	-

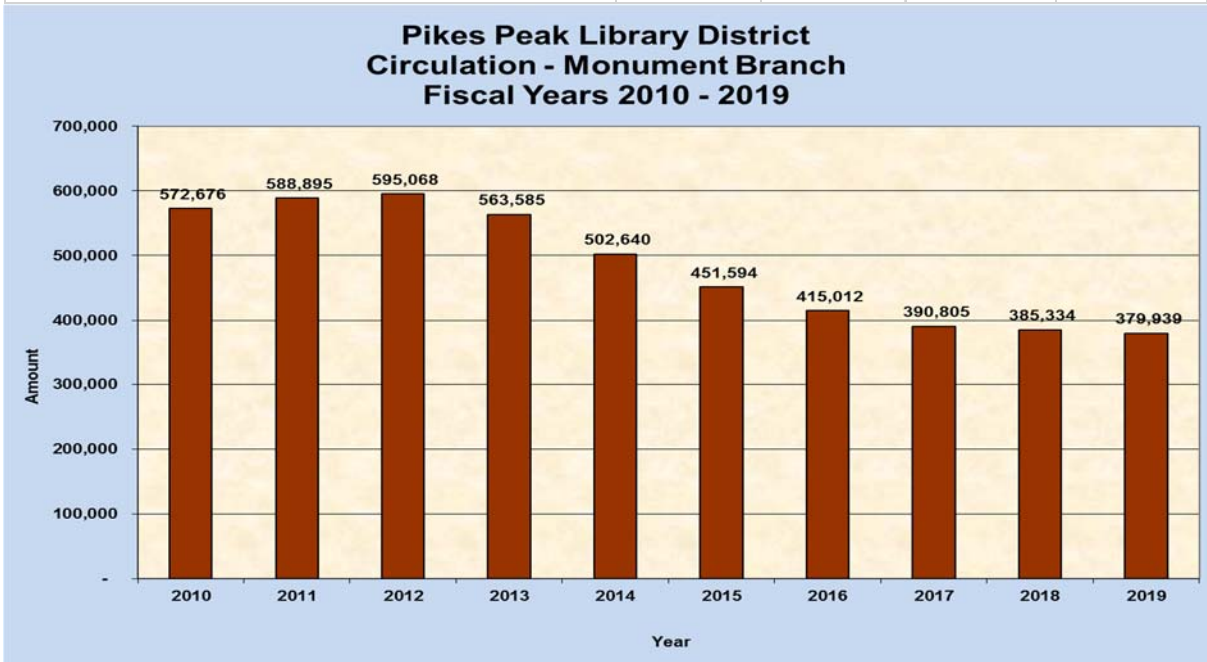
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Shelving - Library 21c				
Salaries and wages	\$ 103,314	\$ 111,478	\$ 106,829	\$ 117,783
Temporary work	7,159	-	-	-
Substitute pay	20,585	19,237	19,900	2,600
FICA charges	9,966	7,976	8,172	9,010
Supplies	-	500	500	-
Total Shelving - Library 21c	\$ 141,024	\$ 139,191	\$ 135,401	\$ 129,393
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		5.25	5.25	5.25
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		11	11	11
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
High Prairie Library				
Salaries and wages	\$ 279,139	\$ 307,296	\$ 238,433	\$ 309,473
Substitute pay	13,577	12,646	11,900	6,000
FICA charges	21,990	23,508	18,240	23,675
Retirement contributions	13,771	14,439	12,947	14,542
Supplies	2,563	3,600	3,600	3,600
Programming costs	315	1,740	1,740	1,000
Total High Prairie Library	\$ 331,355	\$ 363,229	\$ 286,860	\$ 358,290
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		8.25	8.25	8.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		12	12	12
MLS FTEs		1.00	1.00	1.00

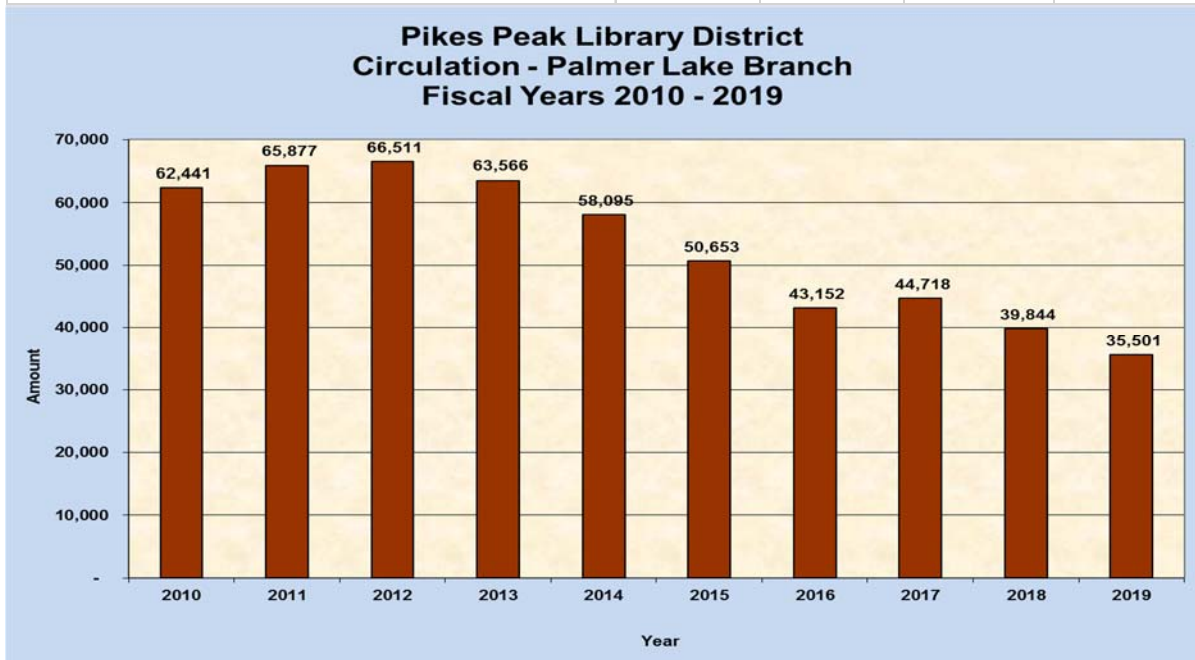


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Calhan Library				
Salaries and wages	\$ -	\$ -	\$ -	\$ 22,277
Substitute pay	-	-	-	1,000
FICA charges	-	-	-	1,705
Retirement contributions	-	-	-	2,970
Supplies	-	-	-	750
Programming	-	-	-	750
Total Calhan Library	\$ -	\$ -	\$ -	\$ 29,452
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	-	0.60
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		-	-	1
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	1
MLS FTEs		-	-	-

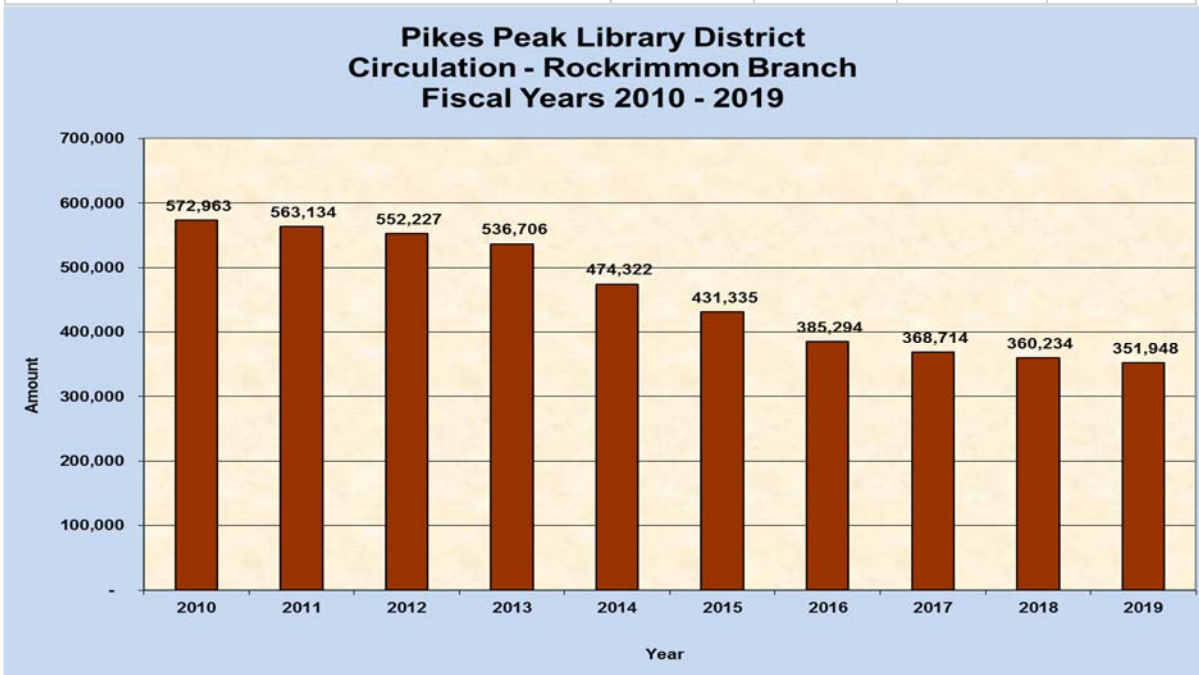
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Monument Library				
Salaries and wages	\$ 359,901	\$ 376,086	\$ 355,581	\$ 377,053
Substitute pay	16,161	17,680	17,500	8,000
FICA charges	27,633	28,771	27,202	28,845
Retirement contributions	14,511	15,235	14,020	15,274
Supplies	5,821	6,200	6,200	6,700
Other costs	458	500	500	-
Programming costs	2,000	2,000	2,000	1,000
Total Monument Library	\$ 426,485	\$ 446,472	\$ 423,003	\$ 436,871
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.49	10.49	10.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		7	7	10
Part-time (1-19 hours per week)		6	6	1
Total Authorized Positions		17	17	15
MLS FTEs		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Palmer Lake Library				
Salaries and wages	\$ 62,343	\$ 67,537	\$ 68,239	\$ 69,993
Substitute pay	6,523	4,644	4,600	2,500
FICA charges	5,265	5,167	5,220	5,354
Supplies	569	800	800	650
Other costs	-	125	125	-
Total Palmer Lake Library	\$ 74,700	\$ 78,273	\$ 78,984	\$ 78,498
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		2.03	2.03	2.03
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		3	3	3
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Rockrimmon Library				
Salaries and wages	\$ 359,787	\$ 363,327	\$ 361,902	\$ 365,733
Substitute pay	11,998	14,290	14,200	7,000
FICA charges	27,660	27,795	27,686	27,979
Retirement contributions	14,788	15,139	15,264	15,239
Supplies	4,088	6,150	6,150	6,000
Programming costs	1,134	1,500	1,500	1,000
Total Rockrimmon Library	\$ 419,455	\$ 428,201	\$ 426,702	\$ 422,950
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.08	10.08	10.10
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		5	5	2
Total Authorized Positions		18	18	15
MLS FTEs		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
North Region				
Administration	\$ -	\$ 249,026	\$ 104,317	\$ 223,109
Library 21c	-	-	-	1,224,075
Circulation - Library 21c	402,586	524,795	490,696	577,746
Shelving - Library 21c	141,024	139,191	135,401	129,393
High Prairie Library	331,355	363,229	286,860	358,290
Calhan Library	-	-	-	29,452
Monument Library	426,485	446,472	423,003	436,871
Palmer Lake Library	74,700	78,273	78,984	78,498
Rockrimmon Library	419,455	428,201	426,702	422,950
Total North Region	\$ 1,795,605	\$ 2,229,187	\$ 1,945,963	\$ 3,480,384
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		42.60	45.60	70.61
Authorized Positioned Category				
Full-time (40 hours per week)		14	17	35
Half-time (20 - 39 hours per week)		44	44	58
Part-time (1-19 hours per week)		13	13	6
Total Authorized Positions		71	74	99
MLS FTEs		3.00	4.00	10.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Administration	\$ -	\$ -	\$ -	\$ 110,932
Security	537,213	591,275	549,921	595,575
West Region	1,969,848	2,478,398	2,121,127	3,269,574
Southeast Region	2,444,080	2,867,474	2,479,909	3,665,509
North Region	1,795,605	2,229,187	1,945,963	3,480,384
Total Branch Facilities	\$ 6,746,746	\$ 8,166,334	\$ 7,096,920	\$ 11,121,974
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		173.93	184.93	244.93
Authorized Positioned Category				
Full-time (40 hours per week)		79	90	135
Half-time (20 - 39 hours per week)		149	149	185
Part-time (1-19 hours per week)		39	39	21
Total Authorized Positions		267	278	341
MLS FTEs		8.00	13.00	29.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
HUMAN RESOURCES OFFICE				
Administration				
Salaries and wages	\$ 233,921	\$ 350,267	\$ 243,044	\$ 350,267
Bilingual staff stipends	130	5,700	5,700	5,700
Work study costs	-	1,800	-	-
Temporary labor	12,288	-	-	-
FICA charges	17,955	26,795	18,593	26,795
Retirement contributions	14,159	23,123	14,715	23,123
Supplies	2,643	4,050	4,050	4,450
Consultant fees	-	-	-	10,000
Compensation study	86,479	-	-	25,000
Outside services - Flexible Spending Program	4,744	9,500	9,500	9,500
Mileage reimbursement expenses	1,027	1,750	1,750	1,750
Employee recruitment expenses				
Testing	-	500	500	500
Background checks	9,336	40,000	40,000	25,000
Pre-employment assessment costs	2,045	6,500	6,500	7,500
Advertising costs	1,094	2,000	2,000	2,000
Recruitment travel costs	2,887	8,500	6,500	8,500
Relocation expenses	2,000	5,000	5,000	7,000
Job fairs	202	500	500	500
District-wide training programs/initiatives				
All Staff Day	5,773	5,000	5,000	7,500
Leadership	72	5,000	2,000	5,000
Master Drive	2,140	3,000	3,000	-
Other programs to be determined	330	4,000	4,000	20,000
Training	582	7,099	7,099	10,000
Employee recognition				
District-wide programs	1,526	7,525	5,000	7,525
Tuition reimbursement costs	38,762	40,000	43,000	40,000
Wellness and safety	11,030	18,500	16,500	18,500
Volunteer program costs	3,152	3,700	3,700	3,700
Employee assistance program	16,061	20,000	20,000	20,000
Total Human Resources Office	\$ 470,338	\$ 599,809	\$ 467,651	\$ 639,810
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		5.15	5.15	6.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	5
Half-time (20 - 39 hours per week)		1	1	2
Part-time (1-19 hours per week)		1	1	-
Total Authorized Positions		6	6	7
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
HUMAN RESOURCES OFFICE				
Organizational Excellence Team				
Employee Recognition	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Total OET Team	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
HUMAN RESOURCES OFFICE				
Administration	\$ 470,338	\$ 599,809	\$ 467,651	\$ 639,810
Teams				
Organizational Excellence Team	-	3,000	3,000	3,000
Total Teams	-	3,000	3,000	3,000
Total Human Resources Office	\$ 470,338	\$ 602,809	\$ 470,651	\$ 642,810

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - District-wide				
Supplies	\$ 145	\$ 300	\$ 198	\$ 300
Facilities supplies	2,558	3,200	2,278	3,200
Vehicle operating costs	58,045	57,000	61,000	61,000
Consultant fees	13,458	15,000	15,000	15,000
Janitorial services	385,965	399,000	394,000	330,000
Carpet cleaning	-	-	-	117,000
Equipment maintenance	15,699	15,222	15,222	18,000
Furniture repair	1,691	7,785	7,785	6,000
Building repairs - branches	27,062	35,250	27,565	35,250
Moving and storage costs	16,200	16,800	16,800	16,800
HVAC maintenance	91,317	103,020	103,020	100,800
Elevator maintenance	32,252	36,250	36,250	40,500
Burglar and fire alarm maintenance	50,805	59,750	53,496	62,500
Grounds maintenance	56,594	73,500	69,866	75,500
Mileage reimbursement expenses	2,260	3,000	2,066	3,000
Training	922	2,000	-	1,000
Equipment rental	325	3,278	3,278	1,000
Total Facilities - District-wide	\$ 755,298	\$ 830,355	\$ 807,824	\$ 886,850

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - Penrose Library				
Salaries and wages	\$ 284,396	\$ 205,525	\$ 205,525	\$ 205,525
FICA charges	20,254	15,723	15,723	15,723
Retirement contributions	22,093	16,442	16,442	16,442
Supplies	6,972	8,200	7,159	8,200
Facilities supplies	13,296	24,000	16,049	24,000
Building repairs	23,929	35,100	27,296	38,000
Furniture repairs	8,439	12,500	12,500	12,500
Equipment repairs	-	1,000	1,000	1,000
Total Facilities - Penrose Library	\$ 379,379	\$ 318,490	\$ 301,694	\$ 321,390
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.00	5.00	5.00
Authorized Positioned Category				
Full-time (40 hours per week)		6	5	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		6	5	5
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - East Library				
Salaries and wages	\$ 126,944	\$ 127,546	\$ 130,879	\$ 127,546
FICA charges	9,347	9,757	10,012	9,757
Retirement contributions	9,907	10,204	10,204	10,204
Supplies	6,145	6,000	6,378	8,500
Facilities supplies	13,423	14,000	14,000	16,000
Building repairs	21,089	30,089	28,847	31,000
Furniture repairs	9,905	12,500	9,290	12,500
Equipment repairs	766	850	850	850
Total Facilities - East Library	\$ 197,526	\$ 210,946	\$ 210,460	\$ 216,356
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		3.00	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - Library 21c				
Salaries and wages	\$ 123,474	\$ 238,118	\$ 242,323	\$ 238,118
FICA charges	9,105	18,216	18,535	18,216
Retirement contributions	9,655	19,049	18,402	19,049
Supplies	4,160	4,750	4,505	5,000
Facilities supplies	10,907	12,500	10,922	13,000
Equipment repair	2,978	3,000	2,257	3,500
Furniture repair	29	1,000	1,963	2,000
Building repairs	23,136	39,473	21,459	38,500
HVAC maintenance	24,959	33,500	21,572	38,500
Total Facilities - Library 21c	\$ 208,403	\$ 369,606	\$ 341,938	\$ 375,883
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		3.00	3.00	5.00
Authorized Positioned Category				
Full-time (40 hours per week)		3	3	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	5
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - Utilities/Rent - Penrose Library				
Gas	\$ 15,502	\$ 28,840	\$ 12,400	\$ 29,706
Electric	123,986	129,783	125,198	133,677
Water and sewer	24,809	28,111	30,505	29,483
Trash removal	2,615	3,000	3,154	4,000
Parking	39,592	42,375	42,456	43,646
Storm water fee	-	3,513	428	1,026
Total Facilities - Utilities/Rent - Penrose Library	\$ 206,504	\$ 235,622	\$ 214,141	\$ 241,538
Facilities - Utilities/Rent - East Library				
Gas	\$ 10,166	\$ 20,600	\$ 13,855	\$ 21,218
Electric	115,866	141,120	118,637	145,429
Water and sewer	25,732	30,820	31,101	32,054
Trash removal	4,532	5,000	4,423	5,000
Storm water fee	-	3,500	1,409	3,380
Total Facilities - Utilities/Rent - East Library	\$ 156,296	\$ 201,040	\$ 169,425	\$ 207,081
Facilities - Utilities/Rent - Library Express				
Facility rental costs	\$ 1,200	\$ -	\$ -	\$ -
Total Facilities - Utilities/Rent - Library Express	\$ 1,200	\$ -	\$ -	\$ -
Facilities - Utilities/Rent - Cheyenne Mountain Library				
Gas	\$ 2,635	\$ 3,296	\$ 2,308	\$ 3,395
Electric	12,211	14,879	12,703	15,326
Trash removal	1,260	1,469	1,215	1,469
Facility rental costs	116,119	128,584	128,584	131,393
Common area maintenance costs	19,375	20,872	20,872	20,872
Total Facilities - Utilities/Rent - Cheyenne Mtn. Library	\$ 151,600	\$ 169,100	\$ 165,682	\$ 172,455

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
FACILITIES OFFICE				
Facilities - Utilities/Rent - High Prairie Library				
Electric	\$ 9,911	\$ 11,124	\$ 10,651	\$ 11,458
Water and sewer	4,673	8,640	7,162	8,900
Trash removal	819	1,100	1,100	1,115
Total Facilities - Utilities/Rent - High Prairie Library	\$ 15,403	\$ 20,864	\$ 18,913	\$ 21,473
Facilities - Utilities/Rent - Fountain Library				
Gas	\$ 1,114	2,266	\$ 1,735	\$ 2,334
Electric	10,086	14,008	11,011	14,429
Water and sewer	2,307	2,808	2,845	2,893
Trash removal	1,260	1,400	1,350	1,400
Total Facilities - Utilities/Rent - Fountain Library	\$ 14,767	\$ 20,482	\$ 16,941	\$ 21,056
Facilities - Utilities/Rent - Library 21c				
Gas	\$ 23,688	\$ 28,634	\$ 23,284	\$ 29,493
Electric	109,488	130,000	127,515	132,000
Water and sewer	15,985	28,426	30,402	30,925
Trash removal	5,087	4,500	5,191	5,418
Storm water fee	-	4,598	1,332	3,197
Total Facilities - Utilities/Rent - Library 21c	\$ 154,248	\$ 196,158	\$ 187,724	\$ 201,033
Facilities - Utilities/Rent - Ruth Holley Library				
Gas	\$ 1,822	\$ 3,100	\$ 1,482	\$ 3,193
Electric	11,136	11,588	10,982	11,936
Trash removal	1,137	1,300	1,201	1,300
Rental	116,756	120,236	120,236	123,822
Common area maintenance costs	32,966	33,955	33,955	36,020
Total Facilities - Utilities/Rent - Ruth Holley Library	\$ 163,817	\$ 170,179	\$ 167,856	\$ 176,271
Facilities - Utilities/Rent - Manitou Springs Library				
Gas	\$ 532	\$ 1,340	\$ 500	\$ 1,380
Electric	2,110	3,255	2,305	3,353
Water and Sewer	1,066	1,620	1,259	1,669
Rent	9,264	9,264	9,264	9,264
Total Facilities - Utilities/Rent - Manitou Springs Library	\$ 12,972	\$ 15,479	\$ 13,328	\$ 15,666
Facilities - Utilities/Rent - Monument Library				
Gas	\$ 1,810	\$ 2,575	\$ 2,575	\$ 2,653
Electric	13,827	14,111	14,580	14,535
Trash Removal	483	900	869	972
Facility rental costs	92,126	121,150	121,150	120,260
Common area maintenance costs	26,369	28,346	28,346	27,000
Total Facilities - Utilities/Rent - Monument Library	\$ 134,615	\$ 167,082	\$ 167,520	\$ 165,420

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - Utilities/Rent - Old Colorado City Library				
Gas	\$ 1,307	\$ 2,472	\$ 1,148	\$ 2,547
Electric	6,379	9,245	5,511	9,523
Trash removal	1,440	2,032	1,581	2,147
Water and sewer	676	800	773	843
Storm water fee	-	552	44	104
Total Facilities - Utilities/Rent - Old Colorado City Library	\$ 9,802	\$ 15,101	\$ 9,057	\$ 15,164
Facilities - Utilities/Rent - Palmer Lake Library				
Gas	\$ 636	\$ 1,545	\$ 1,001	\$ 1,591
Electric	998	1,725	1,212	1,777
Water and sewer	860	1,253	844	1,291
Total Facilities - Utilities/Rent - Palmer Lake Library	\$ 2,494	\$ 4,523	\$ 3,057	\$ 4,659
Facilities - Utilities/Rent - Rockrimmon Library				
Gas	\$ 1,565	\$ 3,000	\$ 1,458	\$ 3,090
Electric	9,109	10,094	9,375	10,394
Trash removal	483	850	922	908
Facility rental costs	166,165	170,499	170,499	174,834
Common area maintenance costs	39,618	46,629	39,612	48,796
Total Facilities - Utilities/Rent - Rockrimmon Library	\$ 216,940	\$ 231,072	\$ 221,866	\$ 238,022

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - Utilities/Rent - Sand Creek Library				
Gas	\$ 1,435	\$ 3,300	\$ 1,350	\$ 3,400
Electric	12,575	15,656	13,698	16,126
Water and sewer	2,075	2,427	2,460	2,559
Trash Removal	452	500	310	500
Common area maintenance costs	22,187	22,683	17,725	23,364
Storm water fee	-	557	57	137
Total Facilities - Utilities/Rent - Sand Creek Library	\$ 38,724	\$ 45,123	\$ 35,600	\$ 46,086
Facilities - Utilities/Rent - Ute Pass Library				
Gas	\$ 1,112	\$ 2,590	\$ 1,125	\$ 2,668
Electric	2,177	3,100	2,230	3,193
Water and sewer	1,315	1,745	1,592	1,798
Facility rental costs	6,505	6,700	6,700	6,900
Total Facilities - Utilities/Rent - Ute Pass Library	\$ 11,109	\$ 14,135	\$ 11,647	\$ 14,559
Facilities - Utilities/Rent - Calhan Library				
Facility rental costs	\$ -	\$ 15,000	\$ 15,000	\$ -
Gas	-	-	-	2,500
Electric	-	-	-	3,500
Water and sewer	-	-	-	1,000
Total Facilities - Utilities/Rent - Calhan Library	\$ -	\$ 15,000	\$ 15,000	\$ 7,000
Green Team				
General supplies	\$ 370	\$ 750	\$ 750	\$ 750
Programming	126	100	100	100
Training	-	150	150	150
Total Green Team	\$ 496	\$ 1,000	\$ 1,000	\$ 1,000

Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
FACILITIES OFFICE				
Facilities				
Administration	\$ 755,298	\$ 830,355	\$ 807,824	\$ 886,850
Facilities				
Penrose	379,379	318,490	301,694	321,390
East Library	197,526	210,946	210,460	216,356
Library 21c	208,403	369,606	341,938	375,883
Utilities/Rent				
Penrose Library	206,504	235,622	214,141	241,538
East Library	156,296	201,040	169,425	207,081
Library Express	1,200	-	-	-
Cheyenne Mountain Library	151,600	169,100	165,682	172,455
High Prairie Library	15,403	20,864	18,913	21,473
Fountain Library	14,767	20,482	16,941	21,056
Library 21c	154,248	196,158	187,724	201,033
Ruth Holley Library	163,817	170,179	167,856	176,271
Manitou Springs Library	12,972	15,479	13,328	15,666
Monument Library	134,615	167,082	167,520	165,420
Old Colorado City Library	9,802	15,101	9,057	15,164
Palmer Lake Library	2,494	4,523	3,057	4,659
Rockrimmon Library	216,940	231,072	221,866	238,022
Sand Creek Library	38,724	45,123	35,600	46,086
Ute Pass Library	11,109	14,135	11,647	14,559
Calhan Library	-	15,000	15,000	7,000
Total Utilities/Rent	1,290,491	1,520,961	1,417,756	1,547,483
Total - Facilities Office	2,831,097	3,250,358	3,079,672	3,347,962
Teams				
Green Team	496	1,000	1,000	1,000
Total Teams	496	1,000	1,000	1,000
Total Facilities Office	\$ 2,831,593	\$ 3,251,358	\$ 3,080,672	\$ 3,348,962
Authorized Positions				
Total Full Time Equivalents (FTEs)		12.00	11.00	13.00
Authorized Positioned Category				
Full-time (40 hours per week)		12	11	13
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		12	11	13
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
COMMUNICATIONS OFFICE				
Administration				
Salaries and wages	\$ 512,694	\$ 649,646	\$ 520,695	\$ 649,646
FICA charges	37,896	49,698	39,833	49,698
Retirement contributions	32,821	48,382	35,377	48,382
Substitute pay	2,663	9,000	6,000	9,000
Meeting room supplies	858	1,000	1,000	1,000
Supplies	2,283	5,100	4,100	4,100
Video production	6,291	13,089	13,089	12,000
Library channel	481	9,125	9,125	5,000
Consultant fees	-	10,000	10,000	50,000
PMC repair/replacement	3,035	12,853	10,000	7,500
Newsletters - postage and mail preparation costs	1,717	2,500	2,000	2,500
Dues	3,981	-	-	-
Mileage reimbursement expenses	3,409	4,000	4,000	5,000
External printing services	88,094	100,000	100,000	125,000
Networking costs	4,950	3,000	3,000	5,000
Advertising	85,330	87,000	87,000	110,000
Community outreach	8,472	14,000	7,000	14,000
Training	2,127	8,000	5,000	11,000
Survey subscription	78	300	300	-
Signage costs	5,021	10,000	10,000	16,000
Total Communications Office	\$ 802,201	\$ 1,036,693	\$ 867,519	\$ 1,124,826
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		12.25	12.25	13.25
Authorized Positioned Category				
Full-time (40 hours per week)		10	10	12
Half-time (20 - 39 hours per week)		4	4	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		14	14	14
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
INFORMATION TECHNOLOGY OFFICE				
Administration				
Salaries and wages	\$ 858,239	\$ 830,409	\$ 833,707	\$ 830,409
FICA charges	63,102	63,526	63,779	63,526
Retirement contributions	63,642	62,042	61,890	62,042
Software	207,740	252,882	252,882	320,000
Computer supplies	43,006	41,000	41,000	42,000
Supplies	2,960	3,000	3,000	2,500
Telecommunication Costs				
Data and network charges	332,268	256,449	256,449	230,000
Data hardware and software maintenance costs	-	100,000	100,000	70,000
Voice	53,208	60,000	60,000	94,000
Voice hardware and software maintenance costs	4,476	40,000	40,000	10,000
Cellular	76,007	76,000	76,000	78,000
Cabling	-	5,000	5,000	5,000
Consultant fees	72,747	113,500	105,500	105,000
Library unique IT systems				
Integrated library services	114,476	182,000	182,000	191,000
Self-check and automated material handling	69,196	104,000	97,000	135,000
Prospector - software costs	371	1,295	1,295	-
Comp Sup Agreement-Internet	1,457	-	-	-
Miscellaneous equipment maintenance	95,315	149,365	89,365	40,000
Telecommunication equipment maintenance	26,032	9,000	9,000	82,000
Equipment repair costs	6,912	25,000	15,000	20,000
Training	44,596	47,000	35,000	41,000
Mileage reimbursement expenses	5,310	6,000	6,000	6,000
Total Information Technology Office	\$ 2,141,060	\$ 2,427,468	\$ 2,333,867	\$ 2,427,477
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		14.10	14.10	13.10
Authorized Positioned Category				
Full-time (40 hours per week)		13	13	12
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		15	15	14
MLS FTEs		-	-	-

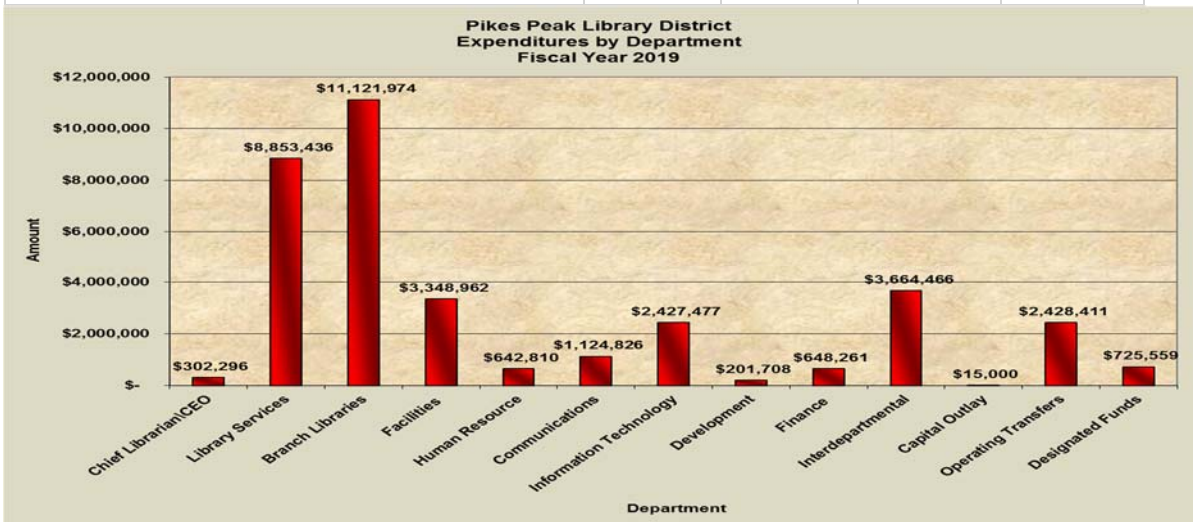
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
DEVELOPMENT OFFICE				
Administration				
Administrative support - Foundation costs	\$ 199,802	\$ -	\$ -	\$ -
Salaries and wages	-	141,877	141,877	141,877
FICA charges	-	10,854	10,854	10,854
Retirement contributions	-	10,077	10,077	10,077
Development support	-	10,500	10,500	10,500
Mileage reimbursement expenses	-	2,400	2,400	2,400
Other expenses	-	1,900	1,900	1,900
Computer support agreement	-	19,000	19,000	19,000
Bank fees	-	1,600	1,600	1,600
Training	-	4,800	4,800	3,000
Supplies	-	500	500	500
Total Development Office	\$ 199,802	\$ 203,508	\$ 203,508	\$ 201,708
Authorized Positions				
	2017	2018	2019	
Total Full Time Equivalent (FTEs)	2.50	2.50	2.50	
Authorized Positioned Category				
Full-time (40 hours per week)	2	2	2	
Half-time (20 - 39 hours per week)	1	1	1	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	3	3	3	
MLS FTEs	-	-	-	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FINANCE OFFICE				
Administration				
Salaries and wages	\$ 359,103	\$ 443,102	\$ 359,349	\$ 443,102
Substitute pay	621	-	-	-
FICA charges	25,565	33,897	27,490	33,897
Retirement contributions	26,216	33,661	26,047	33,661
Supplies	6,168	8,000	8,000	8,000
Audit fees	39,705	43,500	40,935	45,000
Legal notices - advertising	317	2,000	1,000	1,000
Fiscal System annual maintenance costs	60,487	64,000	64,000	64,000
Consulting services - fiscal system	1,280	50,000	50,000	-
Dues	55	-	-	-
Mileage reimbursement expenses	2,051	2,600	2,100	2,500
Vault clean-up charges	791	2,100	2,100	2,100
Training	10,724	12,000	13,000	15,000
Total Finance Office	\$ 533,083	\$ 694,860	\$ 594,021	\$ 648,261
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.75	7.75	7.75
Authorized Positioned Category				
Full-time (40 hours per week)		6	7	7
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		7	8	8
MLS FTEs		-	-	-

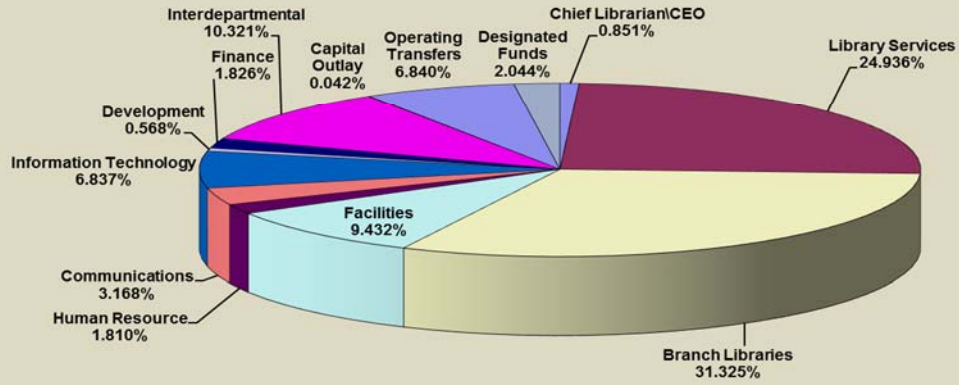
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
INTERDEPARTMENTAL				
Vacation/sick leave payout provision	\$ 82,905	\$ 200,000	\$ 200,000	\$ 220,000
Payroll accrual provision	-	60,000	60,000	65,000
Contribution - retirement plan	24,000	25,000	25,000	25,000
Personnel items	-	-	-	529,000
Minimum wage adjustment	-	-	-	23,000
Savings from vacant positions	-	(535,605)	300,000	(675,000)
New positions/temporary positions	-	-	-	511,716
Substitute pay reserve	18,474	17,500	5,000	40,000
Other payroll taxes	4,794	38,680	38,680	40,000
Dues	32,634	58,126	40,000	55,000
Legal fees	56,690	50,000	55,000	60,000
Health insurance	1,520,229	1,650,000	1,660,320	1,750,000
Vision insurance	48,002	55,000	52,000	62,000
Unemployment insurance	30,157	45,000	44,000	47,250
Workers compensation costs	76,714	85,000	80,000	85,000
Life and disability insurance	52,449	51,000	55,000	63,000
Collection agency charges	40,311	35,000	30,000	30,000
Supplies	400	2,500	2,500	2,500
Postage	76,819	90,000	66,975	60,000
Copier charges	48,027	51,000	55,000	56,000
Patron reimbursement	-	1,000	500	500
Insurance	144,657	185,000	167,681	184,500
Bank charges	19,675	15,000	10,000	10,000
Treasurer's fees	388,563	402,122	402,122	420,000
Total Interdepartmental	\$ 2,665,500	\$ 2,581,323	\$ 3,349,778	\$ 3,664,466
OPERATING TRANSFERS TO OTHER FUNDS				
East Library Project Fund	\$ -	\$ -	\$ -	\$ 139,627
Penrose Library Project Fund	59,690	1,335,841	1,335,841	96,700
Library 21c Facility Project Fund	50,000	-	-	1,156,100
Capital Reserve Fund	676,651	1,105,223	1,105,223	1,035,984
Total Operating Transfers To Other Funds	\$ 786,341	\$ 2,441,064	\$ 2,441,064	\$ 2,428,411

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
DESIGNATED FUNDS				
Wages/temporary labor	\$ 98,040	\$ 81,605	\$ 81,605	\$ 73,384
Substitute pay	554	286	286	-
FICA charges	7,563	6,095	6,095	-
Supplies	2,037	22,426	22,426	-
Library materials - books	128,948	136,544	136,544	127,400
Library materials - electronic databases/online services	201,965	26,457	26,457	20,000
Printing	-	1,000	1,000	-
Programming	58,461	146,440	146,440	75,650
Advertising	-	500	500	-
Summer Adventure Prizes	8,937	7,900	7,900	-
Mileage reimbursement expenses	67	-	-	-
Dues	2,154	2,493	2,493	-
Employee recognition	9,406	10,000	10,000	10,000
Training	7,784	15,800	15,800	15,000
Community outreach	-	15,000	15,000	-
Other grant designated expenses	31,039	308,008	152,487	404,125
Other expenditures	-	1,802	1,802	-
Capital outlay	527,824	166,398	166,398	15,000
Total Designated Funds	\$ 1,084,779	\$ 948,754	\$ 793,233	\$ 740,559
SPECIAL ITEM				
TABOR refund	\$ 543,196	\$ -	\$ -	\$ -
Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses	\$ 29,776,582	\$ 34,511,678	\$ 32,862,538	\$ 35,505,187

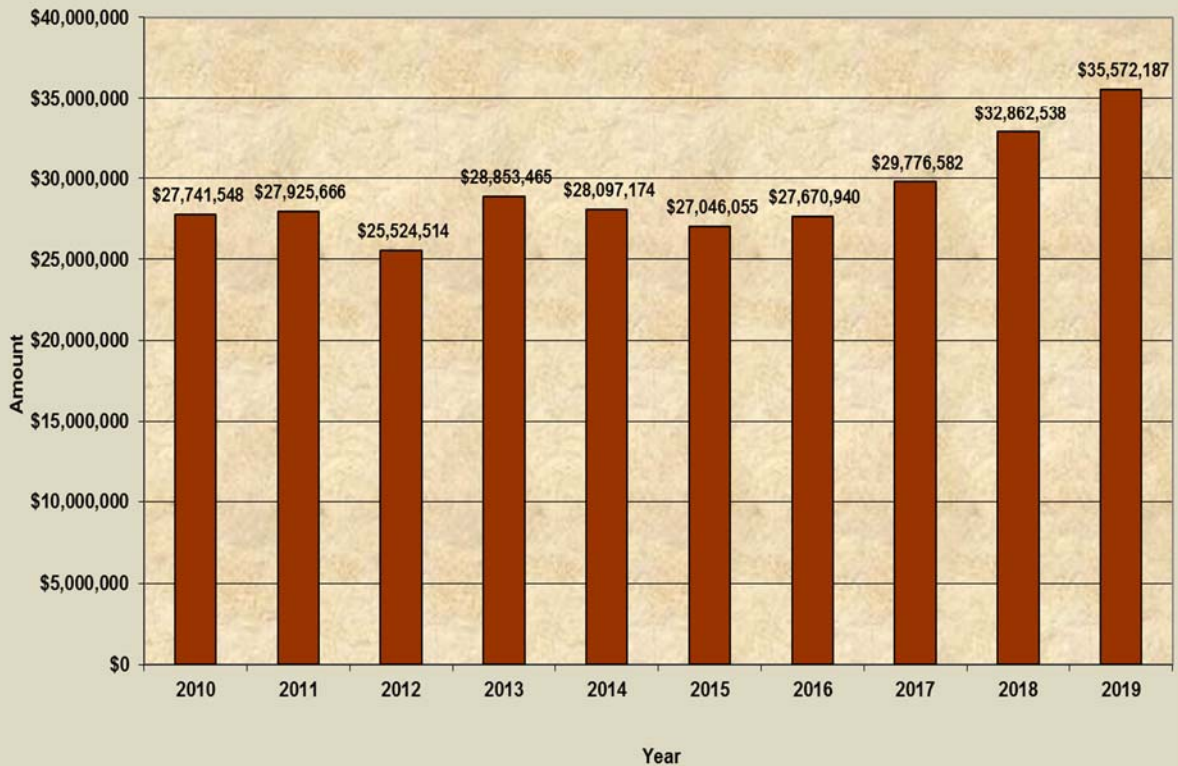
Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Summary				
Chief Librarian and CEO Office	\$ 259,061	\$ 286,296	\$ 275,146	\$ 302,296
Library Services	10,712,882	11,871,211	11,356,159	8,853,436
Branch Services	6,746,746	8,166,334	7,096,920	11,121,974
Human Resources Office	470,338	602,809	470,651	642,810
Facilities Office	2,831,593	3,251,358	3,080,672	3,348,962
Communications Office	802,201	1,036,693	867,519	1,124,826
Information Technology Office	2,141,060	2,427,468	2,333,867	2,427,477
Development Office	199,802	203,508	203,508	201,708
Finance Office	533,083	694,860	594,021	648,261
Interdepartmental	2,665,500	2,581,323	3,349,778	3,664,466
Capital Outlay	527,824	166,398	166,398	15,000
Operating Transfers To Other Funds	786,341	2,441,064	2,441,064	2,428,411
Designated Funds	556,955	782,356	626,835	725,559
Special Item	543,196	-	-	-
Total General Fund Expenditures	\$ 29,776,582	\$ 34,511,678	\$ 32,862,538	\$ 35,505,187
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		342.64	351.64	364.80
Authorized Position Category				
Full-time (40 hours per week)		217	226	242
Half-time (20 - 39 hours per week)		202	202	207
Part-time (1-19 hours per week)		44	44	23
Total Authorized Positions		463	472	472
MLS FTEs		51.50	57.50	65.00



Pikes Peak Library District Expenditure Allocation Percentage Fiscal Year 2019



Pikes Peak Library District General Fund Expenditures Fiscal Years 2010 - 2019



Pikes Peak Library District								
Staffing Adjustments/New Positions								
Three-Year Period Ended December 31, 2019								
Position Name	Location	Previous Grade	Proposed Grade	Previous	Proposed	Previous	Proposed	Total Cost
				Hours Week	Hours Week	Hourly Rate	Hourly Rate	
Senior Librarian	Local History	-	22	-	40	-	\$ 24.05	\$ 69,853
District-wide Audio/Video Staff	Information Technology	-	17	-	40	-	17.85	54,939
Senior Library Associate	Manitou Springs/Ute Pass	18	18	21	24	19.57	19.57	3,286
Librarian Associate (Young Adult Services)	Manitou Springs/Ute Pass	17	17	20	24	19.57	19.57	4,382
Library Associate	Penrose Library	-	17	-	20	-	17.85	19,984
Library Associate	Mobile Library Services	-	17	-	20	-	17.85	19,984
Librarian	Penrose Library	-	21	-	40	-	22.38	65,843
Sr. Librarian - Early Literacy	Children's	-	22	-	40	-	24.05	69,853
Internal Communications Specialist	Communications	-	20	-	40	-	21.30	63,238
Infrastructure Group Manager	Information Technology	-	27	-	40	-	31.54	87,870
Technical Support Specialist	Information Technology	-	16	-	40	-	16.83	52,485
								\$ 511,716

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Annual Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Annual Fund.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 400	\$ 124,827	\$ -	\$ 300,000
Utilization of fund balance	-	28,694	-	-
Total Fiscal Year Estimated Revenues	400	153,521	-	300,000
Fiscal Year Expenditures				
Other				
Projects yet to be defined	-	153,521	-	300,000
Excess (Deficit) Revenues Over Expenditures	400	-	-	-
Fund Balance - Beginning of Year	4,983	5,383	5,383	5,383
Fund Balance - End of Year	\$ 5,383	\$ 5,383	\$ 5,383	\$ 5,383

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Facilities Support Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Facilities Support Fund.				
Excess (Deficit) Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -
Fund Balance - Beginning of Year	1,050	1,050	1,050	1,050
Fund Balance - End of Year	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Penrose Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Penrose Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,000	\$ 16,000	\$ 16,000	\$ -
Other Resources - Utilization of Fund Balance	15,844	-	-	-
Total Fiscal Year Estimated Revenues	17,844	16,000	16,000	-
Fiscal Year Expenditures				
Capital outlay				
Water table	-	2,000	2,000	
KCH assessment study	18,344	-	-	-
Other	-	14,000	14,000	-
Total Fiscal Year Expenditures	18,344	16,000	16,000	-
Excess (Deficit) Revenues Over Expenditures	(500)	-	-	-
Fund Balance - Beginning of Year	500	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Cheyenne Mountain Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 12,300	\$ 7,085	\$ 7,085	\$ -
Fiscal Year Expenditures				
Capital outlay				
Relocate circulation desk	12,296	-	-	-
Other	-	7,085	7,085	-
Total Fiscal Year Expenditures	12,296	7,085	7,085	-
Excess (Deficit) Revenues Over Expenditures	4	-	-	-
Fund Balance - Beginning of Year	1,167	1,171	1,171	1,171
Fund Balance - End of Year	\$ 1,171	\$ 1,171	\$ 1,171	\$ 1,171

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Fountain Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 7,000	\$ 47,735	\$ 47,735	\$ -
Other Sources - utilization of fund balance	330	-	-	-
Total Fiscal Year Estimated Revenues	7,330	47,735	47,735	-
Fiscal Year Expenditures				
Program expenditures	300	-	-	-
Capital outlay				
Access control upgrades	-	4,335	4,335	-
Widen paver path in memorial garden to allow ADA access	1,558	-	-	-
Doorway to memorial garden	5,485	-	-	-
Roof maintenance	1,727	-	-	-
Patio furniture	-	1,200	1,200	-
Furniture replacement adult area	-	3,500	3,500	-
Carpet replacement	-	35,000	35,000	-
Meeting room tables	-	3,700	3,700	-
Total Fiscal Year Expenditures	9,070	47,735	47,735	-
Excess (Deficit) Revenues Over Expenditures	(1,740)	-	-	-
Fund Balance - Beginning of Year	1,740	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
High Prairie Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Furniture	\$ -	\$ 350	\$ 350	\$ -
Excess (Deficit) Revenues Over Expenditures	-	(350)	(350)	-
Fund Balance - Beginning of Year	6,418	6,418	6,418	6,068
Fund Balance - End of Year	\$ 6,418	\$ 6,068	\$ 6,068	\$ 6,068

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Manitou Springs Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Manitou Springs Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 55,000	\$ 2,200	\$ 2,200	\$ -
Fiscal Year Expenditures				
Program expenditures	7,463	2,200	2,200	-
Excess (Deficit) Revenues Over Expenditures	47,537	-	-	-
Fund Balance - Beginning of Year	(41,132)	6,405	6,405	6,405
Fund Balance - End of Year	\$ 6,405	\$ 6,405	\$ 6,405	\$ 6,405

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Monument Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Monument Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Teen area furniture	\$ -	\$ 3,200	\$ 3,200	\$ -
Excess (Deficit) Revenues Over Expenditures	-	(3,200)	(3,200)	-
Fund Balance - Beginning of Year	3,235	3,235	3,235	35
Fund Balance - End of Year	\$ 3,235	\$ 35	\$ 35	\$ 35

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Old Colorado City Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Old Colorado City Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Roof inspection and repairs	\$ -	\$ 1,200	\$ 1,200	\$ -
Window blinds and cornices - manager's office	-	2,000	2,000	-
Parking lot seal coat and restripe	-	2,500	2,500	-
Total Fiscal Year Expenditures	-	5,700	5,700	-
Excess (Deficit) Revenues Over Expenditures	-	(5,700)	(5,700)	-
Fund Balance - Beginning of Year	14,594	14,594	14,594	8,894
Fund Balance - End of Year	<u>\$ 14,594</u>	<u>\$ 8,894</u>	<u>\$ 8,894</u>	<u>\$ 8,894</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Palmer Lake Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Palmer Lake Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 4,500	\$ 4,500	\$ -
Fiscal Year Expenditures				
Capital outlay				
Carpet replacement	-	4,500	4,500	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	961	961	961	961
Fund Balance - End of Year	\$ 961	\$ 961	\$ 961	\$ 961

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Ruth Holley Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Ruth Holley Library's services, programs and assets.				
Excess (Deficit) Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -
Fund Balance - Beginning of Year	291	291	291	291
Fund Balance - End of Year	\$ 291	\$ 291	\$ 291	\$ 291

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Sand Creek Library Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 120,000	\$ 13,000	\$ 13,000	\$ -
Other Resources - PPLD Fund Balance	402,995	46,747	46,747	-
Total Fiscal Year Estimated Revenues	522,995	59,747	59,747	-
Fiscal Year Expenditures				
Capital outlay				
Makerspace costs	461,712	59,747	59,747	-
Other costs	17,764	-	-	-
Total Fiscal Year Expenditures	479,476	59,747	59,747	-
Excess (Deficit) Revenues Over Expenditures	43,519	-	-	-
Fund Balance - Beginning of Year	(43,519)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Mobile Library Services Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Mobile Library's services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 500	\$ -	\$ -	\$ -
Fiscal Year Expenditures				
Other	46	-	-	-
Excess (Deficit) Revenues Over Expenditures	454	-	-	-
Fund Balance - Beginning of Year	(275)	179	179	179
Fund Balance - End of Year	\$ 179	\$ 179	\$ 179	\$ 179

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
1905 Carnegie Facility Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund				
	2017	2018	2018	2019
To accumulate funds for the support of the District's Carnegie Facility services, programs and assets.	Actual	Budget	Projection	Budget
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 10,000	\$ 10,000	\$ -
Fiscal Year Expenditures				
Capital outlay				
HVAC control upgrade	-	10,500	10,500	-
Excess (Deficit) Revenues Over Expenditures	-	(500)	(500)	-
Fund Balance - Beginning of Year	600	600	600	100
Fund Balance - End of Year	\$ 600	\$ 100	\$ 100	\$ 100

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Carnegie Garden Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund				
	2017	2018	2018	2019
To accumulate funds for the support of the District's Carnegie Garden's services, programs and assets.	Actual	Budget	Projection	Budget
Excess (Deficit) Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -
Fund Balance - Beginning of Year	2,462	2,462	2,462	2,462
Fund Balance - End of Year	\$ 2,462	\$ 2,462	\$ 2,462	\$ 2,462

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
East Library Support Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's East Library Facility services, programs and assets.				
Fiscal Year Estimated Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 1,500	\$ 1,500	\$ -
Fiscal Year Expenditures				
Other	-	1,500	1,500	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Mini-Maker Faire Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's mini-maker faire program.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 1,500	\$ 5,609	\$ 5,609	\$ 3,550
Fiscal Year Expenditures				
Other	-	5,609	5,609	3,550
Excess (Deficit) Revenues Over Expenditures	1,500	-	-	-
Fund Balance - Beginning of Year	(1,354)	146	146	146
Fund Balance - End of Year	<u>\$ 146</u>	<u>\$ 146</u>	<u>\$ 146</u>	<u>\$ 146</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Children's Services Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund				
	2017	2018	2018	2019
To accumulate funds for the support of the District's Children's Services, including programs and assets.	Actual	Budget	Projection	Budget
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 125	\$ 98,350	\$ 98,350	\$ 20,000
Other Grant	16,700	-	-	-
	16,825	98,350	98,350	20,000
Sales	120	-	-	
Total Fiscal Year Estimated Revenues	16,945	98,350	98,350	20,000
Fiscal Year Expenditures				
Personnel costs	-	286	286	-
Library materials	-	1,637	1,637	-
Program expenditures	84	78,350	78,350	-
Capital outlay	751	1,785	1,785	-
Other	7,573	25,863	25,863	20,000
Total Fiscal Year Expenditures	8,408	107,921	107,921	20,000
Excess (Deficit) Revenues Over Expenditures	8,537	(9,571)	(9,571)	-
Fund Balance - Beginning of Year	1,513	10,050	10,050	479
Fund Balance - End of Year	\$ 10,050	\$ 479	\$ 479	\$ 479

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Kirkpatrick Fund - Author Series				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Kirkpatrick Fund services, programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 7,240	\$ 7,240	\$ 10,000
Other Resources - PPLD Fund Balance	10,549	-	-	-
Total Fiscal Year Estimated Revenues	13,049	7,240	7,240	10,000
Fiscal Year Expenditures				
Program expenditures	9,754	7,240	7,240	10,000
Excess (Deficit) Revenues Over Expenditures	3,295	-	-	-
Fund Balance - Beginning of Year	(3,295)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Adult Services Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Adult Services department.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 16,524	\$ 16,524	\$ 3,500
Fiscal Year Expenditures				
Program expenditures	100	-	-	3,500
Other costs	654	16,524	16,524	-
Total Fiscal Year Expenditures	754	16,524	16,524	3,500
Excess (Deficit) Revenues Over Expenditures	1,746	-	-	-
Fund Balance - Beginning of Year	1,276	3,022	3,022	3,022
Fund Balance - End of Year	\$ 3,022	\$ 3,022	\$ 3,022	\$ 3,022

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Adult Reading Program Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Adult Reading Program.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 500	\$ 2,500	\$ 2,500	\$ 2,500
Other Resources - PPLD Fund Balance	1,714	-	-	-
Total Fiscal Year Estimated Revenues	2,214	2,500	2,500	2,500
Fiscal Year Expenditures				
Program expenditures	2,481	2,500	2,500	2,500
Excess (Deficit) Revenues Over Expenditures	(267)	-	-	-
Fund Balance - Beginning of Year	267	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Senior Services Program Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Senior Services program.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 250	\$ 1,345	\$ 1,345	\$ -
Fiscal Year Expenditures				
Other	-	1,345	1,345	-
Excess (Deficit) Revenues Over Expenditures	250	-	-	-
Fund Balance - Beginning of Year	600	850	850	850
Fund Balance - End of Year	<u>\$ 850</u>	<u>\$ 850</u>	<u>\$ 850</u>	<u>\$ 850</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Teen Services Program Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Young Adult Services' programs and assets and the East Library Teen Center.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 3,200	\$ 14,100	\$ 14,100	\$ 9,900
Other Revenue	563	-	-	-
Total Fiscal Year Estimated Revenues	3,763	14,100	14,100	9,900
Fiscal Year Expenditures				
Program expenditures	-	10,000	10,000	1,500
Capital outlay	3,690	189	189	-
Other	2,937	4,100	4,100	8,400
Total Fiscal Year Expenditures	6,627	14,289	14,289	9,900
Excess (Deficit) Revenues Over Expenditures	(2,864)	(189)	(189)	-
Fund Balance - Beginning of Year	3,544	680	680	491
Fund Balance - End of Year	\$ 680	\$ 491	\$ 491	\$ 491

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Summer Adventure Program Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Summer Adventure Program's services, programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 10,000	\$ 12,611	\$ 12,611	\$ -
Fiscal Year Expenditures				
Other				
Summer Reading Program prizes	6,000	12,611	12,611	-
Excess (Deficit) Revenues Over Expenditures	4,000	-	-	-
Fund Balance - Beginning of Year	2,103	6,103	6,103	6,103
Fund Balance - End of Year	\$ 6,103	\$ 6,103	\$ 6,103	\$ 6,103

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Regional History and Genealogy Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Regional History and Genealogy Departments services, and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 17,500	\$ 17,500	\$ 5,500
Other Revenue	6,418	2,000	2,000	-
Other Resources - PPLD Fund Balance	7,097	-	-	-
Total Fiscal Year Estimated Revenues	13,515	19,500	19,500	5,500
Fiscal Year Expenditures				
Program expenditures	3,580	5,500	5,500	5,500
Capital outlay				
Freezer and supplies	9,814	8,000	8,000	-
Replace staff chairs (ten)	1,231	3,000	3,000	-
Other	4,350	3,000	3,000	-
Total Fiscal Year Expenditures	18,975	19,500	19,500	5,500
Excess (Deficit) Revenues Over Expenditures	(5,460)	-	-	-
Fund Balance - Beginning of Year	5,460	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Collection Management Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Collection Management's services, programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 21,383	\$ 11,864	\$ 11,864	\$ -
State funding	144,574	145,000	145,000	145,000
	165,957	156,864	156,864	145,000
Other Resources - PPLD Fund Balance	430	-	-	-
Total Fiscal Year Estimated Revenues	166,387	156,864	156,864	145,000
Fiscal Year Expenditures				
Library materials	160,883	158,743	158,743	145,000
Excess (Deficit) Revenues Over Expenditures	5,504	(1,879)	(1,879)	-
Fund Balance - Beginning of Year	(3,625)	1,879	1,879	-
Fund Balance - End of Year	\$ 1,879	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Adult Education Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Adult Education department's AEFFLA grant.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 134,000	\$ 100,000	\$ 100,000	\$ 106,974
Expenditures covered by General Fund	143,841	-	-	-
Total Fiscal Year Estimated Revenues	277,841	100,000	100,000	106,974
Fiscal Year Expenditures				
Personnel	94,140	85,700	85,700	68,384
Other	1,085	14,300	14,300	38,590
Total Fiscal Year Expenditures	95,225	100,000	100,000	106,974
Excess (Deficit) Revenues Over Expenditures	182,616	-	-	-
Fund Balance - Beginning of Year	(182,616)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Career Online High School Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Career Online High School programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 7,675	\$ 57,985	\$ 57,985	\$ 40,985
State grant	88,325	-	-	-
	96,000	57,985	57,985	40,985
Expenditures covered by General Fund	49,587	-	-	-
Total Fiscal Year Estimated Revenues	145,587	57,985	57,985	40,985
Fiscal Year Expenditures				
Other	155,587	20,000	20,000	-
Scholarships	-	30,000	30,000	30,000
Vouchers	-	5,625	5,625	8,625
Supplies	-	800	800	1,360
Refreshments	-	1,000	1,000	1,000
Calculators	-	560	560	-
Total Fiscal Year Expenditures	155,587	57,985	57,985	40,985
Excess (Deficit) Revenues Over Expenditures	(10,000)	-	-	-
Fund Balance - Beginning of Year	10,000	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Adult Education Support Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Adult Education Support programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 10,250	\$ 9,221	\$ 9,221	\$ -
Fiscal Year Expenditures				
Other	2,250	9,221	9,221	-
Excess (Deficit) Revenues Over Expenditures	8,000	-	-	-
Fund Balance - Beginning of Year	3,919	11,919	11,919	11,919
Fund Balance - End of Year	<u>\$ 11,919</u>	<u>\$ 11,919</u>	<u>\$ 11,919</u>	<u>\$ 11,919</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Video Center Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Video Production Center's services, programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 10,000	\$ 5,692	\$ 5,692	\$ -
Other	7,500	15,000	15,000	15,000
Total Fiscal Year Estimated Revenues	17,500	20,692	20,692	15,000
Fiscal Year Expenditures				
Capital outlay	3,754	20,692	20,692	-
Video editing PCs	-	-	-	15,000
Total Fiscal Year Expenditures	3,754	20,692	20,692	15,000
Excess (Deficit) Revenues Over Expenditures	13,746	-	-	-
Fund Balance - Beginning of Year	(2,979)	10,767	10,767	10,767
Fund Balance - End of Year	\$ 10,767	\$ 10,767	\$ 10,767	\$ 10,767

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Makerspace Programs Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's makerspace programs				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 5,000	\$ 5,000	\$ -
Fiscal Year Expenditures				
Programming	-	5,000	5,000	-
Excess (Deficit) Revenues Over Expenditures	2,500	-	-	-
Fund Balance - Beginning of Year	-	2,500	2,500	2,500
Fund Balance - End of Year	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Communications Office Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Communications Office.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 18,871	\$ 18,871	\$ -
Fiscal Year Expenditures				
Other	-	18,871	18,871	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	1,550	1,550	1,550	1,550
Fund Balance - End of Year	<u>\$ 1,550</u>	<u>\$ 1,550</u>	<u>\$ 1,550</u>	<u>\$ 1,550</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Family Place Grant Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Family Place Grants				
Fiscal Year Revenues				
Expenditures covered by General Fund	\$ 1,787	\$ -	\$ -	\$ -
Fiscal Year Expenditures				
Other	1,787	-	-	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Staff Organization Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Staff Organization.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 1,125	\$ -	\$ -	\$ -
Other	1,394	-	-	-
	2,519	-	-	-
Expenditures covered by General Fund	6,887	10,000	10,000	10,000
Total Fiscal Year Estimated Revenues	9,406	10,000	10,000	10,000
Fiscal Year Expenditures				
Other - staff activities	9,406	10,000	10,000	10,000
Total Fiscal Year Expenditures	9,406	10,000	10,000	10,000
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Healthy Living Grant Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Healthy Living Grant				
Excess (Deficit) Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -
Fund Balance - Beginning of Year	2,431	2,431	2,431	2,431
Fund Balance - End of Year	\$ 2,431	\$ 2,431	\$ 2,431	\$ 2,431

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Inclusive Internship Initiative Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To account for all financial activity related to the Inclusive Internship Initiative Program				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 11,250	\$ 2,000	\$ 2,000	\$ 5,000
Other	-	-	-	-
	11,250	2,000	2,000	5,000
Contributions by PPLD	767	-	-	-
Total Fiscal Year Estimated Revenues	12,017	2,000	2,000	5,000
Fiscal Year Expenditures				
Personnel costs	12,017	2,000	2,000	5,000
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
El Pomar Nonprofit Resources Center Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To account for all financial activity related to the El Pomar Nonprofit Resource Center.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Fiscal Year Expenditures				
Library materials	2,060	2,400	2,400	2,400
Other	4,085	4,793	4,793	4,600
Total Fiscal Year Expenditures	6,145	7,193	7,193	7,000
Excess (Deficit) Revenues Over Expenditures	855	(193)	(193)	-
Fund Balance - Beginning of Year	(167)	688	688	495
Fund Balance - End of Year	\$ 688	\$ 495	\$ 495	\$ 495

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
All Pikes Peak Reads Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To account for all financial activity related to the District's All Pikes Peak Reads services, programs and activities.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 5,000	\$ -	\$ -	\$ 5,000
Other	17,300	20,000	20,000	18,000
	<u>22,300</u>	<u>20,000</u>	<u>20,000</u>	<u>23,000</u>
Expenditures covered by General Fund	26,217	-	-	-
Total Fiscal Year Estimated Revenues	<u>48,517</u>	<u>20,000</u>	<u>20,000</u>	<u>23,000</u>
Fiscal Year Expenditures				
Program expenditures	16,509	20,000	20,000	15,000
Other	9,354	-	-	8,000
Total Fiscal Year Expenditures	<u>25,863</u>	<u>20,000</u>	<u>20,000</u>	<u>23,000</u>
Excess (Deficit) Revenues Over Expenditures	22,654	-	-	-
Fund Balance - Beginning of Year	(22,654)	-	-	-
Fund Balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Pikes Peak Poet Laureate Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To account for all financial activity related to the Pikes Peak Poet Laureate's programs and activities.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Fiscal Year Expenditures				
Program expenditures	411	2,000	2,000	2,000
Other	500	-	-	-
Total Fiscal Year Expenditures	911	2,000	2,000	2,000
Excess (Deficit) Revenues Over Expenditures	1,089	-	-	-
Fund Balance - Beginning of Year	(30)	1,059	1,059	1,059
Fund Balance - End of Year	\$ 1,059	\$ 1,059	\$ 1,059	\$ 1,059

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Shivers Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Shivers Fund's programs and activities.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 27,500	\$ 15,000	\$ 15,000	\$ 15,000
Expenditures covered by General Fund	1,806	-	-	-
Total Fiscal Year Estimated Revenues	29,306	15,000	15,000	15,000
Fiscal Year Expenditures				
Program expenditures	24,747	15,000	15,000	15,000
Excess (Deficit) Revenues Over Expenditures	4,559	-	-	-
Fund Balance - Beginning of Year	(4,559)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Staff Development Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's staff development programs.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 5,250	\$ 15,000	\$ 15,000	\$ 15,000
Expenditures covered by General Fund	766	-	-	-
Total Fiscal Year Estimated Revenues	6,016	15,000	15,000	15,000
Fiscal Year Expenditures				
Other				
Training - IFLA Conference	6,016	15,000	15,000	15,000
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	-	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Ciavonne Trust Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Children's Services, including programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 500	\$ 650	\$ 650	\$ 650
Expenditures covered by General Fund	352	-	-	-
Total Fiscal Year Estimated Revenues	852	650	650	650
Fiscal Year Expenditures				
Program expenditures	495	650	650	650
Excess (Deficit) Revenues Over Expenditures	357	-	-	-
Fund Balance - Beginning of Year	(357)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Donor Relations Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's donor relations activities.				
Excess (Deficit) Revenues Over Expenditures	\$ -	\$ -	\$ -	\$ -
Fund Balance - Beginning of Year	6,052	6,052	6,052	6,052
Fund Balance - End of Year	<u>\$ 6,052</u>	<u>\$ 6,052</u>	<u>\$ 6,052</u>	<u>\$ 6,052</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Authors Programs Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Authors programs.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 5,406	\$ 5,406	\$ -
Fiscal Year Expenditures				
Program expenditures	-	5,406	5,406	-
Excess (Deficit) Revenues Over Expenditures	-	-	-	-
Fund Balance - Beginning of Year	8,715	8,715	8,715	8,715
Fund Balance - End of Year	<u>\$ 8,715</u>	<u>\$ 8,715</u>	<u>\$ 8,715</u>	<u>\$ 8,715</u>

Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Library 21c Designated Fund				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Library 21c program activities.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 1,410	\$ 1,410	\$ -
Expenditures covered by General Fund	1,410	-	-	-
Total Fiscal Year Estimated Revenues	1,410	1,410	1,410	-
Fiscal Year Expenditures				
Other	-	1,410	1,410	-
Excess (Deficit) Revenues Over Expenditures	1,410	-	-	-
Fund Balance - Beginning of Year	(1,410)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

CAPITAL PROJECTS FUND
EAST LIBRARY PROJECT FUND

Pikes Peak Library District					
Capital Projects Fund - East Library Project Fund					
Three-Year Period Ended December 31, 2019					
		2017	2018	2018	2019
		Actual	Budget	Projection	Budget
Sources of Funds					
Funding - Pikes Peak Library District Foundation					
	Fundraising	\$ -	\$ 32,501	\$ 32,501	\$ 5,000
Funding - Pikes Peak Library District					
	Operating transfer - General Fund	-	-	-	139,627
Total Sources of Funds		-	32,501	32,501	144,627
Uses of Funds					
Building Items					
	Replace canvas roll-up awning materials	-	6,000	6,000	-
	Replace public water fountains with ADA water bottle fill types	-	5,200	5,200	-
	Replace staff lounge blinds	-	5,500	5,500	-
	Replace story time room divider	-	18,000	18,000	-
	Additional study room chairs	-	3,500	3,500	-
	Reface cabinets in story time office	-	20,500	20,500	-
	Blinds for ESL office	2,173	-	-	-
	Blinds for Education Resource Center/makerspace	3,541	-	-	-
	Window leak 2nd floor	-	7,500	7,500	-
	Contingency	-	1,635	1,635	-
	Enclose chiller pit	-	38,463	38,463	-
	Additional meeting room chairs - 1st floor lab	1,433	-	-	-
	Chiller roof structure over chiller pit	-	-	-	19,000
	Replace emergency lighting generator	-	-	-	60,000
	Roofing consultant to evaluate existing room	-	-	-	30,000
	New window screen/shades for Children's	-	-	-	1,627
	External filtration system for laser cutter	-	-	-	10,000
	Reading Bay area furniture	-	-	-	15,000
	Patio furniture fundraised	-	-	-	5,000
	Adult Education 4-person shared workstation	-	-	-	4,000
	Roof inspection and repairs	2,490	6,885	6,885	-

Pikes Peak Library District					
Capital Projects Fund - East Library Project Fund					
Three-Year Period Ended December 31, 2019					
		2017	2018	2018	2019
		Actual	Budget	Projection	Budget
Departments/Offices					
Administrative Services					
	Other furniture or equipment replacement				
	Education Resource Center	272	-	-	-
Children's Department					
	Other furniture or equipment replacement				
	Cabinets	-	5,478	5,478	-
	Additional furnishings/barrier for tween area	4,000	-	-	-
Teen Services					
	Teen Center				
	Interior paint	3,242	-	-	-
	Other furniture or equipment replacement				
	Mural	4,817	-	-	-
	Chair replacement	3,056	-	-	-
Facilities Department					
	Tractor replacement	-	12,000	12,000	-
Other					
	Purchase laminator	-	2,000	2,000	-
Information Technology Office					
	IT equipment	-	2,071	2,071	-
	Update security equipment	-	5,000	5,000	-
Total Uses of Funds		25,024	139,732	139,732	144,627
Excess Revenues Over Expenditures		(25,024)	(107,231)	(107,231)	-
Fund Balance - Beginning of Year		132,255	107,231	107,231	-
Fund Balance - End of Year		\$ 107,231	\$ -	\$ -	\$ -

CAPITAL PROJECTS FUND
PENROSE LIBRARY PROJECT FUND

Pikes Peak Library District				
Capital Projects Fund - Penrose Library Project Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
Sources of Funds				
Fundraising				
Pikes Peak Library District Foundation	\$ -	\$ 426,291	\$ 426,291	\$ -
Funding - Pikes Peak Library District				
Operating transfer - General Fund	59,690	1,335,841	1,335,841	96,700
Total Sources of Funds	59,690	1,762,132	1,762,132	96,700
Uses of Funds				
PENROSE PUBLIC LIBRARY				
Building Items				
Building maintenance/minor projects				
Replace floors in elevators	3,392	-	-	-
Penrose entry way	-	2,500	2,500	-
Roof inspection and repairs	-	5,780	5,780	-
Cobble conversion	-	7,676	7,676	-
Additional lighting at south wall display shelving	1,000	-	-	-
Roof preventative maintenance repairs	2,515	-	-	-
Window blinds for east wall staff work area	2,964	-	-	-
Replace existing parking lot meters	-	50,000	50,000	-
Roofing consultant	-	-	-	30,000
Asphalt crack fill	-	-	-	15,500
Replace lobby rooftop unit	-	-	-	23,500
Replace existing fire panel	-	-	-	18,500
Charging station outlets	-	-	-	2,000
Larger trash receptacles	-	-	-	3,600
Work/Circulation room in basement (2 adj height desks)	-	-	-	3,600
Façade repair (tuck and pointing)	15,650	-	-	-
Elevator modernization - cab	36,086	-	-	-
Upgrade two interior elevators	-	55,500	55,500	-
Elevator modernization - mechanical	-	8,914	8,914	-
HVAC replacement/upgrades				
Chiller replacement	-	55,000	55,000	-
HVAC heating loop and glycol recharge	-	9,324	9,324	-
Project (Penrose complex)				
27" laminator	-	2,500	2,500	-

Pikes Peak Library District				
Capital Projects Fund - Penrose Library Project Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
Children's Services - Penrose Library				
Other furniture or equipment replacement				
Replace 4 staff chairs	1,396	-	-	-
1905 CARNEGIE BUILDING				
Building maintenance/minor renovation projects				
Window caulking	48,985	-	-	-
Wood repairs and scaffolding	36,570	-	-	-
KCH OFFICE BUILDING/PENROSE LIBRARY				
Building maintenance/minor renovation projects				
Renovation costs	-	1,348,614	1,348,614	-
Contingency	-	281,677	281,677	-
Other				
Contingency	-	18,985	18,985	-
Total Uses of Funds	148,558	1,846,470	1,846,470	96,700
Excess Revenues Over Expenditures	(88,868)	(84,338)	(84,338)	-
Fund Balance - Beginning of Year	173,206	84,338	84,338	-
Fund Balance - End of Year	\$ 84,338	\$ -	\$ -	\$ -

CAPITAL PROJECTS FUND
LIBRARY 21c PROJECT FUND

Pikes Peak Library District					
Capital Projects Fund - Library 21c Project Fund					
Three-Year Period Ended December 31, 2019					
		2017	2018	2018	2019
		Actual	Budget	Projection	Budget
Sources of Funds					
Funding - Fundraising					
	Donations - Pikes Peak Library District Foundation	\$ 35,000	\$ 167,128	\$ 167,128	\$ -
Funding - Pikes Peak Library District					
	Operating transfer - General Fund	50,000	-	-	1,156,100
	Total Sources of Funds	85,000	167,128	167,128	1,156,100
Uses of Funds					
Building Items					
Parking Lot					
	Replacement	642,553	-	-	-
	Concrete walkway between east and south parking lots	-	19,500	19,500	-
Roofing Costs					
	Roof replacement (fully adhered, unballasted roofing system)	-	60,000	60,000	1,035,000
	Roof inspection/repairs	-	3,000	3,000	-
	Replace skylight system	-	-	-	108,000
Windows					
	Conference room window treatments	-	9,000	9,000	-
Building Interior					
	Improvements Teen Gaming room	20,300	18,134	18,134	-
	Replace fountain to ADA compliant fixtures	9,964	-	-	-
Renovation Costs					
	Contingency	-	47,317	47,317	-
	New Teen service desk	-	1,200	1,200	-
	Courtyard improvements	-	20,000	20,000	-
	Public area café table replacement	-	19,500	19,500	-

Pikes Peak Library District				
Capital Projects Fund - Library 21c Project Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
Other Items				
Install additional can lights	-	1,200	1,200	-
New display case with lighting	-	3,500	3,500	-
Re-bulb Children's area	-	-	-	1,200
Children's shelf movers	-	-	-	2,500
Studio column, make space for ISO booth	-	-	-	1,000
Office chair replacement (children's) and meeting rooms	-	-	-	7,200
Collection Management tables, height adjustable	-	-	-	1,200
Creative Services				
Equipment				
TAZ 3D printer	10,782	-	-	-
Audio Room				
Equipment				
Audio booth	-	2,000	2,000	-
Meeting Venue				
Minor projects				
Increase stage size	-	15,000	15,000	-
Studio noise mitigation	-	25,000	25,000	-
Venue LED lighting	-	10,000	10,000	-
Venue improvements and equipment	-	33,676	33,676	-
Equipment				
Production music	-	1,600	1,600	-
Public equipment EOL replacement	-	4,000	4,000	-
New public equipment inventory	-	4,000	4,000	-
AV equipment maintenance	-	12,000	12,000	-

Pikes Peak Library District					
Capital Projects Fund - Library 21c Project Fund					
Three-Year Period Ended December 31, 2019					
		2017	2018	2018	2019
		Actual	Budget	Projection	Budget
Human Resources Office					
	Minor Facility Projects				
	Sound attenuation	1,567	-	-	-
	Hardware and Software				
	Record management system	-	30,000	30,000	-
Communications Office					
	Other				
	Signage	-	5,000	5,000	-
	Total Uses of Funds	685,166	344,627	344,627	1,156,100
	Excess Revenues Over Expenditures	(600,166)	(177,499)	(177,499)	-
	Fund Balance - Beginning of Year	777,665	177,499	177,499	-
	Fund Balance - End of Year	\$ 177,499	\$ -	\$ -	\$ -

CAPITAL PROJECTS FUND
CAPITAL RESERVE FUND

Pikes Peak Library District					
Capital Projects Fund - Capital Reserve Fund					
Three-Year Period Ended December 31, 2019					
		2017	2018	2018	2019
		Actual	Budget	Projection	Budget
Sources of Funds					
Funding - Pikes Peak Library District					
Operating transfer - General Fund	\$	676,651	\$ 1,105,223	\$ 1,105,223	\$ 1,035,984
Funding - Fundraising					
Donations - Pikes Peak Library District Foundation		-	85,351	85,351	123,000
Total Sources of Funds		676,651	1,190,574	1,190,574	1,158,984
Uses of Funds					
MOBILE LIBRARY SERVICES					
East county library services		-	547,956	547,956	-
Vehicle maintenance/minor items					
Replace generator for bookmobile 705		-	12,500	12,500	-
Other furniture or equipment replacement					
Standing workstation in garage		958	-	-	-
CHEYENNE MOUNTAIN LIBRARY					
Carpet replacement		25,018	-	-	-
Other furniture or equipment replacement					
Work room cabinets and storage		-	-	-	2,000
FOUNTAIN LIBRARY					
Other furniture or equipment replacement					
Window tint in Children's area		-	-	-	3,000
Meeting Room AV Closet		-	-	-	3,000

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
RUTH HOLLEY LIBRARY				
Building maintenance/minor renovation projects				
Access control upgrades	8,328	-	-	-
Other furniture or equipment replacement				
Study tables and chairs	8,957	-	-	-
Replace meeting room carpet and staff area - fundraised	-	-	-	13,000
Meeting room furniture - fundraised	-	-	-	15,000
Study room furniture - fundraised	-	-	-	3,000
Repaint interior - fundraised	-	-	-	10,000
Update service points - fundraised	-	-	-	5,000
Add electricity to Friends storage closet - fundraised	-	-	-	2,000
MONUMENT LIBRARY				
Carpet replacement	26,470	-	-	-
Building maintenance/minor renovation projects				
Access control upgrades	-	12,000	12,000	-
Painting allowance	6,612	-	-	-
Other furniture or equipment replacement				
Storage cabinet for meeting room chairs/tables	866	-	-	-
Reupholster (17) meeting room chairs	1,484	-	-	-
Replace bulbs	-	-	-	1,200
OLD COLORADO CITY LIBRARY				
Other furniture or equipment replacement				
New wood floor on main level - fundraised	-	-	-	75,000
PALMER LAKE LIBRARY				
Other furniture or equipment replacement				
Reupholster (2) patron chairs	1,000	-	-	-

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
ROCKRIMMON LIBRARY				
Building maintenance/minor renovation projects				
Access control upgrades	8,833	-	-	-
Other furniture or equipment replacement				
Furniture replacement	-	10,600	10,600	-
Furniture for Children's redesign	-	-	-	2,500
SAND CREEK LIBRARY				
Building maintenance/minor renovation projects				
Upgrade Children's area lighting	-	4,000	4,000	-
Other furniture or equipment replacement				
Children's and Teen area furniture	-	7,000	7,000	-
OTHER ITEMS				
Concrete replacement - districtwide allowance	7,611	23,560	23,560	-
Staff lounges improvements	-	30,000	30,000	-
Adult Education workspace improvements	-	30,000	30,000	-
Asphalt repairs and maintenance - districtwide allowance	9,400	35,973	35,973	-
Water management system	-	25,000	25,000	-
Upgrade fire system dialers	-	23,500	23,500	-
Upgrade intrusion alarm system - 7 locations	20,000	-	-	-
Capital contingency	66,977	139,757	139,757	50,000
Other vehicle replacement	10,346	49,954	49,954	-
Furniture replacement contingency	14,947	44,402	44,402	-
Ellicott facility allowance	-	-	-	200,000
Roof inspections, preventative maintenance repairs	-	-	-	10,000
Asphalt Maintenance - Old Colorado City, High Prairie, Fountain	-	-	-	7,500
Total - Facilities	217,807	996,202	996,202	402,200

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
INFORMATION TECHNOLOGY				
Servers				
Maintenance hardware and software for servers	39,843	-	-	-
Data domain replacement	3,771	-	-	-
East Library data updates	-	-	-	2,000
SIRSI test server	2,550	-	-	-
Computers				
Technology refresh (staff)	-	161,000	161,000	75,000
PC accessories	-	-	-	-
Collection Management scanners	-	-	-	2,080
PCs - video editing	-	-	-	11,114
Technology refresh (patrons)	-	68,795	68,795	75,000
Barcode scanners, RFID equipment	-	15,102	15,102	-
Telecommunications equipment				
Telecommunications switches and UPS	97,669	40,000	40,000	75,000
Self check stations				
District wide/AMH bin project	56,818	25,876	25,876	-
Penrose Library - additional data ports	-	-	-	2,500
Telecom firewall replacement	-	45,000	45,000	-
Laptops				
Laptops replacements and tablets, loans and netbooks	32,454	-	-	-
Laptop replacement - staff lounge	615	-	-	-
Adult Education department - laptops	4,371	-	-	-
Young Adult Services	-	-	-	6,000
Children's Services iPads	-	-	-	6,000
Equipment Initiatives				
Archival management system	-	12,000	12,000	-
Replace data domain	1,255	-	-	-
Security	-	100,121	100,121	-
Datacenter redesign	-	111,399	111,399	75,000
Surveillance system redesign	-	-	-	125,000
Telephone wireless or USB headsets	-	-	-	30,000
IT security and operations center	-	-	-	10,000
Copiers and printers replacement project	-	301,000	301,000	-
Telephone system upgrade/replacement project	-	279,768	279,768	-
District-wide audio-visual equipment standardization	-	50,000	50,000	100,000
Children's equipment	-	94,000	94,000	-
Regional History and Genealogy equipment	-	29,000	29,000	-
East Library tween computers	-	4,000	4,000	-
Contingency	-	50,000	50,000	47,500
Total Information Technology	239,346	1,387,061	1,387,061	642,194

Pikes Peak Library District				
Capital Projects Fund - Capital Reserve Fund				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
VIDEO STUDIO				
Peripheral equipment				
Video projector replacements and additions	-	5,000	5,000	-
Renovation costs				
Studio flooring	14,808	-	-	-
Studio improvements	1,520	-	-	-
Isolation booth - Library 21c Studio	-	-	-	20,000
Equipment Initiatives				
Replacement wireless mic kit	-	-	-	1,300
Replacement audio recorder	-	-	-	300
Photo roller system	-	-	-	1,000
New checkout equipment L21c	-	-	-	3,900
Replacement cameras - Studio 21c (5)	-	-	-	37,500
Replacement chargeable batteries	-	-	-	1,620
Replacement DSLR cameras for checkout	-	-	-	5,700
Replace audio recorder kit	-	-	-	1,200
Replacement teleprompter	-	-	-	1,550
Replace video camera kit for checkout	-	-	-	3,000
Replace GoPro kits	-	-	-	1,500
Replace tripod system	-	-	-	320
Total Video Studio	16,328	5,000	5,000	78,890
CREATIVE SERVICES				
Equipment				
Replacement Circuit machines	-	-	-	1,200
Sand Creek Library - vinyl record cutter	-	-	-	9,000
Sand Creek Library - larger kiln	-	-	-	3,000
East Library - Larger laser cutter	-	-	-	18,000
New maker kits	-	-	-	1,000
Equipment replacement fund	-	56,668	56,668	3,500
Total Creative Services	-	56,668	56,668	35,700
Total Uses of Funds	473,481	2,444,931	2,444,931	1,158,984
Excess Revenues Over Expenditures	203,170	(1,254,357)	(1,254,357)	-
Fund Balance - Beginning of Year	1,051,187	1,254,357	1,254,357	-
Fund Balance - End of Year	\$ 1,254,357	\$ -	\$ -	\$ -

SPECIAL REVENUE FUNDS

Pikes Peak Library District				
General Fund - Special Revenue Fund				
Annual Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the acquisition of specific assets or the purchase of specific services not specifically identified through another established fund.				
Fiscal Year Estimated Revenues				
Fiscal Year Expenditures				
Other expenditures	\$ -	\$ 212	\$ 212	\$ -
Capital outlay				
Makerspace - Sand Creek	6,788	-	-	-
Total Fiscal Year Expenditures	6,788	212	212	-
Excess (Deficit) Revenues Over Expenditures	(6,788)	(212)	(212)	-
Fund Balance - Beginning of Year	7,000	212	212	-
Fund Balance - End of Year	\$ 212	\$ -	\$ -	\$ -

Pikes Peak Library District				
Special Revenue Fund				
Cheyenne Mountain Library Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital Outlay				
Upgrade lock system to card reader system	\$ 8,255	\$ 812	\$ 812	\$ -
Total Fiscal Year Expenditures	8,255	812	812	-
Excess (Deficit) Revenues Over Expenditures	(8,255)	(812)	(812)	-
Fund Balance - Beginning of Year	9,067	812	812	-
Fund Balance - End of Year	\$ 812	\$ -	\$ -	\$ -

Pikes Peak Library District				
Special Revenue Fund				
Fountain Library Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Upgrade lock system to card reader system	\$ -	\$ 8,000	\$ 8,000	\$ -
Paint refresh	-	-	-	8,500
Total Fiscal Year Expenditures	-	8,000	8,000	8,500
Excess (Deficit) Revenues Over Expenditures	-	(8,000)	(8,000)	(8,500)
Fund Balance - Beginning of Year	18,725	18,725	18,725	10,725
Fund Balance - End of Year	\$ 18,725	\$ 10,725	\$ 10,725	\$ 2,225

Pikes Peak Library District				
Special Revenue Fund				
High Prairie Library Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Pond maintenance/replacement project	\$ -	\$ 35,000	\$ 35,000	\$ -
Miscellaneous projects	-	68,000	68,000	1,800
Interior paint				
Sound attenuation				
Storage unit				
Replace meeting room carpet				
Landscape design				
Fence for seeding garden				
Chairs for public seating				
Fence to protect honey bees				
Total Fiscal Year Expenditures	-	103,000	103,000	1,800
Excess (Deficit) Revenues Over Expenditures	-	(103,000)	(103,000)	-
Fund Balance - Beginning of Year	174,574	174,574	174,574	71,574
Fund Balance - End of Year	\$ 174,574	\$ 71,574	\$ 71,574	\$ 71,574

Pikes Peak Library District				
Special Revenue Fund				
Sand Creek Library Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Sand Creek Makerspace	\$ 23,165	\$ 20,397	\$ 20,397	\$ -
Upgrade lock system to card reader system	6,609	-	-	-
Security camera system - control room	-	10,375	10,375	-
Total Fiscal Year Expenditures	29,774	30,772	30,772	-
Excess (Deficit) Revenues Over Expenditures	(29,774)	(30,772)	(30,772)	-
Fund Balance - Beginning of Year	60,546	60,546	30,772	-
Fund Balance - End of Year	\$ 30,772	\$ 29,774	\$ -	\$ -

Pikes Peak Library District				
Special Revenue Fund				
1905 Carnegie Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's 1905 Carnegie Library's services, programs and assets.				
Fiscal Year Expenditures				
Capital outlay				
Convert Carnegie Reading Room back to a reading room	\$ -	\$ 4,374	\$ 4,374	\$ -
Total Fiscal Year Expenditures	-	4,374	4,374	-
Excess (Deficit) Revenues Over Expenditures	-	(4,374)	(4,374)	-
Fund Balance - Beginning of Year	4,374	4,374	4,374	-
Fund Balance - End of Year	\$ 4,374	\$ -	\$ -	\$ -

Pikes Peak Library District				
Special Revenue Fund				
1905 Carnegie Garden Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's 1905 Carnegie Garden area.				
Fiscal Year Expenditures				
Other expenditures	\$ -	\$ 999	\$ 999	-
Total Fiscal Year Expenditures	-	999	999	-
Excess (Deficit) Revenues Over Expenditures	-	(999)	(999)	-
Fund Balance - Beginning of Year	999	999	999	-
Fund Balance - End of Year	\$ 999	\$ -	\$ -	\$ -

Pikes Peak Library District				
Special Revenue Fund				
Regional History and Genealogy Support Fund				
Three-Year Period Ended December 31, 2018				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Regional History and Genealogy department.				
Fiscal Year Expenditures				
Capital outlay				
Convert Carnegie Reading Room back to a reading room	\$ -	\$ 1,113	\$ 1,113	\$ -
Total Fiscal Year Expenditures	-	1,113	1,113	-
Excess (Deficit) Revenues Over Expenditures	-	(1,113)	(1,113)	-
Fund Balance - Beginning of Year	1,113	1,113	1,113	-
Fund Balance - End of Year	\$ 1,113	\$ -	\$ -	\$ -