

Penrose Library – Columbine Room

VIRTUAL MEETING (ZOOM)

Call in: 1-253- 215-8782 or 1-312-626-6799 or 1-669-900-6833 or 1-346-248-7799

Meeting ID: 999 9730 6850

Passcode: 399338

REGULAR MEETING OF THE BOARD OF TRUSTEES

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. CORRESPONDENCE AND PRESENTATIONS
 - A. Correspondence
 - B. Presentations
 - 1. Storytime Outreach to R.J. Montgomery Center (A. Gomori, E. Childress)
- IV. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- V. BUSINESS ITEMS
 - A. Decision 21-7-1: Minutes of the June 16, 2021 Meeting (p. 2)
 - B. Consent Items
*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".*
 - C. Unfinished Business
 - D. New Business
 - 1. Decision 21-7-2: Almagre Urban Renewal Area (J. Walker) (p. 7)
 - 2. Decision 21-7-3: 2020 Fiscal Year Audit (M. Varnet) (p. 55)
 - 3. Decision 21-7-4: Solution as a Service: Self-Check and Security Gate Replacement (R. Peters) (p. 244)
 - 4. Decision 21-7-5: Patron Technology Refresh for Patron Computers (R. Peters) (p. 247)
 - 5. Decision 21-7-6: Board meeting time (J. Spears) (p. 248)
- VI. REPORTS
 - A. Friends of the Pikes Peak Library District Report (S. Adams) (p. 249)
 - B. Pikes Peak Library District Foundation Report (L. James) (p. 251)
 - C. Financial Report (M. Varnet) (p. 252)
 - D. Public Services Report (T. Shainidze Krebs) (p. 274)
 - E. Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report (p. 292)
 - F. Chief Librarian's Report (J. Spears)
 - G. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Board President's Report
- VII. ADJOURNMENT

The full packet of materials for this meeting of the Pikes Peak Library District Board of Trustees is available at
<https://pppld.org/board-trustees>



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES

June 16, 2021 4 pm

Penrose Library – Columbine Room

[VIRTUAL MEETING \(ZOOM\)](#)

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BOARD MEMBERS, PIKES PEAK LIBRARY STAFF & OTHERS PRESENT

President Wayne Vanderschuere, Vice President Scott Taylor, Secretary/Treasurer Dora Gonzales, Trustee Debbie English, Trustee Cathy Grossman, Trustee Mina Liebert, Trustee Dr. Ned Stoll

Chief Librarian and CEO John Spears, Director of Family and Children’s Services Melody Alvarez, Friends of the Pikes Peak Library District Board of Directors President Stephen Adams, Chief Safety, Social Services & Security Officer Michael Brantner, Audio Visual Analyst Phillip Doumas, Executive Assistant Laura Foster, Director of Adult Services Janina Goodwin, County Commissioner Randy Helms, Fountain Library Manager Gigi Holman, Chief Development Officer and Foundation Executive Officer Lance James, Chief Human Resources and Organizational Development Officer Heather Laslie, Chief Information Technology Officer Rich Peters, Ruth Holley Library Manager Fran Ponce-Toledo, Chief Communications Officer Michelle Ray, Social Worker Kayla Rockhold, Sand Creek Library Manager Jake Rundle, Director of Adult Education Tammy Sayles, Senior Library Associate Carol Scheer, Director of Southeast Region Abby Simpson, Chief Facilities Management Officer Gary Syling, Chief Financial Officer Mike Varnet, Internal Communications Specialist Jeremiah Walter, Jeff Pittman, Caleb Taylor

CALL TO ORDER

President Vanderschuere called the June 16, 2021 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m. Mr. Vanderschuere thanked everyone who collaborated to make this hybrid virtual/in-person meeting a reality, after meeting virtually since May 2020.

ITEMS TOO LATE FOR THE AGENDA

There were no items too late for the agenda.

CORRESPONDENCE AND PRESENTATIONS

Correspondence

A letter from School District 11 Superintendent Dr. Michael J. Thomas was included in the packet. Dr. Thomas recognizes the contribution that PPLD makes to our community through staff outreach to District 11 schools. Despite the impact of the pandemic, Becca Phillipson provided six presentations to 210 students last year.

Presentations

Panorama Park Project

Senior Library Associate Jordan Romero and Creative Librarian Jenny Kremyar, introduced by Sand Creek Library Manager Jake Rundle, provided an overview of Library District staff involvement in the Panorama Park Renovation project. Mr. Rundle shared his appreciation for the impact their participation in the project has made and how their efforts promote the variety of services that the Library District can provide to the community.

PPLD is partnering with RISE and artist Jeresneyka Rose to host members of the community who have participated in the creation of the tiles in the maker space at Sand Creek Library. The preparation of the clay for the tiles was done partly at the Manitou Art Center, in partnership with the Youth Advisory Council.

Trustee Mina Liebert, who is heavily involved in this project, is impressed with the capacity of PPLD to provide resources and be involved at such a high level. This project could not happen without the support and resources of the Library District. Trustees Wayne Vanderschuere, Dora Gonzales, Scott Taylor, and Debbie English expressed their appreciation for an excellent example of partnering and meeting the needs of the southeast community.

Social Work Activities

Social Worker Kayla Rockhold shared an overview of the work she has accomplished since joining PPLD in December 2020. To build a bridge for patrons, she has met with outside organizations to discover what services are provided by whom. On-going partnerships are established with the Springs Rescue Mission, Catholic Charities, and The Place. An adult support group, Connect, will launch on July 6 and will meet every Tuesday morning at Penrose. Ms. Rockhold hosts open hours at locations across the district to meet those in need in their own community. A peer navigator from Catholic Charities assists with connections in the community. The Homeless Services Committee meets quarterly and discusses overcoming barriers to needed resources. Two interns pursuing their bachelor's and Master's in Social Work will be working with Ms. Rockhold through May 2022.

In the first five and a half months of 2021, Ms. Rockhold has held 393 patron meetings with 184 individuals, 98 of whom are known to be experiencing homelessness. 156 single ride bus passes, some of which are purchased with a grant from the city, have been distributed for patrons to access medical appointments, shelters, job searches and interviews, the DHS office, and the Social Security office, as well as other purposes. The need for these services has greatly increased as a total of 552 patron meetings occurred in 2019. Statistics of activity in 2020 are not available due to the pandemic.

Trustee Dora Gonzales asked if there had been any meetings with children. Ms. Rockhold shared that she has not met with anyone under the age of 16 without a parent being present.

President Wayne Vanderschuere asked if there are partnerships with veterans' organizations. Ms. Rockhold has met with Rocky Mountain Human Services regarding their program for veterans and is working to establish partnerships with other veterans' organizations such as Mt. Carmel.

PUBLIC COMMENT

City Councilman Randy Helms introduced himself as a City Council liaison to the PPLD Board of Trustees. Councilman Helms volunteered for the liaison role as he thinks libraries are very important to the community. He also shared that his mother was a librarian.

BUSINESS ITEMS

Decision 21-6-1: Minutes of the May 19, 2021 Meeting

The minutes of the May 19, 2021 meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

Motion: Scott Taylor made a motion to approve the minutes of the May 19, 2021 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

Second: Dr. Stoll seconded the motion.

Vote: The motion was approved unanimously.

Consent Items

There were no consent items on the agenda.

Unfinished Business

There was no unfinished business.

New Business

Discussion: IT Overview

The IT Overview was included in the Board packet. Chief Information Technology Officer Rich Peters spoke about the 16 staff members in the IT Department transforming services, improving patron experiences, reducing costs, and streamlining processes across the District. Some highlights are:

- Staggering acquisition of replacement technology to maintain the network infrastructure.
- Moving to cloud-based storage to provide more cybersecurity for patron and staff information.
- Replacing wireless services, scheduled for 2022, with the goal of expanding this service outside of District facilities.
- Increasing efficiency by reducing the use of Microsoft products to just Office 365.
- Addressing the challenges of rapidly changing technology.
- Addressing the digital divide by developing a process to lend Chromebooks to patrons in addition to hotspots that are already available. This effort includes partnering with community groups to extend these services.
- Supporting ILS, security gates, and self-check systems and replacing as this equipment reaches end of life.

Trustee Cathy Grossman and Trustee Dr. Ned Stoll shared their appreciation of IT keeping up with changes in technology.

REPORTS

Friends of the Pikes Peak Library District Report

The Friends of the Pikes Peak Library District Report was included in the Board packet. Friends of the Pikes Peak Library District Board of Directors President Stephen Adams mentioned the following highlights:

- The Friends purchased a book for PPLD in memory of Albert Gonzales.
- A donation of \$15,000 was made to the PPLD Foundation.
- The summer book sale will be held on July 17th in the Venue at Library 21c.
- In response to a decline in membership, the Friends Board of Directors is discussing providing training, hosting a fall retreat, and bringing back the membership committee.

Trustee Dora Gonzales thanked the Friends of the Pikes Peak Library District for purchasing a book for PPLD in Albert's name.

Pikes Peak Library District Foundation Report

The Pikes Peak Library District Foundation Report was included in the Board packet. Chief Development Officer and Foundation Executive Officer Lance James shared the display of kudos received from donors during the recent Library Giving Day campaign.

Financial Report

The Financial Report for the period ending May 31, 2021 was included in the Board packet. Chief Financial Officer Mike Varnet announced the near completion of the audit of the 2020 financial records. The final step, a meeting of the auditors and the Internal Affairs Committee, is expected to take place by the end of June. Mr. Varnet shared

that the budget process for 2022 has begun. He pointed out that revenue has increased approximately 12.5% over last year at this time. Mr. Varnet stated that an increase in the retirement contribution rate from 8% to 10% is expected, in order to close the gap to being fully funded. The mid-year budget resolution will be presented in August.

Public Services Report

The Public Services Report was included in the Board packet. Chief Public Services Officer and Deputy Chief Librarian Teona Shainidze Krebs was unable to attend today's meeting due to a visit to Anythink to assess the WISE ILS that PPLD is considering. Chief Librarian John Spears highlighted that the Food Services training program is generating interest in the community as the hospitality industry needs the skilled workers the program will provide. Mr. Spears also shared that registration for the Summer Reading Program is strong and that attendance at Storytimes is steadily increasing.

Trustee Mina Liebert thanked Deb Hamilton, Strategic Services Law Librarian, for going above and beyond to provide the data set for the United Way.

Support Services Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report, and Safety, Social Services & Security Report

The Support Services Reports were included in the Board packet. Trustee Cathy Grossman asked about the volume of staff that continue to work from home. Chief Human Resources and Organizational Development Officer Heather Laslie shared that some support services staff who can perform their jobs remotely do continue to work from home. Trustee Dora Gonzales inquired about the impact of using equipment from home on the budget. The District is working to provide laptops for all staff working remotely, utilizing CVRF funds to support a mobile workforce.

Chief Librarian's Report

Chief Librarian John Spears recognized all staff who have worked closely with El Paso County Public Health to host vaccination clinics at six District Libraries.

As Board meetings return to being held in-person, an option to attend virtually will continue to be offered. For Board members who wish to attend virtually, the Bylaws of the Board of Trustees state that Trustees may attend Board meetings virtually a maximum of two times in a given calendar year unless a special exception is otherwise approved by the majority vote of the remainder of the Board for a specific calendar year or period. Any special exception will expire at the end of the approved period, but the same process may be followed for a new exception to be approved.

Chief Librarian Spears shared that the increase in use of electronic materials does not represent a long-term shift from physical materials, as data reflects that e-material use has dropped over the past couple months. Additionally, Amazon has become a competitor to libraires as they do not allow their digital content in libraries. This is expected to have an impact on libraries, but the extent of that impact is, as of now, unknown.

Release of an RFP for a new Integrated Library System (ILS) is anticipated for this fall. The companies that provide Polaris ILS and the Wise ILS have expressed interest in PPLD being a development partner for their products. These vendors offer extended features that allow for detailed analytics that can inform District operations moving forward. A new ILS could be launched as early as next spring.

Chief Librarian Spears thanked Jeremiah Walter, Phillip Doumas, Laura Foster, and Tammy Sayles for the efforts that went into making a return to in-person Board meetings successful.

Board Reports

Governance Committee Report

Governance Committee Chair Debbie English reported that the Committee met on June 1, 2021. The committee discussed that a retreat is being planned for October. The date is yet to be determined.

Internal Affairs Committee Report

The Internal Affairs Committee did not meet in June.

Public Affairs Committee Report

Public Affairs Committee Chair Mina Liebert reported that the Committee met on June 1, 2021. The committee discussed outreach to local officials.

Board President's Report

President Wayne Vanderschuere thanked everyone involved for converting Board meetings to a hybrid of in-person and virtual so quickly.

ADJOURNMENT

There being no further business to conduct, President Wayne Vanderschuere adjourned the June 16, 2021 meeting of the Pikes Peak Library Board of Trustees at 5:58 pm.

May 10, 2021

Via Email and Certified Mail, Return Receipt Requested

Pikes Peak Library District (Library 21 C)
1175 Chapel Hills Dr.
Colorado Springs, CO 80920
Attention: Mike Varnet, Chief Finance and Business Officer

Re: Notice of Proposed Almagre Urban Renewal Plan and Proposed Tax Sharing Agreement

Dear Mike:

The Board of Commissioners of the Colorado Springs Urban Renewal Authority (“CSURA”) is considering a proposed urban renewal area at the corner of Verde and Zebulon Drive in the S/E area of Colorado Springs, as more particularly described in the enclosures to this letter, for the redevelopment of the site into an affordable housing residential development. As of 2016, changes to the Colorado Urban Renewal Law require the CSURA to notify the taxing entities whose incremental property taxes would be allocated pursuant to any urban renewal plan before any such plan may be approved by the City Council. The area within the proposed Almagre Urban Renewal Plan (the “Plan”) is located within the jurisdiction of the Pikes Peak Library District (“PPLD”) and would allocate property tax increment generated by the project of taxing entities including PPLD. This letter constitutes notice of the proposed Plan pursuant to CSURA’s obligations under C.R.S. § 31-25-107(9.5)(a).

Enclosed herewith please find (i) a copy of the Tax Forecast and County Impact Report for the Almagre Urban Renewal Area in Colorado Springs, Colorado prepared by EPS Consulting, (ii) the proposed Property Tax Increment Revenue Agreement between the CSURA and PPLD and (iii) a copy of the proposed Plan. I would like to arrange another meeting with you to discuss the proposed agreement and allocation of incremental property tax generated within the Plan area between the CSURA and PPLD. CSURA believes the implementation of the Plan would eliminate blight within the Plan area and be a significant benefit to the community by added much needed affordable housing units. Please let me know your availability to meet in the near future to discuss the Plan and the proposed agreement.

Sincerely,

Jariah Walker
Executive Director, Colorado Springs Urban Renewal Authority

Enclosures

El Paso County Impact Report

Almagre Urban Renewal Area

Prepared for:

Colorado Springs Urban Renewal Authority

Prepared by:

Economic & Planning Systems, Inc.

EPS #213052

April 6, 2021

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1. Introduction

This report includes a summary of the expected fiscal impacts of the site included in the Almagre Urban Renewal Plan (Plan) in El Paso County (the County). The El Paso County Impact Report for Almagre Urban Renewal Area (report) was prepared by Economic & Planning Systems (EPS) for the Colorado Springs Urban Renewal Authority ("CSURA" or "Authority").

The report includes a summary of forecasted property tax revenues as well as El Paso County fiscal and service impacts associated with development in accordance with the Urban Renewal Plan. It specifically responds to the requirements outlined in C.R.S. 31-25-107 (3.5):

C.R.S. 31-25-107: APPROVAL OF URBAN RENEWAL PLANS BY THE LOCAL GOVERNING BODY

- (3.5) "Prior to the approval of an urban renewal plan, the governing body shall submit such plan to the board of county commissioners, which shall include, at a minimum, the following information concerning the impact of such plan:
- I. The estimated duration of time to complete the urban renewal project;
 - II. The estimated annual property tax increment to be generated by the urban renewal project and the portion of such property tax increment to be allocated during this period to fund the urban renewal project;
 - III. An estimate of the impact of the urban renewal project on county revenues and on the cost and extent of additional county infrastructure and services required to serve development within the proposed urban renewal area, and the benefit of improvements within the urban renewal area to existing county infrastructure;
 - IV. A statement setting forth the method under which the authority or the municipality will finance, or that agreements are in place to finance, any additional county infrastructure and services required to serve development in the urban renewal area for the period in which all or any portion of the property taxes described in subparagraph (ii) of paragraph (a) of subsection (9) of this section and levied by a county are paid to the authority; and
 - V. Any other estimated impacts of the urban renewal project on county services or revenues."

Urban Renewal Plan Description

The Almagre Urban Renewal Area (“URA” or “Plan Area”) is located in the City of Colorado Springs in El Paso County. The Plan Area is comprised of two parcels on approximately 3.28 acres of land. The boundaries of the Plan Area include Zebulon Drive to the west, Verde Drive to the north, an unnamed alleyway to the south, and commercial development to the east, which includes Family Dollar, Pitstop Carwash, and Shell gas station, as shown below in **Figure 1**.

Figure 1. Almagre URA Boundary



2. Development Program

The proposed project for the Plan Area is an affordable housing development by Cohen Esrey Development Group (Developer). The proposed Plan includes 137 residential units consisting of 64 one-bedroom, 56 two-bedroom, and 17 three-bedroom units. All 137 units will be affordable for households earning between 30 and 70 percent of area median income (AMI), with an average AMI level of roughly 60 percent. The first floor of the development will have a community room for community meetings, after school tutoring, job fairs, and employment outreach. Additionally, there will be room for a childrens' play area, picnic area, bike storage, and a dog run that will also serve as a detention area on the site plan illustrated in **Figure 2**. The associated site improvements for the development include sidewalks, streetscape, public art, landscaping, and security cameras.

Figure 2. Almagre Site Plan



3. County Fiscal Impact

In order to estimate the anticipated impact of the development of the parcels included in the Plan area boundary on the County, EPS evaluated expected property tax revenues, infrastructure costs, and impacts on cost of service for the County.

Property Taxes

CSURA is expected to keep 100 percent of the property tax revenues generated by the Plan increment, which includes any property tax that is generated by new development on the parcels included in the Plan Area. These revenues are necessary to allow the project to move forward and will be used to fund eligible improvements.

Assumptions

To estimate potential property tax revenues, EPS has estimated market values for affordable residential multifamily development at \$144,289 per unit. The estimated value from the El Paso County Assessor for conventional market-rate multifamily units falls between \$217,000 and \$254,000 per unit for a 2020 valuation. However, based on the estimated reduced rental income (based on affordability covenants) that will be generated by the affordable units, the Assessor reduced this estimate to a range of \$133,333 to \$148,148 per unit. EPS used the average of this range and applied two years of value escalation to estimate actual statutory value. EPS has also assumed an annual growth rate in property values of 2.0 percent per year, which is reassessed on odd-number years in accordance with Colorado Legislature.

Property Tax Base

The current property taxes paid on the vacant land in the proposed Urban Renewal Area are roughly \$80,883 per year, shown below in **Table 1**. This base reflects the total value of the vacant land parcel. The assessment rate and mill levy are two universally used factors that generate revenue streams that are a portion of total valuation. The assessment rate for commercial property in Colorado is 29 percent. Note that per State regulations, vacant land is classified as commercial (29%) while multifamily is assessed as residential (7.15%). The 2020 mill levies for all parcels in the taxing district that includes the proposed Urban Renewal Area are shown in **Table 2**. The total mill levy in 2020 was 63.6910, which includes 7.552 mills for El Paso County (including road and bridge share).

Table 1. Property Base Value, 2020

Parcel	Land	Improvements	Total
Actual Value			
3725 VERDE DR	\$112,324	\$0	\$112,324
1609 ZEBULON DR	<u>\$166,584</u>	<u>\$0</u>	<u>\$166,584</u>
Subtotal	\$278,908	\$0	\$278,908
Assessment Rate			
3725 VERDE DR	29.00%	29.00%	
1609 ZEBULON DR	29.00%	29.00%	
Assessed Value			
3725 VERDE DR	\$32,574	\$0	\$32,574
1609 ZEBULON DR	<u>\$48,309</u>	<u>\$0</u>	<u>\$48,309</u>
Subtotal	\$80,883	\$0	\$80,883

Source: El Paso County Assessor; Economic & Planning Systems

Table 2. Mill Levies, 2020

Description	Mill Levy
EL PASO COUNTY	7.2220
EPC ROAD & BRIDGE SHARE	0.1650
CITY OF COLORADO SPRINGS	4.2790
EPC-COLORADO SPGS ROAD & BRIDGE SHARE	0.1650
HARRISON SCHOOL NO 2	47.2270
PIKES PEAK LIBRARY	3.7310
SOUTHEASTERN COLO WATER CONSERVANCY	0.9020
EL PASO COUNTY CONSERVATION	0.0000
TOTAL	63.6910

Source: El Paso County Assessor; Economic & Planning Systems

Property Tax Increment

The future property taxes due to new development is referred to as the "Increment" and would be deferred. The development of the Plan Area over the next 25 years is expected to generate approximately \$2.3 million in property tax increment over the 25-year period, which equates to an average of approximately \$91,530 per year, as shown in **Table 3**.

Following the 25-year period, the parcels included in Plan Area are expected to generate approximately \$139,169 in total property taxes, which includes approximately \$8,286 that is attributed to the base values and \$130,883 that is generated by the increment or new development. The County's share of the total project property tax in year 26 is expected to be \$16,500.

Table 3. Property Tax Increment, 2020-2045

Year	Plan Year	Residential Units	Value ^[1] \$144,289/unit	Cml. Actual Statutory Val.		Assessed Value (1-Yr. Lag) ^[2]			Property Tax Increment (1-Yr. Lag) 63.691 mill levy
				Base Val. 2.0% Ann. Esc.	New Val. 2.0% Ann. Esc.	Base Val. 29.00%	New Dev. 7.15%	Increment Val.	
2020	0	0	\$0	\$278,908	\$0	\$80,883	\$0	\$0	\$0
2021	1	0	\$0	\$284,486	\$0	\$80,883	\$0	\$0	\$0
2022	2	137	\$19,767,600	\$290,176	\$19,767,600	\$80,883	\$0	\$0	\$0
2023	3	0	\$0	\$295,979	\$20,162,952	\$84,151	\$1,413,383	\$1,329,232	\$0
2024	4	0	\$0	\$301,899	\$20,566,211	\$84,151	\$1,413,383	\$1,329,232	\$84,660
2025	5	0	\$0	\$307,937	\$20,977,535	\$87,551	\$1,470,484	\$1,382,933	\$84,660
2026	6	0	\$0	\$314,096	\$21,397,086	\$87,551	\$1,470,484	\$1,382,933	\$88,080
2027	7	0	\$0	\$320,378	\$21,825,028	\$91,088	\$1,529,892	\$1,438,804	\$88,080
2028	8	0	\$0	\$326,785	\$22,261,528	\$91,088	\$1,529,892	\$1,438,804	\$91,639
2029	9	0	\$0	\$333,321	\$22,706,759	\$94,768	\$1,591,699	\$1,496,932	\$91,639
2030	10	0	\$0	\$339,987	\$23,160,894	\$94,768	\$1,591,699	\$1,496,932	\$95,341
2031	11	0	\$0	\$346,787	\$23,624,112	\$98,596	\$1,656,004	\$1,557,408	\$95,341
2032	12	0	\$0	\$353,723	\$24,096,594	\$98,596	\$1,656,004	\$1,557,408	\$99,193
2033	13	0	\$0	\$360,797	\$24,578,526	\$102,580	\$1,722,906	\$1,620,327	\$99,193
2034	14	0	\$0	\$368,013	\$25,070,096	\$102,580	\$1,722,906	\$1,620,327	\$103,200
2035	15	0	\$0	\$375,373	\$25,571,498	\$106,724	\$1,792,512	\$1,685,788	\$103,200
2036	16	0	\$0	\$382,881	\$26,082,928	\$106,724	\$1,792,512	\$1,685,788	\$107,370
2037	17	0	\$0	\$390,539	\$26,604,587	\$111,035	\$1,864,929	\$1,753,894	\$107,370
2038	18	0	\$0	\$398,349	\$27,136,679	\$111,035	\$1,864,929	\$1,753,894	\$111,707
2039	19	0	\$0	\$406,316	\$27,679,412	\$115,521	\$1,940,273	\$1,824,751	\$111,707
2040	20	0	\$0	\$414,443	\$28,233,001	\$115,521	\$1,940,273	\$1,824,751	\$116,220
2041	21	0	\$0	\$422,731	\$28,797,661	\$120,188	\$2,018,660	\$1,898,471	\$116,220
2042	22	0	\$0	\$431,186	\$29,373,614	\$120,188	\$2,018,660	\$1,898,471	\$120,916
2043	23	0	\$0	\$439,810	\$29,961,086	\$125,044	\$2,100,213	\$1,975,169	\$120,916
2044	24	0	\$0	\$448,606	\$30,560,308	\$125,044	\$2,100,213	\$1,975,169	\$125,801
2045	25	0	\$0	\$457,578	\$31,171,514	\$130,096	\$2,185,062	\$2,054,966	\$125,801
Total		137	\$19,767,600						\$2,288,253

[1] The El Paso County Assessor has provided an estimated market value range of \$217,000 to \$254,000 per unit (assuming a 2020 valuation). However, based on the estimated reduced income generated by the affordable units the Assessor has reduced this estimate to \$133,333 to \$148,148 per unit. EPS has used the average of this range and applied two years of value escalation to estimate actual statutory value.

[2] Reflects a biennial reassessment.

Source: Economic & Planning Systems

Taxing District Impact

El Paso County Impact

El Paso County property tax revenues, which include El Paso County and El Paso County Road and Bridge, are based on the combined 7.552 mill levy. Existing property taxes refer to the "Base" and would not be deferred. The County's share of the current property tax base is \$611, shown in **Table 4**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$944 for El Paso County in year 25 and generating a total of approximately \$19,600 over the 25-year period. The increment value will be deferred by the County for the 25-year period. Over this time, the total property tax deferred by the County would be approximately \$271,324 or \$10,853 per year.

Table 4. El Paso County Property Tax Revenue, 2020-2045

Year	Plan Year	El Paso County Property Tax: 7.552 mills		
		Base	Increment	Total
2020	0	\$611	\$0	\$611
2021	1	\$611	\$0	\$611
2022	2	\$611	\$0	\$611
2023	3	\$611	\$0	\$611
2024	4	\$636	\$10,038	\$10,674
2025	5	\$636	\$10,038	\$10,674
2026	6	\$661	\$10,444	\$11,105
2027	7	\$661	\$10,444	\$11,105
2028	8	\$688	\$10,866	\$11,554
2029	9	\$688	\$10,866	\$11,554
2030	10	\$716	\$11,305	\$12,021
2031	11	\$716	\$11,305	\$12,021
2032	12	\$745	\$11,762	\$12,506
2033	13	\$745	\$11,762	\$12,506
2034	14	\$775	\$12,237	\$13,011
2035	15	\$775	\$12,237	\$13,011
2036	16	\$806	\$12,731	\$13,537
2037	17	\$806	\$12,731	\$13,537
2038	18	\$839	\$13,245	\$14,084
2039	19	\$839	\$13,245	\$14,084
2040	20	\$872	\$13,781	\$14,653
2041	21	\$872	\$13,781	\$14,653
2042	22	\$908	\$14,337	\$15,245
2043	23	\$908	\$14,337	\$15,245
2044	24	\$944	\$14,916	\$15,861
2045	25	\$944	\$14,916	\$15,861
Total		\$19,620	\$271,324	\$290,944

Source: Economic & Planning Systems

Harrison School District Impact

The Plan Area is located within the Harrison School District Number 2, which has a 47.227 mill levy. The School District's share of the current property tax base is \$3,820, shown in **Table 5**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$5,905 in year 25 and generating a total of approximately \$122,697 over the 25-year period. The increment value will be deferred by the School District for the 25-year period. Over this time, the total property tax deferred by the School District would be approximately \$1.7 million or \$67,870 per year.

Table 5. School District Property Tax Revenue, 2020-2045

Year	Plan Year	School Dist. Property Tax: 47.227 mills		
		Base	Increment	Total
2020	0	\$3,820	\$0	\$3,820
2021	1	\$3,820	\$0	\$3,820
2022	2	\$3,820	\$0	\$3,820
2023	3	\$3,820	\$0	\$3,820
2024	4	\$3,974	\$62,776	\$66,750
2025	5	\$3,974	\$62,776	\$66,750
2026	6	\$4,135	\$65,312	\$69,447
2027	7	\$4,135	\$65,312	\$69,447
2028	8	\$4,302	\$67,950	\$72,252
2029	9	\$4,302	\$67,950	\$72,252
2030	10	\$4,476	\$70,696	\$75,171
2031	11	\$4,476	\$70,696	\$75,171
2032	12	\$4,656	\$73,552	\$78,208
2033	13	\$4,656	\$73,552	\$78,208
2034	14	\$4,845	\$76,523	\$81,368
2035	15	\$4,845	\$76,523	\$81,368
2036	16	\$5,040	\$79,615	\$84,655
2037	17	\$5,040	\$79,615	\$84,655
2038	18	\$5,244	\$82,831	\$88,075
2039	19	\$5,244	\$82,831	\$88,075
2040	20	\$5,456	\$86,178	\$91,633
2041	21	\$5,456	\$86,178	\$91,633
2042	22	\$5,676	\$89,659	\$95,335
2043	23	\$5,676	\$89,659	\$95,335
2044	24	\$5,905	\$93,281	\$99,187
2045	25	\$5,905	\$93,281	\$99,187
Total		\$122,697	\$1,696,744	\$1,819,441

Source: Economic & Planning Systems

City of Colorado Springs Impact

The City of Colorado Springs has a 4.279 mill levy. The City's share of the current property tax base is \$346, shown in **Table 6**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$535 in year 25 and generating a total of approximately \$11,117 over the 25-year period. The increment value of property taxes generated, which will be deferred by the City, would be approximately \$153,733 over the 25-year period or \$6,149 per year.

Table 6. City of Colorado Springs Property Tax Revenue, 2020-2045

Year	Plan Year	Co. Springs Property Tax: 4.279 mills		Total
		Base	Increment	
2020	0	\$346	\$0	\$346
2021	1	\$346	\$0	\$346
2022	2	\$346	\$0	\$346
2023	3	\$346	\$0	\$346
2024	4	\$360	\$5,688	\$6,048
2025	5	\$360	\$5,688	\$6,048
2026	6	\$375	\$5,918	\$6,292
2027	7	\$375	\$5,918	\$6,292
2028	8	\$390	\$6,157	\$6,546
2029	9	\$390	\$6,157	\$6,546
2030	10	\$406	\$6,405	\$6,811
2031	11	\$406	\$6,405	\$6,811
2032	12	\$422	\$6,664	\$7,086
2033	13	\$422	\$6,664	\$7,086
2034	14	\$439	\$6,933	\$7,372
2035	15	\$439	\$6,933	\$7,372
2036	16	\$457	\$7,213	\$7,670
2037	17	\$457	\$7,213	\$7,670
2038	18	\$475	\$7,505	\$7,980
2039	19	\$475	\$7,505	\$7,980
2040	20	\$494	\$7,808	\$8,302
2041	21	\$494	\$7,808	\$8,302
2042	22	\$514	\$8,124	\$8,638
2043	23	\$514	\$8,124	\$8,638
2044	24	\$535	\$8,452	\$8,987
2045	25	\$535	\$8,452	\$8,987
Total		\$11,117	\$153,733	\$164,850

Source: Economic & Planning Systems

Pikes Peak Library District Impact

The Plan Area is located within the Pikes Peak Library District, which has a 3.731 mill levy. The Library's share of the current property tax base is \$302, shown in **Table 7**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$467 in year 25 and generating a total of approximately \$9,693 over the 25-year period. The increment value of property taxes generated, which will be deferred by the Library District, would be approximately \$134,045 over the 25-year period or \$5,362 per year.

Table 7. Library Property Tax Revenue, 2020-2045

Year	Plan Year	Library Property Tax: 3.731 mills		
		Base	Increment	Total
2020	0	\$302	\$0	\$302
2021	1	\$302	\$0	\$302
2022	2	\$302	\$0	\$302
2023	3	\$302	\$0	\$302
2024	4	\$314	\$4,959	\$5,273
2025	5	\$314	\$4,959	\$5,273
2026	6	\$327	\$5,160	\$5,486
2027	7	\$327	\$5,160	\$5,486
2028	8	\$340	\$5,368	\$5,708
2029	9	\$340	\$5,368	\$5,708
2030	10	\$354	\$5,585	\$5,939
2031	11	\$354	\$5,585	\$5,939
2032	12	\$368	\$5,811	\$6,179
2033	13	\$368	\$5,811	\$6,179
2034	14	\$383	\$6,045	\$6,428
2035	15	\$383	\$6,045	\$6,428
2036	16	\$398	\$6,290	\$6,688
2037	17	\$398	\$6,290	\$6,688
2038	18	\$414	\$6,544	\$6,958
2039	19	\$414	\$6,544	\$6,958
2040	20	\$431	\$6,808	\$7,239
2041	21	\$431	\$6,808	\$7,239
2042	22	\$448	\$7,083	\$7,532
2043	23	\$448	\$7,083	\$7,532
2044	24	\$467	\$7,369	\$7,836
2045	25	\$467	\$7,369	\$7,836
Total		\$9,693	\$134,045	\$143,738

Source: Economic & Planning Systems

Southeastern Colorado Water Conservancy District Impact

The Plan Area is located within the Southeastern Colorado Water Conservancy District, which has a 0.902 mill levy. The District's share of the current property tax base is \$73, shown in **Table 8**. The base amount is expected to grow at 2.0 percent per year resulting in an annual amount of \$113 in year 25 and generating a total of approximately \$2,343 over the 25-year period. The increment value of property taxes generated, which will be deferred by the Water Conservancy District, would be approximately \$32,407 over the 25-year period or \$1,296 per year.

Table 8. Water Conservancy Property Tax Revenue, 2020-2045

Year	Plan Year	Water Conserv. Property Tax: .902 mills		
		Base	Increment	Total
2020	0	\$73	\$0	\$73
2021	1	\$73	\$0	\$73
2022	2	\$73	\$0	\$73
2023	3	\$73	\$0	\$73
2024	4	\$76	\$1,199	\$1,275
2025	5	\$76	\$1,199	\$1,275
2026	6	\$79	\$1,247	\$1,326
2027	7	\$79	\$1,247	\$1,326
2028	8	\$82	\$1,298	\$1,380
2029	9	\$82	\$1,298	\$1,380
2030	10	\$85	\$1,350	\$1,436
2031	11	\$85	\$1,350	\$1,436
2032	12	\$89	\$1,405	\$1,494
2033	13	\$89	\$1,405	\$1,494
2034	14	\$93	\$1,462	\$1,554
2035	15	\$93	\$1,462	\$1,554
2036	16	\$96	\$1,521	\$1,617
2037	17	\$96	\$1,521	\$1,617
2038	18	\$100	\$1,582	\$1,682
2039	19	\$100	\$1,582	\$1,682
2040	20	\$104	\$1,646	\$1,750
2041	21	\$104	\$1,646	\$1,750
2042	22	\$108	\$1,712	\$1,821
2043	23	\$108	\$1,712	\$1,821
2044	24	\$113	\$1,782	\$1,894
2045	25	\$113	\$1,782	\$1,894
Total		\$2,343	\$32,407	\$34,750

Source: Economic & Planning Systems

Cost of Service and Infrastructure Costs

Residential development in the County has a direct impact on County services and infrastructure costs. However, the cost of service and infrastructure costs vary depending on whether or not the development occurs within incorporated or unincorporated areas. The entire Plan Area is located within the City of Colorado Springs municipal boundaries. It is also noteworthy that the majority of urban services required by the new development will be provided by the City of Colorado Springs, such as police, parks and recreation, water, sewer, and general administration such as planning, zoning, land use code enforcement, business licensing, etc.

For the purposes of this analysis, EPS assumes that the modest additional service cost to the County associated with the future development within the City of Colorado Springs is balanced by additional revenue sources, such as intergovernmental transfers and fees for services. While modest, the County will receive sales tax revenues from the residents living within the development. The County is expected to have no financial exposure for infrastructure costs or other capital improvements. Future infrastructure costs that are associated with development on parcels included in the Plan boundary are anticipated to be financed by the developer initially, and by the Colorado Springs Urban Renewal Authority and the City of Colorado Springs in the future.

Summary of the Net County Impact

Based on the analysis included in this report, EPS anticipates that the impact of the proposed Almagre Urban Renewal Plan on El Paso County will be positive. If the County portion of the property taxes was deferred during this period, the County would experience an annual fiscal impact of \$611 in 2021, the first year of development. By 2046, the end of the 25-year tax increment financing period, the County's portion of property tax is expected to increase to \$16,502 per year as a result from the inclusion of developed parcels in the URA.

Based on previous experience evaluating county fiscal structures, EPS has a understanding of expenditures, revenues, and alternative revenue sources that new development generates as well as the corresponding costs of service attributed to various development types. Moreover, because the future development will be located within the City of Colorado Springs, and the City is responsible for a majority of services, including ones with typically higher costs to local government (i.e., police, public works, water), the County's exposure in terms of its financial outlay will be modest and is expected to be mitigated with user fees and other revenue sources.

PROPERTY TAX INCREMENT REVENUE AGREEMENT
(Pikes Peak Library District)
(Almagre Renewal Plan)

This Property Tax Increment Revenue Agreement (the “Agreement”) is entered into as of _____, 2021 (the “Effective Date”) by and between the COLORADO SPRINGS URBAN RENEWAL AUTHORITY, a body corporate and politic of the State of Colorado (the “Authority”), whose address is 30 South Nevada Avenue, Colorado Springs, Colorado 80903, and the PIKES PEAK LIBRARY DISTRICT, a political subdivision of the State of Colorado (the “Library District”), whose address is 12 North Cascade Avenue, Colorado Springs, Colorado 80903. The Authority and the Library District are referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS.

The following recitals are incorporated in and made a part of this Agreement. Capitalized terms used herein and not otherwise defined are defined in Section 1 below.

A. Proposed Redevelopment. The Parties have been advised that the real property described in Exhibit A (the “Property”) lying within the corporate limits of the City of Colorado Springs, Colorado (the “City”) is being studied for designation as an urban renewal area to be redeveloped by one or more developers and/or property owner(s) as an affordable housing development(s) that will eliminate existing blighted conditions which constitute threats to the health, safety and welfare of the community and barriers to development.

B. Urban Renewal and Tax Increment Financing. To accomplish the proposed redevelopment and to provide certain required public improvements, the Authority has recommended inclusion of the Property in a proposed urban renewal plan, entitled as the “Almagre Urban Renewal Plan” (the “Plan” or “Urban Renewal Plan”) authorizing and utilizing tax increment financing in accordance with the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S. (the “Act”), to pay Eligible Costs of the Improvements. The proposed Plan that includes the Property has been provided to the Library District under separate cover. The final Plan approved by the City Council of the City shall be the “Plan” for purposes of this Agreement.

C. Nature of Urban Renewal Project and Purpose of Agreement. The proposed Urban Renewal Project consists of designing, developing and constructing the Improvements (which includes paying the Eligible Costs of public improvements) necessary to serve the proposed Urban Renewal Area and to comply with §31-25-107(4)(g) of the Act that requires the Plan to afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the Urban Renewal Area by private enterprise. Approval of the Urban Renewal Plan is subject to recent legislation, including requirements imposed by HB 15-1348 for new urban renewal plans adopted after January 1, 2016.

D. Impact Report. The Authority has submitted to the Library District a copy of the Impact Report required to be submitted to El Paso County by §31-25-107(3.5) of the Act, which includes a tax forecast for the Library District.

E. Colorado Urban Renewal Law. In accordance with the Act as amended to the date of this Agreement (including the requirements of HB 15-1348 and SB 18-248), the Parties desire to enter into this Agreement to facilitate adoption of the Plan and redevelopment of the proposed Urban Renewal Area described therein. The Agreement addresses, among other things, the estimated impacts of the Urban Renewal Plan on Library District services associated solely with the Urban Renewal Plan.

AGREEMENT

NOW, THEREFORE, in consideration of the covenants, promises and agreements of each of the Parties hereto, to be kept and performed by each of them, it is agreed by and between the Parties hereto as set forth herein.

1. DEFINITIONS. As used in this Agreement:

1.1. “Act” means the Colorado Urban Renewal Law, Part 1 of Article 25 of Title 31, C.R.S.

1.2. “Agreement” means this Agreement, as it may be amended or supplemented in writing. References to sections or exhibits are to this Agreement unless otherwise qualified.

1.3. “Authority” means the Party described in the Preamble to this Agreement, the Colorado Springs Urban Renewal Authority, a body corporate and politic of the State of Colorado.

1.4. “Bonds” shall have the same meaning as defined in §31-25-103 of the Act.

1.5. “City” means the Party described in Recital A to this Agreement, the City of Colorado Springs, Colorado.

1.6. “District Increment” means the portion of Property Tax Increment Revenues generated by the District’s mill levy received by the Authority from the El Paso County Treasurer and paid into the Special Fund as specified in Section 3.1.

1.7. “Duration” means the twenty-five (25) year period that the tax increment or tax allocation provisions will be in effect as specified in §31-25-107(9)(a) of the Act, the Plan, and the Impact Report.

1.8. “Eligible Costs” means those costs eligible to be paid or reimbursed from the Property Tax Increment Revenues pursuant to the Act.

1.9. “Future Mill Levy” has the meaning set forth in Section 3.2.

1.10. “Impact Report” means the impact report setting forth the burdens and benefits of the Urban Renewal Project previously submitted to the Library District.

1.11. “Improvements” means the public improvements and private improvements to be constructed on the Property pursuant to the Plan.

1.12. “Library District” means the Party described in the Preamble to this Agreement, Pikes Peak Library District, a public body corporate and political subdivision of the State of Colorado.

1.13. “Party” or “Parties” means the Authority or the Library District or both and their lawful successors and assigns.

1.14. “Plan” means the urban renewal plan defined in Recital B above.

1.15. “Project” shall have the same meaning as Urban Renewal Project.

1.16. “Property Tax Increment Revenues” means all the TIF revenues derived from ad valorem property tax levies described in §31-25-107(9)(a)(II) of the Act allocated to the Special Fund for the Duration of the Urban Renewal Project.

1.17. “Special Fund” means the fund described in the Plan and §31-25-107(9)(a)(II) of the Act into which the Property Tax Increment Revenues will be deposited.

1.18. “TIF” means the property tax increment portion of the property tax assessment roll described in §31-25-107(9)(a)(II) of the Act.

1.19. “Urban Renewal Area” means the area included in the boundaries of the Plan.

1.20. “Urban Renewal Plan” means the urban renewal plan defined in Recital B above.

1.21. “Urban Renewal Project” means all undertakings and activities, or any combination thereof, required to carry out the Urban Renewal Plan pursuant to the Act.

2. Impact Report. The Parties acknowledge and agree that the Impact Report addresses the following information and hereby make and adopt the following findings relating to the Impact Report:

(a) The Urban Renewal Project is projected to create significant new employment opportunities and other benefits as specified in the Impact Report that will benefit the Parties, the region, and the State of Colorado.

(b) The Duration of time estimated to complete the Urban Renewal Project is the twenty-five (25) year period of time specified in §31-25-107(9)(a) of the Act.

(c) The estimated annual Property Tax Increment Revenue to be generated by the Urban Renewal Project for the Duration of the Urban Renewal Project and the portion of such Property Tax Increment Revenue to be allocated to fund the Urban Renewal Project are set forth in this Agreement and the Impact Report.

(d) The nature and relative size of the revenue and other benefits expected to accrue to the City, the Library District, and other taxing entities that levy property taxes in the Urban Renewal Area are set forth in the Impact Report and include, without limitation:

- (i) The increase in base value resulting from biennial general reassessments for the Duration in accordance with §31-25-107(9)(e) of the Act;
- (ii) The benefit of improvements in the Urban Renewal Area to existing taxing entity infrastructure in accordance with §31-25-107(3.5) of the Act;
- (iii) The estimate of the impact of the Urban Renewal Project on Library District and taxing entity revenues in accordance with §31-25-107(3.5) of the Act;
- (iv) The cost of additional Library District and taxing body infrastructure and services required to serve development in the Urban Renewal Area in accordance with §31-25-107(3.5) of the Act;
- (v) The capital or operating costs of the Parties, the City, and other taxing bodies that are expected to result from the Urban Renewal Project in accordance with HB 15-1348;
- (vi) The legal limitations on the use of revenues belonging to the Parties, the City, and any taxing entity in accordance with HB 15-1348 and SB 18-248; and
- (vii) The other estimated impacts of the Urban Renewal Project on Library District and other taxing body services or revenues in accordance with §31-25-107(3.5) of the Act.

3. RETENTION OF PROPERTY TAX INCREMENT REVENUES. In compliance with the requirements of HB 15-1348 and SB 18-248, the Parties have negotiated and agreed to the sharing of Property Tax Increment Revenues as set forth herein.

3.1. District Increment Revenues. The Library District and the Authority agree that the Authority may retain and expend in furtherance of the Urban Renewal Project one hundred percent (100%) of the District Increment, commencing on the date of approval by the City of the Plan, and lasting for the Duration.

3.2. Mill Levy Allocation. If the Library District’s eligible electors approve a new or increased mill levy for any lawful purpose (“Future Mill Levy”), any revenue derived from the Future Mill Levy shall not be considered part of the District Increment. Rather, upon approval by the eligible electors of the Library District of a Future Mill Levy, the Library District shall provide notification of the same to the Authority. From the date of such notice until the Duration has expired, the Authority shall annually deduct from the Property Tax Increment Revenue it receives any revenues attributable to the Future Mill Levy, as applicable, and shall remit such revenues to the Library District.

4. PLEDGE OF PROPERTY TAX INCREMENT REVENUES. The Library District recognizes and agrees that in reliance on this Agreement and in accordance with the provisions of §31-25-109(12) of the Act, the adoption and approval of the Plan includes an irrevocable pledge of all of the Property Tax Increment Revenues, including the District Increment, to pay the Authority’s Bonds and other financial obligations in connection with the Urban Renewal Project.

The Authority has elected to apply the provisions of §11-57-208, C.R.S., to this Agreement. The Property Tax Increment Revenues, when and as received by the Authority are and shall be subject to the lien of such pledge without any physical delivery, filing, or further act and are and shall be an obligation of the Parties pursuant to §31-25-107(9) of the Act. The Parties agree that the creation, perfection, enforcement and priority of the pledge of the Property Tax Increment Revenues as provided herein shall be governed by §11-57-208, C.R.S. The lien of such pledge on the Property Tax Increment Revenues shall have priority over any of all other obligations and liabilities of the Parties with respect to the Property Tax Increment Revenues.

5. NOTIFICATION OF PROPOSED MODIFICATIONS OF THE PLAN; AGREEMENT NOT PART OF PLAN. The Authority agrees to notify the Library District of any intended modification of the Plan as required by §31-25-107(7) of the Act. This Agreement is not part of the Plan.

6. WAIVER. Except for the notices required by this Agreement, the Library District, as authorized by §31-25-107(9.5)(b) and §31-25-107(11) of the Act, hereby waives any provision of the Act that provides for notice to the Library District, requires any filing with or by the Library District, requires or permits consent from the Library District, and provides any enforcement right to the Library District for the Duration, provided, however, that the Library District shall have the right to enforce this Agreement.

7. LIMITATION OF AGREEMENT. This Agreement applies only to the District Increment, as calculated, produced, collected and paid to the Authority from the Urban Renewal Area by the El Paso County Treasurer in accordance with §31-25-107(9)(a)(II) of the Act and the rules and regulations of the Property Tax Administrator of the State of Colorado, and does not include any other revenues of the City or the Authority.

8. MISCELLANEOUS.

8.1. Delays. Any delays in or failure of performance by any Party of its obligations under this Agreement shall be excused if such delays or failure are a result of acts of God; fires; floods; earthquake; abnormal weather; strikes; labor disputes; accidents; regulation or order of civil or military authorities; shortages of labor or materials; or other causes, similar or dissimilar, including economic downturns, which are beyond the control of such Party.

8.2. Termination and Subsequent Legislation or Litigation. In the event of termination of the Plan, including its TIF financing component, the Authority may terminate this Agreement by delivering written notice to the Library District. The Parties further agree that in the event legislation is adopted or a decision by a court of competent jurisdiction after the effective date of this Agreement that invalidates or materially effects any provisions hereof, the Parties will in good faith negotiate for an amendment to this Agreement that most fully implements the original intent, purpose and provisions of this Agreement, but does not impair any otherwise valid contracts in effect at such time.

8.3. Entire Agreement. This instrument embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous

communications, representations, or agreements, either verbal or written, between the Parties hereto. No modification to this Agreement shall be valid unless agreed to in writing by the Parties.

8.4. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the Parties and their successors in interest.

8.5. No Third-Party Enforcement. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the undersigned Parties and nothing in this agreement shall give or allow any claim or right of action whatsoever by any other person not included in this Agreement. It is the express intention of the undersigned Parties that any person or entity other than the undersigned Parties receiving services or benefits under this Agreement shall be an incidental beneficiary only.

8.6. No Waiver of Immunities. Nothing in this Agreement shall be construed as a waiver of the rights and privileges of the Parties pursuant to the Colorado Governmental Immunity Act, § 24-10-101, et seq., C.R.S., as the same may be amended from time to time. No portion of this Agreement shall be deemed to have created a duty of care which did not previously exist with respect to any person not a party to this agreement.

8.7. Amendment. This Agreement may be amended only by an instrument in writing signed by the Parties.

8.8. Parties not Partners. Notwithstanding any language in this Agreement or any other agreement, representation, or warranty to the contrary, the Parties shall not be deemed to be partners or joint venturers, and no Party shall be responsible for any debt or liability of any other Party.

8.9. Interpretation. All references herein to Bonds shall be interpreted to include the incurrence of debt by the Authority in any form consistent with the definition of “Bonds” in the Act, including payment of Eligible Costs or any other lawful financing obligation.

8.10. Incorporation of Recitals and Exhibits. The provisions of the Recitals and the Exhibits attached to this Agreement are incorporated in and made a part of this Agreement.

8.11. No Assignment. No Party may assign any of its rights or obligations under this Agreement.

8.12. Section Captions. The captions of the sections are set forth only for the convenience and reference of the Parties and are not intended in any way to define, limit, or describe the scope or intent of this Agreement.

8.13. Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute but one and the same instrument.

8.14. Governing Law. This Agreement and the provisions hereof shall be governed by and construed in accordance with the laws of the State of Colorado.

8.15. No Presumption. The Parties to this Agreement and their attorneys have had a full opportunity to review and participate in the drafting of the final form of this Agreement. Accordingly, this Agreement shall be construed without regard to any presumption or other rule of construction against the Party causing the Agreement to be drafted.

8.16. Notices. Any notice required by this Agreement shall be in writing. All notices, demands, requests and other communications required or permitted hereunder shall be in writing, and shall be (a) personally delivered with a written receipt of delivery; (b) sent by a nationally-recognized overnight delivery service requiring a written acknowledgement of receipt or providing a certification of delivery or attempted delivery; (c) sent by certified or registered mail, return receipt requested; or (d) sent by confirmed facsimile transmission or electronic delivery with an original copy thereof transmitted to the recipient by one of the means described in subsections (a) through (c) no later than 5 business days thereafter. All notices shall be deemed effective when actually delivered as documented in a delivery receipt; provided, however, that if the notice was sent by overnight courier or mail as aforesaid and is affirmatively refused or cannot be delivered during customary business hours by reason of the absence of a signatory to acknowledge receipt, or by reason of a change of address with respect to which the addressor did not have either knowledge or written notice delivered in accordance with this paragraph, then the first attempted delivery shall be deemed to constitute delivery. Each Party shall be entitled to change its address for notices from time to time by delivering to the other Party notice thereof in the manner herein provided for the delivery of notices. All notices shall be sent to the addressee at its address set forth in the Preamble to this Agreement.

8.17. Days. If the day for any performance or event provided for herein is a Saturday, a Sunday, a day on which national banks are not open for the regular transactions of business, or a legal holiday pursuant to C.R.S. § 24-11-101(1), such day shall be extended until the next day on which such banks and state offices are open for the transaction of business.

8.18. Authority. The persons executing this Agreement on behalf of the Parties covenant and warrant that each is fully authorized to execute this Agreement on behalf of such Party.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Authority and the Library District have caused their duly authorized officials to execute this Agreement effective as of the Effective Date.

PIKES PEAK LIBRARY DISTRICT, a political
subdivision of the State of Colorado

By: _____
Title: _____

ATTEST:

By: _____

COLORADO SPRINGS URBAN RENEWAL
AUTHORITY, a body corporate and politic of the
State of Colorado

By: _____
Title: _____

ATTEST:

By: _____

Exhibit A

The Property

Final Report

Almagre Urban Renewal Plan

The Economics of Land Use



Prepared for:
Colorado Springs Urban Renewal Authority

Prepared by:
Economic & Planning Systems, Inc.

*Economic & Planning Systems, Inc.
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Denver, CO 80202-3511
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1. Introduction

Preface

This Almagre Urban Renewal Plan (“Plan” or the “Urban Renewal Plan”) has been prepared for the City of Colorado Springs, Colorado, a home rule municipal corporation of the State of Colorado (the “City”). The Plan will be carried out by the Colorado Springs Urban Renewal Authority (the “Authority”), pursuant to the provisions of the Urban Renewal Law of the State of Colorado, Part 1 of Article 25 of Title 31, Colorado Revised Statutes, 1973, as amended to date (the “Act”). The administration and implementation of this Plan, including the preparation and execution of any documents implementing it, shall be performed by the Authority.

Blight Findings

Under the Act, an urban renewal area is a blighted area, as defined by the Act, and has been designated as appropriate for an urban renewal project by the City Council of the City (the “City Council”). In each urban renewal area, conditions of blight must be present, and the City Council must find that the presence of those conditions of blight substantially impair or arrest the sound growth of the municipality or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare in order for the Authority to exercise its powers.

The Almagre Conditions Survey prepared by Economic & Planning Systems (EPS) in October 2020 (“Conditions Survey”) was provided to the Authority under separate cover and demonstrates that the Almagre Study Area (“Study Area”), as defined in the Conditions Study, is eligible to be declared a blighted area by the City Council under the Act. The Conditions Survey identified and documented 5 of the 11 blight factors present in the Study Area. A description of the blight factors and observations is presented below in Section 4 of this report.

Urban Renewal Area Boundaries

The Almagre Urban Renewal Area (“URA” or “Plan Area”) is located in the City of Colorado Springs in El Paso County. The Plan Area is comprised of two parcels on approximately 3.28 acres of land. The boundaries of the Plan Area to which this Plan applies includes Zebulon Drive to the west, Verde Drive to the north, an unnamed alleyway to the south, and commercial development to the east, which includes Family Dollar, Pitstop Carwash, and Shell gas station, as shown below in **Figure 1**.

Figure 1. Almagre Urban Renewal Plan Area



Ownership

Both parcels located within the Plan Area are owned by 884 Neenah LLC. The Cohen Esrey Development Group is anticipated to be the developer for the project, if approved. Cohen Esrey Development Group has developed over 3,000 affordable housing units across the county over the past 20 years.

Zoning and Land Use

All properties within the Plan Area are currently vacant with no building improvements. The Plan Area is zoned within the Planned Business Center District and Airport Overlay District. The Planned Business Center (PBC) is defined by the Colorado Springs Zoning Code as a district that "Accommodates commercial land uses and preserves and enhances areas for a range of retail sales and service establishments." Multifamily dwellings are defined as a conditional use under PBC and require a development plan. The Airport Overlay Zone is defined by the Colorado Springs Zoning Code as, "An overlay zone, including associated subzones that are together superimposed on existing base zones." The Airport Overlay Zone does not preclude residential uses on this site.

2. Definitions

Terms used in this Plan are defined below and are representative of Urban Renewal Law C.R.S. 31-25-103.

- **Act or Urban Renewal Law** – Urban Renewal Law of the State of Colorado, Colo. Rev. Stat. § 31-25-101 et seq.
- **Available Property Tax Increment Revenues** – all Property Tax Increment Revenues available pursuant to the Tax Increment Financing provisions of the Act not payable to taxing bodies pursuant to agreements, if any, with the Authority or otherwise as provided in §31-25-107(9.5) of the Act. In the event that an agreement is reached with a taxing body pursuant to § 31-25-107(9.5) of the Act after the effective date of Plan approval by the City Council, the Property Tax Increment Revenues generated by said taxing body’s mill levy shall become Available Property Tax Increment Revenues, and the addition of such revenue shall not be a substantial modification to this Plan.
- **Available Revenues** – any and all revenues available to the Authority, including, without limitation, Available Property Tax Increment Revenues, any revenues available to the Authority from Districts, or any other source that are available under this Plan or otherwise under the Act.
- **Bonds** – any bonds (including refunding bonds), notes, interim certificates or receipts, temporary bonds, certificates of indebtedness, debentures, or other obligations.
- **District (or Districts)** – means a metropolitan district which is a quasi-municipal corporation and political subdivision of the State of Colorado organized under the Colorado Special District Act, 32-1-101, et seq., C.R.S., as from time to time amended, or a business improvement district which is a quasi-municipal corporation and political subdivision of the State of Colorado organized under the Colorado Business Improvement District Act, 31-25-1201, et seq., C.R.S., as from time to time amended, or any successor District or Districts thereto as may be approved by the City.
- **Property Taxes** – means, without limitation, all levies to be made on an ad valorem basis by or for the benefit of any public body upon taxable real and personal property in the Area.
- **Property Tax Increment Revenues** – the property tax revenues allocated to the Authority pursuant to §31-25-107(9) of the Act and Section 7.0 of this Plan.
- **Real property – lands, lands under water, structures, and any and all easements, franchises, incorporeal hereditaments, and every estate and right therein, legal and equitable, including terms for years and liens by way of judgment, mortgage, or otherwise.**
- **Redevelopment/Development Agreement** – **one or more agreements between the Authority and developer(s) and/or property owners or such other individuals or entities as determined by the Authority to be essential to carry out the objectives of this Plan.**
- **Slum area** – an area in which there is a predominance of buildings or improvements, whether residential or nonresidential, and which, by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by

fire or other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime and is detrimental to the public health, safety, morals, or welfare.

- **Tax increment financing (TIF)** – the tax allocation financing as described in C.R.S. 31-25-107(9) of the Act as in effect on the date this Plan is approved by City Council.
- **Urban Renewal Authority or Authority** – a corporate body organized pursuant to the provisions of the Act for the purposes, with the powers, and subject to the restrictions set forth in the Act.
- **Urban Renewal Plan or Plan** – a plan, as it exists from time to time, for an urban renewal project, which plan conforms to a general or master plan for the physical development of the municipality as a whole and which is sufficiently complete to indicate such land acquisition, demolition and removal of structures, redevelopment, improvements, and rehabilitation as may be proposed to be carried out in the urban renewal area, zoning and planning changes, if any, land uses, maximum densities, building requirements, and the plan's relationship to definite local objectives respecting appropriate land uses, improved traffic, public transportation, public utilities, recreational and community facilities, and other public improvements.
- **Urban Renewal Project** – undertakings and activities for the elimination and for the prevention of the development or spread of slums and blight and may involve slum clearance and redevelopment, or rehabilitation, or conservation, or any combination or part thereof, in accordance with an urban renewal plan.

3. Purpose

The purpose of this Plan is to reduce, eliminate, and prevent the spread of blight within the Plan Area through private development. The Plan sets goals to achieve this through implementing established objectives for the Area and assisting with the eligible costs of redevelopment, promoting economic growth and private investment through the tools available within the context of urban renewal tools, laws, and guidelines, including, without limitation, tax increment financing (TIF).

Establishment of the Urban Renewal Area will take advantage of improving conditions and the upcoming development cycle by focusing urban renewal efforts in a small area for the duration in accordance with the mandates of the Act.

Vision

The vision of the Plan Area, as expressed by Cohen Esrey Development Group, is an affordable housing development along with associated site improvements including sidewalks, streetscape, public art, landscaping, security cameras, and community room. The proposed Plan includes 138 units ranging from one-, two-, and three-bedroom units. All 138 units will be affordable for households earning between 30 and 60 percent of area median income (AMI). The first floor of the development will have a community room for community meetings, after school tutoring, job fairs, and employment outreach. Additionally, there will be room for a childrens' play area, picnic area, bike storage, and a dog run that will also serve as a detention area on the site plan illustrated in **Figure 2**.

Almagre will serve the community by offering affordable housing as well as residential support services including financial counseling, homeownership counseling, job search assistance, after school tutoring, and nutrition assistance.

Figure 2. Almagre Site Plan



4. Blight Conditions

Before an urban renewal plan can be adopted by the City Council, there must be a determination that an area constitutes a blighted area. This determination depends upon the presence of several physical, environmental, and social factors. Blight is attributable to a range of conditions that, in combination, tend to accelerate the phenomenon of deterioration of an area. The definition of a blighted area is based upon the definition articulated in the Urban Renewal Law (C.R.S. § 31-25-103) as follows:

"Blighted area" means an area that, in its present condition and use and, by reason of the presence of at least four of the following factors, substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare:

- a. Slum, deteriorated, or deteriorating structures;*
- b. Predominance of defective or inadequate street layout;*
- c. Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;*
- d. Unsanitary or unsafe conditions;*
- e. Deterioration of site or other improvements;*
- f. Unusual topography or inadequate public improvements or utilities;*
- g. Defective or unusual conditions of title rendering the title nonmarketable;*
- h. The existence of conditions that endanger life or property by fire and other causes;*
- i. Buildings that are unsafe or unhealthy for persons to live or work in because of building code violations, dilapidation, deterioration, defective design, physical construction, or faulty or inadequate facilities;*
- j. Environmental contamination of buildings or property;*
- k.5 The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, building, or other improvements; or*
- l. If there is no objection by the property owner or owners and the tenant or tenants of such owner or owners, if any, to the inclusion of such property in an urban renewal area, "blighted area" also means an area that, in its present condition and use and, by reason of the presence of any one of the factors specified in paragraphs (a) to (k.5) of this subsection (2), substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare. For purposes of this paragraph (l), the fact that an owner of an interest in such property does not object to the inclusion of such property in the urban renewal area does not mean that the owner has waived any rights of such owner in connection with laws governing condemnation.*

To use the powers of eminent domain, the definition of "blighted" is broadened to require that five of the eleven blight factors must be present (C.R.S. § 31-25-105.5(5)(a)):

(a) "Blighted area" shall have the same meaning as set forth in section 31-25-103 (2); except that, for the purposes of this section only, "blighted area" means an area that, in its present condition and use and, by reason of the presence of at least five of the factors specified in section 31-25-103 (2)(a) to (2)(l), substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations, or constitutes an economic or social liability, and is a menace to the public health, safety, morals, or welfare.

The methodology used to prepare the Conditions Survey for the Plan Area involved the following steps: (i) identify parcels to be included in the Plan Area; (ii) gather information about the properties and infrastructure within the Plan Area boundaries; (iii) evaluate evidence of blight through field reconnaissance; and (iv) record observed and documented conditions listed as blight factors in State Statute. The entire Conditions Survey is provided under separate cover.

5. Plan Goals and Conformance

Plan Goals and Objectives

The overall objective of this Plan is to remediate unfavorable existing conditions and prevent further deterioration by implementation of the relevant provisions contained in the following documents:

- PlanCOS (City of Colorado Springs Comprehensive Plan), 2019
- HomeCOS (City of Colorado Springs Affordable and Attainable Housing Plan), 2020
- City of Colorado Springs Strategic Plan, 2020-2024

The Plan is intended to stimulate private sector development in the Plan Area with a combination of private investment and Authority financing. The Plan has the following objectives:

- Implement PlanCOS
- Prevent and eliminate conditions of blight within the City of Colorado Springs
- Encourage and provide incentives for the private development of affordable housing
- Encourage the development of projects that would not otherwise be considered financially feasible without the participation of Colorado Springs Urban Renewal Authority (CSURA)
- Enhance the current property tax revenue within the City and county with development that will increase the assessed valuation and provide additional sales tax collections throughout the city.

Plan Conformance

Urban Renewal Law

This Plan is in conformity with and subject to the applicable statutory requirements of the Urban Renewal Law.

PlanCOS

The City of Colorado Springs' adopted Comprehensive Plan, known as *PlanCOS*, describes the City's vision of creating a vibrant community organized around six themes of vibrant neighborhoods, unique places, thriving economy, strong connections, renowned culture, and majestic landscapes. This Plan is intended to implement *PlanCOS* and is in direct conformance with *PlanCOS*. The URA Plan supports two themes in *PlanCOS* of vibrant neighborhoods and unique places. The following excerpts from *PlanCOS* highlight the linkage between *PlanCOS* and this Plan under these two themes. These are representative excerpts, and not an all-inclusive list of relevant statements:

- **Vision Map** – The Plan Area in the PlanCOS Vision Map is within an activity center identified as a redevelopment area and community hub. Neighborhood planning and attainable housing are specifically listed as major initiatives for areas in this category.
- **Vibrant Neighborhoods Framework** – The Plan Area is located in the Pikes Peak Park North neighborhood in Colorado Springs, which is identified as a changing neighborhood.

- **Goal VN-2** – Strive for a diversity of housing types, styles, and price points distributed throughout the city through a combination of supportive development standards, community partnerships, and appropriate zoning and density that is adaptable to market demands and housing needs.
- **Goal VN-3** – Through neighborhood plans, associations, and partnerships, empower neighborhoods to reinvest in order to create community, vibrancy, and to address their specific vision and needs.
 - **Policy VN-3.B:** Support unique and innovative community design elements and features such as live/workspaces or neighborhood gathering places.
- **Unique Places Framework** – The unique places framework shows the vision of unique places in the city and focuses on designing these places to be compatible with surrounding neighborhoods and business areas. The Plan Area is located within the reinvestment area and community hub.
- **Goal UP-2** – Embrace thoughtful, targeted, and forward-thinking changes in land use, infill, reinvestment, and redevelopment to respond to shifts in demographics, technology, and the market.
 - **Policy UP-2.A:** Support infill and land use investment throughout the mature and developed areas of the city.

HomeCOS

The City of Colorado Springs adopted *HomeCOS*, a comprehensive affordable and attainable housing plan, in 2020. *HomeCOS* addresses the region’s housing affordability challenges by analyzing the current housing needs and identifying strategies and tools to increase housing supply. This Plan will create new housing units at affordable rental rates, which directly supports and implements objective 2 in *HomeCOS*, which is to increase the supply of affordable rentals.

City of Colorado Springs Strategic Plan

The City of Colorado Springs Strategic Plan for 2020-2024 ensures programs, services, and initiatives are aligned and serve a strategic vision. The Strategic Plan's core values include promoting job creation, investing in infrastructure, excelling in City services, and building community and collaborative relationships. The Almagre URA Plan directly implements the Strategic Plan and the following excerpts are representative of the alignment between the two:

- **Building Community and Collaborative Relationships – 3.0** – Provide strategic City services and community partnerships to improve citizen quality of life by reducing crime, reducing the number of persons experiencing chronic homelessness, increasing affordable housing opportunities, and facilitating community investment.
- **Building Community & Collaborative Relationships – 3.15** – Improve access to a broad range of homeless, affordable, and workforce housing.

Development Standards and Procedures

All development within the Plan Area shall conform to the City's Land Use Code and any site-specific City zoning regulations and policies that might impact properties in the Plan Area, all as in effect and as may be amended. However, as authorized by the Urban Renewal Law, the Authority may arrange with the City for the planning, replanning, zoning or rezoning of any part of the Plan Area as needed in connection with the urban renewal project described in this Plan.

6. Authorized Urban Renewal Undertakings and Activities

The Act allows for a wide range of activities to be used in the implementation of an urban renewal plan. The Authority is authorized to provide both financial assistance and improvements in partnership with property owners and other affected parties in order to accomplish the objectives stated herein. Public private partnerships and other forms of cooperative development, including Cooperation Agreements, will be essential to the Authority's strategy for preventing the spread of blight and eliminating existing blighting conditions. Without limitation, undertakings and activities of the Authority in the furtherance of this Plan as described as follows.

Undertakings and Activities to Remedy Blight

As described in **Section 4** of this Plan, five qualifying conditions of blight were identified in the Study Area of which this Urban Renewal Areas is a part. Each of the five qualifying conditions was observed within the Urban Renewal Area. Implementation of this Plan by providing urban renewal resources for public and private improvements will remedy the conditions identified:

(b) *Predominance of defective or inadequate street layout - Observed*

Roadway improvements including curbs, sidewalks, and filling potholes will improve the existing street layout and function ability.

(d) *Unsanitary or unsafe conditions - Observed*

The private investments and onsite development will eliminate the excessive litter and dumping as well as provide a safe and welcoming environment with enhanced lighting and public art.

(e) *Deterioration of site or other improvements - Observed*

The development of the Plan Area will remove deteriorated site improvements including curbs, fences, and overgrown vegetation and replace with adequate improvements associated with the site plan and development standards. The Plan Area will be landscaped and maintained appropriately.

(f) *Unusual topography or inadequate public improvements or utilities - Observed*

The Plan Area will be graded and filled as needed to improve drainage, roadway, and pedestrian infrastructure.

(k.5) *The existence of health, safety, or welfare factors requiring high levels of municipal services or substantial physical underutilization or vacancy of sites, buildings, or other improvements - Observed*

The Plan Area is currently vacant and does not generate taxable revenue for the city. Through private investment and support from the Authority, the Plan Area will development into a vibrant property and be fully utilized.

Project Development Plan

The primary goal of this Plan is to eliminate the current conditions of blight in the Urban Renewal Area and prevent those conditions from reoccurring. The contemplated redevelopment of the Area is for use as affordable housing and related facilities; provided however, the Authority is authorized to approve any uses for the Area that eliminate blight and are consistent with the Comprehensive Plan and applicable zoning, including, without limitation, mixed use development, including residential, hotel, commercial, retail, office, industrial, cultural, and public uses.

Complete Public Improvements and Facilities

The Authority may undertake certain actions to make the Area more attractive for private investment. The Authority may, or may cause others, including, without limitation, one or more Districts to install, construct, and reconstruct any public improvements, including, without limitation, parking facilities. The Authority may, or may cause others to, demolish and clear buildings and existing improvements for the purpose of promoting the objectives of the Plan and the Act. Additionally, the Authority may, or may cause others to, install, construct and reconstruct any other authorized improvements, including, without limitation, other authorized undertakings or improvements for the purpose of promoting the objectives of this Plan and the Act.

Plan Modification

The Authority may propose, and City Council may make, modifications to this Plan as may be necessary; provided, however, any modification of the Plan shall (a) comply with the provisions of the Act, including §31-25-107(7); (b) not impair Available Revenues then-pledged by the Authority or the ability of the Authority to pay any outstanding Bonds, including any reimbursement obligations of the Authority; or (c) not impair the ability of the Authority or any party to any then-existing agreement to fully perform their respective covenants and duties under any such agreement. The Authority may, in specific cases, allow non-substantive variations from the provisions of this Plan if it determines that a literal enforcement or application of the provision would constitute an unreasonable limitation beyond the intent and purpose stated herein.

Provide Relocation Assistance

While it is not anticipated as of the date of this Plan that acquisition of real property will result in the relocation of any individuals, families, or business concerns; if such relocation becomes necessary, the Authority will adopt a relocation plan as necessary to comply with applicable provisions of the Act.

Demolition, Clear and Prepare Improvements

The Authority is authorized to demolish or cooperate with others to clear buildings, structures, and other improvements within the Area in an effort to advance projects deemed consistent with the vision stated herein. Such demolition or site clearance is necessary to eliminate unhealthy, unsanitary, and unsafe conditions; eliminate obsolete uses deemed detrimental to the public welfare; remove and prevent the spread of blight; and facilitate redevelopment of the Area by private enterprise.

Acquire and Dispose of Property

It is not expected that the Authority will be required to acquire property to carry out the project. However, if the Authority determines such acquisition is necessary, it is authorized to acquire any such property by negotiation or any other method, except that the Authority is not authorized to acquire property by eminent domain. Properties acquired by the Authority by negotiation may be temporarily operated, managed and maintained by the Authority if requested to do so by the acquiring entity and deemed in the best interest of the Urban Renewal Project and the Plan. Such property shall be under the management and control of the Authority and may be rented or leased pending its disposition for redevelopment.

The Authority may sell, lease, or otherwise transfer real property or any interest in real property subject to covenants, conditions and restrictions, including architectural and design controls, time restrictions on development, and building requirements in accordance with the Act and this Plan.

Enter into Redevelopment/Development Agreements

The Authority may enter into Redevelopment/Development Agreements or other contracts with developer(s) or property owners or such other individuals or entities determined to be necessary to carry out the purposes of this Plan, including the pledge by the Authority of Available Revenues to pay eligible costs pursuant to the Act or any other applicable law. Further, such Redevelopment/Development Agreements, or other contracts, may contain terms, provisions, activities, and undertakings contemplated by this Plan and the Act. Any existing agreements between the City and private parties that are consistent with this Plan are intended to remain in full force and effect unless all parties to such agreements agree otherwise.

Enter into Cooperation Agreements

The Authority is authorized to enter into such Cooperation Agreements as may be required by the Act, including tax sharing agreements. The Authority may also use the mediation and other provisions of the Act when necessary to provide adequate financing to carry out this Plan. This paragraph shall not be construed to require any particular form of cooperation.

Other Project Undertakings and Activities

Other project undertakings and activities deemed necessary by the Authority to carry out the Plan may be undertaken and performed by the Authority or pursuant to agreements with other parties or public bodies in accordance with the authorization of the Act and any applicable law or laws.

7. Project Financing

Financing Powers

Except as hereafter specifically provided, the undertakings and activities of the urban renewal project described in this Plan may be financed, in whole or in part, by the Authority to the full extent authorized under the TIF provisions of CRS § 31-25-107(9)(a) in the Urban Renewal Law, as amended, and with any other available sources of revenues and means of financing authorized to be undertaken by the Authority pursuant to the Urban Renewal Law and under any other applicable law, which shall include, without limitation:

- The collection and use of revenues from property tax increments, sales tax increments, interest income, federal loans or grants, agreements with public, quasi-public, or private parties and entities, loans or advances from any other available source, and any other available sources of revenue.
- The issuance of bonds and other indebtedness, including, without limitation, notes or any other financing instruments or documents in amounts sufficient to finance all or part of the Plan. The borrowing of funds and creation of other indebtedness.
- The use of any and all financing methods legally available to the City, the Authority, any private developer, redeveloper, or owner to finance in whole or in part any and all costs, including without limitation the cost of public improvements, described or anticipated in the Plan or in any manner related or incidental to the development of the Plan Area. Such methods may be combined to finance all or part of activities and undertakings throughout the Plan Area.
- The principal, interest, any premiums and any other amounts legally due on or in connection with any indebtedness or obligation of the Authority may be paid from property tax increments, sales tax increments or any other funds, revenues, assets or property legally available to the Authority.

This Plan contemplates, however, that the primary method of assisting with financing eligible expenses in the Plan Area will be through the use of revenues generated by Property Tax Increment. It is the intent of the City Council in approving this Plan to authorize the use of TIF by the Authority as part of its efforts to advance the vision, objectives, and activities described herein.

Tax Increment Financing District

Pursuant to the provisions of Section 31-25-107(9) of the Urban Renewal Law, in approving this Plan, the City Council hereby approves the Plan Area as a single tax increment financing district with the same boundary as the Plan Area (the "TIF District"). The boundaries of this TIF District shall therefore be as depicted in **Figure 1**.

Property Tax Increment Financing

The Authority is specifically authorized to collect and expend property tax increment revenue to the full extent authorized by the Urban Renewal Law and to use that revenue for all purposes authorized under this Plan.

Property Tax Increment Limitations

The Authority shall establish a fund for the financing authorized under this Plan that shall be funded with the property tax allocation authorized to the Authority under the Urban Renewal Law in C.R.S. Section 31-25-107(9). Under this method, the property taxes of specifically designated public bodies, if any, levied after the effective date of the approval of this Plan upon taxable property in the Plan Area each year by or for the benefit of the designated public body must be divided for a period not to exceed twenty-five (25) years after the effective date of the adoption of the tax allocation provision, as follows:

Base Amount – That portion of the taxes that are produced by the levy at the rate fixed each year by or for such public body upon the valuation for assessment of taxable property in the Plan Area last certified prior to the effective date of approval of the Plan or, as to an area later added to the Plan Area, the effective date of the modification of the Plan, shall be paid into the funds of each such public body as are all other taxes collected by or for said public body.

Increment Amount – That portion of said property taxes in excess of such base amount must be allocated to and, when collected, paid into a special fund of the Authority to pay the principal of, the interest on, and any premiums due in connection with the bonds of, loans or advances to, or indebtedness incurred by, whether funded, refunded, assumed, or otherwise, the Authority for financing or refinancing, in whole or in part, a specific project. Any excess property tax collections not allocated in this way must be paid into the funds of the municipality or other taxing entity, as applicable.

Unless and until the total valuation for assessment of the taxable property in the Plan Area exceeds the base valuation for assessment of the taxable property in the Plan Area, all of the taxes levied upon the taxable property in the Plan Area must be paid into the funds of the respective public bodies.

When such bonds, loans, advances, and indebtedness, if any, including interest thereon and any premiums due in connection therewith, have been paid, all taxes upon the taxable property in the Plan Area must be paid into the funds of the respective public bodies, and all moneys remaining in the special fund that have not previously been rebated and that originated as property tax increment generated based on the mill levy of a taxing body, other than the City, within the boundaries of the Plan Area must be repaid to each taxing body based on the pro rata share of the prior year's property tax increment attributable to each taxing body's current mill levy in which property taxes were divided. Any moneys remaining in the special fund not generated by property tax increment are excluded from any such repayment requirement. Notwithstanding any other provision of law, revenues excluded by §31-25-107(9)(a)(II) of the Act are not intended to be included in Available Property Tax Increment Revenues.

Notwithstanding any other provision of law, any additional revenues the City, county, special district, or school district receives either because the voters have authorized the City, county, special district, or school district to retain and spend said moneys pursuant to section 20(7)(d) of Article X of the Colorado Constitution subsequent to the creation of this special fund or as a result of an increase in the property tax mill levy approved by the voters of the City, county, special district, or school district subsequent to the creation of the special fund, to the extent the total mill levy of the City, county, special district, or school district exceeds the respective mill levy in effect at the time of approval or substantial modification of the Plan, are not included in the amount of the increment that is allocated to and, when collected, paid into the special fund of the authority.

In calculating and making these payments, the County Treasurer may offset the Authority's pro rata portion of any property taxes that are paid to the Authority under these terms and that are subsequently refunded to the taxpayer against any subsequent payments due to the Authority for an urban renewal project. The Authority shall make adequate provision for the return of overpayments in the event that there are not sufficient property taxes due to the Authority to offset the Authority's pro rata portion of the refunds. The Authority may establish a reserve fund for this purpose or enter into an intergovernmental agreement with the municipal governing body in which the municipality assumes responsibility for the return of the overpayments.

The portion of taxes collected may be irrevocably pledged by the Authority for the payment of the principal of, the interest on, and any premiums due in connection with such bonds, loans, advances, and indebtedness. This irrevocable pledge shall not extend to any taxes that are placed in a reserve fund to be returned to the county for refunds of overpayments by taxpayers or any reserve funds reserved by the Authority for such purposes in accordance with Section 31-25-107(9)(a)(III) and (b), C.R.S. The Authority shall set aside and reserve a reasonable amount as determined by the Authority of all incremental taxes paid to the Authority for payment of expenses associated with administering the Plan.

At the time of general reassessment of taxable property valuations in El Paso County, including all or part of the Plan Area subject to division of valuation for assessment between base and increment, as provided above, the portions of valuations for assessment to be allocated as provided above shall be proportionately adjusted in accordance with such reassessment or change. Note that at the time of this Plan adoption, such a general reassessment occurs every two years, in the odd-numbered years.

Tax Increment Reimbursements

Tax increment revenues may be used to reimburse the City and/or a developer for costs incurred for improvements related to a project to pay the debt incurred by the Authority with such entities for urban renewal activities and purposes. Tax increment revenues may also be used to pay bonded indebtedness, financial obligations, and debts of the Authority related to urban renewal activities under this Plan.

Within the 12-month period prior to the effective date of the approval or modification of the Plan requiring the allocation of moneys to the Authority as outlined previously, the City, county, special district, or school district is entitled to the reimbursement of any moneys that such City, county, special district, or school district pays to, contributes to, or invests in the Authority for a project. The reimbursement is to be paid from the special fund of the Authority.

8. Severability and Reasonable Variations

The Authority shall have the ability to approve reasonable variations (as determined by the Board) from the strict application of these Plan provisions, so long as such variations reasonable accommodate the intent and purpose of this Plan and the Urban Renewal Law. Plan provisions may be altered by market conditions, redevelopment opportunities and/or the needs of the community affected by the Plan.

If any portion of this Plan is held to be invalid or unenforceable, such invalidity will not affect the remaining portions of the Plan.

9. Effective Date of the Plan

This Plan shall be effective upon its final approval by the City Council. Except as otherwise permitted under the Urban Renewal Law, the term of the TIF period is twenty-five (25) years from the effective date of the Plan, unless the Authority deems, to the extent consistent with the terms in the applicable, agreements, including, without, limitation, Redevelopment/Development Agreements and Cooperation Agreements, that all activities to accomplish the Project have been completed and all debts incurred to finance such activities and all expenses of the Authority have been repaid. In that event, the Authority may declare the Plan fully implemented.

Board of Trustees, Internal Affairs
Committee and Management
Pikes Peak Library District
Colorado Springs, Colorado

As part of our audit of the financial statements of Pikes Peak Library District (the District) as of and for the year ended December 31, 2020, we wish to communicate the following to you.

AUDIT SCOPE AND RESULTS

Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America and the Standards Applicable to Financial Audits Contained in *Government Auditing Standards* Issued by the Comptroller General of the United States

An audit performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

Qualitative Aspects of Significant Accounting Policies and Practices

Significant Accounting Policies

The District's significant accounting policies are described in Note I of the audited financial statements.

Alternative Accounting Treatments

- No matters are reportable

Management Judgments and Accounting Estimates

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant areas of such estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Fair value of investments
- Allowance for uncollectible receivables
- Useful lives of capital assets
- Compensated absences accrual
- Pension expense

Financial Statement Disclosures

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Change in accounting principle – adoption of GASB Statement No. 84
- Inter-fund activities
- Risk management
- TABOR amendment
- Claims and litigation
- General fund budgetary information

Audit Adjustments

- No matters are reportable

Auditor's Judgments About the Quality of the District's Accounting Principles

- No matters are reportable

Other Material Communications

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- We orally communicated to management other deficiencies in internal control identified during our audit that are not considered material weaknesses or significant deficiencies

* * * * *

This communication is intended solely for the information and use of Management, the Internal Affairs Committee, the Board of Trustees and others within the District and is not intended to be and should not be used by anyone other than these specified parties.

BKD, LLP

June 28, 2021

Representation of:
Pikes Peak Library District
1175 Chapel Hills Drive
Colorado Springs, Colorado 80920

Provided to:
BKD, LLP
Certified Public Accountants
111 S. Tejon Street, Suite 800
Colorado Springs, Colorado 80903

The undersigned (“We”) are providing this letter in connection with BKD’s audit of our financial statements as of and for the year ended December 31, 2020.

Our representations are current and effective as of the date of BKD’s report: June 28, 2021.

Our engagement with BKD is based on our contract for services dated: October 8, 2020.

Our Responsibility and Consideration of Material Matters

We confirm that we are responsible for the fair presentation of the financial statements subject to BKD’s report in conformity with accounting principles generally accepted in the United States of America.

We are also responsible for adopting sound accounting policies; establishing and maintaining effective internal control over financial reporting, operations, and compliance; and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

Confirmation of Matters Specific to the Subject Matter of BKD’s Report

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our contract, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation, and maintenance of:
 - a. Internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
 - b. Internal control to prevent and detect fraud.
3. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.

- b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. All minutes of meetings of the governing body held through the date of this letter or summaries of actions of recent meetings for which minutes have not yet been prepared. All unsigned copies of minutes provided to you are copies of our original minutes approved by the governing body, if applicable, and maintained as part of our records.
 - e. All significant contracts and grants.
4. All transactions have been recorded in the accounting records and are reflected in the financial statements.
 5. We have informed you of all current risks of a material amount that are not adequately prevented or detected by our procedures with respect to:
 - a. Misappropriation of assets.
 - b. Misrepresented or misstated assets, liabilities or net position.
 6. We understand the potential penalties for failure to disclose reportable tax transactions to the taxing authorities and have fully disclosed to BKD any and all known reportable tax transactions.
 7. We have no knowledge of any known or suspected fraudulent financial reporting or misappropriation of assets involving:
 - a. Management or employees who have significant roles in internal control, or
 - b. Others, where activities of others could have a material effect on the financial statements.
 8. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, customers, regulators, suppliers, or others.
 9. We have assessed the risk that the financial statements may be materially misstated as a result of fraud and disclosed to you any such risk identified.
 10. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.

We understand that the term related party refers to an affiliate, management and members of their immediate families, component units, and any other party with which the entity may deal if the entity can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with, the entity.

11. Except as reflected in the financial statements, there are no:

- a. Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
 - b. Material transactions omitted or improperly recorded in the financial records.
 - c. Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
 - d. Events occurring subsequent to the balance sheet date through the date of this letter requiring adjustment or disclosure in the financial statements.
 - e. Agreements to purchase assets previously sold.
 - f. Restrictions on cash balances or compensating balance agreements.
 - g. Guarantees, whether written or oral, under which the entity is contingently liable.
12. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
13. We have no reason to believe the entity owes any penalties or payments under the Employer Shared Responsibility Provisions of the *Patient Protection and Affordable Care Act* nor have we received any correspondence from the IRS or other agencies indicating such payments may be due. Adequate provisions have been accrued for potential penalties or payments due under the Employer Shared Responsibility Provisions of the *Patient Protection and Affordable Care Act*.
14. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
15. Adequate provisions and allowances have been accrued for any material losses from:
- a. Uncollectible receivables.
 - b. Reducing obsolete or excess inventories to estimated net realizable value.
 - c. Sales commitments, including those unable to be fulfilled.
 - d. Purchase commitments in excess of normal requirements or above prevailing market prices.
16. Except as disclosed in the financial statements, the entity has:
- a. Satisfactory title to all recorded assets, and they are not subject to any liens, pledges, or other encumbrances.
 - b. Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.

17. The financial statements disclose all significant estimates and material concentrations known to us. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets for which events could occur that would significantly disrupt normal finances within the next year. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
18. The fair values of financial and nonfinancial assets and liabilities, if any, recognized in the financial statements or disclosed in the notes thereto are reasonable estimates based on the methods and assumptions used. The methods and significant assumptions used result in measurements of fair value appropriate for financial statement recognition and disclosure purposes and have been applied consistently from period to period, taking into account any changes in circumstances. The significant assumptions appropriately reflect market participant assumptions.
19. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.
20. With regard to deposit and investment activities:
 - a. All deposit, repurchase and reverse repurchase agreements, and investment transactions have been made in accordance with legal and contractual requirements.
 - b. Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
 - c. We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.
21. As an entity subject to *Government Auditing Standards*:
 - a. We acknowledge that we are responsible for compliance with applicable laws, regulations, and provisions of contracts and grant agreements.
 - b. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of amounts in our financial statements or other financial data significant to the audit objectives.
 - c. We have identified and disclosed to you any violations or possible violations of laws, regulations, and provisions of contracts and grant agreements whose effects should be considered for recognition and/or disclosure in the financial statements or for your reporting on noncompliance.
 - d. We have taken or will take timely and appropriate steps to remedy any fraud, abuse, illegal acts, or violations of provisions of contracts or grant agreements that you or other auditors report.
 - e. We have a process to track the status of audit findings and recommendations.

- f. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of your audit and the corrective actions taken to address any significant findings and recommendations made in such audits, attestation engagements, or other studies.
 - g. We have provided our views on any findings, conclusions, and recommendations, as well as our planned corrective actions with respect thereto, to you for inclusion in the findings and recommendations referred to in your report on internal control over financial reporting and on compliance and other matters based on your audit of the financial statements performed in accordance with *Government Auditing Standards*.
22. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis, pension, information, and budgetary information for the general fund have been prepared and are measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions, and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.
23. With regard to supplementary information:
- a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
 - b. We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
 - c. The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period
 - d. We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
 - e. If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.
24. We acknowledge the current economic volatility presents difficult circumstances and challenges for our industry. Entities are potentially facing declines in the fair values of investments and other assets, declines in the volume of business, constraints on liquidity, difficulty obtaining financing. We understand the values of the assets and liabilities recorded in the financial statements could change rapidly, resulting in material future adjustments to asset values, allowances for accounts and notes receivable, net realizable value of inventory, etc., that could negatively impact the entity's ability to maintain sufficient liquidity.

We acknowledge that you have no responsibility for future changes caused by the current economic environment and the resulting impact on the entity's financial statements. Further, management and governance are solely responsible for all aspects of managing the entity, including questioning

the quality and valuation of investments, inventory, and other assets; reviewing allowances for uncollectible amounts; evaluating capital needs and liquidity plans; etc.

25. We believe the assumptions used by the El Paso County Retirement Plan (including the discount rate and rate of return) are reasonable and reflective of the plan demographics.

DocuSigned by:

John Spears

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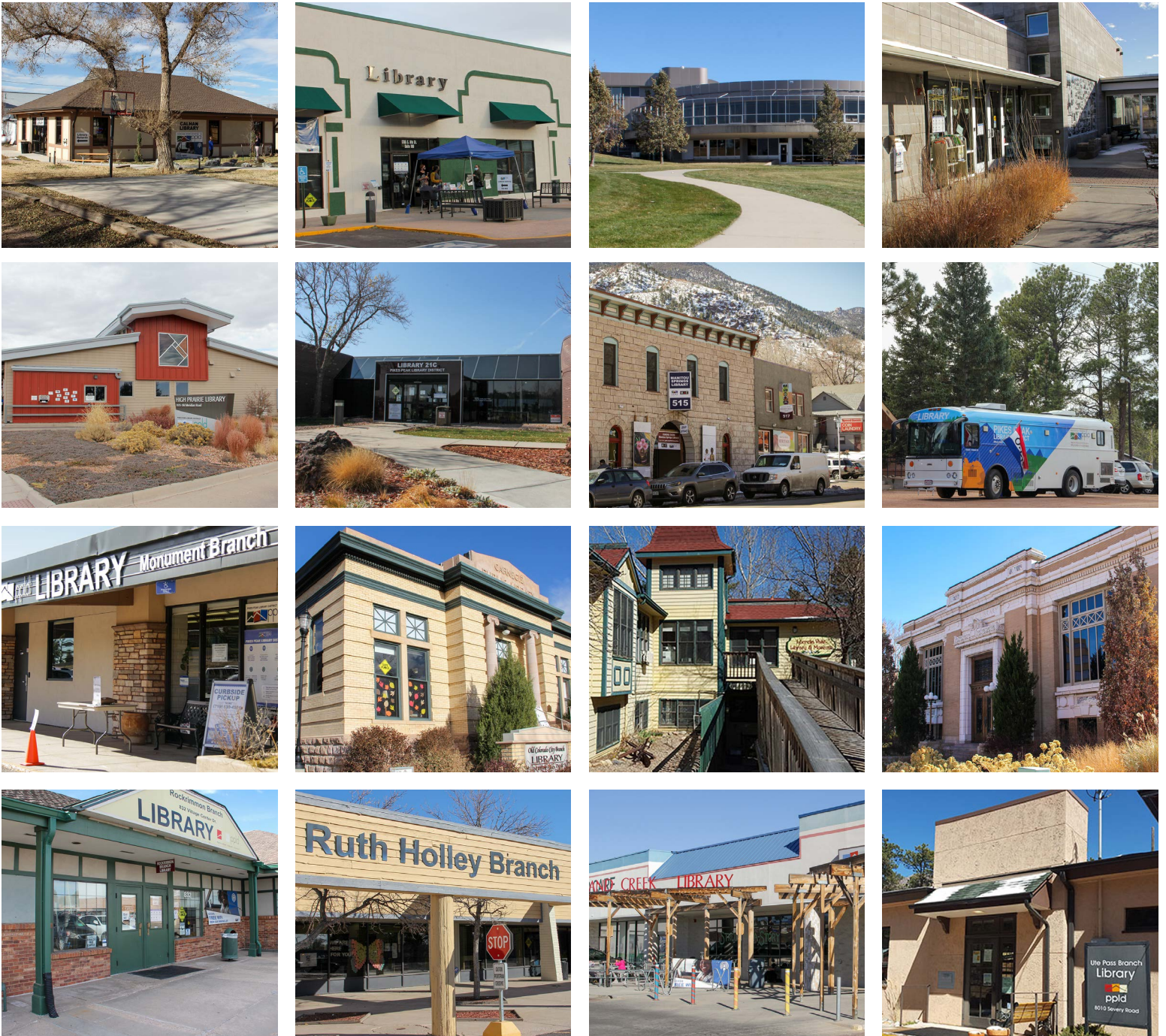
John Spears, Chief Librarian & CEO
jspears@ppld.org

DocuSigned by:

Michael E. Varnet

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Michael E. Varnet, CPA, CPFO, Chief Finance
and Business Officer
mvarnet@ppld.org



Pikes Peak Library District

Annual Comprehensive Financial Report

Year ending December 31, 2020

Administrative Offices
 20 N. Cascade Ave.
 Colorado Springs, CO 80903



(719) 531-6333 ppld.org

Pikes Peak Library District

Annual Comprehensive Financial Report

For the year ended December 31, 2020

Board of Trustees

(As of December 31, 2020)

Debbie English	President
Mina Liebert	Vice President
Wayne A. Vanderschuere.....	Secretary/Treasurer
Dora Gonzales	Trustee
Cathy Grossman	Trustee
Dr. Ned Stoll	Trustee
Scott Taylor	Trustee

Chief Librarian and Chief Executive Officer

John Spears

Prepared by

Michael E. Varnet, CPA, CPFO

Chief Financial Officer

Administrative Offices
20 N. Cascade Avenue
Colorado Springs, Colorado 80903

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Annual Comprehensive Financial Report
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(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

June 30, 2021

Members of the Board of Trustees
Pikes Peak Library District
20 N. Cascade Avenue
Colorado Springs, Colorado 80903

Dear Trustees:

I am pleased to submit to you the Annual Comprehensive Financial Report (ACFR) of the Pikes Peak Library District (the District) for the year ended December 31, 2020.

This is the 30th consecutive year that an annual financial report has been submitted to you in ACFR format, in accordance with guidelines of the Government Finance Officers Association of the United States and Canada (GFOA).

Please refer to pages 31 to 45 for the section of the ACFR called "Management's Discussion and Analysis." This section provides a discussion of the significant issues and analysis of the District's 2020 financial statements.

Last year's ACFR received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the 29th consecutive year. This award represents affirmation that the District has achieved excellence in financial reporting. The District will submit the 2020 ACFR for recognition again this year.

I want to take this opportunity to thank PPLD's Chief Financial Officer and the Finance Office staff for their operational support that ensures financial excellence, and the Board of Trustees for their stewardship of the District's fiscal activities and their supportive and future-oriented planning.

Respectfully submitted,

John Spears
Chief Librarian and Chief Executive Officer



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(719) 531-6333

ppld.org

P.O. Box 1579

Colorado Springs, CO 80901

June 30, 2020

To the Board of Trustees and the Citizens of the Pikes Peak Library District:

State law requires that every general-purpose local government publish within seven months of the close of each fiscal year a complete set of audited financial statements. This report is published to fulfill that requirement for the fiscal year ended December 31, 2020.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

BKD, LLP, our independent certified public accountants, has issued unmodified (“clean”) opinions on the Pikes Peak Library District’s (the District, the Library, or PPLD) financial statements as of and for the year ended December 31, 2020. The independent auditor’s report is located at the front of the financial section of this report.

Management’s Discussion and Analysis (MD&A) immediately follows the Independent Auditor’s Report, and provides a narrative introduction, overview, and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE GOVERNMENT

Government Structure

The District is considered a “Library District,” which is a separate legal entity, and was created through Colorado State Statute (C.R.S. 24-90-110). The District is not considered a component unit of any other government entity, including El Paso County, Colorado, and is financially, managerially, and operationally independent, and meets the guidelines outlined by the Governmental Accounting Standards Board.

Pikes Peak Library District has one component unit affiliation: Pikes Peak Library District Foundation, Inc. (a discretely presented component unit), which organized in 2003 to raise funds for the sole benefit of PPLD.

PPLD provides library services to all of El Paso County, excluding Security/Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1962. The town of Manitou Springs subsequently voted to join PPLD effective January 1, 2013.

There are 15 library facilities and three mobile libraries covering a service area of approximately 2,070 square miles. PPLD owns eight facilities: East Library, Calhan Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Library Campus, and Sand Creek Library. The District leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, a mobile fleet delivers library services to remote sites and to special non-mobile populations.

PPLD's 15 library facilities and mobile fleet are structured by region—north, southeast, and west—and their daily operations include circulation, shelving, and security. Library Services encompasses Adult Education, Adult Services, Family & Children's Services, Collection Management, Creative Services, Regional History and Genealogy (including Special Collections), and Young Adult Services. The administrative offices and departments

comprised of the Chief Librarian and CEO, Communications (branding, marketing, video production, and community relations), Development, Facilities, Finance, Human Resources, Security, and Information Technology.

PPLD's Board of Trustees consists of seven members from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Commissioners for a maximum of two five-year terms. The Trustees convene at regular meetings, as well as at special meetings, when necessary, to conduct the business of PPLD. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109).

The Board of Trustees is required to adopt a final budget no later than December 15 of each fiscal year. The annual budget serves as a foundation of PPLD's financial planning and control. The budget is prepared by fund and by department.

About Pikes Peak Library District

PPLD seeks to engage and transform people's lives via its 15 library facilities, online resources, and mobile library services. With a mission to provide resources and opportunities that impact individual lives and build community, PPLD welcomes all community members to enrich their minds, make connections, and reach their full potential.

As a national leader and the second largest library system in Colorado, the District serves a population of more than 669,000 residents across 2,070 square miles of El Paso County. Thanks to an employee base of nearly 460 full- and part-time staff and about 1,400 volunteers, PPLD continues to be recognized for its commitment to diversity and community collaboration, its innovative and community-focused programs, and excellent customer service.

The history of public libraries in the Pikes Peak Region began in October 1885 when the Colorado Springs Social Union established a library on the corner of Tejon and Cucharras Streets in downtown Colorado Springs. In 1905, a new library opened at 21 West Kiowa Street, with funds donated by Andrew Carnegie and land granted by General William Jackson Palmer. In 1962, a majority of El Paso County citizens voted to establish a special taxing district and PPLD was formed. The District serves residents of El Paso County, except for Security/Widefield School District #3, including all unincorporated areas and municipalities of Calhan, Colorado Springs, Ellicott, Falcon, Fountain, Manitou Springs, Monument, and Palmer Lake.

The District's Strategic Plan for the years 2017 – 2020 follows:

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

Pikes Peak Library District
Strategic Plan 2017-2020



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

2020 Highlights

Pikes Peak Library District launched the Pikes Peak Culture Pass in March 2020, which lets library cardholders check out a digital pass and visit area museums and attractions at no cost. PPLD also reopened the Knights of Columbus Hall as a space for and by the community.

All PPLD facilities closed to the public due to the COVID-19 pandemic on March 16, 2020, but PPLD kept changing and innovating to meet patron needs.

In April, Public Services launched virtual programming, including virtual story times, live community movie discussions, virtual yoga, poetry readings, and virtual book clubs. They also initiated a virtual ask-a-librarian service, where patrons could easily connect with PPLD staff by phone, live chat, or virtual meeting.

In May, all libraries launched curbside services and began accepting returned materials. The service was expanded to include wireless print jobs and prize pickups.

After the staff completely revamped PPLD's annual Summer Adventure program, sponsored by Children's Hospital, Colorado, nearly 5,000 children and teens participated.

On July 1, 2020, PPLD welcomed patrons back to libraries on a limited basis, such as to browse the collection or use computers.

PPLD began introducing other programs and opportunities safely to patrons, such as take and make craft kits, Dial-a-Story, Stroll-a-Story, TeleGram, and Drive-in Storytime.

In September, PPLD conducted a library experience survey to capture real-time feedback of library usage in the era of the COVID-19 pandemic to help staff better understand the experiences of patrons. Approximately 1,230 patrons responded through online and paper surveys.

During the fall, PPLD launched the "All You Need Is Your Library" campaign to ensure community members were aware of digital resources available to them, in addition to All Pikes Peak Make, a month-long celebration and programs that replaced the Colorado Springs Mini Maker Faire.

When local COVID-19 cases increased again in mid-November, PPLD began limiting access to the inside of the facilities for computer use only. However, curbside services continued, and on November 30, 2020, multifunction devices became available to the public for copying, scanning, and faxing.

In June, the Chief Librarian and CEO and the Board of Trustees President released a public statement on racism and inequity, committing PPLD to joining the efforts to all who share its mission on building a community free of racism, hatred, and intolerance.

PPLD received an impactful estate gift from a local couple, Darlene and Milt Johnson, long-time Colorado Springs residents, who gifted more than \$2 million through their estate to 10 local organizations. Of the 10, two were particularly close to the couple's hearts and were given specifically in their names – one of which was to the Pikes Peak Library Foundation.

In September, PPLD and the Manitou Arts Center officially announced a new co-location partnership where the Manitou Springs Library would relocate and operate inside the art center beginning in the Spring of 2021.

Four PPLD locations served as voter service and polling centers for the general election in early November. More than 3,000 people voted inside, 372 dropped off their ballots inside, and many more slid their ballots into secure drop boxes outside the library locations.

For the second year in a row, PPLD surpassed 2 million eMaterials checkouts in one year. PPLD ended 2020 with a total of 2,430,575 eMaterials checkouts, resulting in a top 40 ranking of all public library systems and consortiums.

LOCAL ECONOMY

The information included in the following paragraphs under this caption has been extracted and summarized from the Colorado Springs Chamber of Commerce, Colorado Department of Revenue, Colorado Springs Economic Development Corporation, Colorado Department of Education, the Bureau of Labor Statistics, U.S. Census Bureau, and the Colorado Springs Convention and Visitors Bureau.

Population

As of December 31, 2020, the population of El Paso County is 741,889 (the District’s legal service is 669,874 and is included in this total). Colorado Springs, the largest municipality within El Paso County (the County), is the 39th largest city in the nation. The County’s population has increased by approximately 222,086 since 2000, with approximately half of the increase due to migration from other states and the balance due to natural growth.

Age

The projected median age for El Paso County is 33.7 at the end of 2020. The following are estimates of the population for El Paso County by certain age categories:

Age Range	2020	% Total	2019	% Total
Under 15	154,204	20.8%	144,612	19.9%
15-24	116,905	15.8%	116,207	16.2%
25-44	207,792	28.0%	202,098	27.9%
45-64	166,423	22.4%	168,524	23.3%
65+	96,565	13.0%	91,796	12.7%
Total	741,889	100.0%	723,237	100.0%

Industries

The following chart shows the percentage of employment by industry type:

	2020	2019
Wholesale and retail trade	18.5%	15.2%
Government, including military	18.1%	18.1%
Professional and business	15.3%	15.7%
Leisure and hospitality	13.2%	13.9%
All other	13.0%	14.1%
Education, health care	12.1%	12.7%
Financial	5.9%	6.3%
Manufacturing	3.9%	4.0%

Wage/Salary

Wages are competitive with similarly sized cities, but the average education of the El Paso County employee is greater, providing employers with a high value workforce.

In regularly conducted surveys, local employers rank the quality, dependability, and stability of the El Paso County workforce as some of the community's top strengths. Local employers also consistently rank the caliber of their employees as higher than that of employees in sister facilities elsewhere.

The following chart depicts the estimated annual mean of wage levels for certain occupations.

Occupation	2020 Annual Wages	2019 Annual Wages
Accountants and Auditors	75,570	75,970
Bank Tellers	35,520	32,940
Bookkeeping, Accounting, and Auditing Clerks	41,450	40,470
Carpenters	50,920	46,300
Civil Engineers	88,050	95,150
Computer Programmers	72,460	77,090
Correctional Officers	62,800	58,690
Dental Hygienists	80,790	75,270
Electrical Engineers	109,760	107,060
Elementary School Teachers	50,060	48,650
Executive Secretaries	52,860	53,240
Financial Analysts	87,940	84,080
Graphic Designers	50,650	52,580
Order Clerks	39,440	30,770
Payroll Clerks	47,300	45,600
Physicians and Surgeons	222,520	196,000
Property Managers	73,420	65,580
Social Workers	65,680	67,840
Systems Analysts	103,500	100,760

Consumer Spending

Retail sales for 2020 were about 4% higher than 2019. Population and per capita income drive consumer spending. Both are expected to increase in the future.

Cost of Living

Colorado Springs' cost of living index for 2020 was 104.0, which is slightly higher than the nation as a whole. The following chart compares the cost-of-living index for Colorado Springs to other cities:

	2020	2019
Seattle, WA	156.0	156.7
Los Angeles, CA	147.2	145.9
Portland, OR	132.7	134.0
Denver, CO	114.0	110.8
Dallas, TX	106.0	107.7
Salt Lake City, UT	104.6	103.3
Colorado Springs, CO	104.0	100.8
Phoenix, AZ	103.8	98.9
Las Vegas, NV	102.9	103.1
National Average	100.0	100.0
Boise, ID	99.1	98.4
Albuquerque, NM	94.3	88.3

Housing

Colorado Springs currently has a supply of reasonably affordable housing, which is important because much of the country is having a difficult time providing this necessity. Colorado Springs' median household income is currently above the levels needed to meet the average cost of housing.

The following chart compares the average price of a new 2,400 sq. ft. home in Colorado Springs to other cities at the end of 2020.

	2020	2019
Los Angeles, CA	\$ 856,727	\$ 816,438
Seattle, WA	844,715	813,440
Portland, OR	611,354	616,272
Denver, CO	542,418	515,298
Las Vegas, NV	410,414	447,464
Salt Lake City, UT	405,357	396,378
Colorado Springs, CO	389,034	343,668
Boise, ID	376,220	349,211
Dallas, TX	373,595	389,520
National Average	371,319	366,058
Phoenix, AZ	351,300	334,870
Albuquerque, NM	335,658	260,900

At the end of 2020, apartment rental rates are equally reasonable when compared to approximately 950 square foot apartments with two bedrooms and one and a half or two full baths in other cities:

	2020	2019
	Per Month	Per Month
Los Angeles, CA	\$ 2,729	\$ 2,800
Seattle, WA	2,606	2,650
Portland, OR	2,533	2,542
Dallas, TX	1,776	1,588
Phoenix, AZ	1,598	1,424
Denver, CO	1,560	1,500
Colorado Springs, CO	1,445	1,310
Boise, ID	1,297	1,131
Las Vegas, NV	1,223	1,208
National Average	1,172	1,155
Salt Lake City, UT	1,165	1,273
Albuquerque, NM	886	901

Tourism

Tourism remains one of the main draws to the Colorado Springs area. More than 20 million visitors per year put over two billion dollars into the local economy (non-COVID years). Top attractions include the world-renowned Garden of the Gods followed by the United States Air Force Academy. Most visitors to the Colorado Springs area come from Colorado followed by Texas and California.

Roads

Colorado Springs is conveniently located near the geographical center of the United States, providing easy access to Interstate 70 heading east and west and Interstate 25 heading north and south. To the city's east, Powers Boulevard is a major north-south thoroughfare providing rapid access for the city's growing eastern edge. Highway 24 bypass provides an east-west route.

Airport

Air travel is easy from Colorado Springs with two airports from which to choose in close proximity. The Colorado Springs airport features 12 gates and a 13,500-foot runway, which allows modern aircraft to reach any city in North America. The airport can handle all jet aircraft including wide body planes. Denver International Airport is just 75 miles to the north (about 1 hour and 30 minutes by car on Interstate 25 and E-470).

Legislation

The State of Colorado operates under the Taxpayer Bill of Rights (TABOR), which imposes restrictions on collected property tax revenues in relation to fiscal year spending. Both amounts cannot exceed the prior year's amount (adjusted for inflation and a growth factor) without voter approval. TABOR also imposes restrictions and stipulations on elections, including bond issuances and mill levy increases.

Education

El Paso County has 17 school districts, as well as private elementary/high schools, charter schools, and the state-sponsored Colorado School for the Deaf and the Blind. The 84% high school graduation rates in El Paso County are higher than those for Colorado but are still below the Colorado Department of Education's target of 90%.

Colorado Springs has 18 institutions of higher education. The three largest are:

	Total Enrollment	
	2020	2019
Pikes Peak Community College	13,204	13,275
University of Colorado at Colorado Springs	12,180	12,795
United States Air Force Academy	4,304	4,336

National Rankings

- Colorado Springs ranked #4 in U.S. News and World Report's Best Places to Live in 2020. A low cost of living, low unemployment rate, and a variety of recreation and entertainment options were cited as reasons for the ranking.
- Colorado Springs was voted #1 Most Confident Workforce in the Nation by LinkedIn. Workforce confidence is calculated based on participants' views of their current job security (or ability to land a new position), their finances, and their longer-term career prospects.
- Colorado Springs was among the top mid-sized cities for new or expansion projects determined by the Site Selectors Guild in 2020.
- Colorado Springs has earned the #7 spot in TripAdvisor's list ranking the top 25 emerging destinations in the world. The list is published annually and uses reviews, ratings, and saves from travelers worldwide to "spotlight the very best."
- Colorado Springs climbed this year to its highest ranking ever in the Milken Institute's annual Best-Performing Cities ranking, moving up 22 places from last year's ranking to 36th.
- Colorado Springs has been ranked #13 on the New York Times' prestigious "52 Places to Visit in 2020" list.

- Colorado Springs ranked fourth on CBRE’s list of up-and-coming North American tech-talent markets, according to CBRE’s Scoring Tech Talent Report, which ranks 75 U.S. and Canadian markets according to their ability to attract and grow tech talent.
- Colorado Springs ranked #28 best metro area for STEM professionals by WalletHub. The data set ranges from per-capita job openings for STEM graduates to annual median wage growth for STEM jobs.

OTHER ITEMS

Internal Controls

The District has several policies and procedures, which govern the operations of the District to ensure effective cash management, compliance with government accounting regulations, and good business practice. The objectives of these policies and procedures are commensurate with our District-wide goals to effectively manage the current assets and resources of the District.

The oversight responsibilities of the financial operations of the District rest with the Board of Trustees. Each month the Board is provided detailed financial information, prepared by the Finance Office, including financial statements and budget analysis for each fund. The Board is responsible for all budgetary resolutions and approvals, and for setting the mill levy annually. The Board is also responsible for the approval of any real estate transactions, bonded debt, borrowing of funds, and major contracts.

The Chief Librarian and Chief Librarian and CEO can authorize operational contracts, and to approve expenditures up to \$100,000. The Chief Financial Officer can authorize purchase orders under \$100,000. Purchases more than \$100,000 are submitted to the Board of Trustees for approval. These, and other stipulations, are included in an extensive Financial Guidelines Policy, which was approved by the Board of Trustees.

Segregation of duties is a guiding principle in the Finance Office. For example, the staff members who count the cash and prepare deposit slips are not authorized to record deposits in the accounting system. Only a few staff members are given the combination to the safe, and only the Chief Financial Officer and the Chief Librarian and CEO are authorized to affect wire transfers or banking transactions.

The Chief Financial Officer approves all purchase orders, payments of services, and journal entries. The accounting system is carefully set up to allow rights for certain functions to the appropriate staff members only. A staff member who does not have cash receipt or cash disbursement responsibility processes bank reconciliations, but such reconciliations must be reviewed and approved by the Chief Financial Officer.

Internally performed cash audits of all petty cash and cash registers banks are scheduled periodically at the Library locations.

We believe that the cash management procedures in place are thorough and comprehensive, providing an effective environment of safety and good stewardship of the taxpayers’ trust.

FINANCIAL POLICIES

The 2020 ACFR has been prepared in compliance with the District's Financial Guidelines, applying Generally Accepted Accounting Principles for governmental and Non-Profit entities, without exception.

AWARDS and ACKNOWLEDGMENTS

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Pikes Peak Library District for its Comprehensive Annual Financial Report for the year ended December 31, 2019. This was the 29th consecutive year that the District has received this prestigious award.

To be awarded a Certificate of Achievement for Excellence in Financial Reporting, the government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must justify both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current Comprehensive Annual Financial Report continues to meet the Certificate of Achievement for Excellence in Financial Reporting program's requirements, and we are submitting it to the GFOA to determine its eligibility for another certificate.

We wish to thank the members of the Board of Trustees for their leadership and support.

Finally, we would like to offer special thanks to the following individuals who are (or have been) employed by the District's Finance Office, and whose efforts and contributions made the preparation of the 2020 ACFR a success:

Dana Austin, Tisha Gough, Randy Green, Tina Lambert, Carol Morrow, Dawn Ouradnik, Tatiana Zonte.

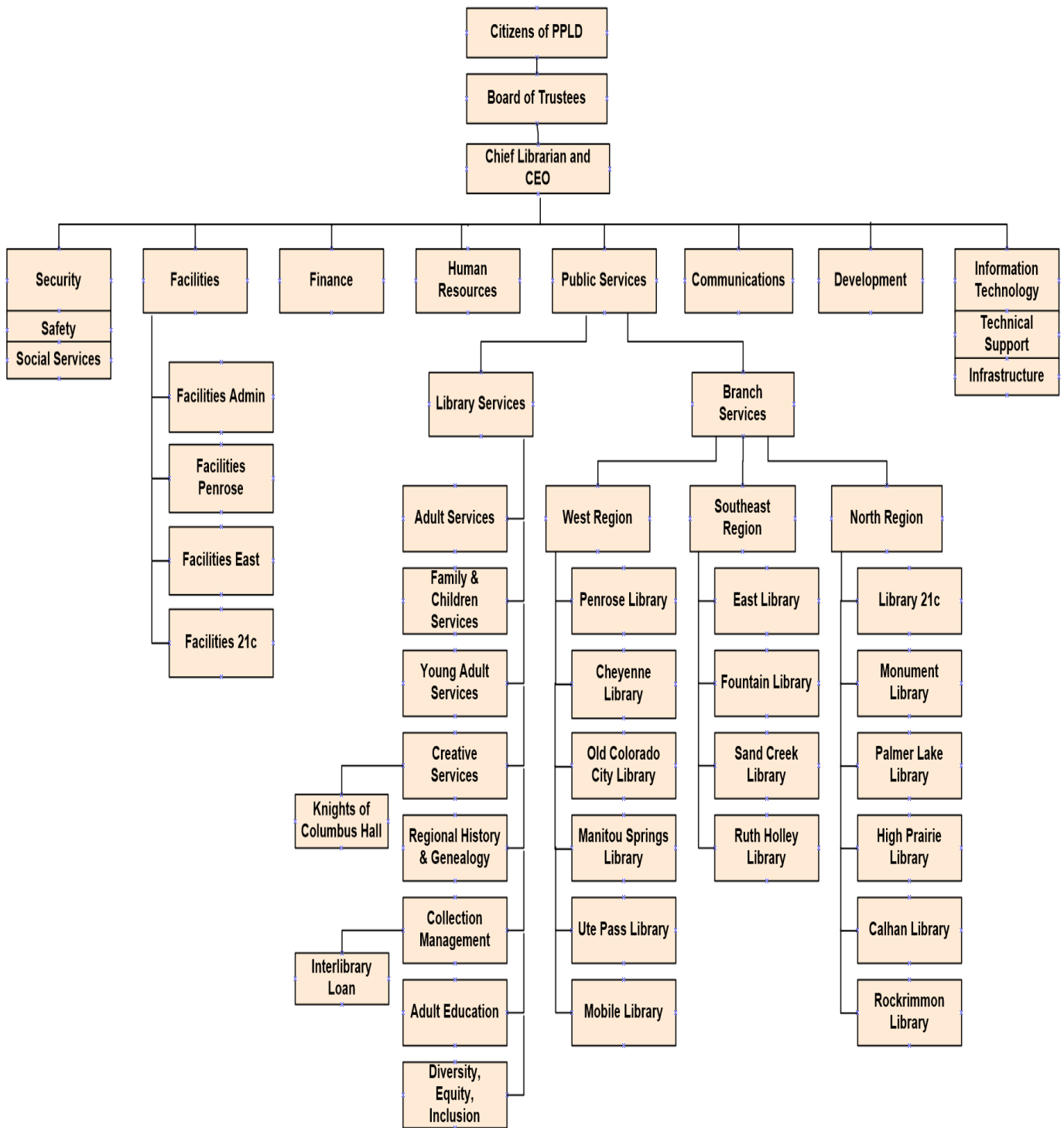
Respectfully submitted,



John Spears
Executive Director



Michael E. Varnet, CPA, CPFO
Chief Financial Officer



Organizational Chart

**Chief Librarian and
Chief Executive Officer's Leadership Team
December 31, 2020**

John SpearsChief Librarian and Chief Executive Officer
Michael BrantnerChief Safety, Social Work and Security Officer
Teona Shainidze Krebs Chief Public Services Officer
Lance JamesChief Development Officer and Foundation Executive Officer
Heather LaslieChief Human Resources and Organizational Development Officer
Rich Peters Chief Information Officer
Michelle RayChief Communications Officer
Gary Syling Chief Facilities Management Officer
Michael Varnet, CPA, CPFO Chief Financial Officer
Laura Foster Executive Assistant

**Pikes Peak Library District
List of Managers
As of December 31, 2020**

<u>Manager's Name</u>	<u>Job Title</u>
Abbott, Steve	Library Manager 2, Rockrimmon Library
Asmar, Michael	Library Supervisor, Penrose Library
Blakely, Evelyn	Library Supervisor, Old Colorado City Library
Brantner, Michael	Chief Safety, Social Work & Security Officer
Carrier, Jean	Library Supervisor, Monument Library
Carlson, Christina	Supervisor, Collection Management
Cruz, Rebecca	Director, Creative Services
Dodge, Hillary	Regional Library Director, North Region
Doherty, Michael	Regional Library Director, West Region
Egan, Richard	Facilities Supervisor, Library 21c
Fletcher, Mark	Library Supervisor, Fountain Library
Ford, Terry	Library Supervisor, East Library
Foye, Laura	Library Supervisor, High Prairie Library
Fuqua-Jones, Linda	Library Supervisor, Palmer Lake Library
Garcia, David	Facilities Supervisor, East Library
Garcia, Lisa	Library Supervisor, Sand Creek Library
Gomori, Alicia	Library Manager 2, Fountain Library
Goodwin, Janina	Library Manager 3, East Library
Green, Randall	Controller, Finance
Hancock, Sandy	Library Manager 2, Old Colorado City Library
Hart, Andrew	Library Manager 2, Monument & Palmer Lake Libraries
James, Lance	Chief Development Officer & Foundation Executive Officer
Knowles, David	Security Supervisor, Library 21c
Jaramillo, Cristina	HRIS, Benefits, & Compliance Manager
Krupicka-Smith, Antonia	Library Manager 3, Penrose Library
Lanaux, Juanita	Manager, End User Services
Laslie, Heather	Chief HR & Organizational Development Officer
Lennen, Troy	Security Supervisor, Penrose Library
Lobello, Brett	Director, Regional History & Genealogy
Logsdon, Cody	Organizational Development Manager
London, Laura	Library Supervisor, Rockrimmon Library
Marez-Frutchey, Amanda	Manager 1, Interlibrary Loan
Morris, Tim	Manager 2, Special Collections
Osborne, Randall	Facilities Supervisor, Penrose Library
Paisley, Tiffany	Library Manager 2, Cheyenne Mountain Library
Parker, Annelise	Manager, IT Infrastructure
Peters, Richard	Chief Information Officer
Pierce, Jenny	Director, Collection Management

**Pikes Peak Library District
List of Managers
As of December 31, 2020**

Ray, Michelle	Chief Communications Officer
Rendon, Joanna	Director, Young Adult Services
Robert, Marion	Library Supervisor, East Library Shelving
Rodda, Amy	Director, Adult Services
Rundle, Jacob	Library Manager 2, Sand Creek Library
Sayles, Tammy	Director, Adult Education
Schloesser, Melissa	Library Supervisor, Library 21c
Shainidze Krebs, Teona	Chief Public Services Officer
Simpson, Abby	Regional Library Director, Southeast Region
Snellgrove, Rachel	Manager 1, Adult Education
Spears, John	Chief Librarian & CEO
Springer, Whitney	Library Manager 2, Manitou Springs & Ute Pass Libraries
Swanson, Kayah	Director, Public Relations
Syling, Gary	Chief Facilities Management Officer
Tierney, Catie	Library Manager 3, Library 21c
Toledo, Fran	Library Supervisor, Ruth Holley Library
VACANT	Director, Children's Services
VACANT	Library Manager 2, Ruth Holley Library
VACANT	Library Supervisor, Cheyenne Mountain Library
VACANT	Security Supervisor, East Library
Varnet, Michael	Chief Finance Officer
Ward, Lisa	Manager 1, Mobile Library Services
Willhoff, Elizabeth	Library Manager 2, High Prairie Library



Government Finance Officers Association

Certificate of
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in Financial
Reporting

Presented to

**Pikes Peak Library District
Colorado**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

December 31, 2019

Independent Auditor's Report

Board of Trustees
Pikes Peak Library District
Colorado Springs, Colorado

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the Pikes Peak Library District (the District), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Pikes Peak Library District as of December 31, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matters

The District adopted new accounting guidance, Governmental Accounting Standards Board Statement No. 84, *Fiduciary Activities* and paragraphs 4 and 5 of Governmental Accounting Standards Board Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*. Our opinions are not modified with respect to these matters.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary, and pension information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The combining and individual fund statements and schedules and the introductory and statistical sections as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The 2020 combining and individual fund statements and schedules are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion,

Board of Trustees
Pikes Peak Library District

the 2020 combining and individual fund statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole. We also have previously audited, in accordance with auditing standards generally accepted in the United States of America, the District's basic financial statements as of and for the year ended December 31, 2019, which are not presented with the accompanying financial statements. In our report dated July 29, 2020, we expressed unmodified opinions on the respective financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information. In our opinion, the 2019 comparative combining and individual fund financial statements and schedules supplementary information is fairly stated in all material respects in relation to the basic financial statements as of and for the year ended December 31, 2019, taken as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 28, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

BKD, LLP

Colorado Springs, Colorado
June 28, 2021

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Pikes Peak Library District
Management's Discussion and Analysis (Unaudited)
December 31, 2020

As management of the Pikes Peak Library District, we offer readers of the Pikes Peak Library District financial statements this narrative overview and analysis of the financial activities of the Pikes Peak Library District (the District or PPLD) for the year ended December 31, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal, which can be found on pages 11 through 26 of this report.

Financial Highlights

- The District's total assets and deferred outflows of resources was \$101,025,888 as of December 31, 2020. Included in this total is current assets of \$48,267,641 (primarily cash and investments of \$15,990,222 and property taxes receivable of \$31,132,840), noncurrent assets (capital assets) of \$33,586,376, and deferred outflow of resources (pension-related amounts) of \$19,171,871.
- The District's total liabilities and deferred inflows of resources was \$79,037,500 as of December 31, 2020. Included in this total is current liabilities of \$2,444,350 (accounts payable of \$993,763 and accrued compensation payable of \$1,450,587), noncurrent liabilities of \$42,776,532 (accrued compensation absences of \$1,439,252 and net pension liability of \$41,337,280), and deferred inflows of resources of \$33,816,618 (property taxes of \$31,132,840 and pension-related amounts of \$2,683,778).
- The District's assets and deferred outflows exceeded its liabilities and deferred inflows by \$21,988,388 (net position) as of December 31, 2020.
- Total net position is comprised of the following:
 - (1) Net investment in capital assets of \$33,556,137 includes property and equipment, net of accumulated depreciation.
 - (2) Net position of \$1,298,802 is restricted by constraints imposed from outside the District, such as gifts, grantors, laws, or regulations.
 - (3) Unrestricted deficit net position of (\$12,866,551) represents the portion available to maintain the District's continuing obligations to citizens and creditors. As discussed below, the District implemented GASB Statement No. 68 effective January 1, 2015. As of December 31, 2020, the District's proportionate share of the Net Pension Liability was \$41,337,280. This balance is included in the unrestricted net position.
- The District's total assets in its Governmental Funds was \$50,627,109 as of December 31, 2020 (primarily cash and investments of \$15,262,997 and property taxes receivable of \$31,132,840).
- The District's total liabilities of its Governmental Funds was \$4,799,335 as of December 31, 2020 (accounts payable of \$842,211, accrued compensation payable of \$833,764, and amounts due to other funds of \$3,123,360).
- The District's total deferred inflows of resources was \$31,405,868 (property taxes of \$31,132,840 and unavailable fund resources of \$273,028).

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

- The District's General Fund reported total ending fund balance of \$11,320,091 as of December 31, 2020. This compares to the prior year ending fund balance of \$10,060,702, showing an increase of \$1,259,389 during the current year.
- As of December 31, 2020, unassigned fund balance for the General Fund was \$9,395,403, or 28.4%, of total General Fund expenditures, including transfers for the year ended December 31, 2020.
- Overall, the District continues to maintain a moderately strong financial position.

The above financial highlights are explained in more detail in the "Financial Analysis of the District as a Whole" section of this document.

Overview of the Financial Statements

This Management's Discussion and Analysis document introduces the District's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. This report also contains required and other supplementary information in addition to the basic financial statements themselves. Comparative data is presented when available.

Government-wide Financial Statements

The District's annual report includes two District government-wide financial statements. These statements provide both long-term and short-term information about the District's overall financial status. Financial reporting at this level uses a perspective like that found in the private sector with its basis in accrual accounting and elimination of internal activities between funds.

The first of these government-wide statements is the *Statement of Net Position*. This is the government-wide statement of financial position presenting information that includes all the District's assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Evaluation of the overall health of the District would extend to other nonfinancial factors such as diversification of the taxpayer base or the condition of District infrastructure, in addition to the financial information provided in this report.

The second government-wide statement is the *Statement of Activities*, which reports how the District's net position changed during the current calendar year. All current year revenues and expenses are included regardless of when cash is received or paid. An important purpose of the design of the Statement of Activities is to show the financial reliance of the District's distinct activities or functions on revenues provided by the District's taxpayers.

Both government-wide financial statements distinguish governmental activities of the District that are principally supported by property taxes and from business-type activities that are intended to recover all or a significant portion of their costs through user fees and charges. Governmental activities include general library operations. The District has no business-type activities.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

The government-wide financial statements also include the financial statements of Pikes Peak Library District Foundation, Inc., a legally separate entity. Financial information for this component unit is reported separately from the financial information presented for the District (primary government) in accordance with GASB standards.

The government-wide financial statements are presented on pages 47 through 52 of this report.

Fund Financial Statements

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The District uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the District's significant funds. Each major fund is separately reported.

The District has the following fund types:

Governmental funds are reported in the fund financial statements and encompass the same functions reported as governmental activities in the government-wide financial statements. However, the focus is very different with fund statements providing a distinctive view of the District's governmental funds. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financial requirements of governmental programs and the commitment of spendable resources for the near-term.

Since the government-wide focus includes the long-term view, comparisons between these two perspectives may provide insight into the long-term impact of short-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to assist in understanding the differences between these two perspectives.

The basic governmental fund financial statements are presented on pages 53 through 56 of this report.

The Internal Service Fund (Employee Health Plan) is reported in the fund financial statements, and generally reports employee and employer contributions along with benefit claims paid and administrative costs related to the District's partially self-insured health plan offered to employees with a regularly scheduled workweek of 30 or more hours.

The basic internal service fund financial statements are presented on pages 57 through 59 of this report.

Custodial funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because those resources are not available to support the District's own programs. The accounting used for custodial funds is much like that used for the government-wide statements.

The basic custodial fund financial statements can be found on pages 60 through 61 of this report.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

The accompanying notes to the basic financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the basic financial statements begin on page 62 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's detailed budget presentations for its General Fund, the District's proportionate share of the net pension liability, and District contributions. These statements and schedules demonstrate compliance with the District's adopted and final revised budget. The required supplementary information can be found on pages 95 through 102.

As discussed, the District reports one major fund and several non-major funds in the basic financial statements. The individual governmental fund comparative statements are presented in a subsequent section of this report beginning on page 104.

Financial Analysis of the District as a Whole

The District's net position at calendar year-end is \$21,988,388. The following table provides a summary of the District's net position as of December 31, 2020 and 2019:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

	Summary of Net Position			
	2020		2019	
	Governmental Activities	Percentage of Total	Governmental Activities	Percentage of Total
Assets				
Current and other assets	\$ 48,267,641	59%	\$ 45,349,838	57%
Capital assets	33,586,376	41%	34,822,315	43%
Total assets	81,854,017	100%	80,172,153	100%
Deferred Outflows of Resources	19,171,871	100%	10,315,283	100%
Liabilities				
Current liabilities	2,444,350	5%	2,029,036	7%
Noncurrent liabilities	42,776,532	95%	27,992,558	93%
Total liabilities	45,220,882	100%	30,021,594	100%
Deferred Inflows of Resources	33,816,618	100%	31,477,874	100%
Net Position				
Net investment in capital assets	33,556,137	153%	34,741,176	99%
Restricted	1,298,802	6%	1,179,070	4%
Unrestricted	(12,866,551)	-59%	(6,932,278)	-3%
Total net position	\$ 21,988,388	100%	\$ 28,987,968	100%

The District continues to maintain a moderately high current ratio. The current ratio compares current assets to current liabilities and is an indication of the ability to pay current obligations. However, to make this ratio meaningful, we have eliminated the property taxes receivable for governmental activities. After this elimination, governmental activities' current assets are \$17,134,801. As a result, the current ratio for the District overall is 7.0 to 1 which compares slightly unfavorable to the December 31, 2019 ratio of 7.4 to 1. This ratio overall is strong.

The District reported an overall positive balance in net position. Net position decreased by (\$6,999,580) for governmental activities.

Approximately 153% of the District's net position is comprised of capital assets as of December 31, 2020. The District uses these capital assets to provide services to its citizens.

The following table provides a summary of the District's changes in governmental activities' net position for the years ended December 31, 2020 and 2019:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

	Summary of Changes in Net Position			
	2020		2019	
	Governmental Activities	Percentage of Total	Governmental Activities	Percentage of Total
Revenues				
Program				
Charges for services, sales and fines	\$ 63,530	0%	\$ 124,503	0%
Operating grants/donations	866,429	2%	370,939	1%
Capital grants/donations	189,185	1%	198,969	1%
General				
Taxes	33,440,105	96%	31,721,895	97%
Other	256,884	1%	580,957	1%
Total revenues	34,816,133	100%	32,997,263	100%
Program expenses				
Public services	25,521,426	61%	24,175,768	61%
Human Resources Office	706,307	2%	615,099	2%
Chief Librarian and CEO's Office	337,521	1%	346,106	1%
Development Office	303,389	1%	205,177	1%
Finance Office	791,730	2%	718,925	2%
Facilities Office	4,376,400	11%	4,196,460	11%
Information Technology Office	3,214,137	8%	3,121,662	8%
Communications Office	1,147,285	3%	1,259,541	3%
Security Services	1,058,946	2%	758,615	2%
Other administration	4,178,464	10%	3,690,897	9%
Total expenses	41,635,605	100%	39,088,250	100%
Special item - TABOR refund	(180,108)		-	
Change in net position	(6,999,580)		(6,090,987)	
Beginning net position	28,987,968		35,078,955	
Ending net position	\$ 21,988,388		\$ 28,987,968	

Governmental Revenues

The District is heavily reliant on taxes to support governmental activities. Taxes provided 97% of the District's total revenues. Also, note that program revenues generated only 3% of governmental activities' revenues for the year ended December 31, 2020. This means that the District's taxpayers and the District's

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

other general revenues provided almost 100% of the governmental activities. As a result, the general economy and the changes in both residential and commercial property values have a major impact on the District's revenue streams.

Governmental Function Expenses

Approximately 69% of the District's expenses provide supporting services to the public service and information technology functions. In addition, approximately \$1.3 million of depreciation expense from the District's buildings is included in total expenses, and total depreciation expense was approximately \$3.0 million.

Financial Analysis of the District's Funds

Governmental Funds

As discussed, governmental funds are reported in the fund statements with a short-term, inflows and outflows of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Governmental funds reported ending fund balances of \$14,421,906 as of December 31, 2020.

Fund balances as of December 31, 2020 and 2019 include:

	2020	2019
Nonspendable	\$ 382,929	\$ 260,645
Restricted	1,298,802	1,179,070
Committed	3,101,003	3,089,709
Assigned	243,769	285,461
Unassigned	9,395,403	8,336,338
	\$ 14,421,906	\$ 13,151,223

Major Governmental Funds

General Fund

The General Fund is the District's primary operating fund and the largest source of day-to-day service delivery. The General Fund's fund balance increased by \$1,259,388 during 2020. The total fund balance of the General Fund as of December 31, 2020 was \$11,320,091. The total fund balance as of December 31, 2019 was \$10,060,702.

The fund balance of the General Fund is broken down as follows as of December 31, 2020 and 2019:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

	2020	2019
Nonspendable	\$ 382,929	\$ 260,645
Restricted	1,297,990	1,178,258
Assigned	243,769	285,461
Unassigned	9,395,403	8,336,338
	\$ 11,320,091	\$ 10,060,702

Unassigned fund balance – The balance increased by \$1,059,065 from 2019 to 2020. The primary reason for the change is because total fund balance increased during 2020 by \$1,259,388. Total revenues and other financing sources for 2020 is \$34,531,460, and total expenditures, other financing uses, and special items is \$33,272,071.

Nonmajor Governmental Funds

Nonmajor governmental funds include one Special Revenue Fund and four Capital Projects Funds.

Special Revenue Fund (Designated Purpose Fund) – Total fund balance as of December 31, 2020 was \$105,721. This amount is (\$3,300) less than the fund balance of \$109,021 as of December 31, 2019.

Capital Projects Funds – As of December 31, 2020, fund balance for specific individual funds equals the following and represents ongoing projects; funds not listed have zero balances and were closed as the projects were completed:

	2020	2019
North Facility Project Fund	\$ 189,864	\$ 484,182
East Library Renovation Fund	74,342	195,302
Penrose Library Renovation Fund	417,945	491,618
Capital Reserve Fund	2,313,943	1,810,398
	\$ 2,996,094	\$ 2,981,500

North Facility Project Fund - The fund balance decreased by (\$294,318) from 2019 primarily because the completion of project (replacement of the boiler that serves the entire facility) that became a priority when it gave out during 2020.

Capital Reserve Fund – Total fund balance increased by \$503,545 primarily because certain capital projects that were included in the 2020 budget were deferred until a subsequent year in response at least in part due to the financial uncertainties related to the pandemic.

Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

Capital outlay for these funds for years ended December 31, 2020 and 2019 is presented below:

	2020	2019
North Facility Project Fund	\$ 357,685	\$ 924,181
East Library Renovation Fund	129,505	22,549
Penrose Library Renovation Fund	73,673	608,451
Capital Reserve Fund	1,046,106	948,899
	<u>\$ 1,606,969</u>	<u>\$ 2,504,080</u>

North Facility Project Fund – During 2019, the District replaced the roof at its Library 21c facility. This project is not reoccurring.

Penrose Library Renovation Fund – During 2019, the District completed several interior renovation projects at an approximate cost of \$550,000. These projects are non-reoccurring by nature.

Budgetary Highlights

General Fund

The original budget (expenditures and transfers out) was amended and decreased by (\$294,235). Normally, the General Fund budget is amended principally to utilize prior year fund balances that were primarily either reserved for encumbrances or designated for specific capital projects, which were not included in the original budget. However, given COVID-19 and the related uncertainty about future finances once the pandemic occurred, the District elected to approach the 2020 budget conservatively, and it identified various projects that could be deferred to a future year; the most significant project to be deferred was the implementation of a fully integrated security system at an estimated cost of \$800,000.

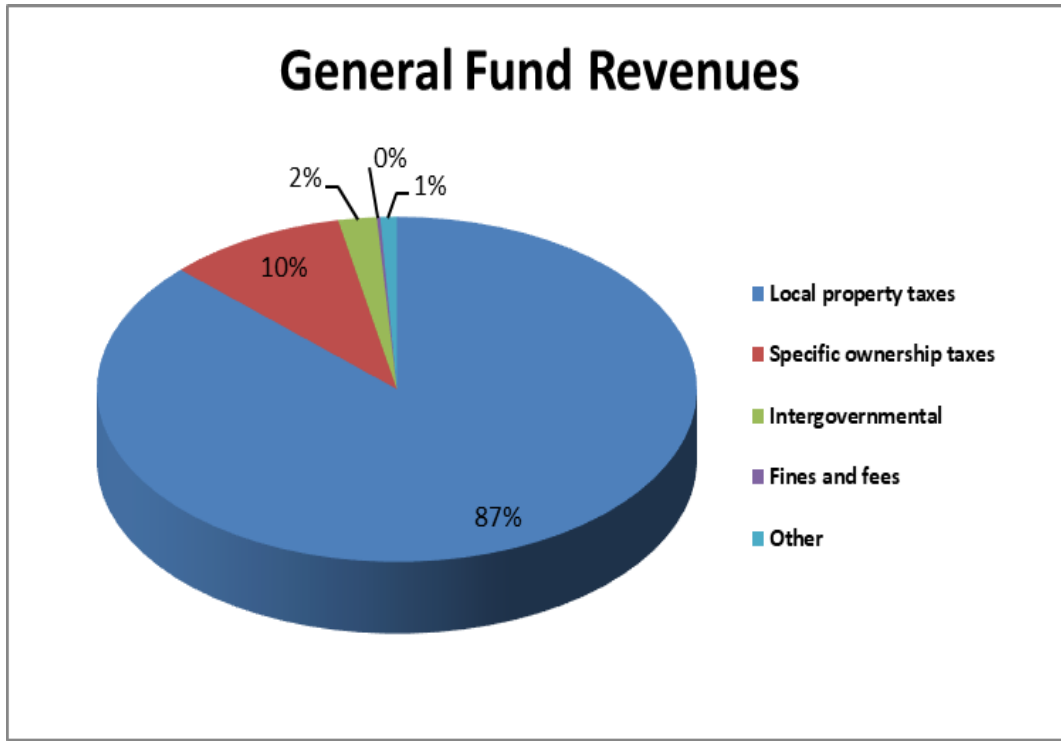
The District also made the decision to not fill vacation staff positions during 2020, which increased the budgeted targeted savings from unfilled positions from (\$700,000) to (\$1,100,000).

General Fund Revenues

Total General Fund actual revenues for fiscal year 2020 were \$34,531,460. This amount was less than the 2020 budget, as amended, by (\$94,006), which is less than 1% of the total revenue budget. As a result of the pandemic, the General Fund revenue budget was reduced by (\$574,203); the majority of which came from a reduction to investment income (\$250,000) and collection of Specific Ownership Taxes (\$300,000).

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

The following chart depicts General Fund revenue for 2020 by category:



General Fund Expenditures

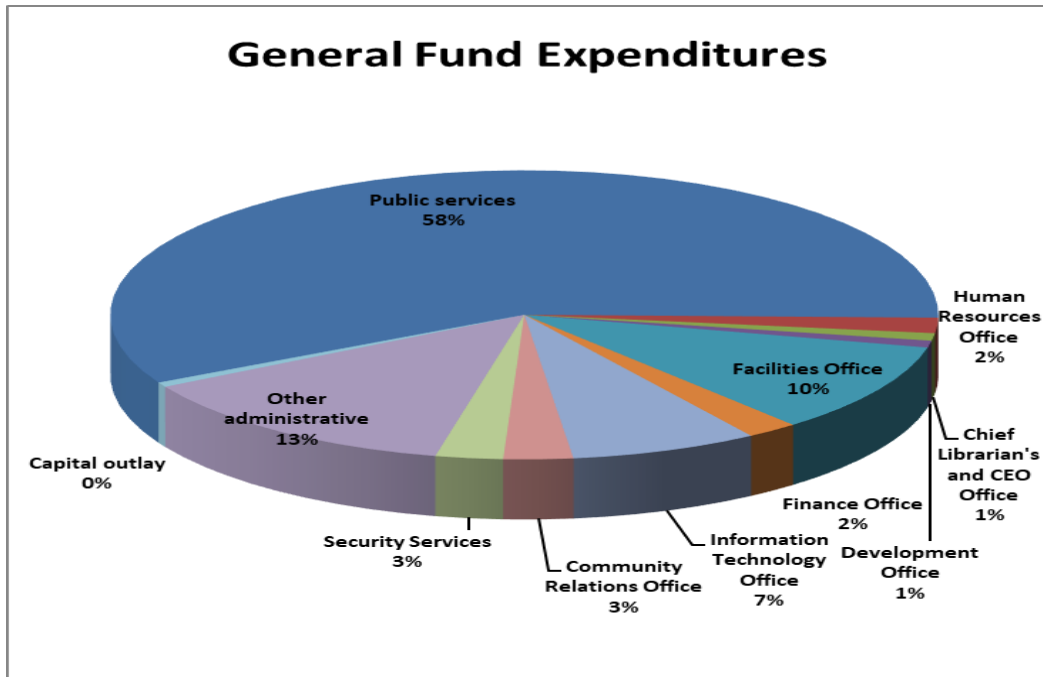
Total General Fund actual expenditures for fiscal year 2020 was \$33,091,963. This amount was less than the 2020 budget, as amended, by \$3,359,949, which is approximately 9.2% of the total budget.

Pikes Peak Library District

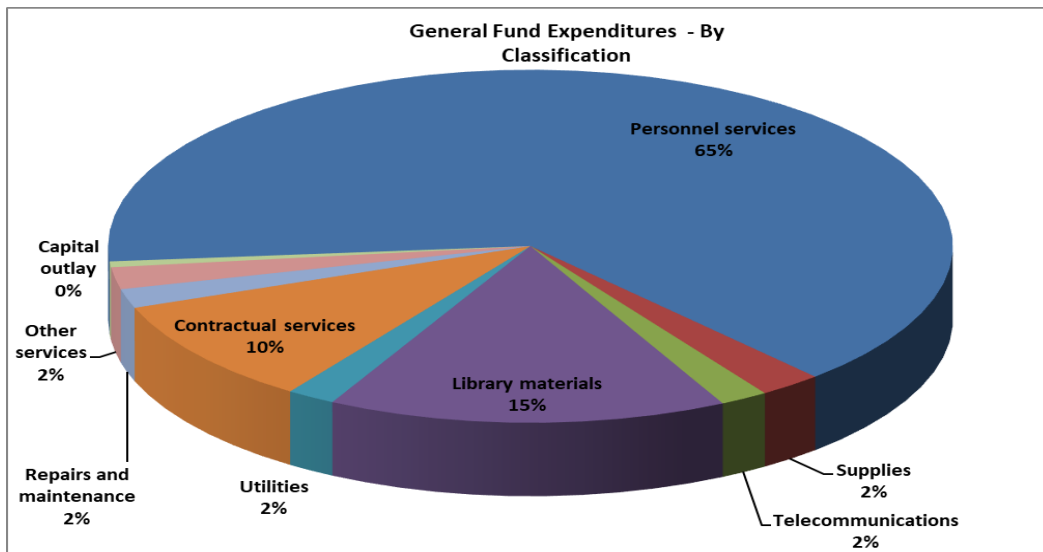
Management's Discussion and Analysis (Unaudited) (Continued)

December 31, 2020

The following chart depicts 2020 General Fund expenditures by function:



The following chart depicts 2020 General Fund expenditures by classification:



Pikes Peak Library District
Management’s Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

The following is a summary of 2020 General Fund expenditures by departments/accounts:

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Expenditures				
Current				
Public Service	\$ 20,222,942	\$ 21,073,224	\$ 18,327,121	\$ 2,746,103
Human Resources Office	686,752	680,883	542,224	138,659
Chief Librarian and CEO Office	306,390	293,904	264,316	29,588
Development Office	259,444	265,939	241,401	24,538
Finance Office	659,667	676,910	634,118	42,792
Facilities Office	3,405,317	3,508,242	3,193,264	314,978
Information Technology Office	2,599,188	2,669,452	2,311,083	358,369
Communications Office	1,226,073	1,141,691	854,342	287,349
Security Services	956,406	976,525	830,435	146,090
Other administrative	4,618,610	3,299,052	4,178,461	(879,409)
Capital outlay	15,000	318,722	167,830	150,892
Total expenditures	\$ 34,955,789	\$ 34,904,544	\$ 31,544,595	\$ 3,359,949

General – As a result of COVID-19, which resulted in numerous restrictions locally, nationally, and globally, numerous issues arose which caused uncertainty regarding the District’s financial resources, the District operated under the concept of financial frugality. The philosophy was to defer/cut expenditures from the 2020 approved budget as much as possible. Some of the actions that took place because of the pandemic are listed below:

- a. The District completed a detailed review of the 2020 budget and identified approximately \$1.6 million of expenditures that could either be deferred to a subsequent year or be cut completely from normal operations. This included deferring implementing a full integrated security system as an original budget of \$800,000. The balance was affectively set aside to not be used during 2020 unless absolutely needed.
- b. Operational costs such as costs for training, programming and dues and memberships were reduced primarily due to the pandemic-related restrictions referred to above.
- c. The District elected to not fill staff positions when they became vacant, resulting in a quasi-hiring freeze. The District budgets all staff position as if they will be filled entirely throughout the year. The District’s budget includes an estimated savings amount resulting for positions being vacant at least in part during the year. The amount included in the 2020 budget was a savings of \$700,000, which was increased to \$1,100,000 per the amended budget. Savings resulted from vacant positions during 2020 was approximately \$2,000,000.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

Public Services – For 2020, this function in total was under budget by \$2,746,103. As mentioned above, the District approached its 2020 budget with frugality in all areas. The primary cause for this amount is due to staff positions that were vacant at some point throughout 2020, resulting in a budget savings of \$1,780,686.

Other line items showed significant savings again primarily because of frugality and because operations were significantly curtailed during 2020.

Other Administrative – For 2020, personnel services for this function were over budget by (\$961,563). Included in the budget total a target savings from vacant positions (a credit balance within the budget) of (\$1,100,000). As discussed above, this is a district-wide estimate of savings from vacant positions, and it is not allocated to specific departments/functions. Excluding this line item, total expenditures were less than the budget by \$82,154.

Capital outlay – In late 2020, the District received notice of a \$500,000 grant from the Coronavirus Relief Fund that covers the period through December 31, 2021.

Capital Assets

The District's capital assets, net of accumulated depreciation, for governmental activities as of December 31, 2020 was \$33,586,376. See note III-D on page 82 for additional information about changes in capital assets during the calendar year and balances at the end of the year.

The following table provides a summary of capital assets as of December 31, 2020 and 2019:

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

	Capital Assets			
	2020		2019	
	Governmental Activities	Percentage of Total	Governmental Activities	Percentage of Total
Nondepreciable assets				
Land	\$ 5,317,363	6%	\$ 5,317,363	6%
Collections of historical treasures	9,597,286	12%	9,608,438	12%
Construction in progress	51,423	-	-	0%
Total nondepreciable assets	<u>14,966,072</u>		<u>14,925,801</u>	
Depreciable assets				
Land improvements	942,891	1%	893,859	1%
Leasehold improvements	1,069,528	1%	1,007,654	1%
Buildings	44,978,432	54%	44,952,348	54%
Equipment, furniture and fixtures	6,033,402	8%	5,641,163	8%
Vehicles	845,073	1%	866,609	1%
Books and materials	13,859,505	17%	14,873,606	18%
Total depreciable assets	67,728,831	<u>100%</u>	68,235,239	<u>100%</u>
Less accumulated depreciation	<u>(49,108,527)</u>		<u>(48,338,725)</u>	
Book value - depreciable assets	<u>18,620,304</u>		<u>19,896,514</u>	
Percentage depreciated	<u>73%</u>		<u>71%</u>	
Book value - all capital assets	<u>\$ 33,586,376</u>		<u>\$ 34,822,315</u>	

On December 31, 2020, the depreciable capital assets for governmental activities were 73% depreciated; the percentage as of December 31, 2019 was 71%.

Economic Factors and Next Year's Budget and Mill Levy

The following factors were considered when the 2020 budget was prepared:

1. The unemployment rate for El Paso County, Colorado as of December 31, 2020 was 7.1%, which is an increase from a rate of 3.3% as of December 31, 2019.
2. Inflationary trends in the region and cost of living indices in the region compare favorably to national indices.

Pikes Peak Library District
Management's Discussion and Analysis (Unaudited) (Continued)
December 31, 2020

As of December 31, 2020, unassigned fund balance in the General Fund totaled \$9,396,403. The District has appropriated \$496,828 of this balance for spending in the 2021 fiscal year budget.

For the fiscal year 2021 budget, the total mill levy is 3.731 mills (3.845 mills for general operating expenses, 0.033 mills for refunds and abatements, and a temporary mill levy credit of (0.023) mills for a TABOR refund. The mill levy for fiscal year 2020 was 3.731 mills. The gross assessed valuation for all taxable property within the District's legal service area is \$8,218,213,120 and \$8,246,468,310 for taxes to be due in 2021 and 2020, respectively.

As a result of the spread of the SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of the District. The duration of these uncertainties and the ultimate financial effects cannot be reasonably/fully estimated at this time.

Requests for Information

This Financial Report is designed to provide a general overview of the District's finances, compliance with finance-related laws and regulations, and demonstrate the District's commitment to public accountability. If you have any questions about this report, or would like to request additional information, contact the District's Finance Office at 1175 Chapel Hills Drive, Colorado Springs, Colorado 80920.

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Pikes Peak Library District
Statement of Net Position
December 31, 2020

	Primary Government Governmental Activities
Assets and Deferred Outflows of Resources	
Current Assets	
Cash and investments	\$ 15,990,222
Property taxes receivable	31,132,840
Accounts receivables	462,421
Due from discretely presented component unit	17,877
Due from other governments	244,685
Prepaid items	419,596
Total current assets	48,267,641
Noncurrent Assets	
Capital assets	
Nondepreciable property	14,966,072
Depreciable building, property and equipment, net	18,620,304
Total noncurrent assets	33,586,376
Total assets	81,854,017
Deferred Outflows of Resources	
Pension-related amounts	19,171,871
Total assets and deferred outflows of resources	101,025,888
Liabilities and Deferred Inflows of Resources	
Current Liabilities	
Accounts payable	993,763
Accrued compensation payable	1,450,587
Total current liabilities	2,444,350
Noncurrent Liabilities	
Noncurrent portion of long-term obligations	
Net pension liability	41,337,280
Accrued compensated absences	1,439,252
Total noncurrent liabilities	42,776,532
Total liabilities	45,220,882
Deferred Inflows of Resources	
Property taxes	31,132,840
Pension-related amounts	2,683,778
Total deferred inflows of resources	33,816,618
Total liabilities and deferred inflows of resources	79,037,500
Net Position	
Net investment in capital assets	33,556,137
Restricted for	
Declared emergencies	1,014,722
Gifts and grants	284,080
	1,298,802
Unrestricted	(12,866,551)
Total net position	\$ 21,988,388

Pikes Peak Library District Foundation, Inc.
Statement of Financial Position
December 31, 2020

Assets

Cash	\$	225,404
Contributions receivable, net		21,986
Accounts receivable		73,627
Prepaid items		5,201
Investments		<u>2,184,127</u>
Total assets	\$	<u>2,510,345</u>

Liabilities and Net Assets

Liabilities

Accounts payable	\$	11,614
Due from PPLD		<u>17,877</u>
Total liabilities		<u>29,491</u>

Net Assets

Without donor restrictions		
Undesignated		304,819
Board-designated		<u>1,072,612</u>
		1,377,431
With donor restrictions		<u>1,103,423</u>
Total net assets		<u>2,480,854</u>
Total liabilities and net assets	\$	<u>2,510,345</u>

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Pikes Peak Library District
Statement of Activities
Year Ended December 31, 2020

Functions/Programs	Expenses
Primary Government	
Governmental activities	
Public Services	\$ 25,521,426
Human Resources Office	706,307
Chief Librarian and CEO's Office	337,521
Development Office	303,389
Finance Office	791,730
Facilities Office	4,376,400
Information Technology Office	3,214,137
Communications Office	1,147,285
Security Services	1,058,946
Other administration	<u>4,178,464</u>
Total governmental activities	<u><u>\$ 41,635,605</u></u>
 General revenues	
Property taxes levied for library purposes	
Specific ownership taxes	
Investment earnings	
Miscellaneous	
Total general revenues	
 Special Item	
TABOR refund of property tax revenue in excess of limit	
Change in net position	
Net position, January 1	
Net position, December 31	

Program Revenues			Net (Expense)
Charges for	Operating	Capital	Revenue and
Services,	Grants and	Grants and	Changes in
Sales	Contributions	Contributions	Net Position
and Fines			Primary
			Government
			Governmental
			Activities
\$ 63,530	\$ 784,756	\$ 145,873	\$ (24,527,267)
-	-	-	(706,307)
-	-	-	(337,521)
-	-	-	(303,389)
-	-	-	(791,730)
-	46,319	24,563	(4,305,518)
-	35,354	18,749	(3,160,034)
-	-	-	(1,147,285)
-	-	-	(1,058,946)
-	-	-	(4,178,464)
<u>\$ 63,530</u>	<u>\$ 866,429</u>	<u>\$ 189,185</u>	<u>(40,516,461)</u>
			30,095,828
			3,344,277
			116,945
			<u>139,939</u>
			<u>33,696,989</u>
			(180,108)
			<u>(6,999,580)</u>
			<u>28,987,968</u>
			<u>\$ 21,988,388</u>

Pikes Peak Library District Foundation, Inc.
Statement of Activities
Year Ended December 31, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues, Gains and Other Support			
Contributions	\$ 322,517	\$ 435,640	\$ 758,157
Contributed services	249,284	-	249,284
Gifts in kind	1,625	-	1,625
Investment return, net	102,354	83,078	185,432
Net assets released from restrictions	475,783	(475,783)	-
	<u>1,151,563</u>	<u>42,935</u>	<u>1,194,498</u>
Total revenues, gains and other support			
Expenses			
Program services			
Distributions to PPLD	492,507	-	492,507
Other	1,625	-	1,625
	<u>494,132</u>	<u>-</u>	<u>494,132</u>
Total program services			
Support services			
General and administrative			
Contributed services	24,928	-	24,928
Fundraising			
Contributed services	224,356	-	224,356
Other	19,999	-	19,999
	<u>244,355</u>	<u>-</u>	<u>244,355</u>
Total support services			
	<u>269,283</u>	<u>-</u>	<u>269,283</u>
Total expenses			
	<u>763,415</u>	<u>-</u>	<u>763,415</u>
Change in Net Assets	388,148	42,935	431,083
Net Assets, Beginning of Year	<u>989,283</u>	<u>1,060,488</u>	<u>2,049,771</u>
Net Assets, End of Year	<u>\$ 1,377,431</u>	<u>\$ 1,103,423</u>	<u>\$ 2,480,854</u>

Pikes Peak Library District
Balance Sheet – Governmental Funds
December 31, 2020

	General	Other Funds	Total Governmental Funds
Assets			
Cash and investments	\$ 15,262,997	\$ -	\$ 15,262,997
Property taxes receivable	31,132,840	-	31,132,840
Accounts receivables	453,727	8,694	462,421
Due from discretely presented component unit	17,877	-	17,877
Due from other governments	244,685	-	244,685
Due from other funds	-	3,123,360	3,123,360
Prepaid items	382,929	-	382,929
Total assets	\$ 47,495,055	\$ 3,132,054	\$ 50,627,109
Liabilities			
Accounts payable	\$ 811,972	\$ 30,239	\$ 842,211
Accrued compensation payable	833,764	-	833,764
Due to other funds	3,123,360	-	3,123,360
Total liabilities	4,769,096	30,239	4,799,335
Deferred Inflows of Resources			
Unavailable revenue - property taxes	31,132,840	-	31,132,840
Unavailable fund resources	273,028	-	273,028
Total deferred inflows of resources	31,405,868	-	31,405,868
Fund Balances			
Nonspendable:			
Prepaid expenditures	382,929	-	382,929
Restricted for:			
Declared emergencies	1,014,722	-	1,014,722
Gifts and grants	283,268	812	284,080
Total restricted	1,297,990	812	1,298,802
Committed to:			
Capital projects	-	3,101,003	3,101,003
Assigned to:			
Purchased contracts	113,454	-	113,454
Library materials	130,315	-	130,315
Total assigned	243,769	-	243,769
Unassigned	9,395,403	-	9,395,403
Total fund balances	11,320,091	3,101,815	14,421,906
Total liabilities, deferred inflows of resources, and fund balances	\$ 47,495,055	\$ 3,132,054	\$ 50,627,109

Pikes Peak Library District
Reconciliation of the Balance Sheet of Governmental
Funds to the Statement of Net Position
December 31, 2020

Amounts reported for governmental activities in the statement of net position (page 47) are different because:

Fund balances - total governmental funds (page 53)		\$ 14,421,906
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds		
Cost of capital assets	\$ 82,694,903	
Less: accumulated depreciation	<u>(49,108,527)</u>	
Net capital assets		33,586,376
Certain long-term pension related costs and adjustments are not payable currently and are therefore not reported in the funds.		
Net pension-related amounts		(24,849,187)
Liabilities that are not due and payable in the current period and, therefore, are not reported in the funds		
Accrued compensated absences		(2,056,075)
Certain revenue earned but not available, classified as deferred inflows in governmental funds is susceptible to full accrual on the entity-wide statements		
		273,028
Internal service funds are used by management to charge the costs of certain activities, such as health insurance, to the individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position		
		<u>612,340</u>
Net position - governmental activities (page 47)		<u><u>\$ 21,988,388</u></u>

Pikes Peak Library District
Statement of Revenues, Expenditures and Changes
in Fund Balances of Governmental Funds
Year Ended December 31, 2020

	<u>General</u>	<u>Other Funds</u>	<u>Total Governmental Funds</u>
Revenues			
Taxes	\$ 33,440,106	\$ -	\$ 33,440,106
Intergovernmental	715,285	-	715,285
Fines and fees	63,530	-	63,530
Interest earnings	116,945	-	116,945
Donations	129,852	-	129,852
Miscellaneous	60,613	61,695	122,308
Total revenues	<u>34,526,331</u>	<u>61,695</u>	<u>34,588,026</u>
Expenditures			
Current			
Public Services	18,327,121	-	18,327,121
Human Resources Office	542,224	-	542,224
Chief Librarian and CEO Office	264,316	-	264,316
Development Office	241,401	-	241,401
Finance Office	634,118	-	634,118
Facilities Office	3,193,264	-	3,193,264
Information Technology Office	2,311,083	-	2,311,083
Communications Office	854,342	-	854,342
Security Services	830,435	-	830,435
Other administrative	4,178,461	-	4,178,461
Capital outlay	167,830	1,610,269	1,778,099
Total expenditures	<u>31,544,595</u>	<u>1,610,269</u>	<u>33,154,864</u>
Excess (deficiency) of revenues over (under) expenditures	<u>2,981,736</u>	<u>(1,548,574)</u>	<u>1,433,162</u>
Other financing sources (uses)			
Transfers in	-	1,547,368	1,547,368
Transfers out	(1,547,368)	-	(1,547,368)
Proceeds from sale of capital assets	5,129	12,500	17,629
Total other financing sources (uses)	<u>(1,542,239)</u>	<u>1,559,868</u>	<u>17,629</u>
Special Item			
TABOR refund of property tax revenue in excess of limit	(180,108)	-	(180,108)
Net change in fund balances	1,259,389	11,294	1,270,683
Fund balances, beginning of year	<u>10,060,702</u>	<u>3,090,521</u>	<u>13,151,223</u>
Fund balances, end of year	<u>\$ 11,320,091</u>	<u>\$ 3,101,815</u>	<u>\$ 14,421,906</u>

See notes to the basic financial statements. 55

Pikes Peak Library District
Reconciliation of Statement of Revenues, Expenditures and Changes
in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended December 31, 2020

Amounts reported for governmental activities in the statement of activities (pages 50 and 51) are different because:

Net change in fund balances - total governmental funds (page 55) \$ 1,270,683

Revenues in the statement of activities that do not provide current financial resources are not reported in the fund statements until they become available. The amount is the difference in the treatment of revenue recognition. 210,476

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. The details of this difference are as follows:

Depreciation expense	(3,011,338)
Capital outlay for building, furniture, land and vehicles	1,061,399
Amounts paid for books, audio visual materials and historical collections	1,135,208

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

In the statement of activities, only the loss on the sale of capital assets is reported. However, in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the book value of the capital assets sold. (421,208)

Pension expense at the fund level represents cash contributions to the defined benefit plan. For the activity level presentation, the amounts represent the actuarial cost of the benefits for the fiscal year.
Pension related amounts (7,231,358)

Compensated absences expenses reported on the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. (235,119)

Internal service funds are used by management to charge the costs of certain activities, such as health insurance, to the individual funds. The net revenue of the internal service fund is reported with governmental activities. 221,677

Change in net position - governmental activities (page 51) \$ (6,999,580)

Pikes Peak Library District
Statement of Net Position
Proprietary Fund
December 31, 2020

	Governmental Activities - Internal Service Fund
Assets	
Current Assets	
Cash and cash equivalents	\$ 727,225
Deposit	36,667
Total current assets	763,892
 Liabilities	
Current Liabilities	
Claims payable	151,552
 Net Position	
Total Net Position - Unrestricted	\$ 612,340

Pikes Peak Library District
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Fund
Year Ended December 31, 2020

	Governmental Activities - Internal Service Fund
Operating revenues	
Employer contributions	\$ 2,198,022
Employee contributions	456,486
Total operating revenues	2,654,508
Operating expenses	
Claims incurred	1,488,386
Administrative	944,493
Total operating expenses	2,432,879
Operating income	221,629
Nonoperating revenues	
Investment earnings	48
Change in net position	221,677
Total net position, beginning of year	390,663
Total net position, end of year	\$ 612,340

Pikes Peak Library District
Statement of Cash Flows
Proprietary Fund
Year Ended December 31, 2020

	Governmental Activities - Internal Service Fund
Cash flows from operating activities	
Employee and employer contributions	\$ 2,654,508
Payment of claims and administrative expenses	<u>(2,371,968)</u>
Net cash provided by operating activities	<u>282,540</u>
Cash flows from investing activities	
Interest received	<u>48</u>
Net increase in cash and cash equivalents	282,588
Cash and cash equivalents - January 1	<u>444,637</u>
Cash and cash equivalents - December 31	<u><u>\$ 727,225</u></u>
Reconciliation of operating gain to net cash provided by operating activities	
Operating income	<u>\$ 221,629</u>
Adjustments to reconcile operating loss to net cash used in operating activities	
Change in claims payable	<u>60,911</u>
Total adjustments	<u>60,911</u>
Net cash provided by operating activities	<u><u>\$ 282,540</u></u>

Pikes Peak Library District
Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2020

	Custodial Fund
Assets	
Cash and cash equivalents	\$ 53,366
Other assets	11,151
Total assets	\$ 64,517
 Liabilities	
Accounts payable	\$ 10,688
 Net Position	
Restricted for individuals	\$ 53,829

Pikes Peak Library District
Statement of Changes of Fiduciary Net Position
Fiduciary Fund
December 31, 2020

	Custodial Fund
Additions	
Contributions - employees	\$ 93,544
Deductions	
Benefit payments	87,438
Net increase in fiduciary net position	6,106
Net position - beginning of year, as restated	47,723
Net position - end of year	\$ 53,829

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

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Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

Note I: Summary of Significant Accounting Policies

The financial statements of the Pikes Peak Library District (the District) have been prepared in conformity with accounting principles generally accepted in the United States of America (US GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

I-A. Reporting Entity

The District is considered a "Special Library District" and was created through state statute (C.R.S. 24-90-110). A joint committee equally represented by the City of Colorado Springs, Colorado and El Paso County, Colorado appoints members of the District's seven-member Board of Trustees.

As required by US GAAP, these financial statements present the District and its discretely presented component unit, the Pikes Peak Library District Foundation, which is reported in a separate statement in the financial statements to emphasize it is legally separate from the District.

Depending upon the significance of the District's financial and operational relationships with various separate entities, the organizations are classified as blended or discrete component units, related organizations, joint ventures, or jointly governed organizations, and the financial disclosure is treated accordingly.

Related Organizations – The District had no financial relationships of this type during the fiscal year ended December 31, 2020.

Joint Ventures – The District did not participate in any joint venture during the fiscal year ended December 31, 2020.

Jointly Governed Organizations – The District had no financial relationships of this type during the fiscal year ended December 31, 2020.

Discretely Presented Component Unit

The Pikes Peak Library District Foundation, Inc. (the Foundation).

The Foundation, which was formed in 2003, was established exclusively for the benefit of, to perform the function of, or to carry out the charitable and educational purposes of the Pikes Peak Library District. The Foundation is a tax-exempt corporation under the provisions of 501(c)(3) of the Internal Revenue Code. The Foundation issues separate financial statements and a copy can be obtained from the District's Financial Office at 1175 Chapel Hills Drive, Colorado Springs, Colorado 80920.

The District maintains control of the Foundation in the following areas:

- The Board of Trustees of the District originally elected members of the Foundation's Board of Directors. The Members of the Foundation Board make subsequent Board appointments.

Pikes Peak Library District

Notes to Financial Statements

December 31, 2020

- The Foundation may not disburse funds for costs that have not been recommended by the District's Board of Trustees.
- Two members of the District's Board of Trustees serve on the Foundation's Board of Directors at all times.

I-B. Basis of Presentation

The District's basic financial statements consist of government-wide statements, including a statement of net position, a statement of financial position and statements of activities, and fund financial statements, which provide a more detailed level of financial information.

Government-wide Financial Statements – The government-wide financial statements include the District's statement of net position, the Foundation's statement of financial position and a statement of activities for the District and the Foundation. These statements report financial information on all the non-fiduciary activities of the District and its component unit. The effect of interfund activity has been removed from these statements. The primary government and the discretely presented component unit are presented separately within these financial statements with the focus on the primary government. Individual funds are not displayed, and the statements report governmental activities, generally supported by taxes and District general revenues. The District does not have any business-type activities, which rely to a significant extent on fees and charges for support.

The District's statement of net position presents the financial position of the governmental activities of the District at year-end. The Foundation's statement of financial position presents the financial position of the Foundation at year-end using not-for-profit accounting and financial reporting principles promulgated by the Financial Accounting Standards Board.

The District's statement of activities presents a comparison between direct expenses and program revenues for the year for each function of the District's governmental activities. The Foundation's statement of activities presents the activities of the Foundation using not-for-profit accounting and financial reporting principles promulgated by the Financial Accounting Standards Board. Direct expenses are those that are specifically associated with a function and, therefore, clearly identifiable to that function. The District does not allocate indirect expenses to functions in its statement of activities.

The Foundation reports under not-for-profit accounting and financial reporting principles promulgated by the Financial Accounting Standards Board, including FASB Codification ASC 958-205. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the District's financial reporting entity for these differences. Because the Foundation uses generally accepted accounting principles (GAAP) reporting model that is different from the District's reporting model, the District has elected to present the Foundation's financial statements separately from those of the District as provided for under GASB standards.

The District's statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include: (1) charges for services that report fees and other charges to users of the District's services; (2) operating grants and contributions that finance annual operating activities including restricted investment income; and (3) capital grants and contributions that fund the acquisition, construction, or rehabilitation of capital assets. These revenues are subject to externally imposed restrictions to these program uses. For identifying to which function program revenue pertains, the determining factor for *charges for services* is which function *generates* the revenue. For *grants and contributions*, the determining factor is to which functions the revenues are *restricted*.

Taxes and other revenue sources not properly included with program revenues are reported as general revenues of the District. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements – During the year, the District segregates transactions related to certain District functions or activities in separate funds to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the District at this more detailed level. Fund financial statements are provided for governmental, proprietary, and fiduciary funds.

The major individual governmental fund (the General Fund) is reported in a separate column with a composite column for non-major funds.

Fund Accounting – The District uses funds to maintain its financial records during the year. A fund is a fiscal and accounting entity with a self-balancing set of accounts. The District uses three categories of funds: governmental, proprietary, and fiduciary.

Governmental Funds – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Fund liabilities are assigned to the fund from which they will be liquidated. The District reports the difference between governmental fund assets, liabilities, and deferred inflows of resources as fund balance.

The following is the District's major governmental fund:

General Fund – The General Fund accounts for all financial resources except those required to be accounted for in another fund. The General Fund balance is available to the District for any purpose provided it is expended or transferred according to the general laws of Colorado.

Additionally, the District reports the following non-major governmental fund type:

Special Revenue Fund – This fund accounts for resources that are restricted or committed for specific purposes, specifically gifts and grants.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

Capital Projects Funds – These funds account for the financial activity related to significant capital projects.

The District also reports the following proprietary fund type:

Internal Service Fund – This fund accounts for the health insurance plan that is provided to eligible District employees (employees with a regularly scheduled workweek of 30 hours or more).

Additionally, the District reports the following fiduciary fund type:

Custodial Fund – This fund is used to report resources held by the District in a purely custodial capacity. This fund is used to account for contributions made by employees who elect to participate in the District’s Flexible Spending Program as authorized under Section 125 of the Internal Revenue Code.

As a rule, interfund services provided and used are not eliminated in the process of consolidation of the government-wide statement of activities.

Proprietary funds distinguish operating revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the District’s Internal Service Fund are charges to customers for sales and services. Operating expenses for the District’s Internal Service Fund include the cost of sales and services and administrative expenses. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, and then unrestricted resources as they are needed.

I-C. Measurement Focus

Government-wide Financial Statements – The District’s government-wide financial statements are prepared using the economic resources measurement focus. All assets, all liabilities, and all deferred inflows of resources associated with the operation of the District are included on the statement of net position. The statement of activities reports revenues and expenses.

Fund Financial Statements – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, current liabilities, and deferred inflows of resources generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports the sources (i.e., revenue and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the governmental fund statements.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

I-D. Basis of Accounting

District

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. At the fund reporting level, governmental funds use the modified accrual basis of accounting, and the fiduciary fund uses the accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue, and in the presentation of expenses versus expenditures.

Revenues – Exchange Transactions – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value is recorded on the accrual basis when the exchange takes place. On the modified accrual basis, revenue is recorded when the exchange takes place and in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year.

The District considers revenues, other than grants, to be measurable and available if collected within three months after year-end. Grants are considered measurable and available if 1) they are collected within one year after year-end, and 2) all eligibility requirements, including incurring allowable costs, have been met.

Revenues – Non-exchange Transactions – Non-exchange transactions in which the District receives value without directly giving equal value in return, include property taxes, specific ownership taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied (See Note III-B-1.). Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions also must be available (i.e., collected within 90 days) before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered susceptible to accrual: property taxes, specific ownership taxes, interest, and federal and state grants.

Unearned Revenue – Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Grants and entitlements received before the eligibility requirements are met (e.g., cash advances) also are recorded as unearned revenue.

Deferred Outflows and Inflows of Resources – Deferred outflows related to pensions arise from differences between expected and actual experience about economic and demographic factors, changes in assumptions or other inputs, projected and actual pension plan earnings, and changes in

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

proportional share. These deferrals are amortized over a closed period. The amounts not recognized as a pension expense in the current year are reported as deferred outflows related to pensions.

Deferred inflows of resources are an acquisition of net position by the District that is applicable to a future reporting period, and deferred outflows of resources is a consumption of net position by the District that is applicable to a future reporting period. Both deferred inflows and outflows are reported in the statement of net position but are not recognized in the financial statements as revenues and expenses until the period(s) to which they relate.

Under the modified accrual basis of accounting, revenues and other fund financial resources are recognized in the period in which they become both measurable and available. Assets recorded in the fund financial statements for which the revenues are not available are reported as deferred inflows of resources. In addition, property tax receivables are reported as deferred inflows of resources when levied in the fund statements.

Since property taxes are levied in December (i.e., there is a legal claim) for the next calendar year's operations, the total levy is reported as taxes receivable and deferred inflows.

On governmental fund financial statements (i.e., on the modified accrual basis), receivables that will not be collected within the available period have been reported as deferred inflows (i.e., they are measurable but not available) rather than as revenue.

In addition, deferred outflows related to pension liabilities are presented separately under this category, and they are more fully described under note IV-A.

Expenses/Expenditures – On the accrual basis of accounting, expenses are recognized at the time they are incurred. On the modified accrual basis, expenditures generally are recognized in the accounting period in which the related fund liability is incurred and due, if measurable.

Foundation

The Foundation uses the accrual basis of accounting.

Net assets with donor restrictions are those whose use by the Foundation has been limited by donors to a specific time period or purpose, and include amounts restricted by donors to be maintained by the Foundation in perpetuity.

Gifts of cash and other assets received without donor stipulations are reported as revenue and net assets without donor restrictions. Gifts received with a donor stipulation that limits their use are reported as net assets with donor restrictions. When a donor stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Gifts and investment income that are originally restricted by the donor, and for which the restriction is met in the same time period, are recorded as net assets with donor restrictions and then released from restriction.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

Gifts of land, buildings, equipment, and other long-lived assets are reported as revenue and net assets without donor restrictions unless explicit donor stipulations specify how such assets must be used, in which case the gifts are reported as revenue and net assets with donor restrictions.

Unconditional gifts expected to be collected within one year are reported at their net realizable value. Unconditional gifts expected to be collected in future years are reported at the present value of estimated future cash flows. The resulting discount is amortized using the level-yield method and is reported as contribution revenue.

Conditional gifts depend on the occurrence of a specified future and uncertain event to bind the potential donor and are recognized as assets and revenue when the conditions are substantially met, and the gift becomes unconditional.

In addition to receiving cash contributions, the Foundation receives in-kind contributions from various donors. It is the policy of the Foundation to record the estimated fair value of certain in-kind donations as an expense in its financial statements, and similarly increase contribution revenue by a like amount.

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and a similar provision of state law. However, the Foundation is subject to federal income tax on any unrelated business taxable income. The Foundation had no unrelated business taxable income for the year ended December 31, 2020. The Foundation is not considered a private foundation.

I-E. Assets, Deferred Outflows, Liabilities, Deferred Inflows and Net Position or Fund Balances

I-E-1. Cash, Cash Equivalents, and Investments

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the District.

Investments are stated at fair value based on quoted market prices.

Under Colorado statutes, the District, its fund and fund types may lawfully invest eligible funds in the following securities:

- a. Obligations of the United States and certain U.S. government agencies' securities.
- b. Certain international agency securities.
- c. General obligation and revenue bonds of U.S. local government entities.
- d. Bankers' acceptances of certain banks.
- e. Commercial paper.
- f. Local government investment pools.
- g. Written repurchase agreements collateralized by certain authorized securities.
- h. Certain money market funds.
- i. Guaranteed investment contracts.
- j. Certain corporate bonds

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

The District may also deposit funds in Colorado financial institutions that are members of the Federal Deposit Insurance Corporation.

I-E-2. Receivables

All trade and property tax receivables are reported net of an allowance for uncollectible amounts, when applicable. Property tax allowance as of December 31, 2020 was \$175,000.

I-E-3. Restricted Assets

Restricted assets are reported when restrictions on asset use change the nature or normal understanding of the availability of the asset. Restrictions on assets can be externally imposed by creditors, grantors, contributors, laws, or regulations of other governments, or can be imposed by law through constitutional provisions or enabling legislation.

I-E-4. Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after the non-operating revenues/expenses section in the Internal Service Fund. Repayments from funds responsible for expenditures/expenses to the funds that initially paid for them are not presented on the financial statements. Transfers between funds reported in the governmental activities' column are eliminated.

I-E-5. Prepaid Items

Payments made to vendors for services (e.g., insurance, rents, and library services from other libraries) that will benefit periods beyond December 31, 2020, are recorded as prepaid items using the consumption method by recording an asset for the prepaid amount and reflecting the expenditure/expense in the year in which services are consumed. At the fund reporting level, an equal amount of fund balance is classified as Nonspendable, as this amount is not available for general appropriation.

I-E-6. Capital Assets

Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, books and audiovisual materials and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. These assets generally result from expenditures in governmental funds. The District reports these assets in the governmental activities' column of the government-wide statement of net position but does not report these assets in the governmental fund financial statements.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their acquisition values as of the date received. The District maintains a capitalization threshold of \$5,000. Improvements to capital assets are capitalized. The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend an asset's life are expensed.

All reported capital assets are depreciated except for land, collections of historical treasures and construction-in-progress. Improvements are depreciated over the remaining useful lives of the related capital assets. Leasehold improvements are depreciated over the shorter of the term of the lease or the estimated useful life of the asset. Depreciation is computed using the straight-line method over the following useful lives:

Description	Estimated
Land improvements	20 years
Buildings	20 years
Vehicles	5 to 10 years
Computer equipment	3 to 5 years
Other equipment	3 to 5 years
Furniture and fixtures	10 to 30 years
Books and audio visual materials	6 years

The District capitalizes its library books and audiovisual materials. Purchased items are recorded at cost, and donated items are capitalized at fair value on the date donated. Damage and lost materials are deleted from the inventory, using the specific identification method.

I-E-7. Compensated Absences

Employees earn 15 to 20 days of vacation leave annually based on length of service. District policy allows employees to carryover up to 320 hours of unused vacation leave into the next year for full-time employees, prorated for part-time employees. All outstanding vacation leave is payable upon resignation, termination, retirement, or death.

Employees also earn sick leave and can accumulate up to 180 days of sick leave. Accumulated sick leave is payable only upon retirement or termination after twenty years of service at 50% of the accrued balance as specified in the District's policies. Upon resignation, termination, or death prior to 20 years of service, any outstanding sick leave is forfeited.

The District estimates its accrued sick leave liability based on the sick leave accumulated at the statement of net position date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

Vacation benefits are accrued as a liability as the benefits are earned if the employees' rights to receive compensation are attributable to services already rendered and it is probable that the employer will compensate the employees for the benefits through paid time off or some other means.

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Sick leave benefits are accrued as a liability using the termination payment method. An accrual for earned sick leave is made to the extent that it is probable that the benefits will result in termination payments. The liability is based on the District's past experience of making termination payments.

All compensated absence liabilities include salary-related payments, where applicable.

The total compensated absence liability is reported on the government-wide financial statements. Governmental funds report the compensated absence liability at the fund reporting level only "*when matured*".

I-E-8. Accrued Liabilities and Long-term Obligations

All payables accrued liabilities and long-term obligations are reported in the government-wide financial statements.

In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources and are reported as obligations of these funds. However, compensated absences that will be paid from governmental funds are reported as a liability in the fund financial statements only to the extent that they are "due for payment" during the current year.

I-E-9. Net Position or Fund Balances

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Net Position – Net position is assets minus liabilities plus deferred inflows of resources. Net investment in capital assets consist of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. All other net position is reported as unrestricted.

Fund Balance – Generally, fund balances reflect assets minus liabilities and deferred inflows of resources. Financial reporting standards establish criteria for classifying fund balance amounts into specifically defined categories to make the nature and extent of constraints on these amounts more useful and understandable. The categories comprise a hierarchy based on the extent to which constraints must be honored for a specified purpose and for which amounts can be spent. Fund balances of governmental funds may be categorized as Nonspendable, restricted, committed, assigned, and unassigned.

Nonspendable Fund Balance – cannot be spent because it is either in Nonspendable form or is legally or contractually required to be maintained intact. Examples include items not expected to be converted to cash such as inventories and prepaid assets.

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Restricted Fund Balance – is restricted for specific purposes based on constraints externally imposed by creditors, grantors, contributors, laws, or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – is constrained for a specific purpose by formal action (resolution or ordinance) adopted by the Board of Trustees, and can be rescinded only through the same type of formal action used to establish the original commitment. Trustee actions require either an ordinance or resolution. Both are equally binding for their respective purposes and are mutually exclusive, not interchangeable with one another.

Assigned Fund Balance – is constrained for specific purposes as determined by management and the Board of Trustees through the budget process. The Chief Librarian and CEO is the only employee authorized to assign fund balance.

Unassigned Fund Balance – is unconstrained and comprised of residual uncategorized fund balance amounts. The General Fund is the only fund that reports a positive unassigned fund balance. In other governmental funds, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative fund balance in those funds.

As previously discussed, the District applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted resources are available. When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, committed amounts are reduced first, followed by assigned amounts and then unassigned amounts.

I-E-10. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

I-F. Implementation of Accounting Standards

In May 2020, GASB issued Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance, (GASB 95). The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later. The District has implemented this Statement for the year ended December 31, 2019. Implementation of this standard delays the following standards to 2020:

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GASB Statement No. 84, Fiduciary Activities, was implemented by the District during 2020. This statement establishes criteria for identifying fiduciary activities and guidance for reporting. It describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Further direction was provided with GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans - An Amendment of GASB Statements No. 14 and 84 and a Supersession of GASB Statement No. 32, which amended, in part, GASB 84. After review of both statements, the District determined that its Flexible Spending Account (FSA) qualified as a custodial fund due to the District's control of the assets but lack of administrative and financial involvement. As such, the FSA plan is reported as a fiduciary activity with a beginning fiduciary net position of \$47,723.

GASB 97 paragraphs 4 and 5 modified the applicability of certain component unit criteria related to defined contribution pension plans. This criterion was considered in conjunction with the implementation of GASB 84 and based upon this guidance none of the District's defined contribution plans met the criteria to be reported as fiduciary activities. The District will implement paragraphs 6-9 for the fiscal year ending December 31, 2022 as required by the standard.

Note II: Stewardship, Compliance and Accountability

II-A. Budgetary Information

The District adheres to the following procedures in establishing the budgetary data reflected in the financial statements:

1. The District adopts an annual operating budget for its General Fund, Special Revenue Fund, Debt Service Fund (none for 2020) and Capital Projects Funds. During October, the Chief Librarian/CEO submits to the Board of Trustees a proposed budget for the fiscal year commencing the following January 1. The budget includes proposed expenditures and means of financing them.
2. Public hearings are conducted by the Board of Trustees to obtain taxpayer comments.
3. Prior to December 15, the budget is adopted by formal resolution.
4. Expenditures may not legally exceed appropriations at the fund level. Authorization to transfer budgeted amounts between departments within any fund and the reallocation of budget line items within any department in the General Fund rests with the Executive Director and/or Chief Finance Officer. The Board of Trustees must approve revisions that alter the total expenditures of any fund.
5. Budgets for all fund types are adopted on a basis consistent with generally accepted accounting principles.

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Budgeted amounts reported in the accompanying financial statements are as originally adopted per a separate budget report, and as amended by the Executive Director and/or the Board of Trustees throughout the year.

The original appropriation (including transfers out) for all governmental funds has been amended as follows:

Changes to Original Budget			
	Original Budget	Revised Budget	Budget Change
General Fund	\$ 36,746,146	\$ 36,451,911	\$ (294,235)
Designated Purpose Fund	-	109,021	109,021
North Facility Project Fund	217,020	547,549	330,529
East Library Renovation Fund	120,750	203,847	83,097
Penrose Library Renovation Fund	268,000	329,642	61,642
Capital Reserve Fund	2,018,795	3,483,228	1,464,433

6. All original and supplemental appropriations for all funds lapse at the end of the year.

II-B. Encumbrances

Appropriations in governmental funds are encumbered upon issuance of purchase orders, contracts, or other forms of legal commitments. While appropriations lapse as of the end of the fiscal year, the succeeding year’s budget is amended for the re-appropriation of year-end encumbrances.

Note III: Detailed Notes on All Funds

III-A. Deposits and Investments

III-A-1. Deposits

Deposits include bank accounts and short-term investments.

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by State regulators. Amounts on deposit more than federal deposit insurance levels must be collateralized. The eligible collateral is determined by PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another financial institution or held in trust. The fair value of the collateral must be equal to 102% of the aggregate uninsured deposits.

The District has transaction accounts that are covered under FDIC insurance. The FDIC insurance limit for cash accounts is \$250,000. The carrying amount of the District’s deposits, excluding the

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cash held in the Custodial Fund of \$53,366, as of December 31, 2020 was \$890,553. The bank balances, excluding the cash held in the Custodial Fund of \$53,366, were \$2,015,974, of which \$1,765,974 is not covered by federal deposit insurance. While this amount is uninsured, it is collateralized in accordance with provisions of the PDPA. Additionally, the District had \$12,428 in cash on hand as of December 31, 2020.

III-A-2. Investments

Investment decisions are governed by the District's investment policy.

The primary objectives of the investment policy are:

Safety of Principal – The primary objective is to protect against the loss of any principal.

Liquidity – Investments will be managed to ensure that funds are available to meet obligations, as necessary.

Yield – Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

The standard of prudence to be used shall be the “prudent investor” standard which states “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for preservation, considering the probable safety of their capital as well as probable income to be derived.”

Interest Rate Risk – The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

The following is a list of eligible instruments for investments:

U.S. Treasury Obligations – Treasury Bills, Notes and Bonds with a maturity of five years or less.

Federal Agency Securities – Instruments such as those issued by the Government National Mortgage Association (GNMA) that are backed by the full faith and credit of the U.S. Treasury. Such securities must have a maturity of five years or less.

Federal Instrumentality Securities – Instruments such as those issued by the Federal National Mortgage Association (FNMA), Federal Farm Credit Bank (FFCB), Federal Home Loan Bank (FHLB), and the Federal Home Loan Mortgage Corporation (FHLMC). These obligations carry only an implied government guarantee. Such securities must have a maturity of five years or less.

Repurchase Agreements – Such instruments must be collateralized at 102% by U.S. Treasury securities, Federal Agency securities, or Federal Instrumentality securities.

Prime Commercial Paper – Such instruments must have a maturity of 270 days or less, and be rated in the highest category by one or more nationally recognized rating services.

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Bonds – Instruments/debt issued by a U.S. corporation or bank with a net worth more than \$250 million. Securities must mature within three years and must be rated at least AA or Aa3 by two or more nationally recognized rating services.

Bankers Acceptances – Instruments issued by a state or national bank with a combined capital surplus of at least \$250 million.

General Obligation Debt or Revenue Obligation Debt – Debt with a maturity of five years or less, issued by any state or any political subdivision of any state.

Local Government Investment Pools – Investment pools, such as COLOTRUST, which are authorized by C.R.S. 24-75-701 and 702 at seq.

Money Market Mutual Funds – Funds that are registered under the Investment Company Act of 1940 that are no load and maintain a constant share price. Funds must be rated in the highest category by one or more nationally recognized rating services and must have a weighted average maturity in accordance with Federal Securities Regulation 2a-7.

Interest-bearing Accounts, Certificates of Deposit – Such accounts either must be fully insured by the FDIC or are approved to accept public deposits, and which have pledged eligible collateral to secure uninsured public funds on deposit with such institution in accordance with the requirements of the PDPA.

The District has invested in the Colorado Government Liquid Asset Trust (COLOTRUST). This investment vehicle has been established for local government entities in Colorado to pool surplus funds for investment purposes by state statute. This fund operates similarly to a money market fund and each share is equal in value to \$1.00. This investment pool operates under the authority and in conformity with Part 6 of Article 75 of Title 24 of the Colorado State Revised Statutes.

Credit Risk

The composition of the portfolio will vary according to market opportunities; however, the investment should be diversified by security type and institution.

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Instrument	Allowed	Per Issuer
U.S. Treasury Obligations	100%	100%
Federal Agency Securities	75%	50%
Federal Instrumentality Securities	75%	50%
Repurchase Agreements	100%	50%
Prime Commercial Paper	100%	100%
Bonds	50%	50%
Banker's Acceptances	50%	50%
General Obligation Debt or Revenue Obligation Debt	50%	50%
Local Government Investment Pools	100%	100%
Money Market Mutual Funds	100%	100%
Interest-bearing Accounts, Certificates and Deposits	100%	100%

The maturity of the securities shall be structured to avoid undue concentration in any sector of the yield curve. No investment maturity shall exceed three years. Exceptions to this structure may be allowed where maturities can be structured to accommodate readily identifiable cash flows as approved by the Board.

The District's policy permits investment in local government investment pools. Current investments of \$15,087,241 are held in COLOTRUST, which was rated AAAM by Standard & Poor's on December 31, 2020. The District policy also encourages diversification of investments, limited to the Colorado Revised Statute CRS 24-75-701.

Cash and Investment Reconciliation

	Cash and Cash Equivalents	Investments	Total
Governmental activities - statement of net position	\$902,981	\$15,087,241	\$15,990,222
Custodial Fund	53,366	-	53,366
Less cash on hand and petty cash	<u>(12,428)</u>	<u>-</u>	<u>(12,428)</u>
Total deposits and investments	<u>\$943,919</u>	<u>\$15,087,241</u>	<u>\$16,031,160</u>
Per note disclosure above			
Deposits			\$943,919
Investments			<u>15,087,241</u>
Primary government total			<u>\$16,031,160</u>

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The Foundation’s cash and investments are comprised of the following as of December 31, 2020:

	2020 Amount	Institutions	Insurance or Collateral	Credit Ratings of Underlying Securities *
Money market savings account	\$225,404	ENT Federal Credit Union	\$225,404	N/A
Investments (stocks, bonds, mutual funds)	2,159,612	Members Trust Company	-	A/AAA
Investment level money market account	<u>24,515</u>	Members Trust Company	-	A1/P1
Total	<u><u>\$2,409,531</u></u>			

* As applicable

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The Foundation’s cash and investments are exposed to \$2,184,127 of custodial credit risk as of December 31, 2020.

Investment in a State Investment Pool

During the year, the District invested in Colotrust, a public fund investment pool. The fair value of the position of the pool is measured at net asset value and is designed to approximate the share value. The pool’s governing body is comprised of individuals who are employees, officers, or elected officials of the participants in the fund or do not have a business relationship with the fund and are qualified to advise. Investment objective and strategies of the pool are to seek preservation of principal, liquidity, and current income through investment in a diversified portfolio of short-term marketable securities. The pool offers same day access to the investment funds.

III-B. Taxes

III-B-1. Property Taxes

Property taxes for the current year are certified in arrears to El Paso County on December 15 and attach as a lien on property the previous January 1. For example, property taxes owed in 2020 are certified to the County in December 2019 and are available for collection on the due date, January 1, 2020. Property taxes are payable in full by April 30 or in two equal installments due February 28

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and June 15. El Paso County bills and collects property taxes for all taxing districts in the County. The property tax receipts collected by El Paso County are remitted to the District in the subsequent month.

Property taxes are reported as a receivable and as deferred inflows of resources when the District has an enforceable legal claim to the taxes and as revenue when available for collection in the following year.

For property taxes due in 2020, the County has extended the due date for property tax payments to July 15, 2020 due to COVID-19 without penalty.

III-B-2. Specific Ownership Taxes

Specific ownership taxes are collected by El Paso County for motor vehicles and other personal property registered in the District’s assessment area. Specific ownership taxes are recorded as revenue when collected by El Paso County.

III-C. Interfund Receivables, Payables, and Transfers

The following schedule reflects the District’s interfund receivables and payables as of December 31, 2020:

Receivable Fund	Payable Fund General Fund
Designated Purpose Fund	\$ 105,721
Penrose Library Renovation Fund	417,945
East Library Renovation Fund	82,832
North Facility Project Fund	189,864
Capital Reserve Fund	2,326,998
 Total	 \$ 3,123,360

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Interfund balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

Interfund transfers:

Transfers In	Transfers Out General Fund
East Library Renovation Fund	8,545
North Facility Project Fund	63,367
Capital Reserve Fund	1,475,456
	\$ 1,547,368

Transfers are used to:

- (1) move revenues from the fund that statute or budget requires collecting them to the fund that statute or budget requires to expend them,
- (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

III-D. Capital Assets

Capital asset activity for the year ended December 31, 2020 was as follows:

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	Balance January 1, 2020	Additions	Deletions	Balance December 31, 2020
Governmental activities				
Capital assets not being depreciated				
Land	\$ 5,317,363	\$ -	\$ -	\$ 5,317,363
Collections of historical treasures	9,608,438	7,934	(19,086)	9,597,286
Construction in progress	-	51,423	-	51,423
Total capital assets not being depreciated	14,925,801	59,357	(19,086)	14,966,072
Capital assets, being depreciated				
Land improvements	893,859	49,032	-	942,891
Leasehold improvements	1,007,654	61,874	-	1,069,528
Buildings	44,952,348	26,084	-	44,978,432
Equipment, furniture and fixtures	5,641,163	863,011	(470,772)	6,033,402
Vehicles	866,609	9,975	(31,511)	845,073
Books and audio visual materials	14,873,606	1,127,274	(2,141,375)	13,859,505
Total capital assets being depreciated	68,235,239	2,137,250	(2,643,658)	67,728,831
Less accumulated depreciation for				
Land improvements	(135,907)	(45,280)	-	(181,187)
Leasehold improvements	(1,007,653)	(3,094)	-	(1,010,747)
Buildings	(30,199,067)	(1,306,629)	-	(31,505,696)
Equipment, furniture and fixtures	(4,741,956)	(321,277)	468,699	(4,594,534)
Vehicles	(759,138)	(31,748)	31,511	(759,375)
Books and audio visual materials	(11,495,004)	(1,303,310)	1,741,326	(11,056,988)
Total accumulated depreciation	(48,338,725)	(3,011,338)	2,241,536	(49,108,527)
Total capital assets, being depreciated, net	19,896,514	(874,088)	(402,122)	18,620,304
Governmental activities capital assets, net	\$ 34,822,315	\$ (814,731)	\$ (421,208)	\$ 33,586,376
Governmental activities depreciation expense				
Public services				\$ 2,620,302
Administrative services				221,767
Information Technology				169,269
Total governmental activities depreciation expense				\$ 3,011,338

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III-E. Long-term Liabilities

III-E-1. Changes in Long-term Liabilities

Long-term liability activity of the District for the year ended December 31, 2020 was as follows:

	Balance January 1, 2020	Additions	Reductions	Balance December 31, 2020	Due Within One Year
Governmental activities					
EPCRP net pension liability	\$ 26,717,889	\$ 14,619,391	\$ -	\$ 41,337,280	\$ -
Compensated absences *	1,820,956	1,899,829	1,664,710	2,056,075	616,823
 Total governmental activities long-term liabilities	 <u>\$ 27,765,321</u>	 <u>\$ 16,519,220</u>	 <u>\$ 1,664,710</u>	 <u>\$ 43,393,355</u>	 <u>\$ 616,823</u>

Compensated absences are generally liquidated by the General Fund.

* Reported in accrued compensation payable in the Statement of Net Position, which also includes accrued wages.

III-E-2. Computation of Legal Debt Margin

Assessed valuation	<u>\$ 8,246,468,310</u>
Debt limitation - 1.5% of total assessed value	<u>\$ 123,697,025</u>
Total debt (excluding compensated absences)	<u>-</u>
Total debt applicable to limitation	<u>-</u>
Legal debt margin	<u>\$ 123,697,025</u>

Capital leases are not included as debt for purposes of calculating legal debt margin (Colorado Revised Statute 22-42-104).

III-F. Operating Agreements

The District has entered into several agreements for building leases, equipment, and services. All agreements are renewable on a year-to-year basis. Should the Board of Trustees fail to appropriate funds for the subsequent budget year, the agreements can be terminated. The total cost for such agreements was \$1,196,233 for the year ended December 31, 2020.

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The future minimum payments for the agreements, subject to the renewal process described above, are as follows:

Year Ending December 31,

2021	\$ 877,134
2022	670,595
2023	679,648
2024	679,345
2025	270,169
Future years	<u>1,142,320</u>
Total	<u>\$ 4,319,211</u>

Note IV: Other Information

IV-A. Retirement Plan

The District participates in the El Paso County Retirement Plan (the Plan), a cost-sharing multiple-employer defined benefit pension plan. The net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, information about the fiduciary net position and additions to/deductions from the fiduciary net position of the Plan have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

General — The Plan is a cost-sharing multiple employer defined benefit plan covering all permanent, full-time, and job-share employees of the participating employers upon their date of employment. Employers, as defined in the Plan document, include El Paso County, El Paso County Public Health, Pikes Peak Library District, 4th Judicial District Attorney and El Paso County Retirement Plan. All employees hired after September 1, 1967 are required to participate. Employees hired from 1974 through 1981 who were age 60 or older at their date of employment could elect to become a member as of January 1, 1982.

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The participants of the Plan consisted of the following as of December 31, 2019 (the most recent actuarial valuation date):

Inactive plan members or beneficiaries currently receiving benefits	1,824
Inactive plan members entitled to but not yet receiving benefits	490
Active plan members	<u>2,863</u>
Total	<u><u>5,177</u></u>

The El Paso County Board of Retirement (the Board) manages and administers the Plan. The Board consists of five members, one of whom is the El Paso County Treasurer, two of whom are appointed by the El Paso County Board of Commissioners (the Board of Commissioners) and two of whom are employees of the participating employers elected by participants. The Board shall have all powers necessary to affect the management and administration of the Plan in accordance with its terms. The Board has the powers set forth in Part 1, Title 24, Article 54, of the Colorado Revised Statutes.

Plan Amendments — The Board has the right to alter, amend, or terminate the Plan or any part thereof in such manner as it may determine; provided that no such alteration or amendment shall provide that a retirement benefit payable to any retired member shall be less than that provided by his or her accumulated contributions or affect the right of any member to receive a refund of his accumulated contributions and provided further that no alteration, amendment or termination of the Plan or any part thereof shall permit any part of the Plan to revert to or be recoverable by any employer or be used for or diverted to purposes other than the exclusive benefit of members, retired members, terminated vested members or beneficiaries under the Plan, except such funds, if any, as may remain at termination of the Plan after satisfaction of all liabilities with respect to members, retired members, terminated vested members and beneficiaries under the Plan and are due solely to erroneous actuarial calculations.

The Plan is intended to comply with the requirements of the applicable provisions of Internal Revenue Service Code Section 401(a) as now in effect or hereafter amended, and any modification or amendment of the Plan may be made retroactive, as necessary or appropriate, to establish and maintain such compliance.

Contributions — Contribution requirements are established and may be amended by the Board. Through December 31, 2009, participants contributed 6% of their monthly compensation to the Plan. The Plan was amended during 2009 to increase the participant monthly contribution rate to 6.5% effective January 1, 2010, 7.0% effective January 1, 2011 and 7.5% effective January 1, 2012. The Plan was further amended in 2013 to increase the participant monthly contribution rate to 8.0% effective January 1, 2014. The participating employers make monthly contributions at least equal to the contributions made by the participants. Interest is credited on employee contributions at the rate of

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3% per annum, compounded monthly. Employee and employer basic contributions amounted to 16% of covered payroll for both 2020 and 2019.

Contributions are tax-deferred to the participants for federal income tax purposes. If participants have at least five or eight years of credited service (see Retirement Benefits below), they are eligible to receive a future monthly retirement benefit. Any refund of contributions paid waives all future rights to any benefits. However, eligible participants who return to employment with a participating employer within 48 months and were previously refunded their contributions may reinstate withdrawn service if they repay the Plan the amount received when employment was terminated, plus interest, within twelve months of rehire.

Active participants who have completed five years of service if hired before January 1, 2013 and eight years of service if hired on or after January 1, 2013 may purchase up to five years of service credit for any period of full-time, nonvested previous employment with any public or private employer. One month of service credit may be purchased for each full month of full-time, nonvested, noncovered employment. The cost to purchase one month of service credit for noncovered employment is the “actuarial equivalent cost”, as determined by the actuary for the Plan.

Participants may elect to pay for purchases of service credit in a lump sum or on an installment basis. Effective July 2016, service credit purchases may also be made by rollover contributions from an eligible retirement plan. Payments may be made on a monthly, quarterly, or annual basis with interest due at the actuarial equivalent interest rate for periodic benefits. The period over which installment payments may be made cannot exceed a period equal to the total amount of credited service to be purchased. Purchased service is recognized when paid.

Contributions to the plan by the District were \$965,981 for 2020.

Administrative Expenses — The Plan's administrative expenses are paid from the assets of the Plan accumulated from contributions and investment earnings. During both 2020 and 2019, the Plan received \$1,075,000 from the Plan's employers (\$25,000 from PPLD) for reimbursement of administrative and investment expenses, which is included in Other Income in the accompanying financial statements.

Termination Benefits — Participants vest in accumulated contributions as follows:

- (a) If hired before January 1, 2013 and credited with less than five years of service or hired on or after January 1, 2013 and credited with less than eight years of service: Refund of the participant's accumulated contributions.
- (b) If hired before January 1, 2013 and credited with five or more years of service or hired on or after January 1, 2013 and credited with eight or more years of service:
 - (i) The participant may elect to receive a deferred retirement benefit which shall be equal to the participant's accrued benefit as of the date of termination and payable on the participant's normal retirement date. The participant may elect to receive a reduced retirement benefit beginning on the first day of any month after the participant's attainment of age 55. The

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reduction shall be 3% for each year by which payments commence prior to the first of the month following the participant's normal retirement date.

- (ii) In lieu of (i), a participant may elect a current refund of accumulated contributions made by the participant.

Retirement Benefits — Participants hired before January 1, 2010 are eligible for normal retirement on the first of the month coincident with attainment of age 62. Participants hired after December 31, 2009 are eligible for normal retirement after attainment of age 62, but not before the completion of 60 months of continuous service. Participants hired after December 31, 2012 are eligible for normal retirement after attainment of age 62, but not before the completion of 96 months of continuous service.

If hired before January 1, 2010, the monthly benefit payable at normal retirement is equal to 2.22% times the final average monthly compensation, times years of credited service earned through December 31, 2012 and 2.00% times the final average monthly compensation, times years of credited service earned after December 31, 2012. If hired on or after January 1, 2010, the monthly benefit payable at normal retirement is equal to 2.00% times final average monthly compensation times years of credited service.

The normal retirement benefit will not be greater than 75% of the participant's final average monthly compensation if hired before January 1, 2013 and not greater than 60% of final average monthly compensation if hired on or after January 1, 2013. Final average compensation is the highest monthly average of considered compensation during the 36 consecutive calendar months of credited service out of the last 120 calendar months of credited service.

A participant is eligible for an early retirement benefit at age 55, provided the member has completed five or eight years of credited service. If the participant is hired before January 1, 2013, five years is required. If hired on or after January 1, 2013, eight years is required. The monthly pension is based on the vested portion of the normal retirement benefit, reduced by 3% for each year the early retirement date precedes the normal retirement date.

A participant is eligible for special early retirement benefits if the sum of the participant's age and credited service equals 75 or more. Employees hired on or after January 1, 2016 must be a minimum age of 50 to be eligible under this provision. The monthly benefit is equal to the normal retirement benefit and is not reduced for early commencement.

The annuity for delayed retirement is computed by the normal retirement formula considering credited service and compensation to actual retirement.

Disability Benefits — A participant is eligible for disability benefits if the participant's employment is terminated due to total and permanent disability as determined by eligibility for and receipt of disability benefits continuously until the normal retirement date under (1) the employer's long-term disability plan, or (2) Title II of the Federal Social Security Act. The annuity, payable at age 62, shall be calculated as for normal retirement considering the credited service that would have accrued had the participant been employed until the normal retirement date and the final average compensation during the calendar year preceding the year of the member's disability retirement.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

Payment of Benefits — The monthly benefit, computed as set forth above, shall be paid in equal monthly payments commencing one month after the actual retirement date continuing at monthly intervals for the retired participant's lifetime thereafter. If the retired participant's death occurs prior to the payment of 120 monthly payments, the remainder of the 120 payments shall be paid to the participant's beneficiary.

Death Benefits Prior to Retirement — Death benefits prior to retirement are as follows:

If an active participant or vested participant dies prior to their normal retirement date, the participant's surviving beneficiary will be entitled to either two times the participant's accumulated contributions payable immediately or a monthly benefit equal to 60% of the monthly retirement benefit earned by the member prior to the date of death. Payment of the monthly benefit to the beneficiary will begin on the first of the month following the death or the date the member would have attained age 55, if later. If the participant met the rule of 75 while working and had not applied for retirement nor ceased employment as of date of death, their beneficiary will be entitled to a monthly benefit. Under these circumstances, the participant will be deemed to have retired on the first day of the month of their death. If no optional benefit had been elected prior to death, the participant shall be deemed to have elected the full joint and survivor benefit and such benefit shall be payable for the life of the participant's designated beneficiary, if living, following the participant's death.

Between normal and delayed retirement — In the event that a participant dies after their normal retirement date but prior to their actual retirement, their beneficiary will be entitled to a monthly benefit. Under these circumstances, the participant will be deemed to have retired on the first day of the month of their death. If no optional benefit had been elected prior to death, the participant shall be deemed to have elected the full joint and survivor benefit and such benefit shall be payable for the life of the participant's designated beneficiary, if living, following the participant's death.

Death Benefits After Retirement — Death benefits after retirement consist of a lump-sum benefit of \$3,000 payable upon the death of a retired participant.

Plan Termination — Although not presently contemplated, the Board has the right to terminate the Plan at any time, subject to limitations. In the event of termination, after payment of expenses, accumulated contributions would be returned to the participants, and the remaining assets distributed on a pro rata method to the participants based on accrued benefits. Participating employers would not receive any Plan assets.

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

On December 31, 2020, the District reported a liability of \$41,337,280 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2019. Standard update procedures were used to roll forward the total pension liability to December 31, 2020. The District's proportion of the net pension liability was based on the District's contribution to the El Paso County Retirement Plan for the calendar year 2020 relative to the total contributions of participating employers to the EPCRP. The net pension

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

liability is the difference between the total pension liability and fiduciary net position as of December 31, 2020.

As of December 31, 2020, the District's proportion was 6.79%, which was a decrease of 0.33% from its proportion measured as of December 31, 2019.

For the year ended December 31, 2020, the District recognized pension expense of \$8,197,567. As of December 31, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows</u>	<u>Deferred Inflows</u>
Difference between expected and actual experience	\$ 287,129	\$ 677,425
Changes in actuarial assumptions	18,023,502	552,490
Net difference between projected and actual earnings on pension plan investments	-	767,025
Changes in proportion	861,238	686,838
Total	<u>\$ 19,171,869</u>	<u>\$ 2,683,778</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ended December 31,</u>	<u>Amount</u>
2021	\$ 6,216,953
2022	5,743,860
2023	2,802,763
2024	1,724,515
2025	-
Total	<u>\$ 16,488,091</u>

The Plan determined that the average expected remaining service lives for active and inactive members on January 1, 2020 was 4.80 years.

Actuarial Assumptions— The total pension liability was determined by an actuarial valuation as of December 31, 2019 and rolled forward to the measurement date of December 31, 2020. The liability reflects various actuarial assumption changes adopted by the Board in October 2018. The following is a summary of the actuarial assumptions:

Inflation	2.5%
Salary increases	Graded by service, from 8.00% to 3.00%

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

Investment rate of return	7.0%, net of investment expenses, down from 7.5% for 2019. This is based on an average inflation rate of 2.5% and a real rate of return of 4.5%.
Discount rates	From 5.37% for 2019 to 3.39% for 2020

Mortality rates were based on the RP-2000 Sex-Distinct Mortality Table projected generationally using Projection Scale MP-2017. Mortality rates used for disabled members is based on the RP-2000 Disabled Mortality Table projected generationally using Projection Scale MP-2017.

The actuarial assumptions were based on the results of an actuarial experience study for the period from January 1, 2013 to December 31, 2017, resulting in changes in actuarial assumptions adopted by the Board to better reflect expected future experience.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in the pension plan's target asset allocation are summarized in the following table (note that the rates shown below exclude the inflation component):

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>
Equities	6.63%
Fixed income	3.01%
Real assets	5.57%
Diversifying alternative investments	4.30%

Discount Rate — The discount rate used to measure the total pension liability was 3.39%. The projection of cash flows used to determine the discount rate assumed that employer contributions will continue to follow the current funding policy adopted by the Board. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate — The following presents the District's proportionate share of the net pension liability, calculated using the discount rate of 3.39%, as well as what the District's proportionate share of

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.39%) or 1-percentage-point higher (4.39%) than the current rate:

	Current		
	1% Decrease	Discount Rate	1% Increase
	(2.39%)	(3.39%)	(4.39%)
District's proportionate share of the net pension liability	\$ 52,642,055	\$ 41,337,280	\$ 32,241,690

Detailed information about the pension plan’s fiduciary net position is available in the separately issued financial reports found at www.epcretirement.org.

Additional Information - Additional information supporting the Schedule of Employer Allocations and the Schedule of Pension Amounts by Employer is in the Plan’s financial statements. This information is available by contacting the Executive Director of the Plan at: El Paso County Retirement Plan, 2880 International Circle, Suite N030, Colorado Springs, CO 80910.

IV-B. Deferred Compensation Plan

The District offers its employees the Pikes Peak Library District Deferred Compensation Plan, an Internal Revenue Code Section 457 deferred compensation plan. Participation is voluntary. The District does not contribute to the Plan, and the maximum amount that may be deferred under the Plan for 2020 excluding catch-up provisions, was the lesser of \$19,500 or 33-1/3 percent of the participant’s includable compensation. The District does not have fiduciary accountability for the Plan and does not hold the Plan’s assets in a trustee capacity. Accordingly, the Plan’s assets and related liabilities to Plan participants are not recorded on the financial statements of the District.

IV-C. Contingencies

IV-C-1. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. The District carries commercial insurance for the risks of loss, including worker’s compensation and employee accident insurance. There were no significant reductions in insurance coverage from the prior year, and there have been no settlements that exceed the District’s insurance coverage during the past three years.

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

The following is a summary of claims activity for the District’s employee health plan for the years ended December 31, 2020 and 2019:

	Claims Payable Beginning of Year	Claims Incurred	Claims Paid	Claims Payable End of Year
Fiscal Year 2020	\$ 90,641	\$ 1,488,386	\$ (1,427,475)	\$ 151,552
Fiscal Year 2019	\$ 139,284	\$ 1,466,063	\$ (1,514,706)	\$ 90,641

The plan is partially self-insured and is offered to employees with a regularly scheduled workweek of 30 or more hours.

IV-C-2. Grants

The District periodically receives federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to a request for reimbursements to grantor agencies for expenditures disallowed under the terms of the grant. District management believes disallowances, if any, will be immaterial.

IV-C-3. TABOR Amendment

In November 1992, the people of the State of Colorado passed an amendment to the State’s constitution (Article X, Section 20) known as the Taxpayer’s Bill of Rights (TABOR), which was effective December 31, 1992. TABOR’s intended purpose was to reasonably restrain the growth of government by imposing spending and revenue limits on the state and any local government, excluding enterprises. Provisions of TABOR require, among other things, that:

- Each district shall reserve for use in declared emergencies 3% or more of its fiscal year spending (as defined by TABOR) excluding bonded debt service, and this amount is set aside as part of reserved fund balance, called “declared emergencies”.
- If revenue from sources not excluded from fiscal year spending exceeds the limits prescribed by TABOR in dollars for that fiscal year, the excess shall be refunded in the next fiscal year unless voters approve a revenue change as an offset.
- Revenue collected, kept, or spent illegally since four full fiscal years before an individual or class action enforcement suit is filed shall be refunded with 10% annual simple interest from the initial conduct.
- With minor exceptions, advance voter approval is required for any new tax, tax rate increase, or mill levy above that for the prior year or creation of any multiple-fiscal year direct or

Pikes Peak Library District
Notes to Financial Statements
December 31, 2020

indirect district debt or other financial obligation without certain cash reserve amounts or a non-appropriation clause contained within the legal documents.

- Management believes it complies with all aspects of TABOR.

IV-C-4. Claims and Litigation

There are various claim(s) pending against the District as of December 31, 2020 and through the report date. Although the outcome of such claim(s) cannot be predicted with certainty, the District believes that adequate insurance coverage exists and that the final settlements of such matters will not materially affect the financial statements of the District.

IV-D. Current Economic Uncertainties

As a result of the spread of the SARS-CoV-2 virus and the incidence of COVID-19, economic uncertainties have arisen which may negatively affect the financial position, results of operations and cash flows of the District. The duration of these uncertainties and the ultimate financial effects cannot be reasonably estimated at this time.

IV-E. Commitments

Total encumbrances outstanding as of December 31, 2020 by fund are as follows:

Fund	Balance
General Fund	\$ 310,030
Penrose Library Fund	9,140
East Library Capital Projects Fund	6,858
Capital Reserve Fund	412,304
North Facility Fund	33,007

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Required Supplementary Information

Pikes Peak Library District
Schedule of the District's Proportionate Share
Of the Net Pension Liability
(Required Supplementary Information)
El Paso County Retirement Plan

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
Proportionate share of total pension liability	\$ 70,562,293	\$ 55,348,696	\$ 49,488,139	\$ 34,179,173	\$ 30,304,461	\$ 30,891,857
Proportionate share of fiduciary net position	<u>(29,225,013)</u>	<u>(28,630,807)</u>	<u>(23,587,708)</u>	<u>(24,631,386)</u>	<u>(20,673,246)</u>	<u>(20,867,698)</u>
Proportionate share of net pension liability	<u>\$ 41,337,280</u>	<u>\$ 26,717,889</u>	<u>\$ 25,900,431</u>	<u>\$ 9,547,787</u>	<u>\$ 9,631,215</u>	<u>\$ 10,024,159</u>
District's proportion of the net pension liability	<u>6.79%</u>	<u>7.12%</u>	<u>6.54%</u>	<u>6.42%</u>	<u>5.98%</u>	<u>6.45%</u>
District's covered payroll	<u>\$ 12,074,763</u>	<u>\$ 11,499,138</u>	<u>\$ 10,084,281</u>	<u>\$ 9,584,675</u>	<u>\$ 8,456,687</u>	<u>\$ 8,572,275</u>
District's proportionate share of the net pension liability as a percentage of its covered payroll	<u>342.34%</u>	<u>232.35%</u>	<u>256.84%</u>	<u>99.62%</u>	<u>113.89%</u>	<u>116.94%</u>
Plan fiduciary net position as a percentage of the total net pension liability	<u>41.42%</u>	<u>51.73%</u>	<u>46.34%</u>	<u>72.07%</u>	<u>68.22%</u>	<u>67.55%</u>

Note - Information determined under the provisions of GASB 68 is not available prior to 2015. In future years, additional years will be added until 10 years of historical data are presented. Information provided in this schedule has been determined as of the District's measurement date (December 31) of the net pension liability in accordance with GASB Statement No. 68.

Pikes Peak Library District
Schedule of District's Contributions
(Required Supplementary Information)
El Paso County Retirement Plan

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>
Contractually required contributions	\$ 965,981	\$ 919,931	\$ 806,737	\$ 766,774	\$ 676,535	\$ 685,782
Actual contributions	<u>(965,981)</u>	<u>(919,931)</u>	<u>(806,737)</u>	<u>(766,774)</u>	<u>(676,535)</u>	<u>(685,782)</u>
Contributions deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	<u>\$ 12,074,763</u>	<u>\$ 11,499,138</u>	<u>\$ 10,084,281</u>	<u>\$ 9,584,675</u>	<u>\$ 8,456,687</u>	<u>\$ 8,572,275</u>
Contributions as a percentage of covered payroll	<u>8.0%</u>	<u>8.0%</u>	<u>8.0%</u>	<u>8.0%</u>	<u>8.0%</u>	<u>8.0%</u>

Note - Information determined under the provisions of GASB 68 is not available for years prior to 2015. In future reports, additional years will be added until 10 years of historical data is presented. Information presented in this schedule has been determined as of the District's most recent fiscal year-end (December 31) in accordance with GASB Statement No. 68.

Note - The following are the changes in actuarial assumptions made during 2020:

- * Inflation from 3.5% in 2017 to 2.5% in 2018, 2019 and 2020.
- * Graded by service, from 7.76% to 3.75% in 2017 to 8.0% to 3.0% in 2018 - 2020.
- * Investment rate of return from 8.0% in 2017 to 7.5% in 2018 and 2019, and 7.0% in 2020.
- * Discount rate from 8.00% in 2017 to 5.23% in 2018 to 5.37% in 2019 to 3.39% in 2020.

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Positive (Negative)</u>
Revenues				
Taxes				
Local property taxes				
Current	\$ 30,142,651	\$ 30,142,651	\$ 30,042,362	\$ (100,289)
Delinquent	18,000	18,000	11,963	(6,037)
Omitted	7,000	7,000	7,195	195
Specific ownership taxes	3,600,000	3,300,000	3,344,277	44,277
Interest on taxes	36,000	36,000	24,708	(11,292)
Payment in lieu of taxes	10,000	10,000	9,601	(399)
Total taxes	<u>33,813,651</u>	<u>33,513,651</u>	<u>33,440,106</u>	<u>(73,545)</u>
Intergovernmental	514,419	514,419	715,285	200,866
Fines and fees	100,000	80,000	63,530	(16,470)
Interest earnings	425,000	175,000	116,945	(58,055)
Donations/fundraising	219,100	270,897	129,852	(141,045)
Miscellaneous				
Copy sales	96,000	50,000	48,316	(1,684)
Parking lot collections	22,000	12,000	9,096	(2,904)
Other	4,500	4,500	3,201	(1,299)
Total miscellaneous	<u>122,500</u>	<u>66,500</u>	<u>60,613</u>	<u>(5,887)</u>
Total revenues	<u>35,194,670</u>	<u>34,620,467</u>	<u>34,526,331</u>	<u>(94,136)</u>
Expenditures				
Current				
Public Service				
Personnel services	13,793,786	14,473,826	12,693,140	1,780,686
Supplies	443,715	460,273	190,178	270,095
Library materials	4,716,115	4,828,306	4,641,150	187,156
Contractual services	909,020	945,255	650,775	294,480
Repairs and maintenance	29,000	29,000	1,551	27,449
Other services	331,306	336,564	150,327	186,237
Total Public Service	<u>20,222,942</u>	<u>21,073,224</u>	<u>18,327,121</u>	<u>2,746,103</u>

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Positive (Negative)</u>
Human Resources Office				
Personnel services	466,577	460,858	461,999	(1,141)
Supplies	4,550	4,550	2,310	2,240
Contractual services	63,650	63,650	11,609	52,041
Other services	151,975	151,825	66,306	85,519
Total Human Resources Office	<u>686,752</u>	<u>680,883</u>	<u>542,224</u>	<u>138,659</u>
Chief Librarian and CEO Office				
Personnel services	267,590	255,104	261,355	(6,251)
Supplies	500	500	95	405
Other services	38,300	38,300	2,866	35,434
Total Chief Librarian and CEO Office	<u>306,390</u>	<u>293,904</u>	<u>264,316</u>	<u>29,588</u>
Development Office				
Personnel services	215,944	222,439	213,588	8,851
Supplies	500	500	-	500
Contractual services	13,000	13,000	13,626	(626)
Other services	30,000	30,000	14,187	15,813
Total Development Office	<u>259,444</u>	<u>265,939</u>	<u>241,401</u>	<u>24,538</u>
Finance Office				
Personnel services	516,688	533,931	514,795	19,136
Supplies	8,500	8,500	6,318	2,182
Contractual services	108,979	108,979	106,489	2,490
Other services	25,500	25,500	6,516	18,984
Total Finance Office	<u>659,667</u>	<u>676,910</u>	<u>634,118</u>	<u>42,792</u>

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Facilities Office				
Personnel services	678,165	765,726	753,607	12,119
Supplies	82,250	82,250	40,066	42,184
Utilities	706,593	706,593	586,580	120,013
Contractual services	1,402,215	1,414,015	1,357,871	56,144
Repairs and maintenance	454,100	453,039	369,353	83,686
Other services	81,994	86,619	85,787	832
Total Facilities Office	<u>3,405,317</u>	<u>3,508,242</u>	<u>3,193,264</u>	<u>314,978</u>
Information Technology Office				
Personnel services	1,155,268	1,194,149	1,100,151	93,998
Supplies	429,300	409,354	300,349	109,005
Telecommunications	609,500	615,000	569,783	45,217
Contractual services	137,120	143,120	140,601	2,519
Repairs and maintenance	231,000	270,829	174,751	96,078
Other services	37,000	37,000	25,448	11,552
Total Information Technology Office	<u>2,599,188</u>	<u>2,669,452</u>	<u>2,311,083</u>	<u>358,369</u>
Communications Office				
Personnel services	827,851	712,324	664,839	47,485
Supplies	21,100	29,893	10,799	19,094
Contractual services	165,000	171,318	58,079	113,239
Repairs and maintenance	7,500	14,325	6,825	7,500
Other services	204,622	213,831	113,800	100,031
Total Communications Office	<u>1,226,073</u>	<u>1,141,691</u>	<u>854,342</u>	<u>287,349</u>
Security Services				
Personnel services	882,567	900,686	775,932	124,754
Supplies	42,884	44,884	39,820	5,064
Repairs and maintenance	1,400	1,400	1,042	358
Other services	29,555	29,555	13,641	15,914
Total Security Services	<u>956,406</u>	<u>976,525</u>	<u>830,435</u>	<u>146,090</u>

Pikes Peak Library District
Schedule of Revenues, Expenditures and Changes in
Fund Balance – Budget and Actual
General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Positive (Negative)</u>
Other administrative				
Personnel services	3,105,295	1,987,521	2,949,084	(961,563)
Supplies	3,000	324,234	168,450	155,784
Library materials	209,765	196,694	177,158	19,536
Telecommunications	-	-	10,000	(10,000)
Contractual services	794,450	763,630	716,892	46,738
Repairs and maintenance	-	220	-	220
Other services	506,100	26,753	156,877	(130,124)
Total Other Administrative	<u>4,618,610</u>	<u>3,299,052</u>	<u>4,178,461</u>	<u>(879,409)</u>
Capital outlay	<u>15,000</u>	<u>318,722</u>	<u>167,830</u>	<u>150,892</u>
Total expenditures	<u>34,955,789</u>	<u>34,904,544</u>	<u>31,544,595</u>	<u>3,359,949</u>
Excess of revenues over expenditures	<u>238,881</u>	<u>(284,077)</u>	<u>2,981,736</u>	<u>3,265,813</u>
Other financing sources (uses)				
Proceeds from sale of capital assets	5,000	5,000	5,129	129
Transfers out	(1,790,355)	(1,547,368)	(1,547,368)	-
Total other financing sources (uses)	<u>(1,785,355)</u>	<u>(1,542,368)</u>	<u>(1,542,239)</u>	<u>129</u>
Special Item				
TABOR refund of property tax revenue in excess of limit	-	-	(180,108)	(180,108)
Net change in fund balance	<u>(1,546,474)</u>	<u>(1,826,445)</u>	<u>1,259,389</u>	<u>3,085,834</u>
Fund balance, beginning of year	<u>10,060,702</u>	<u>10,060,702</u>	<u>10,060,702</u>	<u>-</u>
Fund balance, end of year	<u>\$ 8,514,228</u>	<u>\$ 8,234,257</u>	<u>\$ 11,320,091</u>	<u>\$ 3,085,834</u>

Pikes Peak Library District
Notes to Required Supplementary Information
Year Ended December 31, 2020

Note I: General Fund Budgetary Information

The District adopts an annual operating budget for its General Fund each year. Expenditures may not legally exceed appropriations at the fund level. Authorization to transfer budgeted amounts between departments within any fund and the reallocation of budget line items within any department in the General Fund rests with the Executive Director and/or Chief Financial Officer. The Board of Trustees must approve revisions that alter the total expenditures of any fund. Budgets for all fund types are adopted on a basis consistent with generally accepted accounting principles.

Note II: Pension Plan Schedules

Proportion, proportionate share, and covered-employee payroll amounts are as of the immediate plan year for consistency with the plan's proportionate calculations. Years will be added to these schedules as they become available.

Supplementary Information

MAJOR FUND

General Fund

The General Fund is used to account for all transactions of the District that are not required legally or by sound financial management to be accounted for in another fund. This fund accounts for the District's ordinary operating expenditures, which are financed primarily from property taxes. It is the most significant fund in relation to the District's overall operations.

Pikes Peak Library District
Comparative Balance Sheets
General Fund
December 31, 2020 and 2019

	2020	2019
Assets		
Cash and investments	\$ 15,262,997	\$ 13,949,214
Receivables, net of allowance for uncollectible accounts		
Property taxes	31,132,840	30,262,651
Accounts	453,727	65,262
Due from discretely presented component unit	17,877	12,402
Due from other governments	244,685	318,360
Prepaid items	382,929	260,645
Total assets	\$ 47,495,055	\$ 44,868,534
Liabilities		
Accounts payable	\$ 811,972	\$ 548,980
Accrued compensation payable	833,764	761,990
Due to other funds	3,123,360	3,171,660
Total liabilities	4,769,096	4,482,630
Deferred Inflows of Resources		
Unavailable revenue - property taxes	31,132,840	30,262,651
Unavailable fund resources	273,028	62,551
Total deferred inflows of resources	31,405,868	30,325,202
Fund Balances		
Nonspendable:		
Prepaid expenditures	382,929	260,645
Restricted for:		
Declared	1,014,722	974,973
Gifts and grants	283,268	203,285
Assigned to:		
Purchased contracts	113,454	126,835
Library materials	130,315	158,626
Unassigned	9,395,403	8,336,338
Total fund balances	11,320,091	10,060,702
Total liabilities, deferred inflows of resources, and fund balances	\$ 47,495,055	\$ 44,868,534

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
General Fund
Years Ended December 31, 2020 and 2019

	2020	2019
Revenues		
Taxes		
Local property taxes		
Current	\$ 30,042,362	\$ 28,160,917
Delinquent	11,963	20,995
Omitted	7,195	6,145
Specific ownership taxes	3,344,277	3,486,228
Interest on taxes	24,708	38,420
Payment in lieu of taxes	9,601	9,190
Total taxes	33,440,106	31,721,895
Intergovernmental	715,285	392,810
Fines and fees	63,530	124,503
Interest earnings	116,945	426,392
Donations/fundraising	129,852	177,097
Miscellaneous		
Copy sales	48,316	111,324
Parking lot collections	9,096	22,690
Other	3,201	17,601
Total miscellaneous	60,613	151,615
Total revenues	34,526,331	32,994,312
Expenditures		
Current		
Public services	18,327,121	18,575,237
Human Resources Office	542,224	509,966
Chief Librarian and CEO Office	264,316	296,502
Development Office	241,401	172,187
Finance Office	634,118	612,632
Facilities Office	3,193,264	3,188,211
Information Technology Office	2,311,083	2,387,833
Communications Office	854,342	1,075,573
Security Services	830,435	661,887
Other administrative	4,178,461	3,690,897
Capital outlay	167,830	48,163
Total expenditures	31,544,595	31,219,088
Excess of revenues over expenditures	2,981,736	1,775,224
Other financing sources (uses)		
Proceeds from sale of capital assets	5,129	2,948
Transfers out	(1,547,368)	(2,443,411)
Total other financing sources (uses)	(1,542,239)	(2,440,463)
Special item		
TABOR refund of property tax revenue in excess of limit	(180,108)	-
Net change in fund balance	1,259,389	(665,239)
Fund balance, beginning of year	10,060,702	10,725,941
Fund balance, end of year	\$ 11,320,091	\$ 10,060,702

Pikes Peak Library District
Schedule of Expenditures by Natural Classification-
Budget and Actual
General Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance with Final Budget
	<u>Original</u>	<u>Final</u>		Positive (Negative)
Expenditures				
Current				
Personnel services	\$ 21,909,731	\$ 21,506,564	\$ 20,388,490	\$ 1,118,074
Supplies	1,036,299	1,364,938	758,385	606,553
Telecommunications	609,500	615,000	579,783	35,217
Library materials	4,925,880	5,025,000	4,818,308	206,692
Utilities	706,593	706,593	586,580	120,013
Contractual services	3,593,434	3,622,967	3,055,942	567,025
Repairs and maintenance	723,000	768,813	553,522	215,291
Other services	1,436,352	975,947	635,755	340,192
Capital outlay	15,000	318,722	167,830	150,892
Total expenditures	<u>\$ 34,955,789</u>	<u>\$ 34,904,544</u>	<u>\$ 31,544,595</u>	<u>\$ 3,359,949</u>

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NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUND

A Special Revenue Fund is used to account for financial activity related to funds received that are restricted or committed for specific purposes. The District has one Special Revenue Fund, the Designated Purpose Fund, which is used for this purpose.

CAPITAL PROJECTS FUNDS

A Capital Projects Fund is used to account for all financial activity related to the acquisition, construction, and renovation of major capital facilities. The District has four Capital Projects Funds as follows:

North Facility Project Fund

The North Facility Project Fund, a capital projects fund, is used to account for all financial activity related to the purchase of and renovation of a facility located in northern Colorado Springs. Funds are being accumulated over a period of several years. Primary and anticipated sources of funding for this project include the General Fund and other fundraising activities including grants and donations.

East Library Renovation Fund

This fund is used to account for all financial activity related to the renovation of the East Library facility. Funds are being accumulated over a period of several years. The primary source of funding for this project is the General Fund.

Penrose Library Renovation Fund

This fund is used to account for all financial activity related to the renovation of the Penrose Library complex. Funds are being accumulated over a period of several years. The primary source of funding for this project is the General Fund.

Capital Reserve Fund

This fund is used to account for all financial activity related to capital projects and expenditures of capital items not specifically accounted for under a separate fund. Funds are being accumulated over a period of several years. The primary source of funding for these projects is annual transfers from the General Fund.

Pikes Peak Library District
Combining Balance Sheet
Nonmajor Governmental Funds
December 31, 2020

	Special Revenue Fund	Capital	
	Designated Purpose Fund	North Facility Project Fund	East Library Renovation Fund
Assets			
Accounts receivable	\$ -	\$ -	\$ -
Due from other funds	105,721	189,864	82,832
Total Assets	\$ 105,721	\$ 189,864	\$ 82,832
 Liabilities			
Accounts payable	\$ -	\$ -	\$ 8,490
 Fund Balance			
Restricted for:			
Gifts and grants	812	-	-
Committed to:			
Capital projects	104,909	189,864	74,342
Total fund balance	105,721	189,864	74,342
Total liabilities and fund balance	\$ 105,721	\$ 189,864	\$ 82,832

Project Funds		
Penrose Library Renovation Fund	Capital Reserve Fund	Total Nonmajor Governmental Funds
\$ -	\$ 8,694	\$ 8,694
<u>417,945</u>	<u>2,326,998</u>	<u>3,123,360</u>
<u>\$ 417,945</u>	<u>\$ 2,335,692</u>	<u>\$ 3,132,054</u>
\$ -	\$ 21,749	\$ 30,239
-	-	812
<u>417,945</u>	<u>2,313,943</u>	<u>3,101,003</u>
<u>417,945</u>	<u>2,313,943</u>	<u>3,101,815</u>
<u>\$ 417,945</u>	<u>\$ 2,335,692</u>	<u>\$ 3,132,054</u>

Pikes Peak Library District
Combining Statement of Revenues, Expenditures
and Changes in Fund Balances
Nonmajor Governmental Funds
Year Ended December 31, 2020

	Special Revenue Fund	Capital	
	Designated Purpose Fund	North Facility Project Fund	East Library Renovation Fund
Revenues			
Other	\$ -	\$ -	\$ -
Expenditures			
Capital outlay	3,300	357,685	129,505
Other financing sources			
Transfers in	-	63,367	8,545
Proceeds from sales of assets	-	-	-
Total financing sources (uses)	<u>-</u>	<u>63,367</u>	<u>8,545</u>
Net change in fund balances	(3,300)	(294,318)	(120,960)
Fund balances, beginning of year	<u>109,021</u>	<u>484,182</u>	<u>195,302</u>
Fund balances, end of year	<u>\$ 105,721</u>	<u>\$ 189,864</u>	<u>\$ 74,342</u>

Project Funds		
Penrose Library Renovation Fund	Capital Reserve Fund	Total Nonmajor Governmental Funds
\$ -	\$ 61,695	\$ 61,695
73,673	1,046,106	1,610,269
-	1,475,456	1,547,368
-	12,500	12,500
-	1,487,956	1,559,868
(73,673)	503,545	11,294
491,618	1,810,398	3,090,521
<u>\$ 417,945</u>	<u>\$ 2,313,943</u>	<u>\$ 3,101,815</u>

Pikes Peak Library District
Comparative Balance Sheets
Designated Purpose Fund
December 31, 2020 and 2019

	2020	2019
Assets		
Due from other funds	\$ 105,721	\$ 109,021
 Fund Balance		
Restricted for:		
Gifts and grants	\$ 812	\$ 812
Committed to:		
Capital projects	104,909	108,209
Total fund balance	105,721	109,021
Total liabilities and fund balance	\$ 105,721	\$ 109,021

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
Designated Purpose Fund
Years Ended December 31, 2020 and 2019

	2020	2019
Expenditures		
Capital outlay	\$ 3,300	\$ 51,737
Deficiency of revenues over expenditures	(3,300)	(51,737)
Net change in fund balance	(3,300)	(51,737)
Fund balance, beginning of year	109,021	160,758
Fund balance, end of year	\$ 105,721	\$ 109,021

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
Designated Purpose Fund
Year Ended December 31, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Expenditures				
Capital outlay	\$ -	\$ 109,021	\$ 3,300	\$ 105,721
Net change in fund balance	-	(109,021)	(3,300)	105,721
Fund balance, beginning of year	109,021	109,021	109,021	-
Fund balance, end of year	\$ 109,021	\$ -	\$ 105,721	\$ 105,721

Pikes Peak Library District
Comparative Balance Sheets
North Facility Project Fund
December 31, 2020 and 2019

	2020	2019
Assets		
Due from other funds	\$ 189,864	\$ 521,186
Liabilities		
Accounts payable	\$ -	\$ 37,004
Fund Balance		
Committed to:		
Capital projects	189,864	484,182
Total liabilities and fund balance	\$ 189,864	\$ 521,186

Pikes Peak Library District
Comparative Statements of Revenue, Expenditures
and Changes in Fund Balance
North Facility Project Fund
Years Ended December 31, 2020 and 2019

	2020	2019
Expenditures		
Capital outlay	\$ 357,685	\$ 924,181
Excess (deficiency) of revenues over expenditures	(357,685)	(924,181)
Other financing sources		
Transfers in	63,367	1,156,100
Net change in fund balance	(294,318)	231,919
Fund balance, beginning of year	484,182	252,263
Fund balance, end of year	\$ 189,864	\$ 484,182

Pikes Peak Library District
Schedule of Revenue, Expenditures
and Changes in Fund Balance – Budget and Actual
North Facility Project Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Expenditures				
Capital outlay	\$ 217,020	\$ 547,549	\$ 357,685	\$ 189,864
Deficiency of revenues under expenditures	<u>(217,020)</u>	<u>(547,549)</u>	<u>(357,685)</u>	<u>189,864</u>
Other financing sources				
Transfers in	-	63,367	63,367	-
Net change in fund balance	(217,020)	(484,182)	(294,318)	189,864
Fund balance, beginning of year	<u>484,182</u>	<u>484,182</u>	<u>484,182</u>	<u>-</u>
Fund balance, end of year	<u>\$ 267,162</u>	<u>\$ -</u>	<u>\$ 189,864</u>	<u>\$ 189,864</u>

Pikes Peak Library District
Comparative Balance Sheets
East Library Renovation Fund
December 31, 2020 and 2019

	2020	2019
Assets		
Due from other funds	\$ 82,832	\$ 195,302
Liabilities		
Accounts payable	\$ 8,490	\$ -
Fund Balance		
Committed to:		
Capital projects	74,342	195,302
Total fund balance	\$ 74,342	\$ 195,302
Total liabilities and fund balance	\$ 82,832	\$ 195,302

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
East Library Renovation Fund
Years Ended December 31, 2020 and 2019

	2020	2019
Expenditures		
Capital outlay	\$ 129,505	\$ 22,549
Deficiency of revenues over expenditures	(129,505)	(22,549)
Other financing sources		
Transfers in	8,545	139,627
Net change in fund balance	(120,960)	117,078
Fund balance, beginning of year	195,302	78,224
Fund balance, end of year	\$ 74,342	\$ 195,302

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
East Library Renovation Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Expenditures				
Capital outlay	\$ 120,750	\$ 203,847	\$ 129,505	\$ 74,342
Deficiency of revenues under expenditures	<u>(120,750)</u>	<u>(203,847)</u>	<u>(129,505)</u>	<u>74,342</u>
Other financing sources				
Transfers in	<u>8,545</u>	<u>8,545</u>	<u>8,545</u>	<u>-</u>
Net change in fund balance	(112,205)	(195,302)	(120,960)	74,342
Fund balance, beginning of year	<u>195,302</u>	<u>195,302</u>	<u>195,302</u>	<u>-</u>
Fund balance, end of year	<u>\$ 83,097</u>	<u>\$ -</u>	<u>\$ 74,342</u>	<u>\$ 74,342</u>

Pikes Peak Library District
Comparative Balance Sheets
Penrose Library Renovation Fund
December 31, 2020 and 2019

	2019	2019
Assets		
Due from other funds	\$ 417,945	\$ 491,618
Fund Balance		
Committed to:		
Capital projects	\$ 417,945	\$ 491,618

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
Penrose Library Renovation Fund
Years Ended December 31, 2020 and 2019

	2020	2019
Expenditures		
Capital outlay	\$ 73,673	\$ 608,451
Other financing sources		
Transfers in	-	96,700
Net change in fund balance	(73,673)	(511,751)
Fund balance, beginning of year	491,618	1,003,369
Fund balance, end of year	\$ 417,945	\$ 491,618

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
Penrose Library Renovation Fund
Year Ended December 31, 2020

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Expenditures				
Capital outlay	\$ 268,000	\$ 329,642	\$ 73,673	\$ 255,969
Net change in fund balance	(268,000)	(329,642)	(73,673)	255,969
Fund balance, beginning of year	491,618	491,618	491,618	-
Fund balance, end of year	<u>\$ 223,618</u>	<u>\$ 161,976</u>	<u>\$ 417,945</u>	<u>\$ 255,969</u>

Pikes Peak Library District
Comparative Balance Sheets
Capital Reserve Fund
December 31, 2020 and 2019

	2020	2019
Assets		
Accounts receivable	\$ 8,694	\$ -
Due from other funds	2,326,998	1,854,533
Total assets	\$ 2,335,692	\$ 1,854,533
Liabilities		
Accounts payable	\$ 21,749	\$ 44,135
Fund Balance		
Committed to:		
Capital projects	2,313,943	1,810,398
Total liabilities and fund balance	\$ 2,335,692	\$ 1,854,533

Pikes Peak Library District
Comparative Statements of Revenues, Expenditures
and Changes in Fund Balance
Capital Reserve Fund
Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Revenues		
Other	\$ 61,695	\$ -
Expenditures		
Capital outlay	1,046,106	948,899
Deficiency of revenues under expenditures	<u>(984,411)</u>	<u>(948,899)</u>
Other financing sources		
Transfers in	1,475,456	1,050,984
Proceeds from sale of assets	12,500	-
Total other financing sources	<u>1,487,956</u>	<u>1,050,984</u>
Net change in fund balance	503,545	102,085
Fund balance, beginning of year	<u>1,810,398</u>	<u>1,708,313</u>
Fund balance, end of year	<u><u>\$ 2,313,943</u></u>	<u><u>\$ 1,810,398</u></u>

Pikes Peak Library District
Schedule of Revenues, Expenditures
and Changes in Fund Balance – Budget and Actual
Capital Reserve Fund
Year Ended December 31, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues				
Donations	\$ -	\$ 123,000	\$ -	\$ (123,000)
Other	-	61,874	61,695	(179)
Total revenues	<u>-</u>	<u>184,874</u>	<u>61,695</u>	<u>(123,179)</u>
Expenditures				
Capital outlay	<u>2,018,795</u>	<u>3,483,228</u>	<u>1,046,106</u>	<u>2,437,122</u>
Deficiency of revenues under expenditures	<u>(2,018,795)</u>	<u>(3,298,354)</u>	<u>(984,411)</u>	<u>2,313,943</u>
Other financing sources				
Transfers in	1,781,810	1,475,456	1,475,456	-
Proceeds from sale of assets	-	12,500	12,500	-
Total financing sources	<u>1,781,810</u>	<u>1,487,956</u>	<u>1,487,956</u>	<u>-</u>
Net change in fund balance	(236,985)	(1,810,398)	503,545	2,313,943
Fund balance, beginning of year	<u>1,810,398</u>	<u>1,810,398</u>	<u>1,810,398</u>	<u>-</u>
Fund balance, end of year	<u>\$ 1,573,413</u>	<u>\$ -</u>	<u>\$ 2,313,943</u>	<u>\$ 2,313,943</u>

INTERNAL SERVICE FUND

Internal Service Funds are used to account for revenues received from District departments to be used for services to benefit all departments.

The District has one Internal Service Fund.

Employee Health Plan Fund

This fund is used to account for the accumulation of and utilization of financial resources related to the District's partially self-insured medical health plan, offered to employees with a regularly scheduled workweek of 30 or more hours.

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Net Position
Employee Health Plan Fund
December 31, 2020 and 2019

	2020	2019
Assets		
Current Assets		
Cash and cash equivalents	\$ 727,225	\$ 444,637
Deposit	36,667	36,667
Total current assets	763,892	481,304
 Liabilities		
Current Liabilities		
Claims payable	151,552	90,641
 Net Position		
Total Net Position - Unrestricted	\$ 612,340	\$ 390,663

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Revenue, Expenses
and Changes in Net Position
Employee Health Plan Fund
Years Ended December 31, 2020 and 2019

	2020	2019
Operating revenues		
Employer contributions	\$ 2,198,022	\$ 1,889,719
Employee contributions	456,486	416,459
Total operating revenues	2,654,508	2,306,178
Operating expenses		
Claims incurred	1,488,386	1,466,063
Administrative	944,493	898,277
Total operating expenses	2,432,879	2,364,340
Operating loss	221,629	(58,162)
Nonoperating revenues		
Investment earnings	48	95
Change in net position	221,677	(58,067)
Total net position, beginning	390,663	448,730
Total net position, ending	\$ 612,340	\$ 390,663

Pikes Peak Library District
Internal Service Fund
Comparative Statements of Cash Flows
Employee Health Plan Fund
Years Ended December 31, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities		
Employee and employer contributions	\$ 2,654,508	\$ 2,307,948
Payment of claims and administrative expenses	<u>(2,371,968)</u>	<u>(2,412,983)</u>
Net cash provided by (used in) operating activities	<u>282,540</u>	<u>(105,035)</u>
Cash flows from investing activities		
Interest received	<u>48</u>	<u>95</u>
Net increase (decrease) in cash and cash equivalents	282,588	(104,940)
Cash and cash equivalents, January 1	<u>444,637</u>	<u>549,577</u>
Cash and cash equivalents, December 31	<u>\$ 727,225</u>	<u>\$ 444,637</u>
Reconciliation of operating loss to net cash provided by operating activities		
Operating gain (loss)	<u>\$ 221,629</u>	<u>\$ (58,162)</u>
Adjustments to reconcile operating loss to net cash provided by (used in) operating activities		
Change in accounts receivable	-	1,770
Change in claims payable	<u>60,911</u>	<u>(48,643)</u>
Total adjustments	<u>60,911</u>	<u>(46,873)</u>
Net cash provided by (used in) operating activities	<u>\$ 282,540</u>	<u>\$ (105,035)</u>

STATISTICAL SECTION

This part of the Pikes Peak Library District's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District's overall financial health.

	Page
Financial Trends	135
These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.	
Revenue Capacity	148
These schedules contain information to help the reader assess the District's most significant revenue source, the property tax.	
Debt Capacity	160
These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt and the District's ability to issue additional debt in the future.	
Demographic and Economic Information	166
These schedules offer demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place.	
Operating Information	168
These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.	

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Exhibit I-1

**Pikes Peak Library District
Government-wide Net Position by Component
Last Ten Fiscal Years
(Unaudited)**

Governmental Activities

Fiscal Year	Net Investment				Total
	In Capital Assets	Restricted	Unrestricted		
2011	\$ 32,872,879	\$ 858,203	\$ 10,686,653	\$ 44,417,735	
2012	34,818,102	837,421	10,230,456	45,885,979	
2013	33,839,914	1,005,719	12,831,121	47,676,754	
2014	37,633,108	994,338	9,249,165	47,876,611	
2015	38,922,766	998,444	282,577	40,203,787	
2016	37,308,714	956,559	1,371,475	39,636,748	
2017	36,767,440	1,004,708	971,294	38,743,442	
2018	34,938,136	1,131,310	(990,490)	35,078,956	
2019	34,741,176	1,179,070	(6,932,278)	28,987,968	
2020	33,556,137	1,298,802	(12,866,551)	21,988,388	

Exhibit I-2

**Pikes Peak Library District
Government-wide Expenses, Program Revenues and Net Expenses
Last Ten Fiscal Years
(Unaudited)**

Expenses							
Governmental Activities							
Fiscal Year	Public Services	Human Resources	Administrative Services	Chief Librarian & CEO Office	Development Office	Finance Office	Facilities Office
2011	7,704,551	-	11,256,992	366,455	-	404,789	-
2012	7,883,922	-	12,021,277	373,535	-	403,231	-
2013	8,422,792	-	11,964,223	386,564	-	435,422	-
2014	11,479,186	-	4,117,367	400,652	-	436,539	-
2015	13,250,047	-	3,785,191	398,398	-	476,755	-
2016	13,251,004	-	3,823,660	466,816	-	522,810	-
2017	20,382,695	-	3,914,245	474,077	-	551,716	-
2018	23,333,788	495,338	-	311,333	182,018	629,124	3,885,930
2019	24,175,768	615,099	-	346,106	205,177	718,925	4,196,460
2020	25,521,426	706,307	-	337,521	303,389	791,730	4,376,400

Program Revenues							
Governmental Activities							
Charges for Services				Operating Grants and Contributions			
Fiscal Year	Public Services	Total	Public Services	Administrative Services	Information Technology	Facilities	Total
2011	\$ 521,577	\$ 521,577	\$ 181,675	\$ -	\$ -	\$ -	\$ 181,675
2012	529,077	529,077	99,400	34,536	-	-	133,936
2013	523,316	523,316	141,009	213,927	-	-	354,936
2014	530,364	530,364	136,227	-	142,433	-	278,660
2015	538,214	538,214	258,925	-	15,769	-	274,694
2016	494,493	494,493	233,889	-	143,982	-	377,871
2017	274,186	274,186	596,824	-	-	-	596,824
2018	114,964	114,964	426,310	-	-	-	426,310
2019	124,503	124,503	370,939	-	-	-	370,939
2020	63,530	63,530	784,756	-	35,354	46,319	866,429

Total Net Expenses	
Total	
Fiscal Year	Primary Government
2011	\$ (23,169,027)
2012	(24,604,138)
2013	(24,838,586)
2014	(26,369,066)
2015	(27,268,439)
2016	(28,435,137)
2017	(30,030,670)
2018	(34,455,259)
2019	(38,393,839)
2020	(40,516,461)

Information Technology Office	Communications Office	Security Services	Other Administration	Interest Expense	Total Primary Government
1,634,549	676,199	-	2,073,758	4,261	\$ 24,121,554
1,531,283	721,944	-	2,571,087	1,672	25,507,951
1,716,479	709,136	-	2,489,209	-	26,123,824
7,814,245	766,469	-	2,652,230	-	27,666,688
7,855,225	853,076	-	3,107,846	-	29,726,538
7,631,440	764,629	-	3,116,763	-	29,577,122
1,868,122	830,962	-	3,222,456	-	31,244,273
2,794,960	979,183	-	3,299,412	-	35,911,086
3,121,662	1,259,541	758,615	3,690,897	-	39,088,250
3,214,137	1,147,285	1,058,946	4,178,464	-	41,635,605

Capital Grants and Contributions

Public Services	Facilities Office	Administrative Services	Information Technology	Total	Total Primary Government
\$ 168,993	\$ -	\$ 80,282	\$ -	\$ 249,275	\$ 952,527
98,131	-	142,669	-	240,800	903,813
166,769	-	240,217	-	406,986	1,285,238
229,665	-	88,553	170,380	488,598	1,297,622
836,583	-	258,308	550,299	1,645,191	2,458,099
142,378	-	41,939	85,304	269,621	1,141,985
253,467	-	53,096	36,030	342,593	1,213,603
709,178	118,863	-	86,512	914,553	1,455,827
153,237	26,468	-	19,264	198,969	694,411
145,873	24,563	-	18,749	189,185	1,119,144

Exhibit I-3

Pikes Peak Library District
Government-wide General Revenues and Other Changes in Net Position
Last Ten Fiscal Years
(Unaudited)

						Governmental Activities	
						General Revenues	
Fiscal Year	Property Taxes	Specific Ownership Taxes	Investment Earnings	Miscellaneous	Total		
2011	\$ 22,783,130	\$ 2,013,321	\$ 15,988	\$ 226,993	\$ 25,039,432		
2012	23,588,482	2,267,050	34,635	182,215	26,072,382		
2013	23,930,258	2,413,142	21,912	264,051	26,629,363		
2014	23,823,607	2,546,327	18,692	180,297	26,568,923		
2015	24,137,929	2,765,049	26,550	201,916	27,131,444		
2016	24,780,995	2,892,197	96,038	155,941	27,925,171		
2017	25,762,260	3,547,865	187,896	182,529	29,680,550		
2018	26,834,122	3,410,423	386,768	165,290	30,796,603		
2019	28,235,667	3,486,228	426,392	154,564	32,302,851		
2020	30,095,828	3,344,277	116,945	139,939	33,696,989		
Total Changes in Net Position							
Fiscal Year	Total Primary Government						
2011	\$ 1,870,405						
2012	1,468,244						
2013	1,790,777						
2014	199,857						
2015	(136,995)						
2016	(567,039)						
2017	(893,316)						
2018	(3,664,486)						
2019	(6,090,987)						
2020	(6,999,580)						

TABOR Refund	
Fiscal Year Spending and Property Tax Revenue in Excess of Limit	Total Primary Government
\$ -	\$ 25,039,432
-	26,072,382
-	26,629,363
-	26,568,923
-	27,131,444
(57,073)	27,868,098
(543,196)	29,137,354
(5,830)	30,790,773
-	32,302,851
(180,108)	33,516,881

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Exhibit I-4

Pikes Peak Library District
Fund Balances, Governmental Funds
Last Ten Fiscal Years
(Unaudited)

General Fund

Fiscal Year	Non-spendable	Restricted	Committed	Assigned	Unassigned	Total
2011	\$ 302,673	\$ 768,933	\$ -	\$ 2,283,641	\$ 2,681,795	\$ 6,037,042
2012	515,665	849,133	-	1,413,211	4,626,698	7,404,707
2013	432,357	927,498	-	809,250	4,056,243	6,225,348
2014	475,065	918,560	-	679,883	3,632,798	5,706,306
2015	510,377	944,548	900,000	583,947	4,896,422	7,835,294
2016	386,130	945,380	865,000	668,852	6,425,409	9,290,771
2017	339,785	1,001,784	865,000	377,529	7,848,739	10,432,837
2018	311,114	1,128,386	-	385,511	8,900,930	10,725,941
2019	260,645	1,178,258	-	285,461	8,336,338	10,060,702
2020	382,929	1,297,990	-	243,769	9,395,403	11,320,091

Other Governmental Funds

Fiscal Year	Non-spendable	Restricted	Committed	Assigned	Total
2011	\$ -	\$ 89,270	\$ 6,930,814	\$ 272	\$ 7,020,356
2012	-	103,501	4,647,272	7,624	4,758,397
2013	2,902	78,221	7,399,563	7,624	7,488,310
2014	-	75,778	5,394,260	7,624	5,477,662
2015	4,990	53,896	1,976,494	7,624	2,043,004
2016	14,092	11,179	2,378,444	7,000	2,410,715
2017	5,877	2,924	1,845,995	212	1,855,008
2018	-	2,924	3,199,791	212	3,202,927
2019	-	812	3,089,709	-	3,090,521
2020	-	812	3,101,003	-	3,101,815

Note - For fiscal years 2011 - 2014, the North Facility Project Fund was presented as a Major Fund. For 2015, this Fund was no longer considered a Major Fund. Fund balances for 2011 - 2014 have been reclassified and are now presented as part of Other Governmental Funds.

Exhibit I-5

**Pikes Peak Library District
 Summary of Changes in Total Governmental Fund Balances
 Last Ten Fiscal Years
 (Unaudited)**

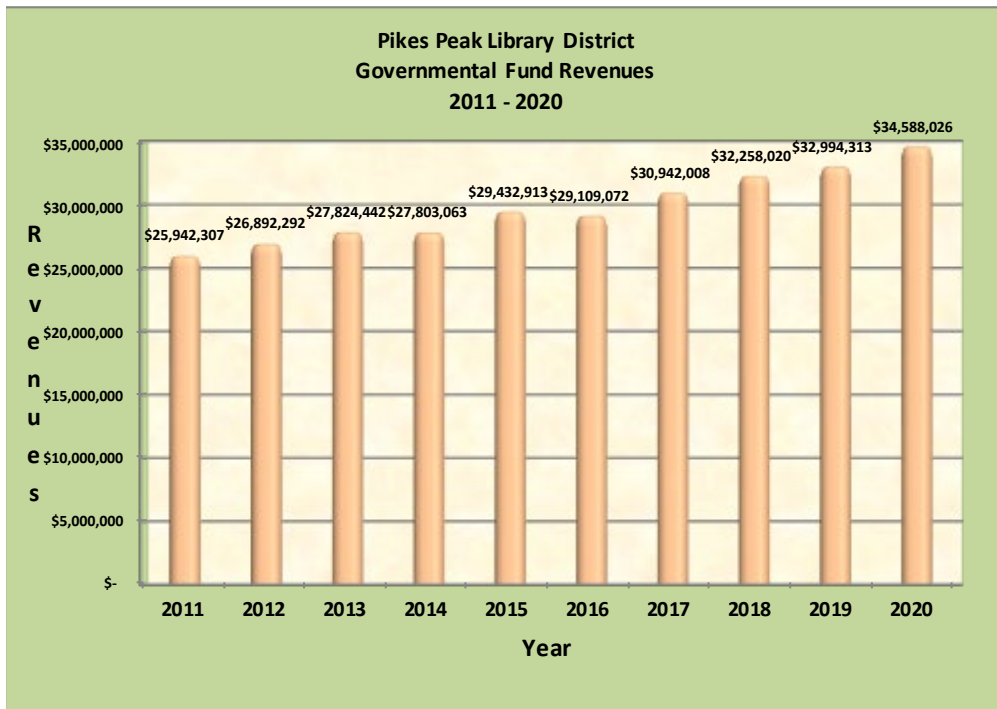
Fiscal Year	Revenues	Expenditures	Other Financing Sources (Uses)		
			Proceeds from Sale of Capital Assets	Proceeds from Insurance Reimbursement	TABOR Refund Fiscal Year Spending and Property Tax Revenue In Excess of Limit
2011	\$ 26,892,292	\$ 27,827,510	\$ 49,652	\$ -	\$ -
2012	27,824,442	26,370,151	40,924	-	-
2013	27,803,063	30,383,156	83,277	12,985	-
2014	29,432,914	30,383,156	50,403	-	-
2015	29,432,914	30,785,347	28,060	18,703	-
2016	29,109,072	27,246,156	17,345	-	(57,073)
2017	30,942,008	29,824,093	11,640	-	(543,196)
2018	32,258,020	30,630,672	19,505	-	(5,830)
2019	32,994,312	33,774,905	2,948	-	-
2020	34,588,026	33,154,864	17,629	-	(180,108)

Net Change in Fund Balance	Ratio of Debt Service Expenditures to Noncapital Expenditures
\$ (885,566)	0.30%
1,495,215	0.27%
(2,483,831)	0.00%
(899,839)	0.00%
(1,305,670)	0.00%
1,823,188	0.00%
586,359	0.00%
1,641,023	0.00%
(777,645)	0.00%
1,270,683	0.00%

Exhibit I-6

**Pikes Peak Library District
Governmental Funds Revenues
Last Ten Fiscal Years
(Unaudited)**

Fiscal Year	Taxes	Intergovernmental	Fines and Fees	Interest Earnings
2011	\$ 24,796,451	\$ 185,728	\$ 521,577	\$ 15,988
2012	25,855,532	85,247	529,077	34,635
2013	26,343,399	160,887	523,316	21,912
2014	26,369,934	291,251	530,364	18,692
2015	26,902,978	305,794	538,214	26,550
2016	27,673,192	398,039	494,493	96,038
2017	29,310,125	458,187	274,186	187,896
2018	30,244,545	384,404	114,964	386,768
2019	31,721,895	392,810	124,503	426,392
2020	33,440,106	715,285	63,530	116,945

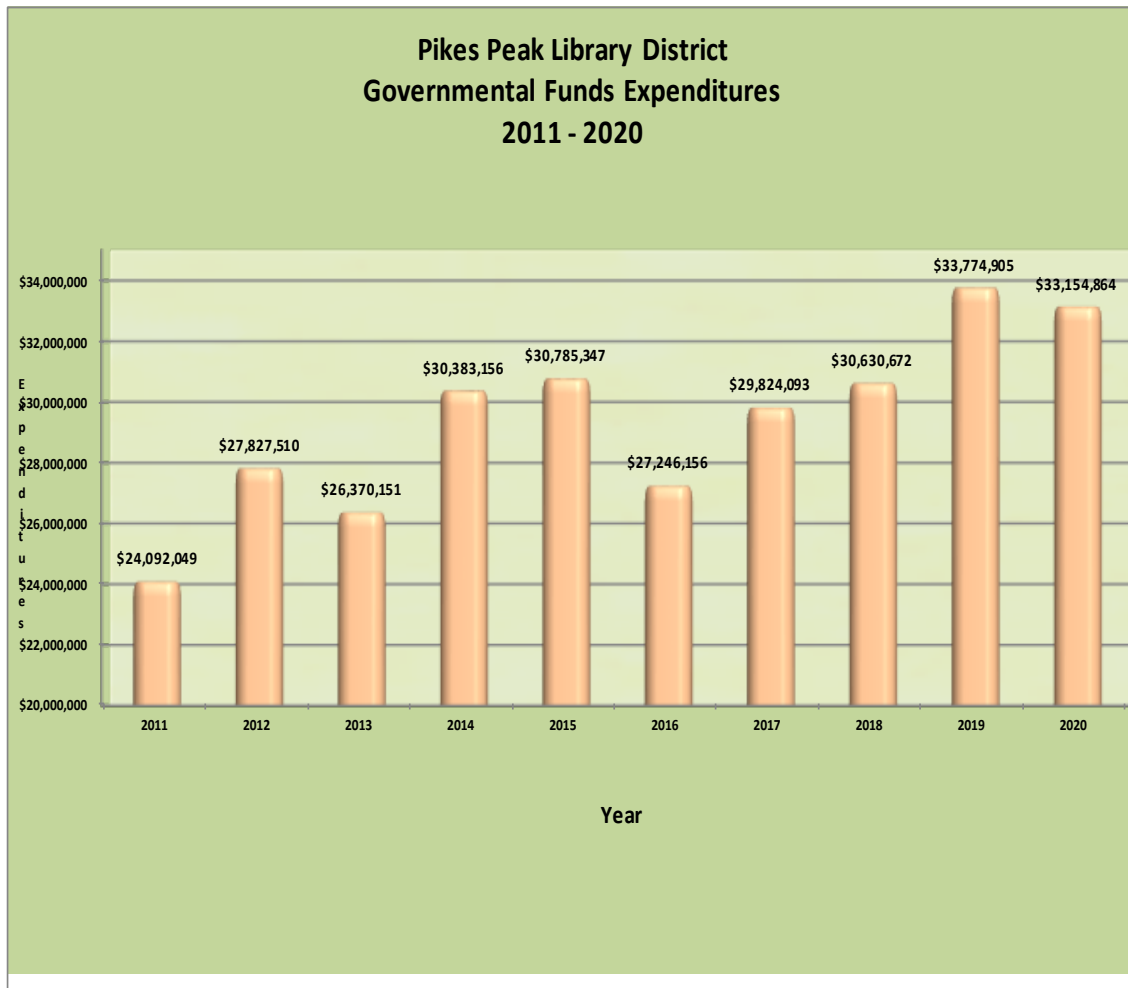


Miscellaneous	Total
\$ 422,563	\$ 25,942,307
387,801	26,892,292
774,928	27,824,442
592,822	27,803,063
1,659,378	29,432,913
447,310	29,109,072
711,614	30,942,008
1,127,339	32,258,020
328,712	32,994,313
252,160	34,588,026

Exhibit I-7

**Pikes Peak Library District
Governmental Funds Expenditures
Last Ten Fiscal Years
(Unaudited)**

Fiscal Year	Current					
	Personnel Services	Supplies	Library Materials	Utilities	Telecommunications	Contractual Services
2011	\$ 13,475,371	\$ 538,030	\$ 3,817,412	\$ 483,211	\$ 258,893	\$ 2,301,929
2012	13,972,868	448,827	3,974,955	497,624	305,675	2,431,627
2013	14,426,213	547,072	3,984,804	486,862	337,311	2,556,487
2014	15,032,543	605,206	4,324,974	587,082	362,758	2,720,845
2015	15,904,077	732,640	4,279,833	571,033	409,626	2,587,094
2016	16,007,317	690,060	4,482,638	539,735	339,276	2,769,599
2017	17,599,286	664,432	4,368,968	583,442	465,959	2,753,994
2018	18,362,919	666,926	4,528,390	615,141	479,359	2,936,686
2019	19,907,957	727,608	4,716,819	639,248	479,868	3,150,559
2020	20,388,490	758,385	4,818,308	586,580	579,783	3,055,942



	Repairs and Maintenance		Total	Capital Outlay	Debt Service		Total Expenditures
		Other Services			Principal	Interest	
\$	457,546	\$ 729,920	\$ 22,062,312	\$ 1,967,806	\$ 57,670	\$ 4,261	\$ 24,092,049
	385,416	715,462	22,732,454	5,027,983	65,401	1,672	27,827,510
	454,927	760,146	23,553,822	2,816,329	-	-	26,370,151
	612,068	734,423	24,979,899	5,403,257	-	-	30,383,156
	578,877	753,353	25,816,533	4,968,814	-	-	30,785,347
	672,300	742,652	26,243,577	1,002,579	-	-	27,246,156
	649,023	834,117	27,919,221	1,904,872	-	-	29,824,093
	503,869	678,177	28,771,467	1,859,205	-	-	30,630,672
	613,411	935,456	31,170,925	2,603,980	-	-	33,774,905
	553,522	635,754	31,376,765	1,778,099	-	-	33,154,864

Exhibit I-8

**Pikes Peak Library District
Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years
(Unaudited)**

Assessment Year	Collection Year	Residential		All Other Property	
		Assessed Value	Estimated Actual value	Assessed Value	Estimated Actual Value
2010	2011	\$ 3,526,403,277	\$ 44,301,548,703	\$ 2,935,761,423	\$ 10,123,315,252
2011	2012	3,281,225,918	41,221,431,129	2,686,809,582	9,264,860,628
2012	2013	3,345,705,933	42,031,481,566	2,696,746,537	9,299,125,991
2013	2014	3,323,732,184	41,755,429,448	2,705,167,116	9,328,162,469
2014	2015	3,383,673,117	42,508,456,238	2,733,459,583	9,425,722,702
2015	2016	3,772,618,178	47,394,700,732	2,845,238,612	9,811,167,627
2016	2017	3,785,355,234	47,554,713,989	2,832,501,556	9,767,246,746
2017	2018	3,932,149,665	54,613,189,788	3,148,445,775	10,856,709,570
2018	2019	4,041,515,731	56,132,162,928	3,157,308,979	10,887,272,342
2019	2020	4,792,932,200	67,031,120,058	3,453,536,110	11,908,693,842

Notes:

The following are the assessment rates for collection years 2011 through 2020:

Collection Year	Residential	All Other Categories
2011-2017	7.96%	29.00%
2018-2019	7.20%	29.00%
2020	7.15%	29.00%

Data Source: El Paso County Assessor's Office Abstracts of Assessment

Total Assessed Value	Total Mill Levy	Estimated Actual Value	Ratio of Total Assessed Value to Total Estimated Actual Value
\$ 6,462,164,700	3.556	\$ 54,424,863,955	11.9%
5,968,035,500	3.999	50,486,291,757	11.8%
6,042,452,470	4.000	51,330,607,557	11.8%
6,028,899,300	4.000	51,083,591,917	11.8%
6,117,132,700	4.000	51,934,178,939	11.8%
6,516,617,460	3.857	57,205,868,359	11.4%
6,617,856,790	3.957	57,321,960,736	11.5%
7,080,595,440	3.812	65,469,899,358	10.8%
7,198,824,710	4.000	67,019,435,270	10.7%
8,246,468,310	3.731	78,939,813,900	10.4%

Exhibit I-9

Pikes Peak Library District
Property Tax Rates - Direct and Overlapping
Last Ten Fiscal Years
(Unaudited)
(Per \$1,000 of assessed value)

Taxing Authority	Collection Year				
	2011	2012	2013	2014	2015
Direct					
Pikes Peak Library District	3.556	3.999	4.000	4.000	4.000
Overlapping Governments					
El Paso County	7.717	7.597	7.663	7.714	7.791
Cities and Towns					
Calhan	17.563	17.563	17.563	17.563	17.563
Colorado Springs	4.279	4.279	4.279	4.279	4.279
Fountain	10.239	10.239	10.239	10.239	10.239
Green Mountain Falls	14.588	14.588	17.588	17.588	17.588
Manitou Springs	-	-	12.060	12.060	12.050
Monument	6.289	6.289	6.289	6.289	6.289
Palmer Lake	16.459	16.459	16.459	16.459	16.459
Ramah	19.827	19.827	19.827	19.827	19.827
Fire Districts					
Big Sandy	8.000	8.000	8.000	8.000	8.000
Black Forest	6.275	10.406	10.379	10.382	10.356
Black Forest (OPS)	1.310	1.191	1.164	1.167	1.141
Broadmoor	4.500	4.500	4.500	4.500	4.500
Calhan	7.094	6.500	6.536	6.523	6.552
Cascade	7.373	7.968	8.443	9.168	9.410
Cimarron Hills	11.110	12.150	14.390	14.390	15.290
Donald Wescott	7.000	7.000	7.000	7.000	7.000
Wescott N. Sub.	-	-	-	-	-
Edison	9.000	9.000	9.000	9.000	9.000
Elbert	4.575	4.575	4.575	4.575	4.575
Ellicott	9.329	9.999	10.168	10.290	10.220
Falcon	5.712	8.612	8.612	8.612	8.612
Green Mountain Falls/Chipita Park	7.325	8.048	8.542	8.788	9.293
Hanover	4.720	4.720	4.720	4.720	4.720
Peyton	6.253	6.253	6.458	6.130	6.130
Security	6.693	6.681	10.001	10.001	10.002
Stratmoor Hills	12.423	12.423	12.423	12.002	12.686
SW Hwy 115	7.200	7.200	13.200	13.200	13.200
Tri-County	3.000	3.000	3.000	3.000	3.000
Tri-Lakes/Monument	8.500	8.500	11.500	11.500	11.500
Woodman Valley	9.050	9.050	9.050	9.050	9.050

2016	2017	2018	2019	2020
3.857	3.957	3.812	4.000	3.731
7.869	7.919	7.965	8.068	7.035
17.563	17.563	17.563	17.563	17.563
4.279	4.279	4.279	4.279	4.279
10.239	10.239	10.239	10.239	10.239
17.588	17.588	17.588	17.588	17.588
12.246	13.001	13.072	13.083	13.019
6.255	6.289	6.225	6.289	6.152
11.238	21.238	21.135	21.238	21.238
19.827	19.827	19.827	19.827	19.827
8.000	8.000	8.000	8.000	8.000
10.237	10.178	10.114	10.052	12.549
1.022	0.963	0.899	0.837	0.653
4.500	4.500	4.500	4.500	4.500
6.061	5.971	6.049	6.402	6.325
9.774	10.245	10.848	10.848	10.153
15.286	15.286	16.200	16.200	16.200
7.000	7.000	7.000	7.000	7.000
-	-	14.900	14.900	14.900
9.000	9.000	9.000	9.000	9.000
8.500	8.500	8.500	8.500	7.528
9.760	9.850	9.515	9.451	8.589
8.612	8.612	8.612	14.886	14.886
9.812	9.763	16.950	17.460	16.615
7.000	7.366	7.428	7.217	10.000
6.130	6.130	6.130	6.130	6.130
10.002	10.002	10.002	10.002	10.002
12.768	12.811	12.582	13.200	13.251
13.200	13.200	13.200	13.483	13.200
3.000	3.000	3.000	3.000	3.000
11.500	11.500	18.100	18.400	18.400
9.050	9.050	9.050	9.050	9.050

Exhibit I-9**Pikes Peak Library District
Property Tax Rates - Direct and Overlapping (Continued)
Last Ten Fiscal Years
(Unaudited)
(Per \$1,000 of assessed value)**

Taxing Authority	Collection Year				
	2011	2012	2013	2014	2015
Water Districts					
Cheyenne Creek	0.500	0.500	0.500	0.500	0.500
Forest View	5.000	5.000	5.000	5.000	5.000
Park Forest	14.437	14.437	14.437	14.437	14.437
Red Rock Valley Estates	13.894	16.803	17.709	17.872	18.575
Stratmoor Hills	2.000	2.000	2.088	2.055	1.974
S.E. Colo. Water Conserv.	0.947	0.947	0.944	0.944	0.094
Security	5.960	5.952	5.947	5.980	5.955
Turkey Canyon Ranch	9.058	11.005	9.500	9.500	9.500
Upper Arkansas Water Conserv.	0.454	0.495	0.478	0.478	0.478
Upper Big Sandy	0.532	0.532	0.532	0.532	0.532
Upper Black Squirrel	1.082	1.082	1.082	1.082	1.082
Sanitation Districts					
Fountain	4.654	5.334	5.534	5.755	6.101
Monument	-	-	-	-	-
Security	0.900	0.899	0.898	0.903	0.899
Stratmoor Hills	0.549	0.549	0.573	0.578	0.578
Sanitation and Water Districts					
Academy	21.450	24.950	24.755	2.937	2.937
Donala (Area A)	16.296	16.296	21.296	21.296	21.296
Donala (Area B)	8.148	8.148	10.648	10.648	10.648
Garden Valley	10.000	8.617	8.167	9.920	9.055
Garden Valley #2	7.000	5.500	5.805	5.613	5.736
Westmoor	30.986	35.508	37.471	34.956	41.288
Woodmoor	6.950	-	-	-	-

2016	2017	2018	2019	2020
0.500	1.000	1.000	1.000	1.000
5.000	5.000	5.000	5.000	5.000
14.437	14.437	14.437	14.437	14.437
16.444	17.725	17.725	17.725	17.725
2.086	2.105	2.071	-	
0.941	0.940	0.094	0.944	0.902
5.654	5.695	5.703	5.679	5.007
9.500	9.500	9.500	9.500	9.500
0.471	0.478	0.481	0.479	0.435
0.532	0.532	0.532	0.532	0.532
1.057	1.063	1.065	1.065	1.029
6.040	6.248	6.328	6.637	6.030
-	-	7.734	-	-
0.856	0.862	0.863	0.854	0.757
0.587	0.591	0.583	-	-
2.937	2.937	2.937	2.937	2.937
21.296	21.296	21.296	21.296	21.296
10.648	10.648	10.648	10.648	10.648
9.695	10.296	11.083	12.766	19.710
5.816	5.196	4.308	-	-
34.943	36.836	36.953	38.277	34.998
-	-	-	-	-

Exhibit I-9

**Pikes Peak Library District
Property Tax Rates - Direct and Overlapping (Continued)
Last Ten Fiscal Years
(Unaudited)
(Per \$1,000 of assessed value)**

Taxing Authority	Collection Year				
	2011	2012	2013	2014	2015
School Districts					
Air Force Academy #20	60.216	60.216	60.216	60.216	60.216
Big Sandy #100J	25.468	42.067	42.128	40.787	40.379
Calhan #RJ-1	30.049	30.049	29.117	27.096	27.193
Cheyenne Mountain #12	49.764	49.764	50.000	50.000	53.000
Colorado Springs #11	44.004	44.004	43.445	44.264	43.165
Edison #54	36.104	36.104	37.044	37.861	37.340
Ellicott #22	41.148	41.148	41.147	37.124	37.126
Falcon #49	45.842	45.842	45.585	45.617	45.796
Fremont/Florence #39	33.907	33.907	28.774	28.776	29.251
Fountain/Ft. Carson #8	24.723	24.723	24.703	24.726	24.775
Hanover #28	27.551	27.551	27.463	31.103	27.759
Harrison #2	41.147	41.147	41.344	41.344	36.997
Lewis-Palmer #38	52.343	52.343	51.756	50.091	49.677
Manitou Springs #14	-	-	47.354	47.649	47.555
Miami/Yoder #60	42.853	42.853	43.194	42.710	41.926
Peyton #23	34.041	34.041	34.097	30.985	30.919
Miscellaneous Districts	2,554.140	2,554.140	2,703.102	2,975.466	3,083.266

Data Source: El Paso County Assessor's Office Abstracts of Assessment

2016	2017	2018	2019	2020
60.216	60.216	60.216	60.216	60.216
38.860	38.782	38.189	37.666	35.473
27.091	27.003	27.068	27.013	27.083
53.000	53.000	55.000	55.000	55.000
40.803	40.878	52.499	56.084	51.558
40.834	36.502	36.504	36.503	36.501
37.001	37.046	37.011	31.863	31.921
44.635	44.417	43.648	43.044	43.189
28.908	29.300	29.762	28.816	29.378
25.195	24.748	24.731	24.776	24.845
35.112	34.679	35.736	33.708	32.439
36.414	36.278	33.138	48.333	47.227
45.501	46.404	44.651	44.068	41.430
52.000	52.000	52.000	61.900	58.817
28.504	28.303	28.079	30.006	29.263
30.419	30.469	30.469	30.469	30.469
3,391.527	3,075.868	3,576.017	4,727.847	4,560.336

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Exhibit I-10

**Pikes Peak Library District
Principal Property Taxpayers - Top 10
Current Year and Nine Years Ago
(Unaudited)**

Principal Taxpayer	Type of Business	Fiscal Year 2020		Fiscal Year 2011	
		Assessed Valuation	Percent of Total Assessed Valuation	Assessed Valuation	Percent of Total Assessed Valuation
CELLCO Partnership	Investments	102,410,890	1.24%	-	-
Qwest Corporation	Telecommunications	44,745,600	0.54%	74,510,040	1.15%
Broadmoor Hotel, Inc.	Hotel/Resort	37,814,250	0.46%	29,918,340	0.46%
Wal-Mart Real Estate	Merchandise/Retail	30,550,010	0.37%	30,838,560	0.48%
Mountain View Electric	Utilities	29,860,150	0.36%	21,045,400	0.33%
Comcast of CO/PA/WV LLC	Investments	27,463,970	0.33%	-	-
Microchip Technology Inc.	Technology	23,177,030	0.28%	-	-
dpIX, LLC	Technology	17,403,230	0.21%	26,714,450	-
Wal-Mart Datacenter	Technology	28,426,400	0.34%	-	-
SAP America, Inc.	Technology	17,464,820	0.21%	-	-
Fountain Valley Power LLC	Utilities	-	-	31,490,600	0.49%
Front Range Power, LLC	Investments	-	-	28,253,400	0.44%
MCI Telecommunications Corp.	Telecommunications	-	-	19,382,000	0.30%
MMP Citadel LLP	Retail Mall	-	-	15,322,230	0.24%
Palmer Center LTD	Retail Mall	-	-	15,210,080	0.24%
Total Top 10 Principal Taxpayers		\$ 359,316,350	4.36%	\$ 292,685,100	4.12%
Total Assessed Valuation		\$ 8,246,468,310	100.00%	\$ 6,462,164,700	100.00%

Data Source: El Paso County Assessor's Office

Exhibit I-11

**Pikes Peak Library District
Property Tax Levies and Collections
Last Ten Fiscal Years
(Unaudited)**

Assessment Year	Collection Year	Current Tax Levy	Current Tax Collections	Percent of Current Tax Collected	Delinquent Tax Collections
2010	2011	\$ 22,907,471	\$ 22,708,581	99.1%	\$ 19,503
2011	2012	23,776,533	23,521,488	98.9%	19,120
2012	2013	24,058,794	23,852,302	99.1%	30,559
2013	2014	23,978,299	23,691,576	98.8%	72,755
2014	2015	24,290,297	24,092,442	99.2%	12,160
2015	2016	24,926,355	24,730,868	99.2%	10,720
2016	2017	25,942,634	25,709,842	99.1%	14,007
2017	2018	27,187,071	26,767,115	98.5%	17,132
2018	2019	28,454,290	28,160,917	99.0%	20,995
2019	2020	30,374,738	30,042,362	98.9%	11,964

Data Sources: District's financial records and El Paso County Treasurer's Office

Penalties and Interest Delinquent Tax Collections	Omitted Property Tax Collections	Total Tax Collection	Ratio of Total Tax Collections to Total Tax Levy	Outstanding Delinquent Taxes	Ratio of Delinquent Taxes to Total Tax Levy
\$ 50,844	\$ 4,202	\$ 22,783,130	99.5%	\$ 93,389	0.4%
44,669	3,205	23,588,482	99.2%	128,616	0.5%
41,758	5,639	23,930,258	99.5%	139,504	0.6%
56,389	2,887	23,823,607	99.4%	55,656	0.2%
29,628	3,699	24,137,929	99.4%	54,997	0.2%
29,902	9,505	24,780,995	99.4%	62,246	0.2%
33,187	5,224	25,762,260	99.3%	71,429	0.3%
35,319	5,451	26,825,017	98.7%	92,436	0.3%
38,420	6,145	28,226,476	99.2%	94,397	0.3%
24,708	7,195	30,086,229	99.1%	101,564	0.3%

Exhibit I-12

**Pikes Peak Library District
Ratios of Outstanding Debt
Last Ten Fiscal Years
(Unaudited)**

Year Ended December 31,	Population	Capital Leases			Net Debt	Net Debt Per Capita
		Gross Debt	Funds Available in Debt Service Fund			
2011	575,789	\$ 65,401	\$ -	\$ 65,401	\$ 0.11	
2012	585,158	-	-	-	-	
2013	598,549	-	-	-	-	
2014	607,457	-	-	-	-	
2015	616,089	-	-	-	-	
2016	623,805	-	-	-	-	
2017	639,625	-	-	-	-	
2018	650,185	-	-	-	-	
2019	662,241	-	-	-	-	
2020	669,874	-	-	-	-	

	Personal Income	Debt as a Percentage of Personal Income	Assessed Value Used for Current Year Collections	Ratio of Net Bonded Debt to Assessed Value
\$	25,420,872,000	-	\$ 6,462,164,700	-
	26,374,299,000	-	5,968,035,500	-
	27,980,799,000	-	6,042,452,470	-
	27,831,398,000	-	6,028,899,300	-
	29,262,206,000	-	6,117,132,700	-
	30,565,961,000	-	6,516,617,460	-
	32,522,267,000	-	6,617,856,790	-
	34,598,539,000	-	7,080,595,440	-
	36,825,059,000	-	7,198,824,710	-
	not available	-	8,246,468,310	-

Exhibit I-13

**Pikes Peak Library District
Debt Limitation Information
Last Ten Fiscal Years
(Unaudited)**

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Assessed valuation	\$ 6,462,164,700	\$ 5,968,035,500	\$ 6,042,452,470	\$ 6,028,899,300	\$ 6,117,132,700
Debt limitation - 1.5% of total assessed value	\$ 96,932,471	\$ 89,520,533	\$ 90,636,787	\$ 90,433,490	\$ 91,756,991
Total debt (excluding compensated absences)	65,401	-	-	-	-
Less: Certificates of Participation (1)	-	-	-	-	-
Capital leases (1)	(65,401)	-	-	-	-
Total debt applicable to limitation	-	-	-	-	-
Legal debt margin	\$ 96,932,471	\$ 89,520,533	\$ 90,636,787	\$ 90,433,490	\$ 91,756,991

Notes:

- (1) Certificates of Participation and capital leases are not included as debt for purposes of calculating legal debt margin (Colorado Revised Statue 22-42-104).

2016	2017	2018	2019	2020
\$ 6,516,617,460	\$ 6,617,856,790	\$ 7,080,595,440	\$ 7,198,824,710	\$ 8,246,468,310
\$ 97,749,262	\$ 99,267,852	\$ 106,208,932	\$ 107,982,371	\$ 123,697,025
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
\$ 97,749,262	\$ 99,267,852	\$ 106,208,932	\$ 107,982,371	\$ 123,697,025

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Exhibit I-14

**Pikes Peak Library District
Debt Service Information
Last Ten Fiscal Years
(Unaudited)**

Fiscal Year	Debt Service Expenditures			Noncapital Governmental Fund Expenditures	Ratio of Debt Service to Noncapital Governmental Fund Expenditures
	Capital Leases		Total		
	Principal Payments	Interest Payments			
2011	57,670	4,261	61,931	22,062,312	0.28%
2012	65,401	1,672	67,073	22,732,454	0.30%
2013	-	-	-	23,553,822	-
2014	-	-	-	24,979,899	-
2015	-	-	-	25,816,533	-
2016	-	-	-	26,243,577	-
2017	-	-	-	27,919,221	-
2018	-	-	-	28,771,467	-
2019	-	-	-	31,170,925	-
2020	-	-	-	31,376,765	-

Exhibit I-15

**Pikes Peak Library District
Demographic and Economic Information
Last Ten Fiscal Years
(Unaudited)**

Fiscal Year	Population	Personal Income	Per Capita		Households		Median Age	School Enrollment
			Personal Income	Unemploy. Rate	Total	Average Size		
2011	575,789	25,420,872,000	37,909	8.9%	243,299	2.37	34.1	111,318
2012	585,158	26,374,299,000	40,893	8.8%	247,320	2.37	34.1	111,533
2013	598,549	27,980,799,000	41,250	7.2%	251,153	2.38	34.2	117,829
2014	607,457	27,831,398,000	41,945	6.2%	255,364	2.38	34.3	118,699
2015	616,089	29,262,206,000	43,385	4.6%	259,082	2.38	34.0	120,314
2016	623,805	30,565,961,000	44,409	3.8%	263,383	2.37	34.4	121,752
2017	639,625	32,522,267,000	46,511	3.5%	267,300	2.39	34.4	122,445
2018	650,185	34,598,539,000	48,467	3.8%	271,234	2.40	34.4	121,192
2019	662,241	36,825,059,000	51,117	3.3%	270,074	2.45	33.7	124,516
2020	669,874	not available	not available	7.1%	274,597	2.44	33.7	119,509

Data Sources: Colorado Department of Labor, U.S. Bureau of Economic Analysis, Colorado Department of Education, Colorado Department of Local Affairs, Colorado Workforce Center, quickfacts.census.gov

Exhibit I-16

**Pikes Peak Library District
Principal Employers
Current Year and Nine Years Ago
(Unaudited)**

Employer	Fiscal Year 2020		Fiscal Year 2011	
	Employees	Percent of Total Employment	Employees	Percent of Total Employment
Fort Carson	33,943	10.64%	31,629	9.85%
Memorial/University of Colorado Health Systems	11,480	3.60%	5,800	1.81%
Peterson Air Force Base	9,597	3.01%	11,139	3.47%
United States Air Force Academy	8,092	2.54%	10,308	3.21%
Schriever Air Force Base	8,000	2.51%	8,124	2.53%
Centura Health System	5,800	1.82%	4,000	1.25%
Colorado Springs School District #11	3,559	1.12%	3,593	1.12%
Academy School District #20	3,008	0.94%	3,686	1.15%
City of Colorado Springs	2,847	0.89%	-	-
El Paso County	2,818	0.88%	-	-
Verizon Wireless	-	-	4,000	1.25%
Hewlett Packard	-	-	4,000	1.25%
Total	89,144	27.94%	86,279	26.86%
Total Employment - El Paso County, Colorado	319,084		321,160	

Exhibit I-17

**Pikes Peak Library District
District Employees By Function
Last Ten Fiscal Years
(Unaudited)**

	Full-time Equivalent Employees				
	2011	2012	2013	2014	2015
Public Services					
Administration	3.00	3.00	3.00	3.00	1.00
Regional History and Genealogy	9.25	9.25	9.25	9.25	9.25
Creative Services	-	-	-	-	-
Adult Services	-	-	-	-	-
East Library	16.30	16.30	15.80	15.80	16.80
Penrose Library	20.74	20.74	20.24	20.24	20.24
Library 21c	-	-	-	8.25	8.25
Library 21c - Computer Commons	-	-	-	9.00	9.50
Family and Children Services	-	-	-	-	-
East Library	9.02	9.02	8.02	6.82	6.82
Penrose Library	5.32	5.32	5.32	6.12	6.12
Library 21c	-	-	-	6.88	7.88
Young Adult Services	-	-	-	-	-
Community Libraries					
Administration - West Region	-	-	-	-	-
Administration - Southeast Region	-	-	-	-	-
Administration - North Region	-	-	-	-	-
Briargate Library	13.63	13.63	14.50	-	-
Calhan Library	-	-	-	-	-
Cheyenne Mountain Library	10.93	10.93	11.43	10.93	10.93
Fountain Library	10.25	10.25	9.25	7.75	7.88
East Library	-	-	-	-	-
High Prairie Library	8.00	8.00	8.00	8.25	8.25
Ruth Holley Library	12.25	12.25	12.50	12.50	12.13
Library 21c	-	-	-	-	-
Manitou Springs Library	-	-	-	4.00	4.25
Monument Library	10.42	10.42	10.55	10.55	10.55
Old Colorado City Library	9.28	9.28	8.88	8.88	8.63
Palmer Lake Library	1.99	2.01	1.99	1.79	1.79
Penrose Library	-	-	-	-	-
Rockrimmon Library	11.23	11.23	10.85	10.65	10.65
Sand Creek Library	13.09	13.09	13.29	14.23	15.73
Ute Pass Library	2.30	2.30	1.80	1.80	1.28
Adult Education	2.60	2.60	3.10	3.45	4.20
Circulation					
East Library	20.01	19.01	19.56	20.22	20.62
Penrose Library	11.59	11.59	11.59	11.62	11.74
Library 21c	-	-	-	6.50	6.50
Shelving					
East Library	15.16	15.16	13.68	13.70	13.70
Penrose Library	8.84	8.84	8.32	7.99	7.99
Library 21c	-	-	-	5.18	5.55
Collection Management	19.80	19.80	19.80	19.30	19.65
Knights of Columbus Hall	-	-	-	-	-
Mobile Library Services	9.70	9.70	8.70	8.70	8.70
Total Public Services	254.70	253.72	249.42	273.35	276.58
Administrative Services					
Administration	1.00	1.00	1.00	1.00	-
Facilities					
East Library	3.00	3.00	3.00	3.00	3.00
Penrose Library	7.00	7.00	7.00	6.75	6.75
Library 21c	-	-	-	2.00	2.00
Human Resources	5.15	4.15	5.15	5.15	5.15
Total Administrative Services	16.15	15.15	16.15	17.90	16.90
Information Technology					
Information Technology	13.00	13.00	13.00	14.00	14.10
Other Administrative Operations					
Chief Librarian and Chief Executive Officer Office	3.00	2.50	3.00	2.00	2.00
Communications Office	10.90	10.65	10.90	11.75	12.25
Development Office	2.50	2.50	2.50	2.50	2.50
Finance Office	6.75	6.75	5.75	5.75	6.75
Security	7.25	7.25	7.25	11.00	13.00
Total Other Administration Operations	30.40	29.65	29.40	33.00	36.50
Total Full Time Equivalents	314.25	311.52	307.97	338.25	344.08

Data Source: District's Human Resources Office

2016	2017	2018	2019	2020
1.00	2.00	2.00	2.00	1.00
9.50	9.50	9.50	11.00	11.00
-	-	-	5.00	5.00
-	-	-	11.00	11.00
16.80	17.32	16.32	-	-
21.22	21.22	21.22	-	-
8.25	8.25	8.25	-	-
9.50	9.50	9.50	-	-
-	-	-	9.00	9.00
8.27	8.27	8.27	-	-
6.12	6.12	6.12	-	-
7.88	8.88	7.88	-	-
-	-	-	6.00	6.00
-	-	5.00	3.00	3.50
-	-	3.00	4.00	4.00
-	-	3.00	3.00	3.00
-	-	-	-	-
-	-	-	1.70	1.70
10.93	10.55	10.55	10.58	10.58
7.88	6.63	6.63	7.63	7.63
-	-	-	16.93	18.93
8.25	8.25	8.25	8.25	7.75
12.13	10.50	10.50	9.63	9.63
-	-	-	18.69	21.19
4.25	4.25	4.25	4.35	4.20
10.49	10.49	10.49	9.96	9.96
8.90	8.90	8.90	8.90	8.90
2.03	2.03	2.03	2.03	2.03
-	-	-	17.64	17.64
10.65	10.08	10.08	9.45	9.85
15.95	16.20	16.20	12.55	12.55
1.28	1.28	1.28	1.35	1.35
3.85	6.50	6.50	7.00	8.00
20.62	18.84	18.84	16.35	15.35
11.74	11.84	11.84	11.02	11.07
6.50	6.50	6.50	6.50	6.50
13.64	12.07	12.07	10.57	9.57
7.99	6.12	6.12	4.88	4.88
5.18	5.25	5.25	5.25	5.75
19.00	18.40	19.25	23.52	23.52
-	-	-	1.00	1.00
8.95	9.15	9.15	9.65	9.15
278.75	274.89	284.74	289.38	292.18
-	-	-	-	-
3.00	3.00	3.00	3.00	3.00
6.00	6.00	5.00	5.00	5.00
3.00	3.00	3.00	5.00	6.00
5.15	5.15	5.15	6.25	6.25
17.15	17.15	16.15	19.25	20.25
14.10	14.10	13.10	16.10	16.60
2.00	2.00	2.00	2.00	2.00
12.25	12.25	12.25	14.25	11.75
2.50	2.50	2.50	3.00	3.00
6.75	6.75	7.75	7.75	7.75
14.50	15.00	15.00	20.52	20.52
38.00	38.50	39.50	47.52	45.02
348.00	344.64	353.49	372.25	374.05

Exhibit I-18

**Pikes Peak Library District
Library Materials Purchased and Circulated
Last Ten Fiscal Years
(Unaudited)**

Fiscal Year	Number of Volumes	Number of Audio Visual and eMaterials	Total Items	Acquisition Cost of Collections
2011	948,527	235,087	1,183,614	34,699,459
2012	885,857	263,277	1,149,134	33,668,609
2013	907,823	285,181	1,193,004	33,438,002
2014	918,701	316,647	1,235,348	34,256,218
2015	718,638	279,776	998,414	28,479,378
2016	689,980	353,667	1,043,647	27,162,050
2017	700,758	346,176	1,046,934	26,923,183
2018	684,908	362,788	1,047,696	25,614,835
2019	658,014	453,315	1,111,329	24,234,938
2020	630,270	461,230	1,091,500	23,209,685

Data Source: District's Collection Management Department

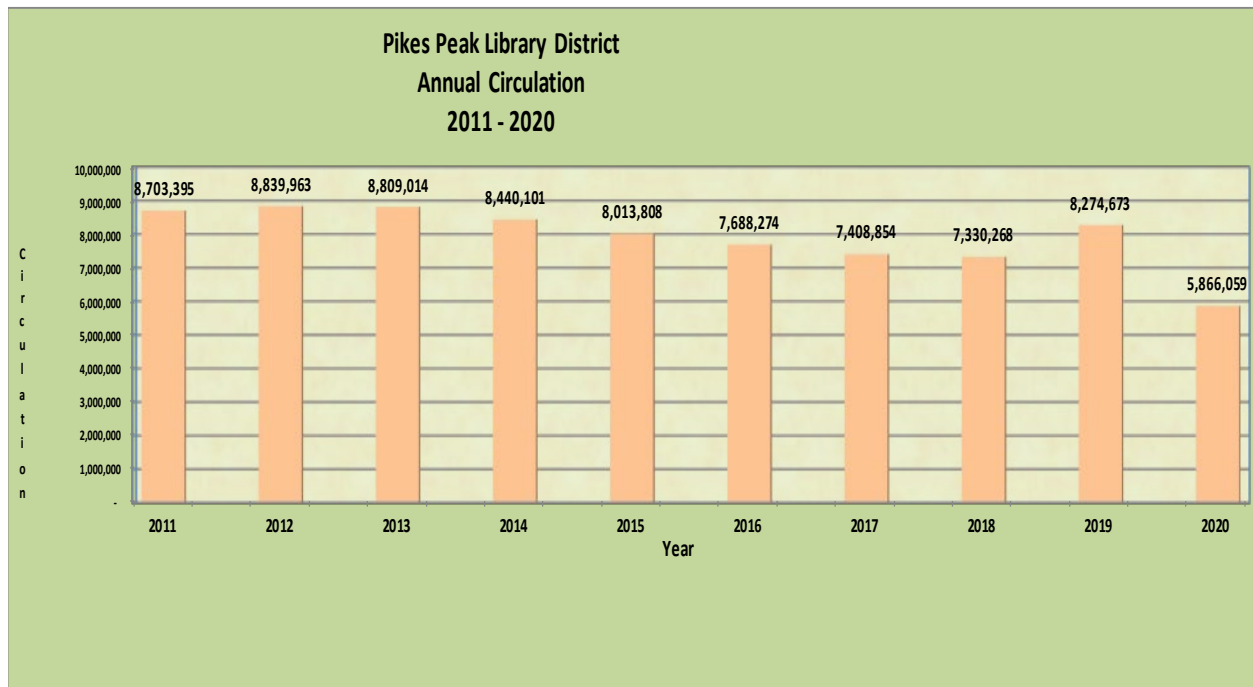
Cost of New Acquisitions	Net Book Value of Collections	Number of Items in Circulation	Turnover Rate
3,796,733	15,632,673	1,142,172	7.62
2,763,306	14,813,804	1,106,019	7.99
2,520,735	14,392,359	1,148,583	7.67
2,663,493	14,599,576	1,189,875	7.09
2,731,728	14,211,399	951,064	8.43
2,313,177	13,806,198	995,151	7.73
2,140,189	13,803,275	996,826	7.43
1,812,545	13,245,127	996,698	7.35
1,670,175	12,739,934	1,059,914	7.81
1,135,208	12,152,697	1,041,060	5.89

Exhibit I-19

Pikes Peak Library District
 Circulation By Location
 Last Ten Fiscal Years
 (Unaudited)

Fiscal Year	Community Libraries											
	East Library	Penrose Library	Library 21c	Briargate	Calhan	Cheyenne Mountain	Fountain	High Prairie	Manitou Springs	Monument	Old Colorado City	Palmer Lake
2011	2,494,034	1,132,553	-	772,441	-	553,038	281,337	359,569	-	588,895	316,223	65,877
2012	2,310,938	1,101,885	-	816,865	-	548,264	289,672	367,406	-	595,068	312,196	66,511
2013	2,128,483	1,154,390	-	794,457	-	542,311	274,626	366,472	41,578	563,585	303,649	63,566
2014	1,983,752	1,049,901	464,794	283,986	-	503,092	249,356	341,333	48,404	502,640	294,604	58,095
2015	1,621,753	900,407	894,810	-	-	474,082	211,731	326,736	47,067	451,594	284,910	50,653
2016	1,533,028	776,925	888,192	-	-	437,569	199,196	307,167	46,452	415,012	246,141	43,152
2017	1,303,118	714,133	986,551	-	-	386,538	191,400	289,874	47,318	390,805	214,947	44,718
2018	1,325,067	626,308	904,180	-	-	374,674	187,269	284,624	40,953	383,845	193,591	40,011
2019	1,577,714	577,467	1,053,083	-	3,211	421,297	197,568	326,298	52,330	425,456	220,319	47,399
2020	842,299	280,922	565,421	-	13,993	234,309	111,849	182,899	19,148	248,858	120,102	14,068

Data Source: District's information library system



Note: Starting in 2019, the District includes automated renewals in the circulation totals.

Rockrimmon	Ruth Holley	Sand Creek	Ute Pass	Mobile Library Services	Library Express Dispenser	Cyber-Shelf	Nook eReaders	Other Categories	Inter-Library Loan	Total
563,134	594,154	538,120	59,025	194,192	8,272	154,372	730	665	26,764	8,703,395
552,227	596,776	577,261	51,282	202,975	45,921	349,362	1,833	25,851	27,670	8,839,963
536,706	576,746	554,733	45,673	195,332	42,272	533,026	740	63,485	27,184	8,809,014
474,322	518,641	514,578	39,549	188,500	48,784	792,432	492	57,224	25,622	8,440,101
431,335	457,623	463,715	33,806	179,297	28,993	1,068,783	70	60,608	25,835	8,013,808
385,294	395,346	417,248	31,724	166,186	20,958	1,295,052	325	55,209	28,098	7,688,274
368,714	367,831	370,525	31,623	157,979	2,363	1,459,032	467	54,764	26,154	7,408,854
360,463	338,586	332,100	27,973	148,384	-	1,681,835	220	52,932	27,253	7,330,268
394,445	355,739	361,589	26,234	148,737	-	1,976,428	67	84,496	24,796	8,274,673
243,994	177,597	161,651	18,434	92,155	-	2,430,575	58	90,448	17,279	5,866,059

Exhibit I-20

**Pikes Peak Library District
Service Location Information
Last Ten Fiscal Years
(Unaudited)**

Library	Address	Owned (O) Leased (L)	No. of Hours Open/Week FY 2020	Square Footage as of Fiscal Year-End					
				2011	2012	2013	2014	2015	
Briargate Library	9475 Briar Village Pt. Colorado Springs, CO 80920	L	-	8,627	8,627	8,627	8,627	-	
Calhan Library	600 Bank Street Calhan, CO 80803	O	34	-	-	-	-	-	
Cheyenne Mountain Library	1785 S. 8th Street, Suite 100 Colorado Springs, CO 80906	L	64	8,900	8,900	8,900	8,900	8,900	
East Library	5550 N. Union Colorado Springs, CO 80918	O	68	70,153	70,153	70,153	70,153	70,153	
Fountain Library	230 S. Main Street Fountain, CO 80817	O	64	9,582	9,582	9,582	9,582	9,582	
High Prairie Library	7035 Old Meridian Rd. Falcon, CO 80831	O	56	6,008	6,008	6,008	6,008	6,008	
Library 21C	1175 Chapel Hills Drive Colorado Springs, CO 80920	O	68	-	115,058	115,058	115,058	115,058	
Manitou Springs Library	701 Manitou Avenue Manitou Springs, CO 80829	L	52	-	-	2,391	2,391	2,391	
Monument Hill Library	1706 Lake Woodmoor Drive Monument, CO 80132	L	68	7,536	7,536	7,536	7,536	7,536	
Old Colorado City Library	2418 W. Pikes Peak Colorado Springs, CO 80904	O	64	4,909	4,909	4,909	4,909	4,909	
Palmer Lake Library	66 Lower Glenway Palmer Lake, CO 80133	L	36	1,574	1,574	1,574	1,574	1,574	
Penrose Library	20 N. Cascade Colorado Springs, CO 80903	O	68	78,831	78,831	78,831	78,831	78,831	
Rockrimmon Library	832 Village Center Drive Colorado Springs, CO 80919	L	64	8,668	8,668	8,668	8,668	8,668	
Ruth Holley Library	685 N. Murray Colorado Springs, CO 80915	L	64	10,469	10,469	10,469	10,469	10,469	
Sand Creek Library	1821 S. Academy Colorado Springs, CO 80916	O	68	14,060	14,060	14,060	14,060	14,060	
Ute Pass Library	8010 Severy Cascade, CO 80809	L	30	2,123	2,123	2,123	2,123	2,123	
Mobile Library Services - three vehicles		O	74	455	455	455	455	455	
Knights of Columbus Hall	25 W. Kiowa Colorado Springs, CO 80903	O	N/A	11,988	11,988	11,988	11,988	11,988	
				942	243,883	358,941	361,332	361,332	352,705

Data Source: District's Facilities Office

Note - Hours open per week represents hours prior to the onset of the pandemic in March, 2020.

2016	2017	2018	2019	2020
-	-	-	-	-
	-	-	2,400	2,400
8,900	8,900	8,900	8,900	8,900
70,153	70,153	70,153	70,153	70,153
9,582	9,582	9,582	9,582	9,582
6,008	6,008	6,008	6,008	6,008
115,058	115,058	115,058	115,058	115,058
2,391	2,391	2,391	2,391	2,391
7,536	7,536	7,536	7,536	7,536
4,909	4,909	4,909	4,909	4,909
1,574	1,574	1,574	1,574	1,574
78,831	78,831	78,831	78,831	78,831
8,668	8,668	8,668	8,668	8,668
10,469	10,469	10,469	10,469	10,469
14,060	14,060	14,060	14,060	14,060
2,123	2,123	2,123	2,123	2,123
455	455	455	455	455
11,988	11,988	11,988	11,988	11,988
352,705	352,705	352,705	355,105	355,105

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**Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an
Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

Independent Auditor's Report

Board of Trustees
Pikes Peak Library District
Colorado Springs, Colorado

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the Pikes Peak Library District (the District), as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 28, 2021, which includes an emphasis of matters paragraph for changes in accounting principles. The financial statements of the Pikes Peak Library District Foundation Inc. (the Foundation), a discretely presented component unit of the District, were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Foundation.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Board of Trustees
Pikes Peak Library District

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BKD, LLP

Colorado Springs, Colorado
June 28, 2021

PIKES PEAK LIBRARY DISTRICT



**Pikes Peak Library District
July 21, 2021**

SOLUTION AS A SERVICE (SaaS) TO REPLACE SELF-CHECKS AND SECURITY GATES IN FY21

BACKGROUND: The IT Department's capital budget includes project to upgrade 47 Bibliotheca Self-Check devices. The estimated cost is \$201,000 (of which \$155,000 is included in the 2021 budget). Additional Windows 10 upgrade costs were not previously included in the budget resulting in a \$46,000 shortfall for the Self-Check project. When the IT staff informed the Bibliotheca (the District's current service vendor) account manager of a potential project delay to source the additional funds, the Bibliotheca account manager proposed transitioning the Bibliotheca Self-Checks **and** Security Gates to a subscription model.

Organizational Objective

Achieve cost effective solution to replace 47 Self-Checks and 15 Security Gates that are nearing End of Life (EOL) or beyond EOL.

Courses of Action (COA)

COA 1: Maintains existing systems without upgrades. Self-Check equipment requires an upgrade due to cybersecurity vulnerability associated with Windows 7 operating system that is no longer supported. Security Gate systems will require replacement having already exceeded 10-year service life. Status quo (just maintaining an annual service contract) through FY28 cost \$963,449. Presented as a COA, but not viable due to the cybersecurity and maintenance risk that will eventually require replacement.

COA 2: Continue current Self-Check **Windows 10 only upgrade** and prioritize existing requirements for the additional \$46K needed to complete the upgrade. This upgrade will extend the life of the existing Self-Checks until FY24 at which time systems become EOL.

Initiate Self-Check and Security Gate system replacement t for FY24 execution. Estimated total cost \$863 (\$759K new equipment and \$104K for maintenance) with execution in FY24. This will entail "best effort" to maintain gate system that is beyond EOL until FY24. COA FY21-28 Life-Cycle Cost is \$1,688,081. Selecting this COA will require a mid-year budget adjustment to utilize fund balance reserves to cover the additional costs.

COA 3: Replace Self-Checks and Security Gates in FY21. Self-Check refresh occurs in FY27 (6-year cycle) and Security Gates in FY29 (8-year cycle). COA FY21-28 Life-Cycle cost is \$1,591,311. Selecting this COA will require a mid-year budget adjustment to utilize fund balance reserves to cover the cost of purchasing new equipment in FY21.

COA 4: Transition Self-Check and Gates to a subscription services base model for an 8-year period with life-cycle sustainment cost of \$1,437,424. This COA will require transfer of required funds from capital to operation for first year and commitment for outyear funding in operations budget. Selecting this COA will require a mid-year budget adjustment to utilize fund balance reserves to cover the additional costs.

Subscription model contract will allow for additions or deletions to meet the District's emerging requirements. This is not considered a "lease to own" model. At the end of the subscription Bibliotheca removes all equipment. The equipment will not revert to the District at the end of subscription contract. Annual subscription price includes maintenance costs that are not subject to annual price increases.

The District is not permanently committed to this subscription. The IT staff will review contract in year four (FY25) and can plan to transition to another vendor or service before the end of the subscription and resumption of process for setting aside capital budget to replace both systems starting in FY25 and FY27.

The subscription agreement will include a non-appropriation clause meaning the contract will be cancelled if funds needed to cover the annual costs are not appropriated during each annual budgetary process.

Currently Bibliotheca is the only library service vendor that offers a subscription service model. Under the service model, Bibliotheca will install new equipment at all existing locations, and the District will dispose of the existing equipment utilizing current disposal procedures.

Fiscal Impact

Fiscal Year	COA 1 Current Service Plan	COA 2 Self-Check Service Life Extension Plus Security Gate Replacement	COA 3 Purchase Option Systems EOL for Self-Checks and Gates	COA 4 Solution as a Service
	No upgrades to Self-Checks or Security Gates (maintain status quo). Maintenance with 3% annual cost increase.	Upgrades Self-Checks (extend service life to FY24). Replace Security Gates and Self-Checks in FY24. Annual maintenance for Self-Checks and Security Gates.	New SelfChecks, Security Gates and maintenace (with annual maintenance service plan).	New Self-Checks and Security Gates with costs projected through FY28.
2021	\$104,200	\$201,081	\$663,311**	\$179,678
2022	\$107,326	\$107,326	\$107,326	\$179,678
2023	\$110,546	\$110,546	\$110,546	\$179,678
2024	\$116,073	\$863,000*	\$113,862	\$179,678
2025	\$121,877	\$117,278	\$117,278	\$179,678
2026	\$127,971	\$120,796	\$120,796	\$179,678
2027	\$134,369	\$124,420	\$325,501***	\$179,678****
2028	\$141,088	\$128,153	\$128,153	\$179,678
TOTAL	\$963,449	\$1,772,600	\$1,686,773	\$1,437,424
Savings	(\$473,975)	\$335,176	\$249,349	

*Purchase new Self-Checks, new Security Gates and annual maint (bundled price) with discounts for Capital procurement process.
 **Purchase new Self-Checks, new Security Gates with annual maint plus discounts.
 ***Purchase new Self-Checks 6-Year Cycle EOL.
 ****Assumes renewal of Self-Check contract. Actual cost potentially lower due to Bibliotheca commitment to reduce Total Cost of Ownership through technology innovations.

Subscription Services model Pros and Cons

Pros	Cons
Predictable operating budget line item over the term Planned technology obsolescence and innovation Vendor responsible for software upgrades, support, service, supply chain cost increases, and maintenance over the term (<i>i.e., no charge to replace Windows 10 with Windows 11 in 2025</i>) Synchronizes both systems for scheduled periodic updates vs. having to plan for acquisition (i.e., upgrades, Windows transitions, transitions to take advantage of technological improvements, etc.)	Loss of flexibility associated with owning hardware and software services (i.e., cannot slip replacement schedule to right, etc.) for other higher priority requirements

Recommendation:

Management recommends that the Board of Trustees approve COA 4 replacing Self-Checks and Security Gates using subscription model for service as cost effective solution to achieve objective.

TECHNOLOGY REFRESH FOR PATRON COMPUTERS

BACKGROUND: The IT Department is executing a technology refresh and replacing 140 computers. The computers require replacement due to service life. These computers have had a seven-year service life supporting the District’s patrons.

Organizational Objective

Achieve cost effective solution to replace the All-in-One computers with the standard patron desktop computer for uniformity, common patron experience and reduced maintenance support achieved through standardization of patron computers.

Fiscal Impact

The FY21 Capital Budget Patron Technology Refresh account line has the \$107,097.20 required to fund this replacement.

Acquisition Strategy

In accordance with provisions in the Financial Guidelines the IT Department staff is using Dell Inc. as the vendor on a contract that the State of Colorado has already completed as a member of a national consortium.

The price quoted for the computers comes from the National Association of State Procurement Officials (NASPO) contract that complies with the Board of Trustees approved Financial Guidelines.

The Board of Trustee’s has previously approved Dell Inc. as a preferred vendor in January 2021 Contracts/Vendor Approval.

Life-cycle Sustainment (Four Year Refresh Cycle)

FY21	FY22	FY23	FY24	FY25
\$107,097.20	--	--	--	\$107,097.20

Recommendation:

Management recommends that the Board of Trustees approve purchase of the 140 computers at a price of \$107,097.20 from Dell Inc.

Decision 21-7-6

Board Meeting Time

Over the years, the meeting time of the Pikes Peak Library District Board of Trustees has occasionally shifted to ensure that our Liaisons from both Colorado Springs City Council and El Paso County Board of County Commissioners can attend. We recently became aware that our current time is problematic for City Council Members due to its proximity to the meetings of the Colorado Springs Utilities Board. We would like to move the meetings to 5:00pm on the same day (third Wednesday) to accommodate that meeting, effective with the August Board meeting.

Friends of the PPLD June 2021 Report

Friends have discontinued the practice of performing bookkeeping/accounting in-house and have out-sourced this to local firm 180 Accounting, effective July 1. This has strong potential to be a proverbial win-win—both cheaper and better. Kudos to Treasurer Susan Gilbert for intensive research and just plain hard work. We have added two new Board members—Tim Wolken, recently retired Executive Eirector of Community Services for El Paso County, and Leslie Weddell, current Director of News and Media Relations for Colorado College. Both are lovers of books and PPLD and show promise of being great additions to the Friends Board. Meanwhile, we are in the early stages of planning a fall retreat to give ourselves a fundamental “reboot” after much lost ground, especially in membership, during the pandemic. Much hinges on identifying the most appropriate facilitator for this process. Hardest question is how to avoid problems in the past around the issue of actual implementation.

Status of Operations as of June 30, 2021

Sales for June		
	Amazon	\$2,734
	eBay	\$833
	Facebook	\$0
	Web storefront*	\$243
	East Bookstore	\$2,396
	Library 21C	\$1,518
	Penrose	\$415
TOTAL SALES	*\$108 of this amount to be reimbursed to MOA for their purchase of Joe Kenda books to sell	\$8,139

- Current volunteer count is 31 for District Friends. June hours totaled 496. Two long-time volunteers have resigned, including Wilma Palic (health reasons). Another volunteer has returned to the bookstore, and two new volunteers have been added to the online sales team.
- We temporarily suspended accepting large donations this month at East and Library 21c due to lack of storage space. The Summer Reading Book Sale and eBay listing workday should clear some space at East. Library 21c has graciously allowed us to use a large study room for donation processing over the past several months, but we will be returning that for patron use immediately after the summer sale. We anticipate returning to accepting larger donations at East after mid-July.
- July 2nd was the date for our “eBay-Palooza.” We had 100% participation from all eight members of the online sales team at a five-hour event to power through processing and listing some of our eBay backlog. Approximately 35 auctions were posted.
- Summer Reading Book Sale preparation is moving along well. Approximately 225 boxes and flats of materials are ready for the July 16-17 sale to be held in The Venue at Library 21c.

- Donation guideline bookmarks have been printed and will be distributed mid-July. Looking forward to having member information materials to hand out.
- 180 Accounting has brought up potential issues with sale tax collection and remission for out-of-state sales through Facebook Lives and our webstore. Until a solution is reached, we have suspended offering shipping for these type of sales.
- Conversion of point-of-sale to Square has been delayed due to more urgent projects (above). Upon completion of the Summer Reading sale, this project will become top priority. Second priority will be building our volunteer base back up to pre-pandemic levels.



REPORT

2021 Library Giving Day update - 1072 gifts totaling \$108,400.04

Received a \$15,000 gift from the Friends of the Pikes Peak Library District to be applied to the area of greatest need

Received \$12,727 grant from the Colorado Department of Education for Integrated English Language and Civics Engagement (IELCE) English as a Second Language program support

Received \$10,609 grant from the Colorado Department of Education for AEFLA program

Submitted Institute of Museum and Library Services (IMLS) application requesting funds for digital literacy programs

Submitted BNSF Railroad Foundation grant application for general operating support

Submitted initial letter of inquiry to T. Rowe Price Foundation

Accepted as one of 82 organizations in the 2021 Give! campaign and attended Give! campaign orientation session

Met with Mellon Foundation program officer to begin exploration of potential funding opportunities

Met with Colorado Springs Health Foundation representatives to begin exploration of potential funding opportunities

Facilitated online site visit with Temple Hoyne Buell Foundation program officer regarding first round of grant funding for LENA Start program

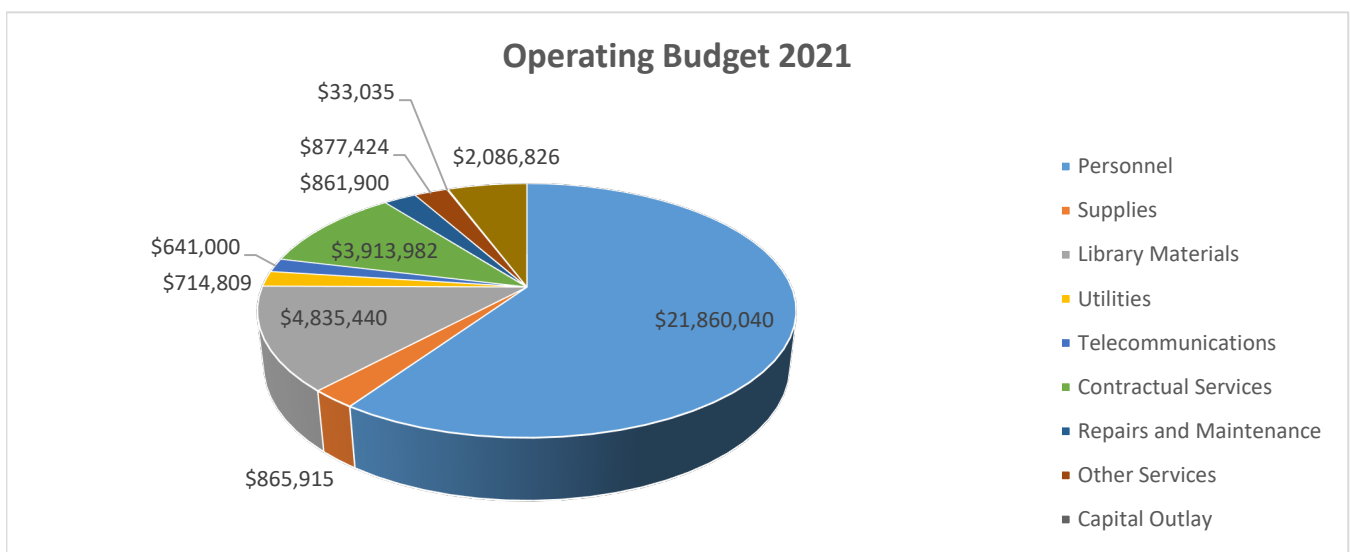
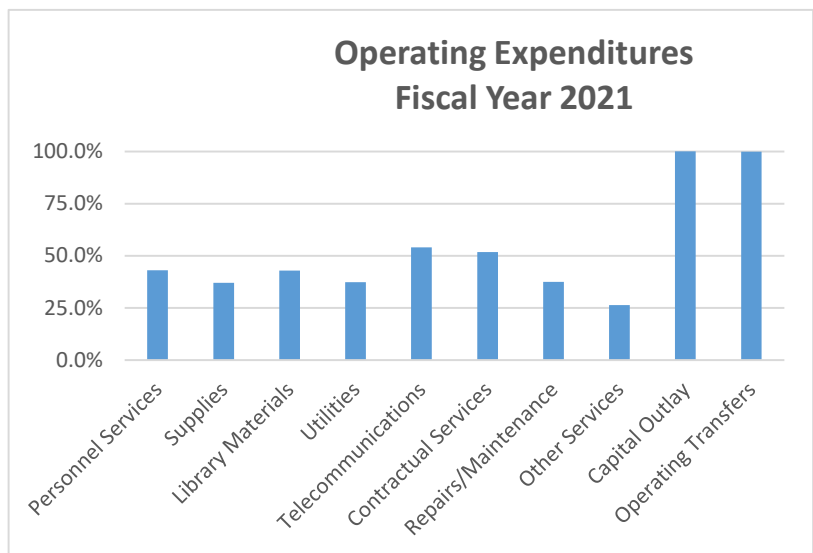
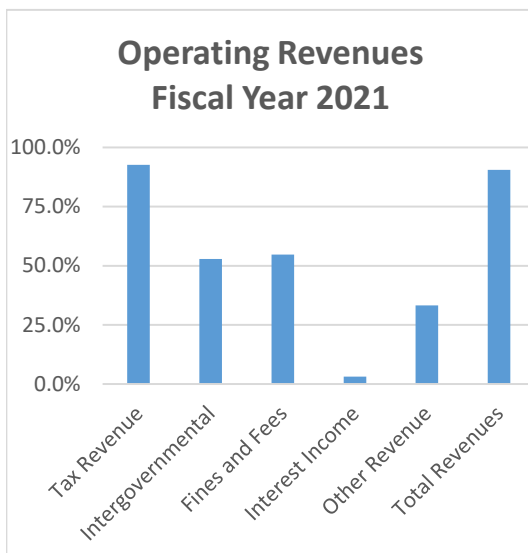
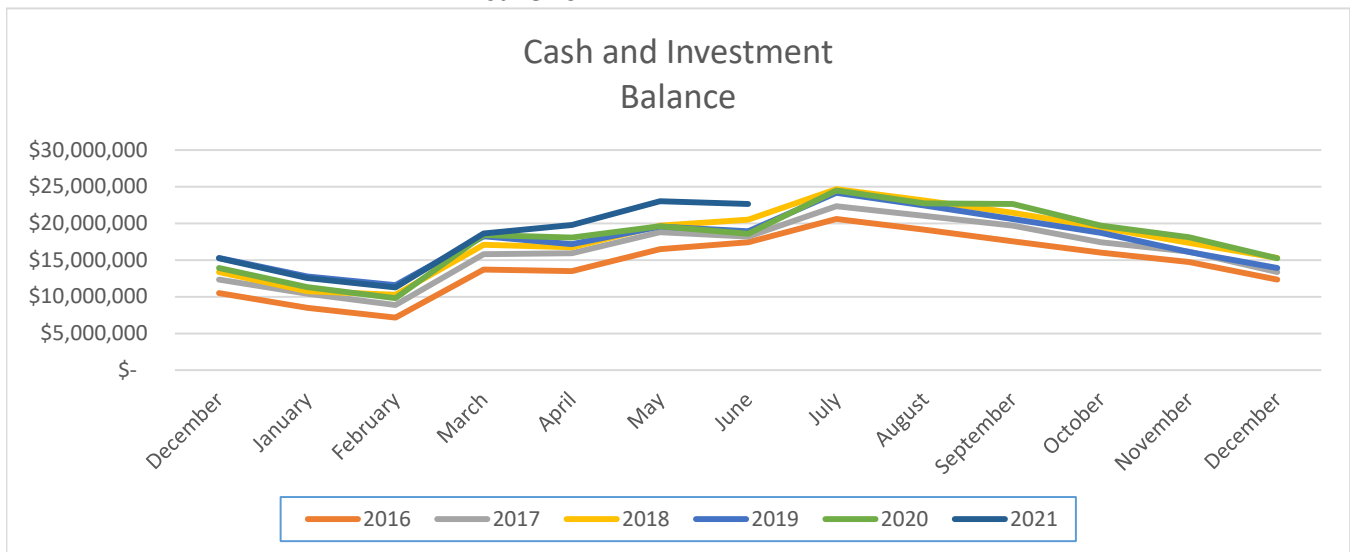
Met with Colorado Department of Local Affairs representative for CVRF funding exit interview

Held PPLD Foundation ad hoc Events Committee and Executive Committee meetings

Attended Friends of PPLD monthly board meeting

Pikes Peak Library District Financial Dashboard

June 2021



Pikes Peak Library District

June 2021 Financial Report

Presented to Board of Trustees on July 21, 2021

**Pikes Peak Library District
General Fund Summary
For the Six-Month Period Ended June 30, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Revenues					
Property taxes	\$ 30,281,328	\$ 27,554,001	\$ 2,727,327	9.9%	
Specific ownership taxes	1,824,225	1,552,337	271,888	17.5%	
Fines/fees	43,320	33,247	10,073	30.3%	
Investment earnings	5,791	91,726	(85,935)	-93.7%	
Other	611,590	141,674	469,916	331.7%	1
Total Revenues	\$ 32,766,254	\$ 29,372,985	\$ 3,393,269	11.6%	

Note - The Coronavirus pandemic began locally in March 2020. At that time, PPLD operations changed significantly, including periods of operational shutdown and reduced hours open to the public. The limited/different services model continues during 2021.

Tax revenue was impacted in 2020 as deadlines to pay property taxes were extended. Interest rates bottomed out after March 2020. The economic recovery has begun during 2021.

1. PPLD recognized CVRF revenue of \$353,735 during 2021.

**Pikes Peak Library District
Statement of Revenues
General Fund
For the Six-Month Period Ended June 30, 2021**

Percent of Year 50.0%

Account Description	2021 Budget	YTD Actual	Variance	% Used
Tax Revenue				
Property taxes				
Current	\$ 31,312,948	\$ 30,318,212	\$ (994,736)	96.8%
Abatements/refunds	(122,400)	(69,651)	52,749	56.9%
Omitted properties	7,140	1,296	(5,844)	18.2%
Delinquent	18,360	14,076	(4,284)	76.7%
Penalties/interest	36,720	7,288	(29,432)	19.8%
Specific ownership taxes	3,382,500	1,824,225	(1,558,275)	53.9%
Local government in lieu of prop. taxes	10,200	10,107	(93)	99.1%
Total Tax Revenue	34,645,468	32,105,553	(2,539,915)	92.7%
Intergovernmental				
Federal funds - other categories	106,974	353,735	246,761	330.7%
Federal - eRate Funding	690,600	-	(690,600)	0.0%
State Grant - library materials	143,445	143,445	-	100.0%
Total Intergovernmental	941,019	497,180	(443,839)	52.8%
Fines and Fees	79,200	43,320	(35,880)	54.7%
Interest Income	183,750	5,791	(177,959)	3.2%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	242,100	66,656	(175,444)	27.5%
Other	-	18,906	18,906	100.0%
Copier charges/PMS charges	80,400	16,678	(63,722)	20.7%
Parking lot collections	12,060	3,526	(8,534)	29.2%
Merchandise sales	-	361	361	100.0%
Miscellaneous	4,523	4,303	(220)	95.1%
Asset sales proceeds	5,025	3,980	(1,045)	79.2%
Total Other Revenue	344,108	114,410	(229,698)	33.2%
Total General Fund Revenues	\$ 36,193,545	\$ 32,766,254	\$ (3,427,291)	90.5%

**Pikes Peak Library District
General Fund Summary
For the Six-Month Period Ended June 30, 2021**

General Fund	Year-To-Date				Notes
	2021	2020	Change	% Chg.	
Expenditures					
Personnel	\$ 9,405,722	\$ 9,608,454	\$ (202,732)	-2.1%	
Supplies	320,237	376,452	(56,214)	-14.9%	
Library materials	2,078,073	1,999,220	78,853	3.9%	
Utilities	267,247	228,258	38,990	17.1%	
Telecommunication costs	346,160	294,565	51,594	17.5%	
Contractual services	2,029,279	2,114,116	(84,837)	-4.0%	
Repairs and maintenance	323,058	297,385	25,673	8.6%	
Other services	231,941	199,082	32,860	16.5%	
Capital outlay	108,443	11,467	96,975	845.7%	1
Operating transfers - other funds	2,086,826	-	2,086,826	0.0%	2
Total Expenditures	\$ 17,196,986	\$ 15,128,998	\$ 2,067,988	13.7%	

1 PPLD spent \$101,025 on laptop purchases during January, the majority of which was funded through the CVRF grant.

2 Fund transfers to the Capital Project Funds were made in accordance with the approved 2021 Budget. The fund transfer occurred earlier during 2021 as compared to 2020.

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Six-Month Period Ended June 30, 2021**

Percent of Year 50.0%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 16,821,878	\$ 7,145,849	\$ 9,676,029	42.5%
Temporary employees	3,800	-	3,800	0.0%
Substitute employees	33,500	-	33,500	0.0%
Work-Study And internship	16,500	607	15,893	3.7%
Social security contributions	1,310,623	524,547	786,076	40.0%
Retirement contributions	1,108,739	482,035	626,704	43.5%
Health Plan contributions	2,300,000	1,125,691	1,174,309	48.9%
Unemployment insurance	40,000	10,637	29,363	26.6%
Workers compensation	55,000	39,960	15,040	72.7%
Vision Plan insurance	65,000	27,597	37,403	42.5%
Life A&D insurance	65,000	31,902	33,098	49.1%
Tuition assistance	40,000	16,897	23,103	42.2%
Total Personnel Services	21,860,040	9,405,722	12,454,318	43.0%
Supplies				
General	291,552	47,351	244,201	16.2%
Microform	2,450	103	2,347	4.2%
Software purchases/licenses	296,500	196,739	99,761	66.4%
Computer supplies	44,000	11,216	32,784	25.5%
Processing	85,000	1,797	83,203	2.1%
Office	63,750	9,925	53,825	15.6%
Other	82,663	53,107	29,556	64.2%
Total Supplies	865,915	320,237	545,678	37.0%
Library Materials				
Audio-visual materials	783,300	139,690	643,610	17.8%
Books	1,327,814	400,071	927,743	30.1%
e-materials	1,773,767	889,769	883,998	50.2%
Library materials - other	203,000	91,310	111,690	45.0%
Microforms	5,000	-	5,000	0.0%
Periodicals	110,250	95,996	14,254	87.1%
Serials	25,000	8,600	16,400	34.4%
Databases - online services	607,309	451,532	155,777	74.3%
Memorials	-	1,105	(1,105)	0.0%
Total Library Materials	4,835,440	2,078,073	2,757,367	43.0%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Six-Month Period Ended June 30, 2021**

Percent of Year 50.0%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Utilities				
Gas	88,643	59,410	29,233	67.0%
Electric	490,236	183,246	306,990	37.4%
Water/sewer	128,086	21,395	106,691	16.7%
Storm water fees	7,844	3,197	4,648	40.7%
Total Utilities	714,809	267,247	447,562	37.4%
Telecommunications				
Data	460,000	270,819	189,181	58.9%
Voice	77,000	41,764	35,236	54.2%
Cellular	104,000	33,577	70,423	32.3%
Total Telecommunications	641,000	346,160	294,840	54.0%
Contractual Services				
Janitorial services	341,000	163,462	177,538	47.9%
Carpet cleaning services	136,000	63,727	72,273	46.9%
Laundry services	5,500	-	5,500	0.0%
Library facility rental	674,558	323,559	351,000	48.0%
Common area maintenance	175,761	66,387	109,374	37.8%
Storage rental	3,000	-	3,000	0.0%
Audit	42,500	36,525	5,975	85.9%
Legal	50,000	17,201	32,799	34.4%
Consultant	293,650	36,859	256,791	12.6%
Cataloging	40,000	15,673	24,327	39.2%
Trash removal	23,345	8,026	15,319	34.4%
Copier services	61,000	-	61,000	0.0%
Courier services	224,476	102,803	121,673	45.8%
Liability/property insurance	160,693	153,092	7,601	95.3%
Printing	80,000	33,991	46,009	42.5%
Programming	387,542	79,926	307,616	20.6%
Treasurer fees	462,000	455,113	6,887	98.5%
Warrantire	37,000	-	37,000	0.0%
Microfilming services	19,600	7,370	12,230	37.6%
Computer support agreements	111,882	78,769	33,113	70.4%
Computer equipment maintenance	397,000	304,786	92,214	76.8%
Software licenses	78,950	25,549	53,401	32.4%
Software subscriptions	29,307	24,307	5,000	82.9%
Employee Assistance Program	21,218	5,451	15,767	25.7%
Parking	58,000	26,703	31,297	46.0%
Total Contractual Services	3,913,982	2,029,279	1,884,704	51.8%

**Pikes Peak Library District
Statement of Expenditures
General Fund
For the Six-Month Period Ended June 30, 2021**

Percent of Year 50.0%

Account Description	2021 Budget	YTD Actual	Available Budget	% Used
Repairs and Maintenance				
Grounds maintenance	88,000	41,164	46,836	46.8%
Vehicle operating costs	74,500	32,276	42,224	43.3%
Equipment maintenance	453,300	199,106	254,194	43.9%
Equipment repairs	61,350	6,762	54,588	11.0%
Furniture repairs	35,000	2,380	32,620	6.8%
Building repairs	149,750	41,371	108,379	27.6%
Total Repairs and Maintenance	861,900	323,058	538,842	37.5%
Other Services				
Translation services	300	-	300	0.0%
Advertising	1,000	89	911	8.9%
Bank And trustee Fees	8,000	4,223	3,777	52.8%
School engagement	3,000	48	2,952	1.6%
Mileage/Travel reimbursement	77,250	14,390	62,860	18.6%
Employee recruitment	37,500	5,041	32,459	13.4%
Dues and memberships	63,352	23,466	39,886	37.0%
Merchandising	8,000	299	7,701	3.7%
Employee recognition	20,525	12,015	8,510	58.5%
Board of Trustees	7,000	854	6,146	12.2%
Community outreach	161,958	48,322	113,636	29.8%
Training	290,138	47,506	242,632	16.4%
Signage	30,000	2,167	27,833	7.2%
Bindery	5,000	1,825	3,175	36.5%
Book mending	1,500	-	1,500	0.0%
Safety	14,250	1,938	12,312	13.6%
Summer Adventure Club	35,786	13,195	22,591	36.9%
Patron reimbursement	500	-	500	0.0%
Postage	61,500	15,502	45,998	25.2%
Volunteer program	9,500	673	8,827	7.1%
Safety and wellness	7,000	2,484	4,516	35.5%
Other grant/donation expenditures	(58,001)	2,490	(60,491)	-4.3%
Other	92,366	35,414	56,952	38.3%
Total Other Services	877,424	231,941	645,483	26.4%
Capital Outlay				
Other	33,035	108,443	(75,408)	328.3%
Total Capital Outlay	33,035	108,443	(75,408)	328.3%
Operating Transfers to Other Funds				
Fund transfers out	2,086,826	2,086,826	-	100.0%
Total Expenditures	\$ 36,690,372	\$ 17,196,986	\$ 19,493,386	46.9%

**Pikes Peak Library District
Special Revenue Funds
For the Six-Month Period Ended June 30, 2021**

Fund Balance - January 1, 2021	\$ 105,721
Expenditures	-
Fund Balance - June 30, 2021	<u>\$ 105,721</u>

Fund Balance - By Fund - June 30, 2021

Cheyenne Mountain Library Fund	\$ 812
High Prairie Library Fund	92,626
Sand Creek Library Fund	<u>12,283</u>
	<u>\$ 105,721</u>

**Pikes Peak Library District
East Library Capital Projects Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Donation - Foundation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ (5,000)
Fund transfers in	232,372	139,627	8,545	84,200	-	-
Total Revenues and Other Sources of Funds	237,372	139,627	8,545	84,200	-	(5,000)
Expenditures						
2021 Projects						
Add a closet with cooling for IT	25,000	-	-	20,344	-	4,656
Contingency	25,000	-	-	-	-	25,000
Computer lab tables	20,000	-	-	-	-	20,000
COVID upgrades	14,200	-	-	-	-	14,200
Pre-2021 projects						
Chiller roof structure over pit	12,380	12,380	-	-	-	-
Roofing evaluation & design	13,241	-	2,078	-	-	11,163
External filtration system	1,907	1,907	-	-	-	-
Renovate security office	5,978	-	5,978	-	-	-
Replace aging fire panel	17,140	-	10,282	6,150	708	-
Convert sound booth room to storage	3,000	-	-	-	-	3,000
Replace emergency lighting generator	97,224	1,950	95,274	-	-	-
Furniture	30,000	-	-	5,038	-	24,962
Reading room furniture	20,000	-	15,640	-	1,225	3,135
Shared workstation - 4-person	2,765	2,765	-	-	-	-
Additional study room chairs	3,547	3,547	-	-	-	-
Contingency	17,143	-	-	9,093	-	8,050
IT equipment	2,071	-	253	-	-	1,818
Total Expenditures	\$ 310,596	\$ 22,549	\$ 129,505	40,625	\$ 1,933	\$ 115,984
Excess Revenues over Expenditures				43,575		
Fund Balance - January 1, 2021				74,342		
Fund Balance - June 30, 2021				<u>\$ 117,917</u>		

**Pikes Peak Library District
Penrose Library Capital Projects Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund transfers in	\$ 97,224	\$ 96,700	\$ -	\$ 524	\$ -	\$ -
Expenditures						
2021 Projects						
Open chairs for Adult Education Services	2,500	-	-	-	-	2,500
Roofing consultant to evaluate existing roof	35,000	-	-	-	19,620	15,380
Install glass wall structure - Executive Assistant area	15,000	-	-	3,100	300	11,600
Building maintenance/minor renovation projects						
Add office for Manager	20,000	-	-	-	-	20,000
Add IT closet	25,000	-	-	-	-	25,000
Add messinine door structure	15,000	-	-	-	-	15,000
Painting allowance	25,000	-	-	-	-	25,000
Contingency	25,000	-	-	-	-	25,000
Pre-2021 Projects						
Asphalt crack fill	15,764	15,764	-	-	-	-
Roofing evaluation	30,000	-	2,078	-	-	27,922
KCH-movable walls/partitions	3,000	-	-	-	-	3,000
KCH-interior paint	22,390	-	22,390	-	-	-
KCH-replace awning - front entrance	1,500	-	-	-	-	1,500
Install carpet In vault for meeting room	1,064	-	1,064	-	-	-
Purchase mural on garage wall	5,250	-	5,250	-	-	-
Add storefront wall to create office for Adult Education	11,757	-	11,757	-	-	-
Replace existing parking meters	50,000	-	-	-	-	50,000
Penrose campus renovation project	560,381	551,856	8,525	-	-	-
Replace lobby rooftop unit	20,544	20,544	-	-	-	-
Replace existing fire panel	16,921	16,921	-	-	-	-
Chiller replacement	55,000	-	-	-	-	55,000
Adjustable height desks	852	852	-	-	-	-
KCH - chairs For mezzanine	2,550	-	-	-	-	2,550

**Pikes Peak Library District
 Penrose Library Capital Projects Fund
 For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
KCH - work tables (4), mezzanine	6,200	-	-	-	-	6,200
Replace all wooden chairs in public area	12,458	-	12,458	-	-	-
Contingency	122,461	2,513	10,152	8,405	735	100,656
Total Expenditures	\$ 1,100,592	\$ 608,450	\$ 73,674	11,505	\$ 20,655	\$ 386,308
Excess Revenues over Expenditures				(10,981)		
Fund Balance - January 1, 2021				417,945		
Fund Balance - June 30, 2021				<u>\$ 406,964</u>		

**Pikes Peak Library District
Library 21c Capital Projects Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund Transfers In	\$ 1,384,467	\$ 1,156,100	\$ 63,367	\$ 165,000	\$ -	\$ -
Expenditures						
2021 Projects						
Awning for curbside service	25,000	-	-	-	-	25,000
Back up generator	105,000	-	-	-	-	105,000
Contingency	25,000	-	-	-	2,000	23,000
Closet UPS	10,000	-	-	-	-	10,000
Pre 2021 Projects						
Courtyard improvements	19,916	19,916	-	-	-	-
Roof replacement	712,758	698,820	13,938	-	-	-
Replace skylight/repairs	104,560	104,560	-	-	-	-
Signage	4,850	-	4,850	-	-	-
Add gas supply to kitchen	25,000	-	22,491	-	2,509	-
Install new service point first floor	20,000	-	-	-	-	20,000
Install one way window	6,727	-	6,727	-	-	-
Revamp Creative Service area	3,000	-	-	-	-	3,000
Culinary Lab equipment	86,020	-	32,392	31,567	1,284	20,777
Office chairs-meeting room	7,200	7,200	-	-	-	-
Adjustable height tables - Collection Management	1,200	-	-	-	-	1,200
Replace chairs - business center	17,000	-	17,000	-	-	-
Replace desk-Children's Services	6,000	-	-	-	-	6,000
Three sit/stand converters	874	-	874	-	-	-
Replace tables and chairs - training room	9,500	-	-	-	9,500	-
Boiler replacement	291,744	-	291,744	-	-	-

**Pikes Peak Library District
 Library 21c Capital Projects Fund
 For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Expenditures			Encumbrances	Available Budget
		2019	2020	2021		
Contingency	85,293	69,474	13,172	-	385	2,262
Audio/visual equipment	4,686	3,974	-	-	-	713
Studio noise mitigation	21,979	1,417	-	-	-	20,562
Increase stage size	4,908	1,788	-	-	-	3,120
Venue LED lighting	3,572	3,095	-	-	-	477
Total Expenditures	\$ 1,601,787	\$ 910,243	\$ 403,188	31,567	\$ 15,678	\$ 241,111
Excess Revenues over Expenditures				133,433		
Fund Balance - January 1, 2021				189,865		
Fund Balance - June 30, 2021				\$ 323,298		

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Revenues and Other Sources of Funds						
Fund transfers in	\$ 4,363,542	\$ 1,050,984	\$ 1,475,456	\$ 1,837,102	\$ -	\$ -
Tenant improvement reimbursement	61,874	-	61,695	10,202.00	-	10,023
Donation - Foundation	123,000	-	-	75,000.00	-	(48,000)
Sale of assets	12,500	-	12,500	-	-	-
Total Revenues and Other Sources of Funds	4,560,916	1,050,984	1,549,651	1,922,304	-	(37,977)
Expenditures						
Facilities Capital						
2021 Projects						
City bookmobile headlight upgrade	2,500	-	-	-	-	2,500
City bookmobile leaf spring upgrade	5,000	-	-	-	-	5,000
County bookmobile - back-up camera upgrade	1,500	-	-	-	-	1,500
Lobby stop van - replace lift gate	4,000	-	-	2,895	-	1,105
Cheyenne Mountain - Meeting room tables	5,000	-	-	-	-	5,000
Ruth Holley - Curbside drive-up window	10,000	-	-	-	-	10,000
Ruth Holley - Learning lab - tables	5,000	-	-	-	-	5,000
Monument - Four (4) Rtu's replacement allowance	12,500	-	-	-	-	12,500
Old Colorado City - HVAC replacement/upgrades	5,000	-	-	-	-	5,000
Sand Creek - Replace rooftop unit	50,000	-	-	-	-	50,000
Sand Creek - Replace crash bar and lock on front door	5,568	-	-	5,704	-	(136)
Sand Creek - Adjustable height tables	2,052	-	-	-	1,953	99
Sand Creek - Locking drive-up book returns	6,000	-	-	-	5,300	700
Concrete replacement - districtwide allowance	10,000	-	-	-	-	10,000
Upgrade fire system dialers to cellular	12,000	-	-	1,685	1,885	8,430
Asphalt repairs and maintenance - districtwide allowance	15,000	-	-	-	15,000	-
Capital contingency	50,000	-	-	-	-	50,000
Furniture replacement contingency	25,000	-	-	-	4,500	20,500
Roof inspections, preventative maintenance repairs	15,000	-	-	-	4,250	10,750
Story walks at East, Penrose 21c and Fountain Libraries	16,000	-	-	-	10,456	5,544
Elevator electronic access at East and Penrose	3,966	-	-	-	-	3,966

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Purchase uniform recycling retainers at all facilities	10,000	-	-	-	-	10,000
Pre-2021 Projects						
District-wide - asphalt maintenance	7,628	7,628	-	-	-	-
Landscape allowance	39,859	-	37,354	-	2,506	(1)
Ruth Holley - replace meeting room carpet	13,000	13,000	-	-	-	-
Ruth Holley - repaint interior	10,000	10,000	-	-	-	-
Update service points	4,421	4,421	-	-	-	-
Ruth Holley - add electricity In storage	2,078	2,078	-	-	-	-
Monument - replace bulbs	864	864	-	-	-	-
Old Colorado City - replace floor main level	75,000	-	-	70,390	-	4,610
Roof inspection	25,000	-	8,992	-	15,500	508
Cheyenne Mountain - replace entry tile with carpet	1,980	-	1,980	-	-	-
Old Colorado City - canopy over book drop	5,000	-	-	-	-	5,000
Old Colorado City - replace carpet	3,500	-	-	-	-	3,500
Rockrimmon - replace carpet in meeting room	5,000	-	5,000	-	-	-
Calhan project	284,202	266,865	1,578	-	5,495	10,264
Ruth Holley leasehold improvements	61,874	-	-	-	-	61,874
Manitou Arts Council (MAC) project	203,971	-	24,480	145,553	3,834	30,104
MAC - intrusion alarms	12,559	-	6,279	6,280	-	-
MAC - furniture	33,669	-	18,543	14,376	-	750
Improvements other than buildings	15,111	-	14,263	-	848	-
District-wide - concrete replacement	23,560	5,630	-	-	-	17,930
District-wide - asphalt repairs	47,072	716	20,107	-	331	25,918
Staff lounge improvements - Penrose	9,972	234	-	-	-	9,738
Staff lounge improvements - East Library	9,972	1,018	-	-	-	8,954
Staff lounge improvements - L21c	9,972	2,195	-	-	-	7,777
Water management system	685	685	-	-	-	-
District-wide - tree trimming	6,880	-	6,880	-	-	-
Intrusion alarm system	2,850	2,850	-	-	-	(0)
Bookmobile - awning replacement	4,000	-	-	-	4,000	-
Bookmobile - (2) half wraps	15,000	-	2,787	-	-	12,213
Furniture	25,000	-	8,502	12,888	-	3,610
Furniture - prior year	37,389	37,389	-	-	-	-
Cheyenne Mountain - workroom cabinets storage	2,000	-	-	-	-	2,000
Fountain AV closet meeting room	-	-	-	-	-	-

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Ruth Holley meeting room furniture	15,198	15,198	-	-	-	-
Ruth Holley study room furniture	2,962	2,962	-	-	-	-
Rockrimmon - redesign Children's area	2,500	-	-	-	1,883	617
Cheyenne Mountain circulation desk replacement	15,035	-	-	15,035	-	-
Fountain - furniture teen gaming area	5,000	-	-	-	-	5,000
Fountain - chair replacement meeting room	6,500	-	-	-	-	6,500
Ruth Holley - furniture meeting room	7,032	-	7,032	-	-	-
Monument - replace chairs adult area	2,400	-	-	-	-	2,400
Monument - blind replacement community room	4,700	-	-	-	-	4,700
Monument - tables and chairs replacement	8,000	-	-	-	-	8,000
Monument - PC tables and chair replacement	2,000	-	-	-	-	2,000
Old Colorado City - table and chairs replacement	5,650	-	-	-	4,080	1,570
Old Colorado City - charging tables and computer tables	12,000	-	-	-	-	12,000
Rockrimmon - meeting room tables	3,000	-	-	-	2,881	119
Shelving	14,428	14,428	-	-	-	-
Replace tractor	9,975	-	9,975	-	-	-
Replace generator bookmobile	12,500	-	-	-	-	12,500
Contingency	365,163	61,055	85,521	38,136	4,500	175,951
Signage allowance	7,618	7,615	3	-	-	-
Total Facilities Capital	1,771,815	456,831	259,276	312,942	89,202	653,564
Communications Capital						
2021 Projects						
Signage projects	7,550	-	-	-	-	7,550
Pre 2021 Projects						
MAC projects	25,450	-	168	11,679	150	13,453
Monument - signage	3,000	-	-	-	-	3,000
Palmer Lake - signage	2,000	-	-	-	-	2,000
Rockrimmon - signage	2,500	-	-	-	-	2,500
Ute Pass- signage	2,000	-	-	-	-	2,000
Total Communications Capital	42,500	-	168	11,679	150	30,503

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Information Technology Capital						
2021 Projects						
Telecommunications switches and UPS	576,000	-	-	-	-	576,000
UPS rotation	96,000	-	-	-	-	96,000
Router replacement	10,000	-	-	-	-	10,000
Cabling infrastructure repair	25,000	-	-	-	25,000	-
East Admin and staff cabling	85,000	-	-	19,919	62,866	2,215
Penrose Admin and staff cabling	35,000	-	-	-	35,000	-
Contingency cabling (non eRate)	10,000	-	-	-	-	10,000
Technology refresh (staff)	110,000	-	-	630	1,495	107,875
Technology refresh (patrons)	230,000	-	-	-	745	229,255
AWE literacy stations	55,000	-	-	35,700	-	19,300
Adult Education Chromebook and hotspots	5,000	-	-	-	-	5,000
Creative Service specialized sap top (3D Capable)	3,200	-	-	1,414	-	1,786
Young Adult Services programming Chromebook	5,300	-	-	-	-	5,300
Security system elevator access control	3,966	-	-	-	-	3,966
Staff and public printers	5,000	-	-	-	-	5,000
Contingency	15,000	-	-	6,639	3,220	5,141
Access control	60,000	-	-	-	-	60,000
Surveillance cameras	100,000	-	-	-	100,000	-
District-wide audio-visual equipment standardization	56,000	-	-	3,512	-	52,488
Receipt printers	12,500	-	-	-	-	12,500
Barcode scanners	12,500	-	-	97	-	12,403
Upgrade to Drupal	40,000	-	-	-	-	40,000
Pre 2021 Projects						
Servers-East Library data updates	2,000	-	2,000	-	-	-
Data center redesign	90,000	-	90,000	-	-	-
PC purchases	371,525	-	20,067	-	-	351,458
Technology refresh (staff)	44,000	18,221	1,295	13,284	-	11,200
Technology refresh (patrons)	131,000	130,845	155	-	-	-
PCs-video editing	11,114	-	-	-	-	11,114

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Replace computers	39,484	28,497	9,712	245	-	1,030
Technology refresh (patrons)	43,795	3,279	17,945	-	22,571	-
Laptops- Young Adult Services	6,000	5,897	103	-	-	-
Laptops-Children's iPad	6,000	5,980	20	-	-	-
Self check - Penrose additional data ports	2,500	-	2,500	-	-	-
Scanners-Collect Management	2,080	-	2,080	-	-	-
Barcode scanners	15,102	-	15,102	-	-	-
RFID wands	15,000	-	13,416	-	1,584	-
Copier replacement	301,000	14,464	272,771	1,255	2,755	9,755
Network switches/UPS	346,000	82,739	2,332	79,137	66,081	115,711
MAC - networking	80,125	-	80,030	222	-	(127)
MAC - phone system	7,672	-	4,498	617	-	2,557
MAC - other	800	-	-	-	-	800
MAC - endpoints	31,944	-	13,106	17,502	-	1,336
MAC - security	97,456	-	35,439	59,454	-	2,563
Surveillance System redesign	18,473	6,922	11,551	-	-	-
Telephone switches	94,834	61,503	-	-	-	33,331
Firewall replacement	60,537	14,455	24,535	12,928	8,619	-
Switches/UPS replacement	40,000	11,606	11,559	10,101	6,734	-
ILS peripherals	265,000	-	27,434	4,688	54,136	178,742
IT equipment	49,145	46,368	2,777	-	-	-
Archival management system	13,400	-	-	-	-	13,400
AMH bins (2)	20,000	-	-	-	-	20,000
Genealogy equipment	29,000	15,380	-	4,220	-	9,400
East Library teen computers	4,000	-	4,000	-	-	-
Datacenter project	111,399	-	54,563	1,530	8,052	47,254
Security system	203,077	-	-	-	190,449	12,628
AV Equipment - districtwide	126,676	-	1,676	-	-	125,000
IT management reserve	13,492	-	-	-	-	13,492
Contingency	2,320	2,320	-	-	-	-
Total Information Technology Capital	4,246,416	448,476	720,666	273,094	589,307	2,214,873

**Pikes Peak Library District
Capital Reserve Fund
For the Six-Month Period Ended June 30, 2021**

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Video Studio Capital						
2021 Projects						
Video projector replacements and additions	5,000	-	-	-	-	5,000
Pre 2021 Projects						
Wireless mic kit	1,327	748	579	-	-	-
Audio recorder	272	-	272	-	-	-
Audio recorder kit	1,064	-	1,064	-	-	-
Microphones	8,192	-	-	8,192	-	-
Video equipment and accessories	1,620	-	-	-	-	1,620
Video projectors replacement and additions	5,000	-	-	-	-	5,000
Cameras - Studio21c	33,960	-	33,960	-	-	-
DSLR cameras - checkout	5,700	-	-	-	-	5,700
Teleprompter	868	-	868	-	-	-
Video cam kit - checkout	2,235	2,100	135	-	-	-
GoPro kits	1,541	-	1,540	-	-	1
Tripod system	-	-	-	-	-	-
Photo roller system	1,274	-	1,274	-	-	-
Checkout equipment - L21c	3,242	2,100	1,142	-	-	-
Contingency	8,215	-	-	-	-	8,215
Isolation booth 21C studio	20,000	20,000	-	-	-	-
Total Video Studio Capital	99,510	24,948	40,834	8,192	-	25,536

Pikes Peak Library District
 Capital Reserve Fund
 For the Six-Month Period Ended June 30, 2021

Account Description	Multi-Year Budget	Activity			Encumbrances	Available Budget
		2019	2020	2021		
Creative Services Capital						
2021 Projects						
3D scanner	3,000	-	-	-	2,920	80
Pre 2021 Projects						
Equipment initiatives	27,900	-	19,987	3,285	-	4,628
Cricut machines	412	412	-	-	-	-
Sand Creek-larger kiln	2,994	-	-	2,994	-	-
East-larger laser cutter	17,440	17,440	-	-	-	-
New maker kits	1,000	-	-	-	-	1,000
Equipment replacement	3,500	792	-	-	-	2,708
Contingency	52,740	-	5,175	158	-	47,407
Total Creative Services Capital	108,986	18,644	25,162	6,437	2,920	55,823
Total Expenditures	\$ 6,269,227	\$ 948,899	\$ 1,046,106	612,344	\$ 681,579	\$ 2,980,298
Excess Revenues over Expenditures				1,309,960		
Fund Balance - January 1, 2021				2,313,943		
Fund Balance - June 30, 2021				<u><u>\$ 3,623,903</u></u>		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month of June 2021**

	COLOTRUST Investments	US Bank Checking	Total Cash
Cash and Investments Balance June 1, 2021	\$ 23,016,650	\$ 10,402	\$ 23,027,052
Receipts			
Property Taxes	1,991,190	-	1,991,190
Cash Receipts	-	20,928	20,928
Credit card and other activity	-	5,825	5,825
PPLD Foundation distribution	-	253,445	253,445
Interest	771	-	771
Disbursements			
Payment of Bills week of 6/4/2021	-	(83,524)	(83,524)
Payment of Bills week of 6/11/2021	-	(301,422)	(301,422)
Payment of Bills week of 6/18/2021	-	(235,166)	(235,166)
Payment of Bills week of 6/25/2021	-	(183,400)	(183,400)
Payment of Bills week of 6/25/2021	-	(216,405)	(216,405)
Payroll 6/11/2021	-	(713,815)	(713,815)
Payroll and end of month 6/25/2021	-	(898,220)	(898,220)
Transfer between funds	(2,400,000)	2,400,000	-
Cash and Investments June 30, 2021	<u>\$ 22,608,611</u>	<u>\$ 58,648</u>	<u>\$ 22,667,259</u>

Public Services Report June 2021

Combatting Loneliness

New Large Print Book Club Sets that include large print copies of the title, as well as an audiobook and DVD version of the title, will provide multiple ways that patrons can participate in a book club. The Lobby Stop Van will be distributing the kits to assisted living facilities and patrons can also check them out directly.

Mobile Library stops provide a place for neighbors to come together. We had a couple patrons catch-up at the bookmobile after not seeing each other for a long time, recently. They had a long conversation including hugs and tears and parted with a plan to meet up next week when they come to pick up their books. Similarly, the minute we pull up to our stops we can see the joy that our patrons have and the patrons eagerly board to tell us everything that has gone on in their lives since our last visit.

North Region Community

Friends of High Prairie Library hosted their first meeting since 2019. Since we began accepting donations again, we were taking one box per patron per day. It was decided we can now take two boxes. Pre-pandemic we took three due to our limited space for storage.

Once word got out that Library 21c was accepting summer volunteers, teen volunteer applications came pouring in. During the month of June, Librarian Cathy Wood trained seventeen new volunteers and established a Sign-Up Genius to make registration for shifts easier for both volunteers and staff. Library 21c's teen volunteers are helping with everyday library tasks like pull list and with Summer Adventure registration as well. Their assistance with Summer Adventure registration and prize distribution is a huge help to 21c Children's staff as the Children's desk is only staffed during certain times each day. Thanks to the volunteers, patrons can register for Summer Adventure and obtain their prizes in the desk's "off-hours."

Resources

High Prairie Library held a vaccine clinic on June 7. The Department of Public Health administered 29 vaccinations at the first dose clinic and 22 at the second dose clinic. Tacos El Bueno (food truck) provided tacos to those vaccinated and was a huge hit!

One of Library 21c's 2021 goals is to utilize its green space more. One way to do this is to take events outside for patrons to safely enjoy their favorite programs in a different atmosphere. With the May 2021 Outdoor Story Time event "rained out," June became the first instance where Story Time was held outside at Library 21c. Two dinosaur-themed Storytime showings were held on June 15 with a total of 47 attendees. The grassy area on the north side of the building has rarely been used for programming in the past. With its amphitheater-style shape, the area was a perfect spot for Story Time. Librarian Alanna Jones and Library 21c's newest Senior Library Associate Alli Brooks drew the audience in with the bubble machine, a delight for all ages. There was sufficient shade as the morning went on, and staff adapted their performances for the outdoors. Voices carried fine uphill, even with small aircraft frequently flying overhead. Toddlers enjoyed watching the airplanes in the sky as well as the rabbits and squirrels. The outdoor event was successful and Library 21c plans to continue to offer Outdoor Story Time as an option so long as the weather remains appropriate.

Innovation/Creativity

PPLD Stroll-a-Story spotted in the wild at Ute Valley Park near Rockrimmon Library.

Calhan had two Summer Adventure programs in June; Meet the Goats and Dances with Dogs. There was a total of 46 patrons between the two programs, this is a great turnout for Calhan!

Monument has started doing in person Storytime this month. The first one had five families in attendance. Both the kiddos and Athena Cazier (Monument's FCS associate) were super excited to be able to do programs again. The library also had record amounts of returns, checkouts, and people in the door that day!

Rockrimmon hosted in-person Storytime with FCS staff on April 16 in the parking lot at Christ the King Lutheran Church across the street from Rockrimmon. We had 12 in attendance. It was wonderful to see the children and their caregivers enjoying songs and stories together again. So many smiling faces and engaged children! The next Rockrimmon parking lot Storytime date is August 20 at 10:30 a.m.



Service

Patrons of High Prairie Library and Calhan appreciate consistency of hours. It has also been noticed at High Prairie that patrons use the library on Friday's more as a weekday than a weekend and are lined up at 10 to access the library. We sent in new proposed hours for these reasons. Monday through Friday, the window would open at 8 a.m. and the building would open at 9 a.m. Saturday would remain 10 a.m. - 6 p.m. Calhan patrons have been happy with their current open hours.

Rockrimmon Library added two circulating bicycle locks for patrons to use if they have forgotten theirs. We worked with Collection Management to set them up in the system so that they are barcoded and check out just any other item, making it simple and easy for patrons to use.

Internal/Staff

High Prairie filled our final vacancies and Shayna Milton joined the HI/CA team on June 9.

Monument's staff lockers were moved to the opposite wall and will purchase a desk for the new Senior Library Associate that will be interviewed and hired in July.

We congratulate Rockrimmon Library Associate Shannon Miller on completing her MLIS through Clarion University! She did it while working full-time during the pandemic and still received a 4.0 GPA. Go Golden Eagles!

Accountability

With the outreach budget through Communications, we purchased an outdoor space for the weeklong El Paso County Fair. For the outdoor vendor space, staff would have to take down and set up every day and after looking at the schedule, which is being covered district wide, we decided it was more efficient for staff and their time to have an indoor space where tables and chairs are provided and no canopy setup/takedown needed. High Prairie paid the difference for the indoor spot, and we now will have a smoother process for the fair.

In May and June, Library 21c staff assisted with equity vaccine clinics occurring throughout the District. Senior Library Associate John Jarrell, Library Assistant Diane Gagnon, Library Assistant Marsha Madsen, and Children's Assistant Malvis Cabrera-Brooks provided support at the Sand Creek, Ruth Holley, and Cheyenne locations. They greeted patrons and directed them to the location of the vaccine clinic. Staff spoke to patrons who seemed "on the fence" about obtaining the vaccine, assuaging anxieties by providing information about the vaccine. Staff even assisted with a branch's shelving and pull lists when clinic assistance was not required. Library 21c staff are happy to support the District by helping wherever needed.

Southeast Region Community

Fountain Library Associates, Yvette Dow-Rose and Vincent Burke, along with Adult Services arranged to host Shakespeare in the Park with the local community troupe TheatreWorks. They performed "A Midsummers Night Dream" in the round at Metcalfe Park. Over 30 Fountain patrons attended the event and seemed to enjoy the performance very much. After the play, the cast was approached by various audience members who expressed their gratitude at being able to see this in Fountain. We hope that by working with TheatreWorks, in the future, we can continue to encourage cultural growth in the Fountain Valley.



Sand Creek hosted 186 kindergarten and first grade summer school students from Harrison School District 2. The kids were able to decorate tiles that will go into Panorama Park.

Jenny Kremyar, Southeast Region Librarian, and Sand Creek staff coordinated and staffed six community tile events as part of the Panorama Park Tile Arts Project. One event was at the Colorado Springs Juneteenth celebration at America the Beautiful Park. Over 500 tiles were decorated in 5 hours.

Resources

Fountain has had an increased need to provide services to patrons experiencing homelessness in the Fountain Valley. This month, many of our staff worked with a particular patron, who needed extra help. We signed him up for a library card and contacted Kayla Rockhold, PPLD's Social Worker, to help the patron get connected with services that he needed. We provided bus passes for the Fountain Transit system and for the Metro to get him to Penrose, where he was able to get the help that he needed. This case helped us recognize that there is a gap in resources in Fountain. Because of this, we have created a goal to discover what is available in our area and find out how we can better connect with these services.

Innovation/Creativity

Sand Creek Senior Library Associate, Keagan Kellogg helped host a podcast in the studio in June. His words and the gratitude of the folks he helped follow: I hosted a podcast recording in the studio this month with the Colorado Springs World Affairs Council. This included a remote caller (Darryl Banks, Rhodes Scholar!). I captured his audio by hosting a Zoom meeting so our in-studio folks could speak to him, and Zoom recorded all participants audio. I married the zoom caller file with our in-studio capture to complete the podcast. The hosts were pleased with the final product!

"Dear Keagan: Thank you so much for all you did today and for your exceptionally thoughtful and thorough follow up. We are all in your debt. You were and are terrific. I am now turning this over to Nathaniel for him to finish it up. With kindest personal regards, Ray"

The podcast is live on their website, here: <https://csworldaffairs.org/new-cswac-podcast-the-world-ideas-and-practice/>

Service

Cynde Roberts, Senior Library Associate at Ruth Holley, assisted with the Summer Adventure Meet the Goats program in Henry Elementary Park. Families from the community came to visit the goats and it was such a pleasure to see the children so happy and excited about seeing the animals. East had about



270 people show up to our goat program and were able to form relationships with people who do not regularly visit the library, leading them to plan to attend fall programming as well.

Internal/Staff

Recruitment for the new East Manager is ongoing and will continue into June and July. Fountain Library Associate, Yvette Dow-Rose, was promoted to Senior Associate with the DEI team. Fountain is sad to see her go, but we all know that she will flourish in her new role at PPLD. The Southeast Region hired a third Regional Senior Library Associate. We are looking forward to using this position to provide more outreach and engagement opportunities for staff.

Accountability

East had the goal of having MAKE open during all open hours. We have been able to make this a reality with new scheduling practices that we developed during the pandemic.

West Region

Community

The Mobile Library staff attended many community outreach events this month that provided opportunities for us to engage with residents of El Paso County, some of which did not know there was a library District! The events we participated in were a concert at Banning Lewis Ranch, the Alzheimer's Awareness Parade at Morning Star, the Edison Community event in Edison Colorado and the FCS's outreach at the Farmer's Market at Margarita at Pine Creek.

Cheyenne Mountain Library hosted a Vaccine Equity Clinic on Sunday, June 5 and followed up with the second shot on Sunday, June 26. Thirty-three people received their first shot at the clinic and 26 their second. Clinic staff were very pleased with the numbers—mentioning that they are exceptionally good at libraries, as many clinics can have fewer than 10 people, saying the turnout is good because people trust libraries and feel comfortable. One patron commented that she would not have gotten a shot unless it was at the library—she lives in apartments across the street and does not go anywhere else.

Cheyenne Mountain Library Senior Associate, Brittany McNeil, participated in outreach at the Juneteenth celebration. She said it was nice to be out with the community and that, even with the afternoon rain, people stayed. She appreciated meeting our community's businesspeople of color and learning about Juneteenth on its first official holiday.

McNeil also joined FCS programming librarian, Barbara Huff for an outreach at the Care and Share food pantry at Meadows Park Community Center and brought books to stock the Little Free Library.

Old Colorado City Library's patron visitor count and monthly circulation totals continue to steadily increase each month after a drop that resulted from the Jan 7 – Mar 15 building closure. June's visitor count surpassed May's count by 673, for a total of 4961 visitors. June's circulation total also surpassed May's circulation by 1,040, for a total of 7608 items checked out!

Patron visits at Manitou Springs were up by over 50% from May, and we were able to break 2,000 visits!

Resources

Mobile Library Services held two library card sign-up events at Young Scholars Academy off Tutt Blvd. The staff and children had such a wonderful experience on the mobiles that they have requested a stop rather than just one more library card sign-up event!

Summer Adventure is going well at Old Colorado City, with a 300% increase in registrants compared to June 2020! The 25 kick-off bags were gone within 72 hours of the program launching, and Sarah Hoelting collaborated with Family and Children's staff in hosting Denise Gard and Her Dogs at Westside Community Center on June 4, drawing 41 attendees.

Two 3D printers and two sewing machines have officially been added to the Makerspace at Manitou Springs Library and will open for patrons on July 1.

Innovation / Creativity

Mobile Library Services hosted two Painting in the Park classes this month that were held at Meadows Park and at Grand Peak Academy. The classes were taught by rangers from Parks, Recreation & Cultural Services.

Accountability

Lisa Ward met with Cody Logsdon, Soumya Gollapalli, and Laurie Jackson from Human Resources to update the process for ensuring all requirements are completed for incumbent drivers (new hire and promotions) before the person is given a start date. Laurie can now access real-time driving records through a software subscription HR has purchased, which greatly streamlines our processes.

Soumya, Laurie, Karen Goates, and Lisa visited Concentra in Rockrimmon to discuss POPP tests, DOT physicals and drug screenings. Since Concentra bought out CCOM (Concentra Centers for Occupational Medicine) we have experienced a lack of consistency in service which we addressed during this tour and meeting.

Mobile Library Services NextFifty Initiative Update: The Williams FM Compliance kit and the Tommy Gate were delivered. Collection Management has finished the large print book club sets and they will be available for patrons to check out in July.

Adult Education

Community

The Digital Skill training program we have worked on with D-11 Adult & Family Education and the Pikes Peak Workforce Center finished on June 24. In June we offered 8 classes twice a week and 8 labs twice a week for a total of 16 programs at Ruth Holley Library in the Adult Education classroom. A total of 65 participants were engaged in learning during the month of June. We issued a total of 14 certificates this month. During the 12-week program, a total of 64 certificates were issued.

AE staff participated in Colorado Department of Education's Adult Education Initiatives Virtual Learning Institute.

Resources

AE is participating in collaborative efforts for October's Hispanic Heritage Month celebration, with plans for student involvement.

AE is mentoring District 2 in the implementation of a new adult education program. Mentorship consists of support 3 hours a week, including joint staff training days and a collaborative staff retreat.

Innovation/Creativity

AE and Creative Services (CrS) moved forward with the 180 Skills Manufacturing training program plans to serve local employers by providing training to their current staff. The first employer accessing the 180 Skills training platform through the library is Qualtek Manufacturing.

AE and CrS determined dates for an upcoming Food Industry Training program in August. Lacey Miller, Scott Crum, and Lauren Fellers are collaborating to plan and prepare for the program, which will be provided in the LI kitchen.

ABE/ASE/ESL instructors celebrated student success at the close of semester classes on June 17.

Service

We closed out our AEFLA/IELCE 2020-21 grant cycle year with a 38.6% Measurable Skill Gain. The Colorado Department of Education requires we meet a Measurable Skill Gain of 37%.

One student graduated from Career Online High School on June 30.

Internal/Staff

AE staff volunteered for PPLD's vaccine drive in collaboration with a local food bank.

Accountability

Tammy Sayles and Lacey Miller wrote a grant application for IMLS American Rescue Plan funds to expand digital literacy services and programming in PPLD.

ABE/ASE workbooks were purchased to supplement Math and Language Arts curriculum.

Adult Services

Community

Hybrid events are a thing of our future! Deb Hamilton organized our first hybrid Basic Estate and Probate class. The class was taught by two volunteer attorneys from Colorado Legal Services. We had nine people join the class virtually and one person came to watch the live stream at PE. The attendance was similar to what we had in person before the pandemic.

PPLD received the Gold Award for Start Up Resources for Small Businesses from CSBJ.

Resources

Katie Edson accepted an invitation to be a member of the Colorado Springs Community Development Block Grant (CDBG) review committee and attended review committee meetings.

Heidi Buljung arranged for our first two Painting in the Park programs with Colorado Springs Parks and Rec; these were hosted at two MLS stops and were some of our first programs brought back in-person. The artists and instructors dealt with rain and lighting – and eventually hail! They packed up early, but one artist sent us a photo of her finished product and this comment: *Please thank them all for a very fun program, despite the weather. I would love to try painting the more advanced landscape next time!*

Heidi Buljung also arranged for our first two Free-For-All Shakespeare in the Park Programs with UCCS Theatreworks; Fountain and Old Colorado City hosted these programs and staff and patrons loved them

Innovation/Creativity

In person programming is coming back, but some patrons continue to prefer some virtual options. For some locations, they have begun shifting to in-person book clubs during the month of June. Joe Paisley, from Adult Services, will continue to host a virtual "Carnelian Coffee Book Club." In June they had an author visit (Alka Joshi, The Henna Artist) and was an excellent experience for the attendees. Going forward as locations shift to in-person book clubs, patrons will continue to have the virtual option with this book club. There will be an in-person meeting on July 11 to complement virtual book club on the first Wednesday of each month.

Service

The Virtual Courtroom Service is now available for patrons to reserve. Patrons can reserve a study room at EA, LI, PE, RU, or SA. Laptops are available for check out that have been customized to easily access the Virtual Courtrooms for the El Paso County Combined Courts. This project was done in collaboration with the Fourth Judicial District's Access to Justice Committee. Deb Hamilton provided staff training on June 17th and the training recording is available for staff to access.

Adult Services met with new branch associates at Ruth Holley and Fountain – as well as their manager/director. We called this meeting “Getting to know Adult Services.” In 45 minutes, we crammed a lot of information into this meeting but found it beneficial to build a foundation of awareness of what AS does, and provide an overview of the menu they would be receiving soon. We hope to offer this as new branch associates are hired, but also to refresh info with existing branch associates.

Internal/Staff

Heidi Buljung, Melissa Mitchell, and Janina Goodwin met with the North and Southeast Regions to complete their Program Consulting meetings. This is a very helpful process for Janina to learn about the variety of programming needs and staff involvement throughout the district.

Bryan Matthews attended the 68th annual Western Writers of America conference *in-person* 6/17-6/19 in Loveland, CO. There were over 200 writers, readers, editors, publishers, historians, and at least one para-librarian in attendance. His highlight of the conference was “visiting with Anne Hillerman and having her sign a copy of her newest book!”

Accountability

The Adult Services team worked collaboratively to discuss goals for 2022. These goals fit into similar themes of re-engagement with the public, serving our community and colleagues, intentional outreach, and building awareness of our resources among our colleagues and the public.

Collection Management

Resources

In the second quarter of 2021, PPLD patrons checked out over 600,000 eBooks and eAudiobooks.

The top 5 Overdrive (eBook, eAudiobook, eMagazine) checkouts for June:

- *Nomadland* by Jessica Bruder
- *Us Weekly* magazine
- *The Four Winds* by Kristin Hannah
- *The Midnight Library* by Matt Haig
- *Cold Mourning* (audiobook) by Brenda Chapman

During June 2021, Collection Management received and unpacked a lot of boxes. If you were to stack them on top of each other, they would be as tall as....



SpaceX's Falcon 9 Rocket

June sleeper hits (hold lists keep growing) include:

- *The Secret History of Home Economics; How Trailblazing Women Harnessed the Power of Home and Changed the Way We Live* by Danielle Dreilinger
- *People We Meet on Vacation* by Emily Henry
- *Zero Fail: The Rise and Fall of the Secret Service* by Carol Leonnig

In June, 1,313 magazines and 5,088 items were added to the physical material collection.

Innovation/Creativity

Several Collection Management staff visited Anythink Libraries in Thornton, Colorado to see the library system software that the district is using. Anythink migrated to a system that is relatively new in the U.S. and is the only library in Colorado using it. The software was interesting but the kittens that happened to be at Anythink stole the show.



Internal/Staff

All Collection Management staff attended a workshop on June 29 that focused on learning about communication preferences for different personality types. This workshop will be the foundation for ongoing efforts to enhance communication skills.

Other training that staff attended:

- OCLC Cataloging Community Virtual Meeting
- Managing resource sharing during COVID-19 pandemic: Experiences and impacts-three perspectives
- Renewing resource sharing in challenging times: Collaborating to meet library user needs and demonstrating the value of ILL services
- Latest Trends in Physical Media
- Indigenous Voices (focusing on Native American and Indigenous collection development for children and teens)
- Spanish language collection development
- Library Journal Day of Dialog

Accountability

At the 2nd Quarter Budget Meeting, staff reviewed fund balances for library materials, redistributing where needed to accommodate areas with different expenditures than anticipated.

Creative Services

Community

Ben Dahlby presented the new art exhibit gallery system to library liaisons and managers. The online exhibit application is live on the website. This new method of bringing art into the Library will allow for locations to connect with their communities, as well as offer artists the opportunity to submit art for consideration at any point during the year.

Resources

The Knights of Columbus Hall went live in Library Market in June. Maclaren Hall and the Lower-Level classroom are currently available for public booking, and the Mezzanine will be available pending completion of the construction of the vestibule. We have already begun booking events with patrons who have been in contact with KCH management throughout the past year and a half and anticipate ramping up to a full and robust schedule once this information is more widely known.

Innovation/Creativity

The June Take and Make offered the opportunity for patrons to create their own bee garden, including clay to make a personalized bee bath. These Take and Makes went to seven branches and the Mobile Libraries, expanding the reach of the Creative Services virtual programming. The videos for the project had over 500 views.

Service

A new 3D scanner was installed at Library 21c. This machine makes scanning 3D objects much easier and faster than the old one did.

Sarah Holland brought the new makerspace equipment (two 3D printers and two sewing machines) and supplies to the Manitou Springs Library and helped Alexis Nelsen set everything up and test the equipment. Manitou Springs Library's makerspace services will go live on July 1.

Patrons will be able to use the 3D printers at all locations on their own again starting July 1. Creative Services staff worked to prepare for this change with several updates to our online resources and refresher trainings offered to makerspace staff. Staff are pleased to be able to facilitate patron use of these machines again with patrons being able to learn this technology for themselves.

Internal/Staff

Scott Crum started as the Culinary Program Supervisor for Creative Services. He has already started to take on the completion of the kitchen and helping with planning for the Food Industry Training program this fall.

Nawal Shahril, who has been working at the Old Colorado City Library, was selected for the Creative Services Floating Senior Library Associate and will start her new position on July 12. In her position, Nawal will assist with booking and being the person in charge at some Knights of Columbus Hall events and will also assist with covering shifts throughout the District's creative spaces.

Dustin Booth, Jennifer Eltringham, Lauren Fellers, and Sarah Holland all attended the annual Nation of Makers Conference virtually. This conference provided opportunities to hear from makerspaces around the country and learn about new programs and ideas.

Accountability

Work continued on planning for 2022 and the budget. Becca Cruz also met with the library managers with creative spaces under their purview to discuss operating and capital budgets.

Diversity, Equity, and Inclusion Service

Community

Volunteers and DEI staff provided information at the Juneteenth Colorado Springs Community event on June 19.

Resources

The Staff from DEI worked with the adult services staff to provide take and make for kids for the Juneteenth event, and fans for the adults with educational information about emancipation from a history perspective.

Innovation/Creativity

Yvette Dow Rose and Delania Massie, working with Collections Management to review current list of materials for cultural awareness.

Service -

Delaina Massie met with the manager of the Old Colorado City library to discuss options for ADA in the parking lot and entrance where the lift currently resides.

Internal/Staff

Yvette Dow Rose started in the DEI department as a Sr. Library Associate. This is a promotion, and she is coming to the department from Fountain Library. She will be taking over the

Sharepoint and LibGuide process for DEI. Additionally, she will be working with the Seniors 55+.

Accountability

Work continues on the 2022 Budget and strategic goals. Shirley Martinez met with her staff to discuss capital budget and office space.

Family and Children's Services

Community

Barb Huff, Christa Funke, Shelby Bozlee, Betty McDonald, Carol Scheer, and Melody Alvarez prepared and delivered the TOPS Stroll-A Story project for six local Open Spaces. The Stroll-a-Stories featured a story, activities linked to Leave No Trace, and QR codes to register for Summer Adventure.

Milissa Fellers did three interviews to advertise LENA Start.

- KRDO on June 2: [Library program in Colorado Springs aims to improve kindergarten readiness - KRDO](#)
- KKTV on June 8 (aired June 15): <https://www.kktv.com/2021/06/15/talking-more-your-child-can-help-improve-kindergarten-readiness-free-summer-program-parents/>
- Fox's Living Local on June 9: [Kick off your child's early education in high tech fashion at Pikes Peak Library District | FOX21 News Colorado](#)

Milissa Fellers, Melody Alvarez, and Shelby Bozlee prepped for the June LENA Start sessions. We had 59 families register, and 39 families attend. The Tuesday session started June 15 with 23 families. Two families dropped after the initial class. The Thursday session started June 17 with 19 families. These are the largest groups PPLD has had since we started LENA Start in 2019!

Resources

Barb collaborated with many staff in Facilities, YAS, AS, and Philip Dumas (IT) to get our Outdoor Movie screen and equipment tested, as well as logistics ready for our outdoor movie on June 26. We had to cancel because of weather but will try to reschedule for August 21. Our next movie is scheduled at East Library on Saturday, July 17.

Innovation/Creativity

Christa Funke presented a virtual Harry Potter Trivia event for tweens that had 54 attendees. Christa was the host of the event, using the trivia questions and PowerPoint put together by Karin Swengel (UT). Christa was able to add music to the PowerPoint using the DeWolfe music library because Drew Cerino (COMM) negotiated adding live programs to the contract. Celia Egghart (MA) and Britt Bloom (YAS) were the score keepers. There was an easy level and a hard level for the trivia contest and each level had a grand prize winner who received an illustrated copy of Harry Potter and the Sorcerer's Stone (donated by UT). The second and third place winners received a package of Harry Potter bookmarks and a few stickers. Patrons really seemed to enjoy the event and a few of the parents emailed the following compliments:

- *"Wow, what a wonderful grand prize! Maddie was sooo excited when we just picked it up and hasn't put the book down yet. Thanks again for running this great event!"*
- *"Thanks so much for sending the link through so my kids could participate. They really enjoyed the quiz! They were the Rising Phoenixes. :)"*

- *“Ladies - that was way fun for my daughter and her remote from her friend. I am so grateful for you guys. With the program all set up - except for changing the questions (audio and pictures more work of course), maybe you would consider doing again in a few months??”*

Service

Summer adventure started June 1, kicking off with two Steve Weeks live Children’s concerts at East, three programs presented by Denise Gard and her amazing dogs, and Meet the Goats at participating library branches and community centers. Families were elated with the goat programs and many families took part in the *Greedy Goat - Stroll a Story* we made available during the program. The other programs in June were Ann Lincoln Magic, and Cheyenne Mountain Zoo animals via YouTube.

Internal/Staff

All of Family and Children’s Services staff participated in a full day retreat to discuss priorities, define goals, and identify priorities for the upcoming budget year. The retreat provided an excellent opportunity for FCS staff to connect and brainstorm.

Accountability

Christa Funke closely monitored enrollment numbers for Summer Adventure and compared statistics to previous years. She used this information to inform the decision to purchase additional prizes for anticipated continued registration growth. Staff have been doing an amazing job promoting the program and we surpassed our 2020 registration numbers within the first week of the program.

Date	Ages 0-18 2019	Ages 0-18 2020	Ages 0-18 2021	Percent of 2019	Percent of 2020
June 30	13,401	3,201	8,177	61%	255%

Regional History & Genealogy

Service

A core function for the RH&G team is to connect community members with relevant historic resources and collections. This is an everyday activity for team members when working at our service point. However, we also work with local professors and universities. A Colorado College professor and his research assistant recently conducted extensive research using our collections. Team members also meet with professors and students from both University Colorado Colorado Springs (UCCS) and the Quad, a joint initiative of Colorado College, Pikes Peak Community College, UCCS, and the US Air Force Academy. Both groups of students plan to innovatively showcase the history of underrepresented Colorado Springs communities.

Internal/Staff

Brett Lobello and Erinn Barnes attended the Kraemer Online Copyright Conference presented by the Kraemer Family Library at UCCS. The Kraemer Copyright Conference is a free conference that offers academic, public, special, and school librarians the opportunity to learn about U.S. Copyright Law, recent updates to the law, and how it impacts the services we offer our library users. Many of our team members attended previous years.

Accountability

RH&G team members met with Communications and developed the RH&G Service Spotlight. Both opportunities allowed us to illustrate RH&G's district-wide role and highlight the expertise the team holds. Both events also emphasized to library staff the unique, rare, and irreplaceable material we preserve, how our preservation activities are distinct to our team, and how we strive to ensure our collections reflect the community. Specifically, the Service Spotlight featured a creative side of our team, which many don't expect.

Young Adult Services

Community

Summer Adventure started on June 1 and we've had a great start to the program. The kick-off bags were very popular and well-received, with many locations giving away all of their bags the first day. These bags were both an incentive for patrons to come in and register, as well as a tool for staff to use as a talking point when telling a patron about the program. The first month of sign-ups of ages 13-18 was at 1,050 (exceeding total registrations in 2020), and overall sign-ups were at 8,000.

Resources

Danielle Seltenright began a project of auditing the PPLD Teens homepage with intern Anna Shaw. Danielle and Anna are analyzing the efficiency and "user-friendly" ability of the current website and design. Since both Danielle and Anna are former middle school teachers, they are using their insight from a classroom perspective to advocate for positive changes that can be made to enhance the teacher and student experience.

Innovation/Creativity

Danielle Seltenright, Anna Shaw (YAS intern), Yvette Dow-Rose (Diversity, Equity, and Inclusion), Delaina Massie (Diversity, Equity, and Inclusion), Joanna Nelson Rendon, and Shirley Martinez (Diversity Equity, and Inclusion), organized and created the Take and Makes to celebrate Juneteenth. Some were used for teen Take and Makes and others were used at the Juneteenth Celebration event on July 19th at America the Beautiful Park. The take and make was a church hand fan.

Becca Philipsen also coordinated with the Summer Adventure Ambassadors to utilize donated teen books to stock Little Free Libraries across the El Paso County and advertise Summer Adventure. She solicited help and sent out boxes of various sizes to Ambassadors willing to distribute them to Little Free Libraries around their home, library, or along their commute. They also will be stocking the Little Free Libraries with District Discoveries. We hope this will both help get more books in teen hands and homes, as well as promote Summer Adventure to people that may already know about it.

Service

Larissa Powers continued collaborative efforts with Pikes Peak Justice and Peace Commission, Hear Here Poetry, and Inside Out Youth Services to plan for an in-person poetry event in the fall which will kick off a several-months-long programming collaboration centered around arts and entrepreneurship.

Internal/Staff

Young Adult Services started the review process for the Teen Spaces Policy. Staff on the review include Amanda Franke (Rockrimmon), Larissa Powers, Kim Cox (High Prairie), Mikaela Fortune (Penrose Library), Cathy Wood (Library 21c), Shannon McDonald (East Library), Mary Gapko (Fountain Library), and Joanna Nelson Rendon.

Accountability

Danielle Seltenright is assuming responsibility for ordering, purchasing, and distributing snacks for all teen areas and for any Young Adult Services programming. Danielle created a Microsoft Form to easily collect and organize snack requests from all PPLD Young Adult Staff who want snacks at their location. Danielle was prudent when selecting snacks to order from Amazon and was transparent with her decisions in the Young Adult Services budget.

(Social Media) We continue to see most of our views coming from shares from the larger Facebook account, so something new we started is Teen Tuesdays, where we debut a video on Tuesday and it is shared by the main Facebook account and that helps increase our views. On Facebook, we created 29 posts that reached 10,937 accounts and had 162 engagements, plus we gained 12 followers. Having our videos shared by the main Facebook page did a lot to help boost our numbers.

On Facebook, this meme reached 1,718 people and 46 interactions:



2021 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	19930	27967	30814	25275	24471	25755	0	0	0	0	0	0	154212
Mobile Libraries Total	7799	7874	8576	8284	8378	8448	0	0	0	0	0	0	49359
Calhan	1366	1597	1783	1444	1230	1635	0	0	0	0	0	0	9055
Cheyenne	18418	24980	29124	23684	22348	23889	0	0	0	0	0	0	142443
Fountain	8096	10698	12260	10485	10388	11593	0	0	0	0	0	0	63520
High Prairie	13552	17345	20921	19216	17423	21666	0	0	0	0	0	0	110123
Holley	11490	13994	15668	14351	14304	16395	0	0	0	0	0	0	86202
Manitou	1540	1516	2145	1726	1478	1622	0	0	0	0	0	0	10027
Monument	18631	23180	28401	25282	24719	29827	0	0	0	0	0	0	150040
Old Colorado City	1736	532	3212	7670	8953	10004	0	0	0	0	0	0	32107
Palmer Lake	0	0	0	0	7	0	0	0	0	0	0	0	7
Rockrimmon	18811	22947	26263	23908	23403	26182	0	0	0	0	0	0	141514
Sand Creek	9445	12878	14372	12131	11983	14281	0	0	0	0	0	0	75090
Ute Pass	1646	1842	1873	2187	1787	2165	0	0	0	0	0	0	11500
Senior Van	991	928	1051	939	1129	1196	0	0	0	0	0	0	6234
Bookmobiles	6808	6946	7525	7345	7249	7252	0	0	0	0	0	0	43125
East	50944	72000	86929	81407	79466	94589	0	0	0	0	0	0	465335
Library 21c	36833	49441	57706	50667	52005	66261	0	0	0	0	0	0	312913
Parenting	105	90	105	96	95	112	0	0	0	0	0	0	603
Total Physical Materials	220342	288881	340152	307813	302438	354424	0	0	0	0	0	0	1814050

YTD CIRC Comparison	2021	2020	% Change
Penrose	154212	121719	26.7%
Mobile Libraries Total	49359	41099	20.1%
Calhan	9055	5702	58.8%
Cheyenne	142443	94521	50.7%
Fountain	63520	45865	38.5%
High Prairie	110123	75325	46.2%
Holley	86202	77112	11.8%
Manitou	10027	10586	-5.3%
Monument	150040	100020	50.0%
Old Colorado City *	32107	50120	-35.9%
Palmer Lake (bookmobile only) **	7	11686	-99.9%
Rockrimmon	141514	95967	47.5%
Sand Creek	75090	75613	-0.7%
Ute Pass	11500	6864	67.5%
Senior Van	6234	5551	12.3%
Bookmobiles	43125	35548	21.3%
East	465335	353066	31.8%
Library 21c	312913	238343	31.3%
Parenting	603	384	57.0%
Total Physical Materials	1814050	1403992	29.21%

* Old Colorado City Library closed for maintenance January 7 - March 15, 2021.

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month Comparison CIRCULATION	2021	2020	% Change
Penrose	25755	7347	250.6%
Mobile Libraries Total	8448	5588	51.2%
Calhan	1635	316	417.4%
Cheyenne	23889	7335	225.7%
Fountain	11593	3968	192.2%
High Prairie	21666	6078	256.5%
Holley	16395	5787	183.3%
Manitou	1622	728	122.8%
Monument	29827	9493	214.2%
Old Colorado City	10004	4198	138.3%
Palmer Lake	0	895	-100.0%
Rockrimmon	26182	9668	170.8%
Sand Creek	14281	5352	166.8%
Ute Pass	2165	923	134.6%
Senior Van	1196	1042	14.8%
Bookmobiles	7252	4546	59.5%
East	94589	25504	270.9%
Library 21c	66261	18191	264.3%
Parenting	112	52	115.4%
Total Physical Materials	354424	111423	218.09%

Circulation Report By Facility June 2021

Current Month Comparison VISITORS	2021	2020*	% Change
Penrose	15005	0	
Mobile Libraries Total	2436	0	
Calhan	588	0	
Cheyenne	9480	0	
Fountain	4662	0	
High Prairie	4937	0	
Holley	6491	0	
Manitou	2116	0	
Monument	10058	0	
Old Colorado City	4961	0	
Palmer Lake (book mobile only)		0	
Rockrimmon	10368	0	
Sand Creek	7274	0	
Ute Pass	438	0	
Knights of Columbus Hall		0	
East	10462	0	
Library 21c	21320	0	
TOTAL	110596	0	
Special Collections	778	0	

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

2021 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	158899	203580	241895	223285	219854	264377	0	0	0	0	0	0	1311890
DVD	45907	65152	74691	62754	61068	65140	0	0	0	0	0	0	374712
CD Music	5364	7041	7584	6724	6456	7222	0	0	0	0	0	0	40391
CD Book	5979	7191	8540	8114	8252	9189	0	0	0	0	0	0	47265
Playaway	2359	3293	4165	3886	3846	4899	0	0	0	0	0	0	22448
Kit	584	823	1234	1274	1105	1442	0	0	0	0	0	0	6462
Game	1250	1801	2043	1738	1778	2076	0	0	0	0	0	0	10686
Discovery Kits	0	0	0	38	79	79	0	0	0	0	0	0	196
TOTAL Physical Items	220342	288881	340152	307813	302438	354424	0	0	0	0	0	0	1814050
													0
ILL	793	1036	1191	1084	1025	1023	0	0	0	0	0	0	6152
CyberShelf-OverDrive	224978	200339	215715	201889	210906	205150	0	0	0	0	0	0	1258977
OverDrive eMags	8495	7996	8343	4633	4434	4293	0	0	0	0	0	0	38194
eReader	1	1	3	1	3	4	0	0	0	0	0	0	13
Hot Spots	21	13	28	19	27	24	0	0	0	0	0	0	132
Cameras & Equipment	1	20	16	38	45	36	0	0	0	0	0	0	156
													0
TOTAL STATE Circ	454631	498286	565448	515477	518878	564954	0	0	0	0	0	0	3117674
Freegal Music	6125	5716	6015	5646	5744	5136	0	0	0	0	0	0	34382
Freeding	175	148	110	110	117	89	0	0	0	0	0	0	749
DVD Player	0	0	0	1	3	9	0	0	0	0	0	0	13
Hoopla	2802	3519	3345	3205	3263	2941	0	0	0	0	0	0	19075
Comics	506	721	532	524	618	436	0	0	0	0	0	0	3337
Kanopy	2977	2822	3639	2535	2485	2383	0	0	0	0	0	0	16841
													0
CLC	5306	6531	6365	5977	5572	6347	0	0	0	0	0	0	36098
Laptop Use	2	0	6	7	25	100	0	0	0	0	0	0	140
Active Users	262787	261515	260265	258658	257267	278865	0	0	0	0	0	0	1579357

Monthly Circ by Format			
	2021	2020*	Change
Print	264377	79148	234%
DVD	65140	23691	175%
CD Music	7222	2763	161%
CD Book	9189	3764	144%
Playaway	4899	1344	265%
Kit	1442	225	541%
Game	2076	488	325%
Discovery Kits	79		
TOTAL Physical Items	354424	111423	218.09%
ILL	1023	329	211%
CyberShelf-OverDrive	205150	215975	-5%
OverDrive eMags	4293	5999	-28%
eReader	4	6	-33%
Hot Spots	24	442	-95%
Cameras & Equipment	36	10	
Total e-materials	209471	222422	-6%
Freegal Music	5744	6752	-15%
Freeding	117	144	-19%
DVD Player	3	0	
Hoopla	3263	3405	-4%
Comics (included in Hoopla)	618	552	12%
Kanopy	2485	2388	4%
CLC	5572	2378	134%
Laptop Use	25	0	
Active Users	257267	270060	-5%

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 Curbside service only from May 13, 2020 - June 30, 2020.
 Library doors re-opened on July 1, 2020

Circulation Report By Item Type June 2021

MTD Total	2021	2020	Change
January	454631	703288	-35%
February	498286	653851	-24%
March	565448	440931	28%
April	515477	229841	124%
May	518878	301866	72%
June	564954	334184	69%
July		554885	-100%
August		564757	-100%
September		556643	-100%
October		570447	-100%
November		521888	-100%
December		428559	-100%

YTD Total	2021	2020	Change
January	454631	703288	-35%
February	952917	1357139	-30%
March	1518365	1798070	-16%
April	2033842	2027911	0%
May	2552720	2329777	10%
June	3117674	2663961	17%
July		3218846	-100%
August		3783603	-100%
September		4340246	-100%
October		4910693	-100%
November		5432581	-100%
December		5861140	-100%

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	12,534	14,592	15,405	13,973	13,180	14,895							84,579
Mobile Libraries	4,943	5,289	5,379	5,396	5,365	5,189							31,561
Calhan	940	819	1,096	816	689	1,019							5,379
Cheyenne	12,129	14,974	16,817	14,459	13,433	15,577							87,389
Fountain	5,319	6,297	7,322	6,070	6,258	7,433							38,699
High Prairie	8,836	10,638	12,492	11,332	9,896	13,121							66,315
Ruth Holley	7,169	7,870	8,556	8,587	8,271	9,917							50,370
Manitou Springs	948	983	1,400	857	834	974							5,996
Monument	11,860	14,473	16,737	15,316	14,762	18,957							92,105
Old Colorado City	136	4	2,525	5,041	5,472	6,286							19,464
Palmer Lake					5								5
Rockrimmon	12,150	14,143	15,368	14,447	14,098	16,237							86,443
Sand Creek	5,926	7,732	7,903	7,081	6,695	8,842							44,179
Ute Pass	1,063	1,077	1,214	1,402	1,215	1,518							7,489
Senior Van	733	745	743	770	909	991							4,891
East	34,248	41,240	47,695	46,567	45,314	57,409							272,473
Library 21c	24,676	29,363	33,055	28,902	30,433	40,941							187,370
Total	143,610	170,239	193,707	181,016	176,829	219,306	0	0	0	0	0	0	1,084,707

YTD CIRC Comparison	2021	2020	% Change
Penrose	84,579	73,312	15.4%
Mobile Libraries	31,561	26,755	18.0%
Calhan	5,379	3,774	42.5%
Cheyenne	87,389	63,173	38.3%
Fountain	38,699	29,624	30.6%
High Prairie	66,315	48,895	35.6%
Ruth Holley	50,370	49,271	2.2%
Manitou Springs	5,996	6,708	-10.6%
Monument	92,105	67,312	36.8%
Old Colorado City*	19,464	33,009	-41.0%
Palmer Lake**	5	7,520	-99.9%
Rockrimmon	86,443	64,204	34.6%
Sand Creek	44,179	45,857	-3.7%
Ute Pass	7,489	4,850	54.4%
Senior Van	4,891	4,575	6.9%
East	272,473	219,410	24.2%
Library 21c	187,370	151,674	23.5%
Total Physical Materials	1,084,707	899,923	20.5%

* Old Colorado City Library closed for maintenance January 7 - March 15, 2021.

** Palmer Lake Library closed due to ADA accessibility in August 2020.

Current Month CIRCULATION Comparison by Facility	2021	2020	% Change
Penrose	14895	6441	131.3%
Mobile Libraries	5189	4413	17.6%
Calhan	1019	288	253.8%
Cheyenne	15577	6865	126.9%
Fountain	7433	3738	98.8%
High Prairie	13121	5800	126.2%
Ruth Holley	9917	5447	82.1%
Manitou Springs	974	636	53.1%
Monument	18957	9078	108.8%
Old Colorado City	6286	4016	56.5%
Palmer Lake	0	866	-100.0%
Rockrimmon	16237	8796	84.6%
Sand Creek	8842	4952	78.6%
Ute Pass	1518	861	76.3%
Senior Van	991	937	5.8%
East	57409	24309	136.2%
Library 21c	40941	17270	137.1%
Total Physical Materials	219306	104713	109.4%

Current Month e-materials & Summary	2021	2020	% Change
OverDrive	205150	215975	-5.0%
OverDrive eMags	4293	5999	-28.4%
eReaders	4	6	-33.3%
Hot Spots	24	10	140.0%
Total e-materials	209471	221990	-5.6%
ILL	1023	329	210.9%
Cameras/Equip	36	0	
Physical Materials	176829	60099	194.2%
Total Monthly Circ	387359	282418	37.2%

Circulation without Renewals June 2021

Current Month Comparison VISITORS	2021	2020**	% Change
Penrose	15005	0	
Mobile Libraries	2436	0	
Calhan	588	0	
Cheyenne	9480	0	
Fountain	4662	0	
High Prairie	4937	0	
Ruth Holley	6491	0	
Manitou	2116	0	
Monument	10058	0	
Old Colorado City	4961	0	
Palmer Lake	0	0	
Rockrimmon	10368	0	
Sand Creek	7274	0	
Ute Pass	438	0	
East	10462	0	
21c	21320	0	
KCH	0	0	
TOTAL Visitors	110596	0	
Special Collections	778	0	

*Libraries were closed March 16, 2020 through May 12, 2020

Curbside service only from May 13, 2020 - June 30, 2020.

Library doors re-opened on July 1, 2020

Communications Department: Report for July 2021

NEWS COVERAGE

- Total features and mentions:*
 - **June:** 63
 - **Year-to-date:** 469
 - **Average per month:** 78.2
- Highlighted coverage from last month:
 - PPLD's **Summer Adventure** program for kids and teens was covered several times by [The Gazette](#), along with [KKTV](#), three [weekly local editions](#) of *The Gazette* (in place of the monthly Library Limelight column), and Banning Lewis Ranch's monthly magazine.
 - PPLD's **startup business resources received gold** in the [Colorado Springs Business Journal's "Best in Business 2021" awards](#). Kudos to Sand Hancock, our business librarian, for all her work to support the local business community and new entrepreneurs!
 - **LENA Start** was spotlighted by [FOX21's Living Local](#), as well as KRDO and KOAA.
 - A mother-daughter duo recently visited the area as part of a national tour to **raise awareness about mental health and donate books to PPLD**. Their story, along with PPLD' social work services, were highlighted by KRDO, KOAA, and KKTV.
 - PPLD's **Shakespeare program** in partnership with Theatreworks was picked up by the [Southeast Express](#), and a **local art therapy program** that uses community space at PPLD's Knights of Columbus Hall was covered by [KOAA](#).
 - PPLD's involvement with **Colorado Spring's 150th anniversary**, in addition to **Library-hosted vaccine clinics**, continued to receive attention by local news outlets, including KKTV and *The Gazette*.



**NOTE: The total figure above includes all tracked and/or known TV, print, online, and/or radio coverage by news outlet, including on-air mentions and stories that ran on multiple newscasts. It excludes online or print event listings, in addition to unknown radio features due to tracking limitations.*

DIGITAL MARKETING

- PPLD.org website statistics (as of last month):
 - **Most popular web page**, besides the home page: ppld.org/jobs
 - **Monthly totals:** 189,983 sessions; 102,095 visitors, with 89,953 being new users; and 326,925 pageviews
 - **Year-to-date totals:** 1,137,892 sessions; 578,617 visitors, with 491,661 being new users; and 2,025,006 pageviews
- District-wide social media statistics (as of last month):
 - **Facebook:** 13,030 total followers, plus 20,344 daily engagement
 - **Twitter:** 5,190 total followers, plus 599 engagement
 - **Instagram:** 2,662 total followers, plus 1,630 engagement
 - **LinkedIn:** 1,242 total followers, plus 232 engagement

- Video & social media highlights:

- **Facebook Live:** [“Then and Now” exhibit opening](#) and presentation at Library 21c on Thu., July 8
- **Other high-performers on social media:** Summer Adventure, Discovery Kits, Take and Make kits, makerspaces, All Pikes Peak Writes, upcoming programs, behind-the-scenes photos, videos, testimonials, quotes, and memes

Performance for Your Post		
2,341 People Reached		
73 Reactions, Comments & Shares		
57 Like	57 On Post	0 On Shares
10 Love	10 On Post	0 On Shares
3 Wow	3 On Post	0 On Shares
1 Comments	1 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares
137 Post Clicks		
3 Photo Views	72 Link Clicks	62 Other Clicks

- **New and notable web pages:**

- Month celebrations: [Pride Month](#)
- Initiatives, programs, and events (not highlighted below): [PPLD Bundles](#) and [Bike Repair Café](#)

HAPPENINGS

Key updates & other news:

- **Staffing:** Colleen Lark, Communications Administrative Specialist, is departing PPLD after 16 years of service. Her last day is Thu., July 22. We wish her all the best!

Community partnerships & outreach:

- **[Panorama Park Tile Project:](#)** Help create art for Panorama Park as part of this community tile project! Participate in a free tile-making workshop, held at various times and locations throughout 2021, to put your personal touch on the park’s community mural. Over 7,000 individual tiles will come together to create a beautiful statement piece that celebrates the diversity and unity of Southeast Colorado Springs. It will be installed upon completion of the Panorama Park renovation, targeted for late Spring 2022. The art tile project is facilitated by Sand Creek Library and local artist Jere Rose (aka Rizzo), with financial support from the Trust for Public Land.
- **Vitalant:** In partnership with PPLD, they will host a blood drive at Monument Library on July 24 from 11 a.m. – 3:15 p.m.
- **Pikes Peak United Way & COS I LOVE YOU Backpack Bash:** As a Silver Sponsor, PPLD will participate in two in-person events on July 31 and Aug. 7, in addition to increasing Library awareness to families and school-age children in other ways.
- **PPLD is expected to have staff representation at the following outreach events:**
 - "Fun in the Sun" at Texas Roadhouse on July 26, 5 p.m. – 7 p.m.
 - COS150 Downtown Celebration and Parade on July 31, 11 a.m. – 8 p.m.
 - Fountain Community Celebration in Fountain on July 31, 9 – 11 a.m.
 - Baby Expo at Fort Carson on Aug. 14, 9 a.m. – 1 p.m.
 - Music on the Mesa at Gold Hills Mesa on Aug. 14, 4 – 7 p.m.



Current & upcoming programs:

- [Summer Adventure](#)

Continues through August 14

Have an adventure with Pikes Peak Library District this summer! Presented by Children's Hospital Colorado, this year's annual program helps kids and teens stay engaged and active over the summer months, despite the COVID-19 pandemic. Anyone ages 0 - 18 can participate and win prizes through reading, moving, and imagining.

- [Pikes Peak Poet Laureate: Call for Applications](#)

Accepted through Sun., Aug. 15

PPLD is proud to announce the return of the Pikes Peak Poet Laureate program with a call for applications! The Poet Laureate builds a literary arts community through poetry by developing an appreciation of written and performance poetry and inspiring and celebrating poetry and poets in the Pikes Peak Region with dynamic programs of engagement, advocacy, and education.



- **Manitou Springs Library's Lawn Concert Series**

Wednesdays, beginning at 6 p.m.

The following concerts are scheduled through mid-August:

- [July 21 - Red Mountain Boys](#) (Bluegrass)
- [July 28 - Roma Ransom](#) (Eclectic Bohemian world folk)
- [Aug. 4 - Frog and Fiddle](#)
- [Aug. 11 - Archtop Eddy](#) (Latin)

- [Pikes Peak Regional History Symposium](#)

Nice, Naughty, & Notable: Colorado Springs at 150

Part 3: Sat., July 24 at 10 a.m. (virtual)

Part 4: Sat., Aug. 28 at 10 a.m. (virtual)

In a year marking the 150-year anniversary of the founding of Colorado Springs by William Jackson Palmer, PPLD is pleased to offer our 2021 Pikes Peak Regional History Symposium virtually! This year's program has been divided into four separate virtual events, taking place once a month beginning at 10 a.m.



Meeting & study rooms:*

- **Library-hosted programs & room use (including Virtual Library):** 204 for last month, bringing the year-to-date total to 893
- **Patron reservations:** 668 for last month, bringing the year-to-date total to 1,113
- **Online patron requests:** 616 during last month, bringing the year-to-date total to 1,171
- **Phone & email inquiries:** 103 for last month, bringing the year-to-date total to 402

*NOTE: During the ongoing pandemic, a [limited number of rooms reopened](#) to the public on Feb. 9 for reservations. A majority of meeting and study rooms have reopened across the District as of late May.

Internal communications:

- **The Bookmark**, PPLD's weekly email newsletter for all staff
- **Staff talking points**
- **Intranet** updates and spotlights
- **Staff input and feedback** via online surveys

Facilities Department Report July 21, 2021

Projects

Construction of a new network closet, office for the Director of Regional History and Genealogy and the enclosure of the Executive Assistant's lobby area is scheduled to begin on Monday, July 19 with a completion date targeted for August 16.

We are in discussions with Colorado Springs Utilities regarding a partnership that would bring electric vehicle charging stations to our East, 21c and Rockrimmon libraries. These stations would be installed, maintained and all use costs covered by Colorado Springs Utilities. PPLD would only need to provide easements for the parking locations. We have already been in contact with the ownership of the Rockrimmon library who is also in agreement to this project. Details are still being worked out at this time and no time-line has been set but it is my understanding, CSU would like to get this done quickly.

Facilities is working with Family and Children's Services in the development of Story Walks at Penrose, East and Library 21c. We are determining the best locations of these walks at this time. We have also been in contact with the city of Colorado Springs Parks and Recreation department about incorporating the Story Walk at East library out into the George Fellows Park. This possibility has support at this time but final details are still to be completed.

Facilities is also working with staff at High Prairie in developing a plan for a sensory path that will include small climbing areas, a covered pavilion, a native American teepee structure, musical instruments as well as exterior log seating for outdoor events. We are working with a landscape architect in developing these plans and specifications.

Facilities has a number of other projects in varying stages of progress. Those projects include the 21c generator replacement, drive-up book drop installation at Sand Creek, split-rail fencing at Calhan, a new office at East Library for our DEI Director.

Operations

The RFP for janitorial and carpet cleaning services is currently out to bid. A mandatory pre-bid conference was conducted on July 7 and a total of five (5) janitorial groups attended the meeting and walk-through. Bids are due July 30, 2021. At this time, it is planned that we will bring our recommendation to the Board of Trustees for approval at the September 2021 meeting.

Staffing

Dan Collins, previously a Facilities Specialist at the Penrose library was promoted to Facilities Supervisor at the East Facilities office. Dan began at East on June 28th. We are excited to have Dan's dedication and organization at the East office and have high hopes he will take this department to new levels of support for PPLD.

Monthly Statistics

In the month of June, 2021, the Facilities department completed a total of (117) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

Also, in the month of June, 2021, Facilities staff completed a total of (141) demand work orders (work orders submitted by PPLD staff) accounting for (186.97 hours) of staff time and (137) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (194.88 hours) of staff time. A total of (278) work orders. Along with work orders, Facilities on-call personnel responded to (1) after-hours call in June, 2021. Emergency calls address issues that cannot wait until the next business day.

**Human Resources Report
July 2021
Heather Laslie, Chief HR & OD Officer**

Human Resources:

Major projects included the following:

- Organizational Development (Cody Logsdon)
 - Met with Trudi White who coordinates Alive's mentoring program and started to build out mentoring documents.
 - Researched new materials to refresh the Leadership Program.
 - Researched KPIs and questions for employee survey
 - Kicked off Computer Basics training with public service staff as presenters. Developing a robust schedule to be advertised soon.
 - Sarah and I met with Public Service Directors to discuss the projects that we're hoping to roll out in 2022 - mentoring program and tech skills (start assessing staff tech skills and what they need)
 - Sent notification and guidelines for upcoming in-service days.
 - Met with Teona to talk about Change Management initiatives to support ILS transition.
- HRIS/Benefits/Compliance (Cristina Jaramillo)
 - Successfully passed SHRM-CP exam
 - Finalized Tuition Assistance Program processes
 - Managed large numbers of Family Medical Leave Act requests and questions.
 - Continuing research into implementation of Personnel Action process in MUNIS
 - Presented at two Quickstarts for new hires and current employees; handled benefits enrollment paperwork.
- Administrative Support Specialist (Laurie Jackson)
 - Completed the annual Department of Transportation (DOT) audit of our files for Mobile Library Service drivers
 - Will be distributing 10 gift cards to employees who have completed Preventative Health Exams in the second quarter of 2021.
 - Participated in site visit of Concentra clinics who are now handling our pre-employment and DOT physicals; made recommendations and implemented new procedures.
 - Completed a salary survey for the City of Tulsa, OK Library District
- Volunteer program (Karen Goates)

June 2021	Total # of Volunteers	Total # of Hours
Adult Volunteers	123	820
Teens: Review Crew and Workforce Readiness	5	10
Friends of the Library	46	565

- Beta testing online application process in Volunteer Impact system.
- Updated ppld.org/volunteers page. Removed job postings (link to job postings) and added FAQs.
- Recruitment (Soumya Gollapalli)

Recruitment / Selection Activity	June 2021
Jobs Posted	11
Newly Hired Employees	5
Promoted Employees	5
Transferred Employees	0
Separated Employees	5

- Interview coaching for current staff

- Concentra – POPP and DOT tests standardization
- Processed job postings and closing documents.
- Quickstart – New hire orientation
- Training (Sarah Marshall)
 - Basic Computer Skills (Outlook, Zoom, [Northstar Digital Literacy](#), and [CustomGuide](#)) sessions for staff began
 - Started planning for virtual PPLDCon 2021 – October 4
 - Train the Trainer workshop – 7 staff members completed.
- Other Projects (Heather Laslie)
 - We have an in-service training day coming up August 23.
 - Continued with ongoing employee relations, COVID-19 staff issues, and disciplinary issues.
 - Continued supporting the amazing team that I'm honored to guide!

HR Stats	June 2021
Total Permanent Employees	408
Total Active Positions	447

Information Technology (IT) Department Report

July 2021

End User Services (EUS) Team

Staff Transition to Mobile Workforce Project. EUS continues laptop deployment to meet staff mobility requirements for office and home.

Windows 10 Project. The Windows 10 project has resumed and is on schedule to finish this summer.

Self-Check Upgrade. On-hold pending outcome of Solutions as a Service (SaaS) proposal to Board of Trustees July 21 meeting.

Statistics.

- Worked on 379 tickets and closed 293 tickets.
- Computer Usage was 15,679 sessions.
- Hotspot Circulation to Library Patrons was 25.
- Printed Pages 91,420.
- Laptop circulation was 100.
- AWE Early Literacy Station circulation was 500.

Infrastructure Team

Data Center Transition. Work continues to close East Library Data Center.

Network Transport Transition (E-Rate Funded). Allstream provisioning challenges will delay transition from July 1, 2021 to October 1, 2021.

East Library Cabling Project. Project completed June 30, 2021.

Surveillance System Replacement Project. Project planning continues with Security staff.

Network Restructure. Rescheduled until after summer reading program.

Web Team

Intranet Transition. IT Department project still open with IT staff continuing to work with Microsoft to resolve staff directory transition challenges.

Security Board Report Contributions

This has been a very active time for the three departments. Below are a few of the overall highlights and some contributions from the three regional teams!

-We received donations from the community in the form of hand sanitizer and face shields. The Security team bundled and delivered these as packets to all service groups as well as libraries. They are being distributed to patrons at the entrances of the libraries and handed out for free at PPLD events!

-Security created over 500 individual fire safety evacuation maps and hung these across the entire district to identify safe evacuation routes no matter where in our facilities you may be.

-Safety completed the creation of Emergency operations Policy 3- Fire alarm, Evacuation/ Sprinkler activation, EOP 4-Emergency power Outage, and EOP- 5- elevator entrapment. These were distributed, posted and trained on across the district. At this time every facility in the district has participated in a fire discussion as well as a fire drill for the first time in over a decade.

-All fire alarm panels, fire pull stations and elevator car keys for the entire district were acquired, correct copies made labeled and distributed to the identified locations and staff positions in the district for the first time ever.

-Safety is working with Facilities to create the next EOP on utilities emergencies for HVAC

-Security is coordinating with IT to develop power and heat output studies for the Security operations center computer equipment and viewing screens. The intent is still to begin installation of a 24 hr centralized monitoring center for all security and safety software and hardware in the district.

-Security is working closely with facilities to continue identifying hardware needs for the upcoming mid year budget request to upgrade the electronic access system district wide. A consultant has been brought on to continue the study and make sure we have all costs considered.

-Safety is working with the Foundation to create grant applications for a fire extinguisher training system that we hope to bring in and offer classes to staff and public. As well as an application to assist in offsetting the emergency communication radio project slated for next year.

-Safety has created an online fire extinguisher training video for all staff members to take in conjunction with our recent fire policy training.

-The PPLD wellness team has launched the Wellness challenge in cooperation with a local gym to provide reimbursement for participation in a fitness and healthy eating challenge they are putting on. You can watch the info video here! Hello PPLD Team!

We continue to be thankful to be back at work serving our patrons and reengaging in our work atmosphere. Your wellness team has been working hard to set up events to get us all moving!

As part of our ongoing efforts to encourage our team to become active and healthy, we are happy to announce a local health and fitness challenge! This challenge is open to all staff members, their friends, families, and

anyone else in the community as a flexible way to address whatever fitness goals you have in a fun and active way.

This challenge is being sponsored and put on by Colorado Springs Central "Fit Body Bootcamp." Attached you will find the information breaking down the challenge requirements and the prizes associated with it. PPLD will reimburse the first 32 staffers that sign up and complete the entire challenge following the challenge rules.

[view this informational video](#)

-Security and Safety have supported the outdoor movie series by purchasing flashlights with light up cones to be used for traffic control as well as providing officers with handheld stop signs for traffic control and assistance at the events.

-Safety continues to train AED and CPR to district staff.

Security is working with communication to declutter our public entrances and condense 9 security and safety signs into one sign that additionally has infographics on it for those that English is not their first language. These should be ready for production soon.

-Security is working with Communication to create a Staff hosting policy that allows staff members to access meeting rooms after hours with patrons for community use. Expanding the hours and access that our community has to use the library locations. We hope to have this completed by next board meeting.

-Safety has completed the EOP 6-Bomb threat and posted this as well. We are printing a thousand bomb threat reference cards and will be distributing them to every desk phone in the district.

-Safety has recently updated the Call sheet on the EOP section to ensure all numbers are correct in emergencies.

-Safety has recently placed our evacuation chair training program on the internal bridge system so that any staff member may sign up and participate in the evacuation training program instead of only required staff.

-Safety/Security/ Social work recently completed the Service spotlight presentation for orientation of all staff on what our three departments do to support the district mission and objectives.

-Security has recently completed working with the MAC to install new fire rated doors exiting the computer lab in 515. These are being connected to the badge access system and brought online.

-Safety continues to work on applications for exterior and internal community cell charging stations to be placed outside PPLD facilities to allow any time charging for our patrons as well as internal chargers that will allow space to be feed up from patrons just needing a place to charge a device.

-We have completed wiring at 6 facilities for the new camera system and while we wait for cameras to be available to install due to the chip shortage, additional facilities are in the works for wiring. We recently worked with facilities and the state historical to get the plans for Old Colorado city installation signed off.

-We have received approval from Ute pass fire department to install camera system at that facility and will be completing by end of July.

-Safety recently created a PPLD Fire Extinguisher quick training poster and distributed to all PPLD facilities and hung them in staff break rooms and other areas of congregation.

-A finalization of the PPLD pet procedures was completed and sent out to staff. Nothing has changed from what we have been training staff on for years, however now a training document exists for reference.

-Security has worked with Public Services to make sure that we can expand our hours to the Sunday and later opening that will be coming at the end of August.

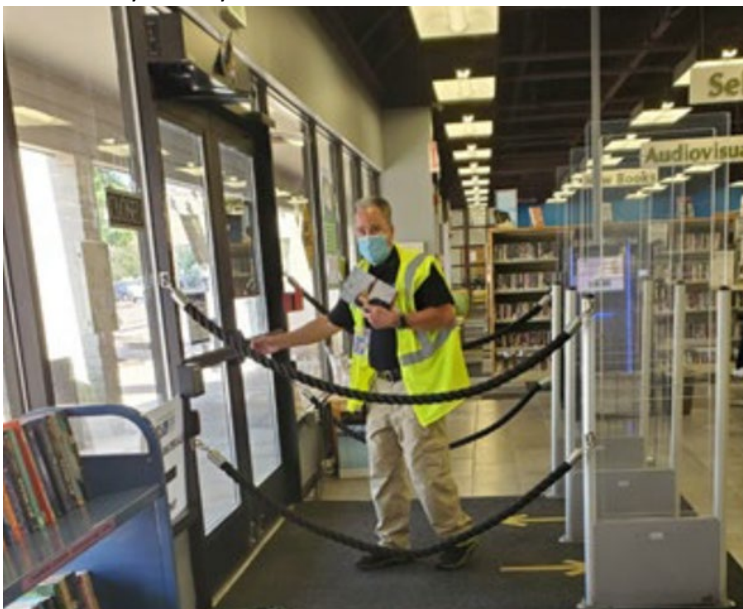
-Security continues to experience a high volume of turnover due to the low point of our pay range and continues to find inventive ways to stretch our staff and provide the best service possible.

Southeast Region

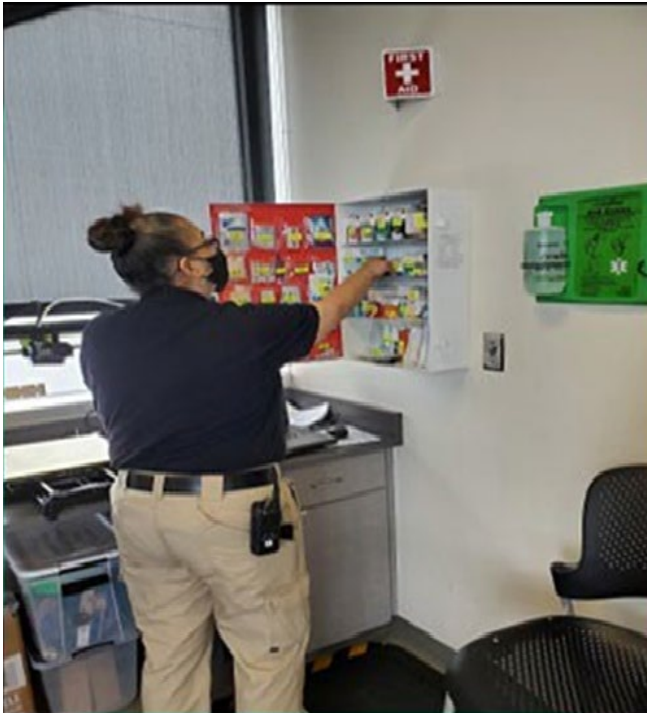
- Security Officer Pagan Phelan is helping the Children's Department inventory and sort prizes for the Summer Reading Program



- Park and Text at Ruth Holley Security Officer Stephen Smith is delivering materials to patrons at the Ruth Holley Library



- Every Month Security Officer Thomas inventories the First Aid Kits to insure they are labeled and stocked

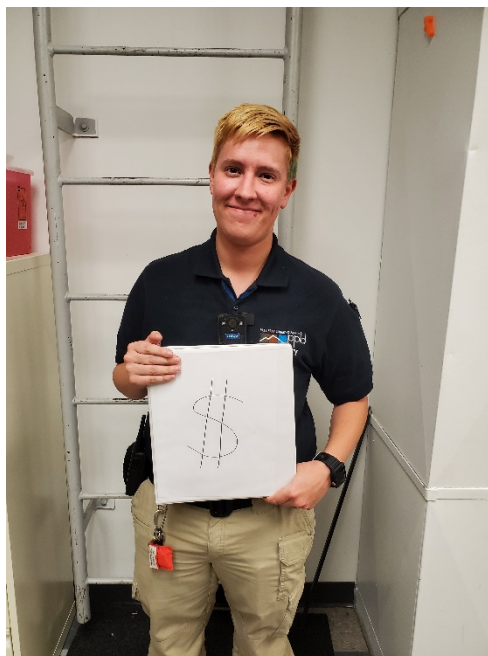


- Badge Control – Through badge control, the security department ensures that individuals are able to access areas needed to do their jobs.



North Region

- North Region Security started Fire Drill instruction and skills development this month. Each location in the North Region received classroom instruction followed by a Fire Drill for the entire location. This training was fun for the staff due to Security utilizing the actual fire alarm (Pull Station) activating the fire alarm audio / visual system. Each Fire Drill has been successfully completed with staff providing many positive comments as some time has passed since the last Fire Drill. In order to fully complete Fire Drill training, each location will have at a future date another pre-announced Fire alarm activation / evacuation along with an unannounced Fire alarm / evacuation on a date not yet determined. Also, North Region Security will be trained with the Evac-chair for those patrons unable to walk down stairs. North Region Security is fortunate to work with fantastic PPLD staff members throughout the region!!



- North Region Security has been assigned to transfer District money from locations within the region to Library 21c Finance Department. Our Security team has received instruction and resources for the new tasks and look forward to starting the transfer process early in July. It should be noted, all transfers will be conducted in a highly professional / ethical manner ensuring District funds arrive at Finance absent of any shortages or issues. The North Region Security team is looking forward to this newly assigned duty to assist with the overall mission of the Pikes Peak Library District. The Pikes Peak Library District should be especially proud of North Region Security as we are the smallest team yet provide a tremendous impact upon North Region Operations.

- This photo represents another example of North Region Security team ability to assist with furthering the mission of the Pikes Peak Library District mission. It should be noted, North Region Security is expected to be able to engage with staff members outside of the normal duties and tasks of a Security Officer. Further, when Circulation has a shortage of staff members, we are able to fill the spot so the operational tempo of Library 21c is maintained.



West Region

- Finished our 10th class of the year and have qualified over 60 people within the organization in CPR.



- Security staff helped assist in the setup and smooth access for patrons to come and get vaccinations during Penrose's vaccination clinic



- During west region walk-throughs we found that Carnegie was in need of an evacuchair. We got with Carnegie leadership and found a great spot to add the evacuchair



Social Work

Activities for June 2021 – Kayla Rockhold

- Biweekly Security appeal meetings
- Networking/collaboration meetings with: Voces Unidas for Justice; Scott (RMHS); Molly (Poetry Heals); Lisa (Kingdom Builders); interview with KRDO receiving book donation and highlighting SW resources at PPLD; Hunter (Salvation Army RJ Montgomery)
- Internal meeting/collaboration with: Joe (Adult Services); Amber (OL); Gigi (FO)
- 106 separate patron meetings, serving 65 individuals; 42 of which were new clients
- Weekly CE meetings
- COVID-19 Vaccine Equity Clinics (12 clinics): PE (June 1st - 1st dose), RU (June 1st - 1st dose), CH (June 6th - 1st dose), HI (June 7th - 1st dose), FO (June 9th - 2nd dose), FO (June 12th - 1st dose, second clinic), Juneteenth Festival (June 18th-20th - 1st dose), PE (June 22nd - 2nd dose), RU (June 22nd - 2nd dose), SA (June 23rd - 1st dose, second clinic), CH (June 27th - 2nd dose), HI (June 28th - 2nd dose)
- Open hours - 8 hrs/month at PE, 4 hrs/month at SA, 4 hrs/month at RU
- NASW Conference (June 22nd - 24th)

“Accomplishments”

- Provided 57 bus passes for patrons to access job search, getting to new job, shelter, DHS, DMV, VA appointment, medical appointment, and access to community orgs
- Assisted 3 patrons in applying for Medicaid and SNAP benefits
- Patron successfully obtained replacement social security card
- Patron reported he started receiving SNAP benefits and got hired at local restaurant

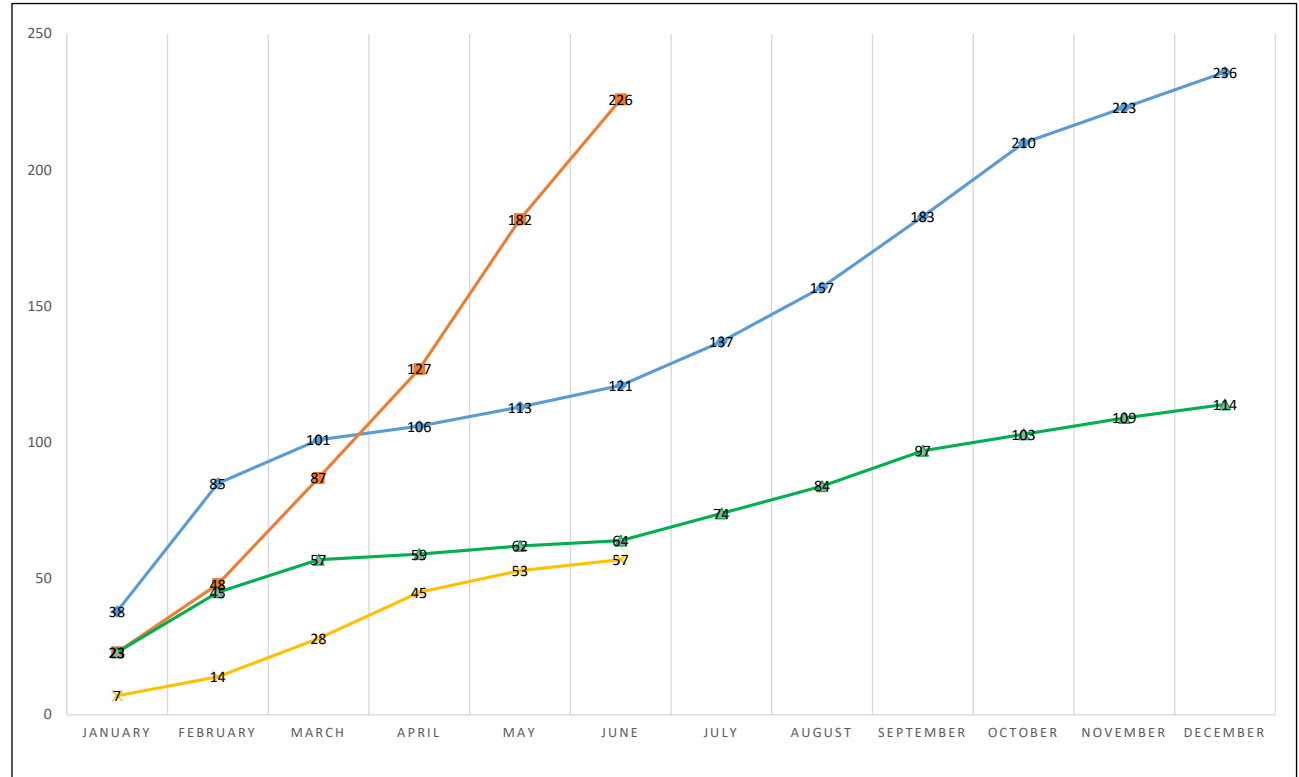
Report & Suspension Increasing Totals

2020 - Reports	
JANUARY	38
FEBRUARY	47
MARCH	16
APRIL	5
MAY	7
JUNE	8
JULY	16
AUGUST	20
SEPTEMBER	26
OCTOBER	27
NOVEMBER	13
DECEMBER	13

2021 - Reports	
JANUARY	23
FEBRUARY	25
MARCH	39
APRIL	40
MAY	55
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

2020 - Suspensions	
JANUARY	23
FEBRUARY	22
MARCH	12
APRIL	2
MAY	3
JUNE	2
JULY	10
AUGUST	10
SEPTEMBER	13
OCTOBER	6
NOVEMBER	6
DECEMBER	5

2021 - Suspensions	
JANUARY	7
FEBRUARY	7
MARCH	14
APRIL	17
MAY	8
JUNE	-
JULY	-
AUGUST	-
SEPTEMBER	-
OCTOBER	-
NOVEMBER	-
DECEMBER	-

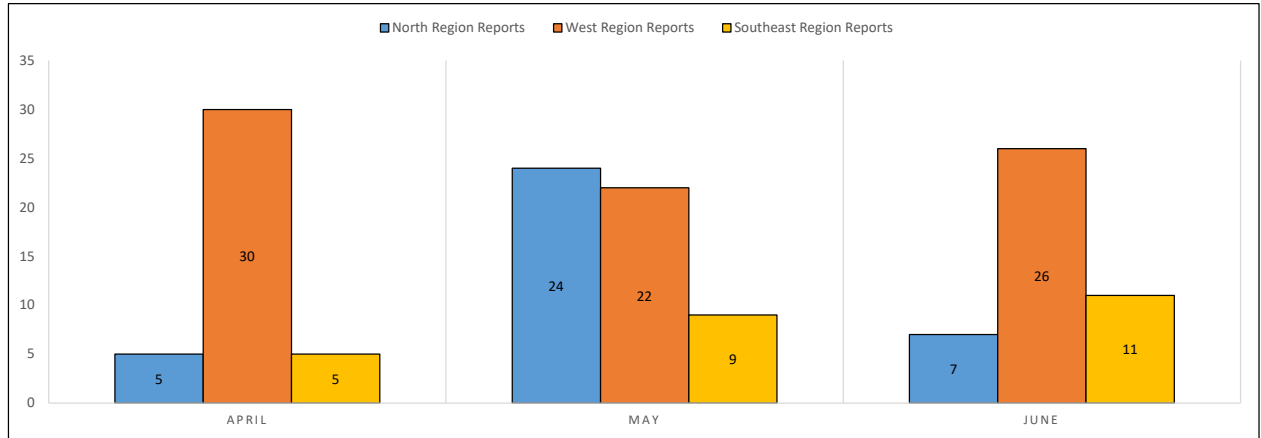


Reports - Regional Monthly Comparison

North Region	
APRIL	5
MAY	24
JUNE	7

West Region	
APRIL	30
MAY	22
JUNE	26

Southeast Region	
APRIL	5
MAY	9
JUNE	11



Suspensions - Regional Monthly Comparison

North Region	
APRIL	2
MAY	3
JUNE	1

West Region	
APRIL	12
MAY	4
JUNE	3

Southeast Region	
APRIL	3
MAY	1
JUNE	0

