



**PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES
DECEMBER 11, 2018, 4 PM
PENROSE LIBRARY**

PUBLIC HEARING FOR THE PIKES PEAK LIBRARY DISTRICT 2019 BUDGET

- I. CALL TO ORDER
- II. PUBLIC COMMENT REGARDING THE 2019 BUDGET *(3 Minute Time Limit per Person)*
- III. ADJOURNMENT

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT *(3 Minute Time Limit per Person)*
- IV. CORRESPONDENCE AND COMMUNICATIONS
 - A. Minutes (p. 1)
 - B. Correspondence
 - C. Events & Press Clippings (p. 12)
- V. REPORTS
 - A. Friends of the Pikes Peak Library District Report (p. 13)
 - B. Pikes Peak Library District Foundation Report (p. 14)
 - C. Board Reports
 - 1. Governance Committee Report
 - 2. Internal Affairs Committee Report
 - 3. Public Affairs Committee Report
 - 4. Adopt-a-Department Reports
 - 5. Board President's Report
 - D. Financial Report (p. 15)
 - E. Public Services Report (p. 30)
 - F. Circulation Report (p. 32)
 - G. Chief Librarian's Report
- VI. BUSINESS ITEMS
 - A. Consent Items: Decision 18-12-1 (p. 34)
Consent items shall be acted upon as a whole, unless a specific item is called for discussion. Any item called for discussion shall be acted upon separately as "New Business".
 - B. Unfinished Business
 - C. New Business
 - 1. Decision 18-12-2: 2019 Budget for the Pikes Peak Library District (p. 35)
 - 2. Decision 18-12-3: Resolution to Recognize Kathleen Owings (p. 241)
 - 3. Decision 18-12-4: PPLD Board of Trustees 2019 Meeting Dates (p. 242)
 - 4. Decision 18-12-5: PPLD Board of Trustees 2019 Slate of Officers
 - 5. Decision 18-12-6: Contract for Elevator Maintenance (p. 243)
- VII. Executive Session to discuss personnel matters related to the annual performance evaluation of the Chief Librarian & CEO as authorized by C.R.S. § 24-6-402(4)(f)
- VIII. ADJOURNMENT

Reception for Kathleen Owings at 5:30 pm in the Aspen/Pine Room

MINUTES
PIKES PEAK LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 13, 2018
4 pm
Penrose Library

MEMBERS PRESENT

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

PIKES PEAK LIBRARY DISTRICT STAFF and OTHERS PRESENT

Chief Librarian & CEO John Spears, Friends of the Pikes Peak Library District Representative Stephen Adams, Director of Library Services Tim Blevins, Economic Development Officer for the City of Colorado Springs Bob Cope, Collection Management Librarian Nick Demetriades, Director Olive Real Estate Group Jim DiBiase, Regional Manager Michael Doherty, Vice President of Nor'wood Development Group Jeff Finn, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Branch Manager Sandy Hancock, Chief Development Officer & Foundation Executive Officer Lance James, President of Nor'wood Development Group Chris Jenkins, Chief OD & HR Officer Sally Jensen, Administrative Assistant Colleen Lark, Legal Counsel for Pikes Peak Library District Deborah Menkins, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Chief Communications Officer Michelle Ray, Library Assistant Nawal Shahril, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker, Chief Finance Officer Michael Varnet

REGULAR MEETING OF THE BOARD OF TRUSTEES

CALL TO ORDER

President Owings called the November 13, 2018 meeting of the Pikes Peak Library District Board of Trustees to order at 4:02 p.m.

ITEMS TOO LATE FOR THE AGENDA

There were no items to add to the agenda.

PUBLIC COMMENT

No comment from the public was given.

CORRESPONDENCE AND COMMUNICATIONS

Minutes

The minutes of the October 9, 2018 and October 24, 2018 meetings of the Board of Trustees were presented for review.

Motion: Scott Taylor moved to approve the minutes of the October 9, 2018 and October 24, 2018 meetings of the of the Board of Trustees as presented.

Second: The motion was seconded by Wayne Vanderschuere.

Vote: The motion was approved unanimously.

Correspondence

There was no correspondence to report.

Events & Press Clippings

Upcoming events and recent press clippings were included in the Board packet. Chief Librarian Spears called attention to the wonderful October visit from American Library Association President Loida Garcia-Febo. Garcia-Febo selected Pikes Peak Library District to kick-off her tour of five outstanding libraries across the United States.

Presentations

IFLA 2018

Library Assistant Nawal Shahril from Old Colorado City Branch provided a video presentation on her recent experience at the 2018 International Federation of Library Associations and Institutions World Library and Information Congress which took place in Kuala Lumpur, Malaysia in August. Ms. Shahril thanked the Friends of the Pikes Peak Library District, the Pikes Peak Library District Foundation and the Board of Trustees for their support of the conference, commenting that, “you all rock!”. She spoke briefly about the many aspects of libraries and librarianship to which she was exposed during the conference.

REPORTS

Friends of the Pikes Peak Library District

The Friends of the Pikes Peak Library District report was included in the Board packet. Friends Board member Stephen Adams reported that the Friends big booksale in October brought in over \$9,400. The Friends will host a remembrance for Terrance Lore Smith who was killed while driving a PPLD courier van in 1988. The event is scheduled for December 7th at 8:30 am at Penrose Library.

Pikes Peak Library District Foundation

The PPLD Foundation Report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James reported that the Foundation received two grants from the Colorado Department of Education – one grant for \$14,000 to fund the KCH building study and a \$15,000 Adult Education and Family Literacy Act grant. Mr. James noted that a \$75,000 grant to

cover improvements to Old Colorado City Branch floors and interior stairway was recently received from an anonymous donor.

Board Reports

Governance Committee

Governance Committee Chair Keith Clayton reported that the Governance Committee met on November 1, 2018. The Committee discussed the Conflict of Interest Statement, the 2019 slate of Board officers, Kathleen Owings's upcoming farewell reception and the Chief Librarian's annual performance review.

Internal Affairs Committee

Internal Affairs Committee Chair Wayne Vanderschuere reported that the Internal Affairs Committee met on November 1, 2018. Topics of discussion at that meeting included Colorado Springs Urban Renewal Authority projects, the roof and skylight at Library 21c and changes to the Meeting Rooms Policy.

Public Affairs Committee

Public Affairs Committee Chair Cathy Grossman reported that the Committee did not meet.

Adopt-a-Trustee Reports

- Scott Taylor visited the Circulation Department at Library 21c to learn about the automatic materials handling equipment. He job shadowed at Old Colorado City Branch where he did quite a bit of shelving and got to know the staff.
- Wayne Vanderschuere job shadowed at the East Teen Center. He was able to help a teen patron with a computer issue and he watched as other teens took advantage of gaming resources in the ETC.
- Cathy Grossman job shadowed at Ruth Holley Branch. She reported that it was very busy working the main desk at Holley and it was great to see the impact that Ruth Holley Branch has on its community.
- Mina Liebert job shadowed at Library 21c. She learned to work the circulation desk and helped a patron at the checkout desk.
- Debbie English job shadowed at Fountain Branch. She noted that the branch serves as a hub for the Fountain community.
- Keith Clayton job shadowed at the Penrose Service desk where he issued library cards, placed holds and handled interlibrary loan requests. Trustee Clayton reported that with President Owings he participated in the PPLD Board member interviews that were recently conducted by the joint City/County Selection Committee.

Board President

President Owings reported that she job shadowed with Penrose Security. The job entails a lot of walking, and she enjoyed meeting the diverse patrons at Penrose. She noted that the Penrose Security staff do a phenomenal job.

President Owings took part in the following during the past month:

- Board member interviews

- Special Collections’s book release event for the re-release of *The Book of Colorado Springs*
- Governance and Internal Affairs Committee meetings on November 1, 2018
- Career Online High School graduation

Financial Report

The financial report for the period ending September 30, 2018 was included in the Board packet. Chief Finance Officer Michael Varnet reported that the budget continues to track very well and that revenues from specific ownership taxes are exactly where they should be.

Public Services Report

Director of Library Services Tim Blevins reported on Special Collections’s latest book release, *The Book of Colorado Springs* by Manly Dayton Ormes and Eleanor Reddie Ormes, noting that this book project has been six years in the making. Special Collections staff have slightly edited and reindexed the book, inserting full or given names of the people who built the infrastructure of our region. The language has been modernized from 1933 and a new, comprehensive index aids in genealogical research.

Mr. Blevins shared the story of a dental assistant who credits PPLD’s Adult Education programs with turning her life around. He also shared that some auto insurance providers may give a discount to those with an MLS!

Director of Branches Lynne Proctor reported that the Meeting Room Policy has been updated to include study rooms.

Ms. Proctor reported briefly on construction in progress at Penrose Library to build a new meeting room in the lower level, noting that staff moved every seat that was displaced by the construction so that no seating capacity was lost.

The Mini Maker Faire at Library 21c was host to 3,500 participants in October and Sand Creek Branch saw 2,000 voters on Election Day. High Prairie will soon be the new home of a rock monument commemorating the town of Falcon.

Circulation Report

The Circulation Report for October 2018 was included in the Board packet. Chief Librarian Spears reported that circulation of electronic library materials is up by 22% from 2017. Circulation of physical materials is up by 3% from the previous year - the greatest increase for physical materials in many years. This upward trending is also reflected in gate counts.

Chief Librarian’s Report

Chief Librarian Spears reported on a variety of topics.

- PPLD’s new meeting room software vendor Library Market notes that PPLD is their “stress test”. With between 3,000 and 6,000 monthly meeting room uses, PPLD has the greatest meeting room usage of any other library served by Library Market.
- Two Colorado libraries had ballot initiatives in the November elections. Both issues failed. This is a national trend, with the average of libraries with passing elections down by 12%.

- Jamie LaRue has left the ALA Office of Intellectual Freedom. The issue of allowing hate groups to utilize library meeting rooms continues to be a hot topic in the library world.
- Challenges to EBSCO databases has spread from Colorado to other states, and the group that began this campaign against EBSCO is now planning to target GALE products.
- Chief Librarian Spears expressed gratitude to the PPLD staff for grace under fire as they have dealt with a tremendous amount of stress on many fronts – the reorganization, various attacks on PPLD from the community in the form of newspaper articles and editorials and the organized effort to thwart intellectual freedom by a community group objecting to outside program Drag Queen storytime. Chief Librarian Spears noted that these difficulties have actually brought staff together and strengthened the collective spirit of PPLD.
- Penrose Library staff continue to do an amazing job serving a unique urban community, catering to residents who are often experiencing homelessness. PPLD’s new Security Manager has brought a new approach to the unique issues at Penrose Library, and PPLD’s new social worker is working with staff to address the many problems experienced by Penrose patrons that have overwhelmed a staff that takes great pride in serving the homeless. Mr. Spears reiterated that the Penrose staff are “absolutely incredible”.
- Homeless patrons at Penrose Library have let Chief Librarian Spears know that Penrose Library is one of only two places in Colorado Springs where they feel safe. They have expressed a desire to thank PPLD by giving back and have suggested that they could help keep the Library clean during open hours.

BUSINESS ITEMS

Decision 18-11-1: Consent Items

Consent Items Presented:

1. New Hires

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

Second: Cathy Grossman seconded the motion.

Vote: The motion was approved unanimously.

EXECUTIVE SESSION

Motion: Mina Liebert moved that the Board of Trustees convene in Executive Session for a conference with the Pikes Peak Library District’s attorney for purposes of receiving legal advice as authorized by C.R.S. § 24-6-402(4)(b)

Second: Keith Clayton seconded the motion.

Vote: The motion was approved unanimously.

The Board convened in Executive Session at 4:56 pm.

The following left the room at that time:

Friends of the Pikes Peak Library District Representative Stephen Adams, Director of Library Services Tim Blevins, Economic Development Officer for the City of Colorado Springs Bob Cope, Collection Management Librarian Nick Demetriades, Director Olive Real Estate Group Jim DiBiase, Regional Manager Michael Doherty, Vice President of Nor’wood Development Group Jeff Finn, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Old Colorado City Branch Manager

Sandy Hancock, Chief Development Officer & Foundation Executive Officer Lance James, President of Nor'wood Development Group Chris Jenkins, Chief OD & HR Officer Sally Jensen, Administrative Assistant Colleen Lark, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Library Assistant Nawal Shahril, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker, Chief Finance Officer Michael Varnet.

Motion: Keith Clayton moved that the Board of Trustees leave Executive Session and reconvene in Open Session.

Second: Wayne Vanderschuere seconded the motion.

Vote: The motion was approved unanimously.

The Board reconvened in Open Session at 6:03 pm and the following joined the meeting at that time: Director of Library Services Tim Blevins, Economic Development Officer for the City of Colorado Springs Bob Cope, Collection Management Librarian Nick Demetriades, Director Olive Real Estate Group Jim DiBiase, Regional Manager Michael Doherty, Vice President of Nor'wood Development Group Jeff Finn, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, President of Nor'wood Development Group Chris Jenkins, Chief OD & HR Officer Sally Jensen, Administrative Assistant Colleen Lark, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Chief Information Officer Rich Peters, Director of Branches Lynne Proctor, Adult Education Division Head Teona Shainidze-Krebs, Public Relations Specialist Kayah Swanson, Chief Facilities Management Officer Gary Syling, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker, Chief Finance Officer Michael Varnet.

New Business

Decision 18-11-2: Urban Renewal Area Projects

The Colorado Springs Urban Renewal Authority seeks approval from the taxing entities that will fund two Urban Renewal projects in Downtown Colorado Springs. The projects are to be financed through Tax Increment Financing (TIF). TIF is a mechanism in which a base tax rate is established for the renewal areas and any incremental gains in property taxes generated as a result of an increase in the property values within these areas in relation to the project would be diverted to the project. The projected financial impact on the District from these two projects are as follows:

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

The Pikes Peak Library District Board of Trustees acknowledges that these Urban Renewal projects can improve the economic opportunity and vitality, as well as the quality of life in our community, and that these improvements to the community will at some point benefit the Library District and our patrons. The Board of Trustees also acknowledges that TIF tax revenue reductions will reduce the District's revenue without recourse to make up lost revenues now or in the future and this will reduce the Library District's operations and capital

investment budgets. These projects will also place additional demands for services on nearby PPLD facilities.

The Board of Trustees elected to move on each of the two Urban Renewal projects under consideration separately.

Motion: Wayne Vanderschuere moved that the Pikes Peak Library District and the Colorado Springs Urban Renewal Authority agree that the Colorado Springs Urban Renewal Authority may retain and expend in furtherance of the Museum and Park Urban Renewal Area project one hundred per cent of the Pikes Peak Library District's increment commencing on the date of approval by the City of Colorado Springs of the plan and lasting for the duration of the project.

Second: Debbie English seconded the motion.

Vote: The initial vote was split so President Owings called the roll.

Wayne Vanderschuere: Yes

Cathy Grossman: No

Scott Taylor: No

Mina Liebert: Yes

Debbie English: Yes

Keith Clayton: Yes

Kathleen Owings: Yes

With five Trustees voting yes and two Trustees voting no, the motion passed.

Motion: Wayne Vanderschuere moved that the Pikes Peak Library District and the Colorado Springs Urban Renewal Authority agree that the Colorado Springs Urban Renewal Authority may retain and expend in furtherance of the Tejon and Costilla Urban Renewal Area project one hundred per cent of the Pikes Peak Library District's increment commencing on the date of approval by the City of Colorado Springs of the plan and lasting for the duration of the project

Second: Debbie English seconded the motion.

Vote: The initial vote was split so President Owings called the roll.

Wayne Vanderschuere: Yes

Cathy Grossman: No

Scott Taylor: No

Mina Liebert: Yes

Debbie English: Yes

Keith Clayton: Yes

Kathleen Owings: Yes

With five Trustees voting yes and two Trustees voting no, the motion passed.

Decision 18-11-3: Library 21c Skylight Replacement

The fiberglass panel Kalwall skylight system at Library 21c is over thirty years old and needs to be replaced. Powers Products Co. is the exclusive distributor in Colorado and Wyoming for this Kalwall skylight system. Staff consulted Powers Products Co., and Powers Products Co. provided the cost estimate of \$104,560.00

Motion: Mina Liebert moved that the Board of Trustees approve Powers Products Co. as the single source vendor for the Library 21c Kalwall skylight system replacement project contingent upon approval of the 2019 budget which includes funds in the amount of \$104,560.00 for this project.

Second: The motion was seconded by Cathy Grossman.

Vote: The motion was unanimously approved.

Decision 18-11-4: Library 21c Roof Replacement

The Library 21c roof is in need of replacement. In 2018 Pikes Peak Library District budgeted funds for a roofing consultant to complete a thorough system inspection, develop replacement plans and drawings, assist with budgeting and the bidding process and ultimately oversee the roof replacement which was targeted for Spring 2019. An RFP for the roofing project was released on September 24, 2018 and five roofing contractors responded with proposals. All proposals were reviewed. The lowest bid was disqualified for failure to meet qualifications for company age set forth in the RFP. The second lowest bidder, Weathercraft, met all qualifications and provided the best overall proposal for the project.

Motion: Cathy Grossman moved that the Board of Trustees approve Weathercraft as the vendor for the Library 21c roof replacement project contingent upon the approval of the 2019 budget which includes funds in the amount of \$855,935.00 for this project.

Second: Scott Taylor seconded the motion.

Vote: The motion was approved unanimously.

Discussion: FY 2019 Budget

The draft 2019 Budget Proposal was delivered to the Board of Trustees by October 15, 2018 as required. The Board of Trustees will take action on the 2019 Budget Proposal at its December 11, 2018 meeting. Chief Finance Officer Michael Varnet provided a handout at this meeting to guide his discussion of several points in the budget proposal. That handout is attached in the minutes of this meeting.

The Board thanked Mr. Varnet for his thorough coverage of the 2019 Budget.

ADJOURNMENT

There being no further business to conduct, President Owings adjourned the November 13, 2018 meeting of the Pikes Peak Library District Board of Trustees at 6:29p.m.

Deborah Menkins left the meeting at 6:10 pm

The following left the meeting at 6:15 pm: Economic Development Officer for the City of Colorado Springs Bob Cope, Director Olive Real Estate Group Jim DiBiase, Vice President of Norwood Development Group Jeff Finn, President of Norwood Development Group Chris Jenkins, Attorney for Colorado Springs Urban Renewal Authority David Newell, Member of Colorado Springs Urban Renewal Authority Board John Olson, Chair of Colorado Springs Urban Renewal Authority Wynne Palermo, Executive Director of Colorado Springs Urban Renewal Authority Jariah Walker,

**Pikes Peak Library District
2019 Budget proposal – Talking Points
November 13, 2018**

1. General Fund – 2019 Budget

Revenues	\$33,394,716
Expenditures	\$35,505,187
Utilization of Fund Balance	(\$2,110,471)

2. General Fund – Fund Balance

	<u>2018</u>	<u>2019</u>
Total	\$9,482,021	\$7,371,550
Unassigned	\$8,417,806	\$6,256,881
TABOR	\$935,362	\$985,816

3. Property Taxes

• Mill levy – operating purposes	4.000 mills	\$28,467,288
• Mill Levy – TABOR refund	(0.016) mills	(\$113,869)
• Mill Levy – refunds and abatements	0.016 mills	\$113,869
• Maximum mill levy – 1986 election	4.000 mills	
• 2017 mill levy	3.957 mills	
• 2018 mill levy	3.812 mills	

4. Tax Increment Financing

• Difference between Gross and Net Assessed Valuation	\$85,261,380
• Property tax revenue difference	\$342,410

5. Specific Ownership Taxes

• 2019 budget	\$3,450,000
• 10% of budget	
• Windfall from hailstorms resulting from vehicle replacements	

6. General Fund Expenditure Categories

• Personnel Services	\$20,807,991	58.6% of budget
• Library materials	\$4,630,765	13.0% of budget
• Contractual Services	\$3,516,196	9.9% of Budget
• All other categories	\$6,550,235	18.5% of budget

7. Personnel Services

- Reorganization and pay adjustments from consultant's recommendation substantially complete in 2018
- Pay adjustment pool – 3% (same as 2018) \$529,000
- New positions (page 136 - 7 FT and 2 part time) \$511,716
- Vacancy pool savings target (\$675,000)
- Employee health insurance (5% increase) and one month no premium collection \$1,750,000
- Minimum wage adjustment \$23,000

8. Library Materials Budget

- 2019 Budget \$4,630,765
- 2018 Originally Approved Budget \$4,400,565

9. Utilization of Fund Balance for Following Capital Projects:

- Roof replacement – L21c \$1,035,000
- Skylight replacement – L21c \$108,000
- Replace emergency lighting generator \$60,000
- Ellicott facility allowance \$200,000
- Technology refresh \$150,000
- Datacenter redesign \$75,000
- Surveillance system redesign \$125,000
- District-wide audio/visual equipment stand. \$100,000
- Telecommunications switches \$75,000

10. Other Specific Items in the 2019 Budget

- Substitute budget decreased by \$120,000 to \$327,594.
- Minimum wage rate increases from \$11.10 to \$12.00 in 2020.
- Budget includes \$25,000 for a review of our hourly rates for 2020 as previously committed to staff (that the pay rates would be compared to market every three years).
- Training budget increased by \$41,000 to \$287,534.

11. Other Discussion Items

- No long-term debt proposals
- 2019 budget will be submitted to GFOA
- 2019 budget proposal includes the changes to the reporting structure resulting from the reorganization project.

- Budget proposal includes numerous charts from the Library Research Services to show how PPLD compares to the larger Colorado libraries for 2017 (13 in total). Some of the highlights include:
 - PPLD - second largest library in Colorado – LSA population 639,625
 - PPLD – second highest total of patron visits – 3,292,799
 - PPLD – third highest total of circulation – 7,688,274
 - PPLD – second highest total of eBooks – 139,968
 - PPLD – second highest total number of wireless access use – 633,722
 - PPLD – ninth in staff expenditure per capita - \$27.60
 - PPLD – seventh in materials expenditures per capita - \$6.87
 - PPLD – ninth in total expenditures per capital - \$43.56
 - PPLD – eleventh in local revenue per capital - \$40.29
 - PPLD – eleventh in total print volumes per capita – 1.05
 - PPLD – second in total e-resources expenditures - \$1,973,011
 - PPLD – eighth in circulation per capita – 12
 - PPLD – eleventh in registration as a percent of population – 42%

Events and Press Clippings

December 11, 2018

PPLD compliments:

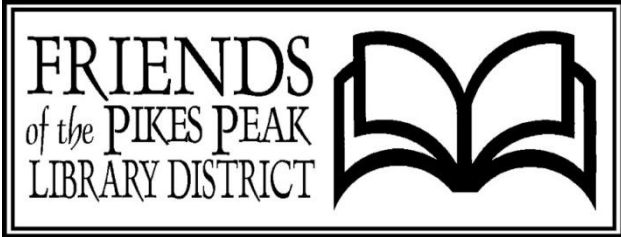
- [November 2018 compliments](#) (Compiled by Antonia Krupicka-Smith, Manager of Penrose Library)

Recent news coverage (Nov. 6 – Dec. 5, 2018):

- [New Branch Manager at OCC Library](#) (Westside Pioneer; Nov. 6, 2018)
- [Colorado Midterm Election Results Live Blog](#) (Colorado Springs Gazette; Nov. 7, 2018)
- [The Library District is a true Gem](#) (Colorado Springs Gazette; Nov. 7, 2018)
- [Young Adult Books Author Matt de la Peña to Present at All Pikes Peak Reads](#) (Colorado Springs Gazette; Nov. 7, 2018)
- [Fix Manitou's library now, Part 1: A problem to solve](#) (Pikes Peak Bulletin; Nov. 8, 2018)
- [Kayaks, ukuleles, neckties: The weird and useful things you can check out from local libraries](#) (Colorado Springs Gazette; Nov. 9, 2018)
- [Colorado Voter Turnout 2nd highest in the nation](#) (Colorado Springs Gazette; Nov. 13, 2018)
- [Dems term HD17 a "voting desert" before county added more voting sites](#) (Colorado Springs Independent; Nov. 14, 2018)
- [Fix Manitou's Library Now, Part 2: The economic case](#) (Pikes Peak Bulletin; Nov. 15, 2018)
- [Stroll through Old Colorado City, shop small Saturday to support local businesses](#) (Colorado Springs Gazette; Nov. 22, 2018)
- [Fix Manitou's library now, Part 3: Lifelong learning case](#) (Pikes Peak Bulletin; Nov. 22, 2018)
- [Power restored to almost all of those impacted by outage in Colorado Springs](#) (KOAA; Nov. 23, 2018)
- [Power outage reported in downtown Colorado Springs](#) (KRDO; Nov. 23, 2018)
- [Family, friends gather at Library 21c to honor International Survivors of Suicide Loss Day](#) (Woodmen Edition; Nov. 26, 2018)
- [A fitting tribute for Fellows](#) (Colorado Springs Gazette; Nov. 26, 2018)
- [Fix Manitou's library now, Part 4: The social case](#) (Pikes Peak Bulletin; Nov. 29, 2018)

Community partnerships, events & other happenings:

- Comcast will begin including our video PSAs as part of their monthly rotation as of early 2019.
- Studio 21c produced an [evergreen video promo](#) that's currently running on RMPBS, FOX21, and PPLD TV, as well as viewable via social media.
- Pikes Peak Library District released and promoted a [new mobile app](#).
- [Betty Field Memorial Youth Writing Contest](#), hosted by the Friends of PPLD, is accepting entries through Feb. 23, 2019.



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

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

Friends of the Pikes Peak Library District Report for December 11, 2018

E-Commerce Sales:

Nov '18	\$2,771
YTD	\$26,688

Better World Books

Friends & Volunteer Coordinator collaborating with PPLD Staff in investigating another book recycling company, since Better World Books will no longer be picking up recycled books from PPLD.

The 2019 Friends Budget has been approved.



DECEMBER 11, 2018 REPORT

PPLD received an anonymous \$75,000 charitable gift to renovate the wood flooring and stairs in the Old Colorado City Carnegie Library.

The year-end appeal letter is in full swing with direct mail, email, and social media ongoing through 31 December. Weekly emails are being sent to more than 1500 addresses featuring patrons' stories and how PPLD impacts their lives. Additional mirrored messaging via boosted Facebook postings and the scroll on the ppld.org website is on-going encouraging gifts through Colorado Gives Day, #GivingTuesday and the Foundation website.

PPLD secured a \$1,000 grant through Civic Nation to hold an Election Day party for more than 600 people at the Sand Creek Library. It was extremely well received by the community.

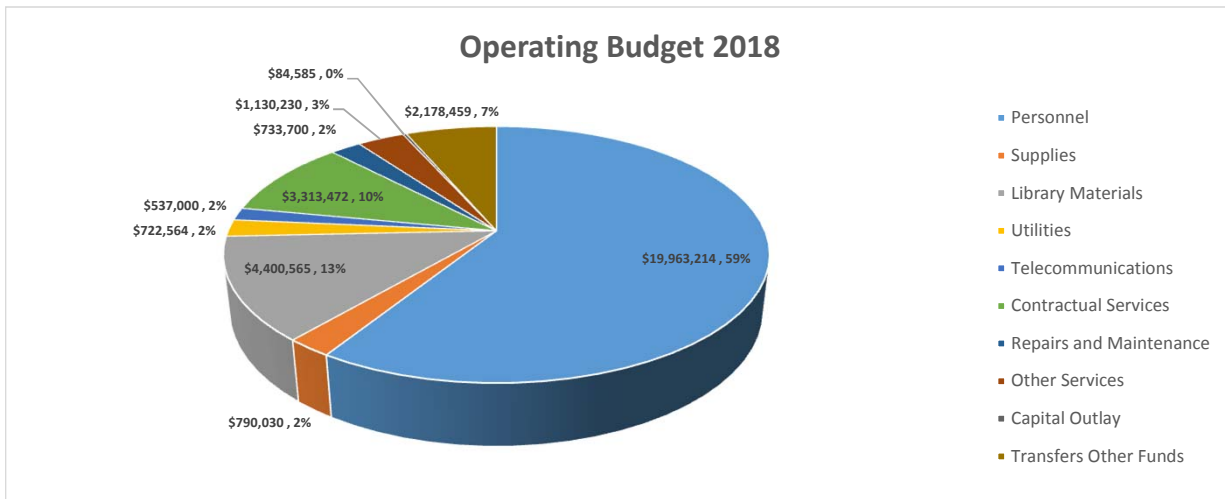
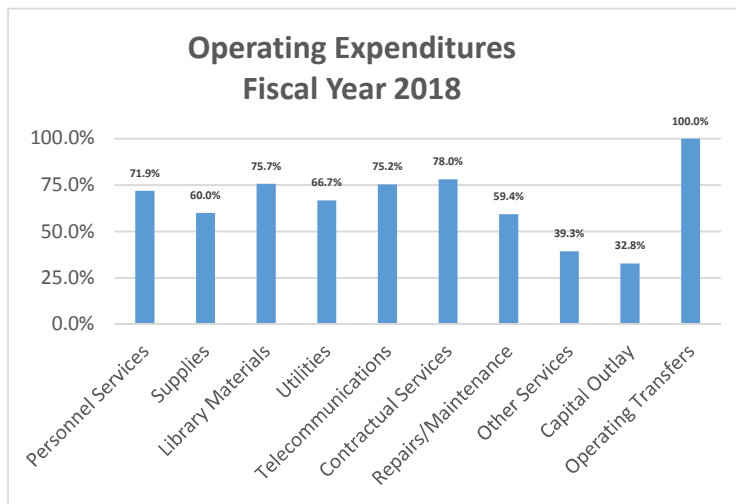
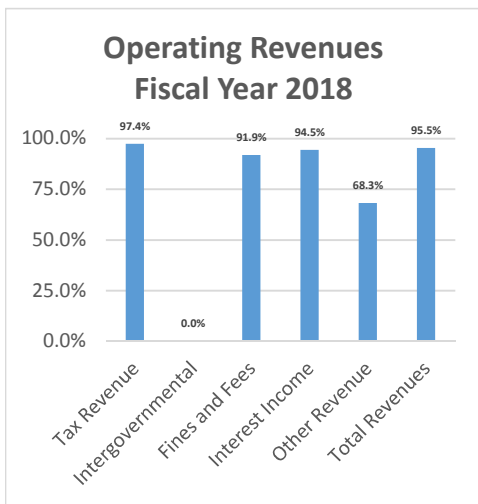
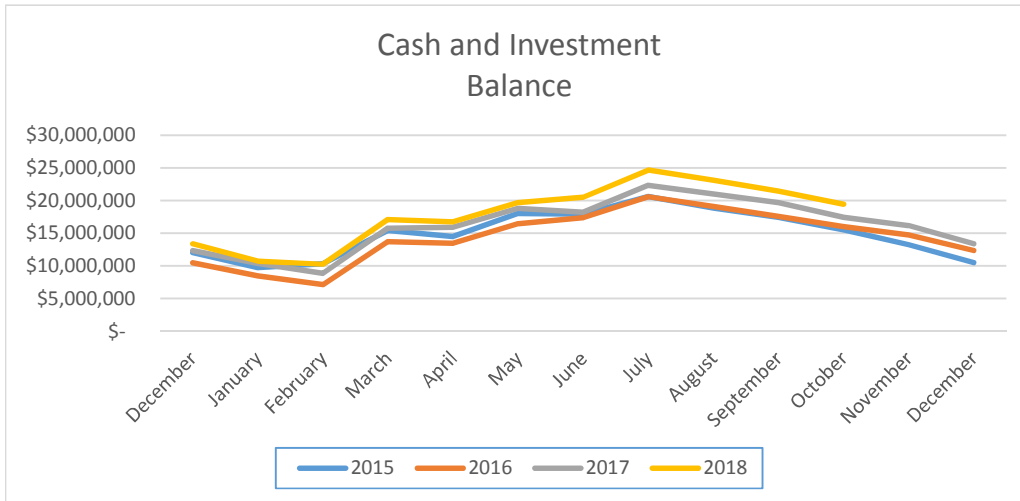
The Friends of the Library (District Board of Directors) discussed their 2019 Budget. Preliminary review of their budget shows that they plan to designate up to \$35,000 in donations towards Library priorities including Professional Development (specifically the IFLA conference), Career Online High School Scholarships, Mini Maker Faire, the Regional History Symposium, and Summer Reading Adventure. In addition, the Rockrimmon Friends presented a \$1,000 gift to the Foundation at their November board meeting.

Lance James presented a stewardship webinar to the American Library Association's Spectrum Scholarship Giving Back Circle Advisory Committee.

Lance James attended the Front Range Library Development Officers Roundtable meeting in Denver with representatives from the Colorado Department of Education, the Colorado Library Consortium, Arapahoe, JeffCo, and Douglas County libraries.

Pikes Peak Library District Financial Dashboard

October 2018



Pikes Peak Library District

October 2018 Financial Report

Presented to Board of Trustees December 11, 2018

**Pikes Peak Library District
General Fund Summary
For the Ten-Month Period Ended October 31,**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Revenues					
Property taxes	\$ 26,842,164	\$ 25,773,845	\$ 1,068,319	4.1%	
Specific ownership taxes	2,803,456	2,950,227	(146,771)	-5.0%	
Fines/fees	111,063	256,581	(145,518)	-56.7%	1
Investment earnings	316,635	155,008	161,627	104.3%	2
Other	572,032	956,927	(384,895)	-40.2%	3
Total Revenues	\$ 30,645,350	\$ 30,092,588	\$ 552,762	1.8%	

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

Pikes Peak Library District
Statement of Revenues
General Fund
Period 01/01/2018 - 10/31/2018

Percent of Year 83.0%

<u>Account Description</u>	<u>2018 Budget</u>	<u>YTD Actual</u>	<u>Variance</u>	<u>% Used</u>
Tax Revenue				
Property taxes				
Current	\$ 27,082,219	\$ 26,897,266	\$ 184,953	99.3%
Abatements/refunds	(110,000)	(120,404)	10,404	109.5%
Omitted properties	4,000	5,212	(1,212)	130.3%
Delinquent	15,000	16,445	(1,445)	109.6%
Penalties/interest	33,000	34,540	(1,540)	104.7%
Specific ownership taxes	3,400,000	2,803,456	596,544	82.5%
Local government in lieu of prop. taxes	10,500	9,105	1,395	86.7%
Total Tax Revenue	30,434,719	29,645,620	789,099	97.4%
Intergovernmental				
Federal - eRate Funding	225,000	-	225,000	0.0%
State Grant - library materials	145,000	-	145,000	0.0%
Total Intergovernmental	370,000	-	370,000	0.0%
Fines and Fees	120,800	111,063	9,737	91.9%
Interest Income	335,000	316,635	18,365	94.5%
Other Revenue				
Donations/grants/gifts				
PPLD Foundation	659,725	443,122	216,603	67.2%
Civic organizations	15,000	10,000	5,000	66.7%
Other	20,000	677	19,323	3.4%
Copier charges	36,600	34,903	1,697	95.4%
Patron Management system printing fees	48,400	46,355	2,045	95.8%
Parking lot collections	34,000	23,197	10,803	68.2%
Merchandise sales	4,800	4,449	351	92.7%
Miscellaneous	15,200	6,309	8,891	41.5%
Asset sales proceeds	4,200	3,020	1,180	71.9%
Total Other Revenue	837,925	572,032	265,893	68.3%
Total General Fund Revenues	\$ 32,098,444	\$ 30,645,350	\$ 1,453,094	95.5%

**Pikes Peak Library District
General Fund Summary
For the Ten-Month Period Ended October 31,**

General Fund	Year-To-Date				Notes
	2018	2017	Change	% Chg.	
Expenditures					
Personnel	\$ 14,277,171	\$ 14,118,186	\$ 158,985	1.1%	
Supplies	507,343	561,792	(54,449)	-9.7%	
Library materials	3,531,423	3,709,142	(177,719)	-4.8%	
Utilities	489,207	445,505	43,702	9.8%	
Telecommunication costs	404,390	379,798	24,592	6.5%	
Contractual services	2,616,950	2,492,543	124,407	5.0%	
Repairs and maintenance	454,063	413,424	40,639	9.8%	
Other services	448,207	453,163	(4,956)	-1.1%	
Capital outlay	53,898	448,563	(394,665)	-88.0%	1
Operating transfers - other funds	2,441,064	786,341	1,654,723	210.4%	2
Total Expenditures	\$ 25,223,716	\$ 23,808,457	\$ 1,415,259	5.9%	

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

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 10/31/2018

Percent of Year **83.0%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Personnel Services				
Regular employees	\$ 15,398,576	\$ 10,721,889	\$ 4,676,687	69.6%
Temporary employees	24,111	19,310	4,801	80.1%
Substitute employees	359,674	353,193	6,481	98.2%
Work-Study And internship	28,439	1,763	26,676	6.2%
Social security contributions	1,201,923	813,362	388,561	67.7%
Retirement contributions	924,770	639,087	285,683	69.1%
Health Plan contributions	1,650,000	1,509,841	140,159	91.5%
Unemployment insurance	45,000	43,789	1,211	97.3%
Workers compensation	85,000	61,832	23,168	72.7%
Vision Plan insurance	55,000	41,002	13,998	74.5%
Life A&D insurance	51,000	45,535	5,465	89.3%
Tuition assistance	40,000	26,568	13,432	66.4%
Total Personnel Services	19,863,493	14,277,171	5,586,322	71.9%
Supplies				
General	233,846	120,211	113,635	51.4%
Microform	2,450	-	2,450	0.0%
Software purchases/licenses	254,882	189,753	65,129	74.4%
Computer supplies	41,000	40,041	959	97.7%
Processing	95,000	12,779	82,221	13.5%
Office	147,150	114,370	32,780	77.7%
Other	71,480	30,189	41,291	42.2%
Total Supplies	845,808	507,343	338,465	60.0%
Library Materials				
Audio-visual materials	797,867	496,265	301,602	62.2%
Books	1,406,793	941,320	465,473	66.9%
e-materials	1,492,100	1,287,104	204,996	86.3%
Library materials - other	263,730	178,821	84,909	67.8%
Microforms	5,000	-	5,000	0.0%
Periodicals	194,896	99,385	95,511	51.0%
Serials	34,036	18,960	15,076	55.7%
Databases - online services	470,743	506,364	(35,621)	107.6%
Memorials	350	3,204	(2,854)	100.0%
Total Library Materials	4,665,516	3,531,423	1,134,093	75.7%
Utilities				
Gas	103,558	37,422	66,136	36.1%
Electric	509,688	354,733	154,955	69.6%
Water/sewer	107,881	95,091	12,790	88.1%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 10/31/2018

Percent of Year **83.0%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Storm water fees	12,721	1,961	10,760	15.4%
Total Utilities	733,848	489,207	244,641	66.7%

Telecommunications

Data	356,449	318,913	37,536	89.5%
Voice	100,000	42,894	57,106	42.9%
Cellular	76,000	42,583	33,417	56.0%
Expansion	5,000	-	5,000	0.0%
Total Telecommunications	537,449	404,390	133,059	75.2%

Contractual Services

Janitorial services	282,000	229,565	52,435	81.4%
Carpet cleaning services	117,000	97,197	19,803	83.1%
Library facility rental	571,434	504,684	66,750	88.3%
Common area maintenance	152,485	121,528	30,957	79.7%
Storage rental	16,800	14,850	1,950	88.4%
Audit	43,500	40,935	2,565	94.1%
Legal	50,000	43,890	6,110	87.8%
Consultant	204,500	79,468	125,032	38.9%
Cataloging	50,600	18,960	31,640	37.5%
Trash removal	20,819	16,855	3,964	81.0%
Copier services	51,000	54,149	(3,149)	106.2%
Courier services	211,850	140,117	71,733	66.1%
Liability/property insurance	185,000	167,681	17,319	90.6%
Collection agency fees	35,000	27,933	7,067	79.8%
Printing	101,200	65,513	35,687	64.7%
Programming	351,756	169,193	182,563	48.1%
Treasurer fees	402,122	396,913	5,209	98.7%
Microfilming services	28,000	7,635	20,365	27.3%
Computer support agreements	311,500	280,239	31,261	90.0%
Computer equipment maintenance	104,000	91,181	12,819	87.7%
Software licenses	1,295	2,752	(1,457)	212.5%
Employee Assistance Program	20,000	9,883	10,117	49.4%
Parking	42,375	35,829	6,546	84.6%
Total Contractual Services	3,354,237	2,616,950	737,287	78.0%

Repairs and Maintenance

Grounds maintenance	73,500	59,774	13,726	81.3%
Vehicle operating costs	57,000	47,680	9,320	83.6%
Equipment maintenance	406,107	251,142	154,965	61.8%
Equipment repairs	55,213	14,334	40,879	26.0%
Furniture repairs	34,748	22,559	12,189	64.9%

Pikes Peak Library District
Statement of Expenditures
General Fund
Period 01/01/2018 - 10/31/2018

Percent of Year **83.0%**

Account Description	2018 Budget	YTD Actual	Available Budget	% Used
Building repairs	138,439	58,574	79,865	42.3%
Total Repairs and Maintenance	765,007	454,063	310,944	59.4%
Other Services				
Translation services	2,500	-	2,500	0.0%
Advertising	3,250	869	2,381	26.7%
Bank And trustee Fees	16,600	5,106	11,494	30.8%
Information listing	15,000	11,955	3,045	79.7%
Mileage/Travel reimbursement	70,474	34,980	35,494	49.6%
Employee recruitment	62,500	25,872	36,628	41.4%
Employee testing	500	-	500	0.0%
Dues and memberships	64,619	32,637	31,982	50.5%
Merchandising	3,066	934	2,132	30.5%
Employee recognition	20,525	4,877	15,648	23.8%
Board of Trustees	3,000	1,840	1,160	61.3%
Community outreach	87,000	57,595	29,405	66.2%
Training	246,349	155,186	91,163	63.0%
Signage	10,000	2,605	7,395	26.1%
Bindery	5,000	3,930	1,070	78.6%
Summer Reading Club	47,524	29,117	18,407	61.3%
Patron reimbursement	1,000	-	1,000	0.0%
Postage	92,500	48,767	43,733	52.7%
Volunteer program	5,900	4,691	1,209	79.5%
Safety and wellness	18,500	7,061	11,439	38.2%
Other grant/donation expenditures	328,975	7,543	321,432	2.3%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	3,278	639	2,639	19.5%
Other	22,190	12,003	10,187	54.1%
Total Other Services	1,140,751	448,207	692,544	39.3%
Capital Outlay				
Buildings	57,835	19,397	38,438	33.5%
Equipment	67,747	31,189	36,558	46.0%
Furniture	14,950	3,039	11,911	20.3%
Other	23,974	273	23,701	1.1%
Total Capital Outlay	164,506	53,898	110,608	32.8%
Operating Transfers to Other Funds				
Fund transfers out	2,441,064	2,441,064	-	100.0%
Total Expenditures	\$ 34,511,678	\$ 25,223,716	\$ 9,287,962	73.1%

**Pikes Peak Library District
Special Revenue Funds
Period 01/01/2018 - 10/31/2018**

Fund Balance - January 1, 2018	\$ 231,582
Expenditures	34,623
Fund Balance - October 31, 2018	<u>\$ 196,959</u>

Fund Balance - By Fund - October 31, 2018

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	11,561
High Prairie Library Fund	150,117
Sand Creek Library Fund	27,772
1905 Carnegie Library Facility Fund	4,374
Carnegie Garden Support Fund	998
Special Collections Support Fund	1,113
	<u>\$ 196,959</u>

**Pikes Peak Library District
 East Library Capital Projects Fund
 Period 01/01/2018 - 10/31/2018**

Account Description	Original Approp	Mid-year Adj.	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Roof inspection and repairs	\$ 3,500	\$ 3,385	\$ 6,885	\$ 650	\$ -	\$ 6,235
Window leak-2nd floor	-	7,500	7,500	-	-	7,500
Canvas roll-u awning materials	6,000	-	6,000	6,000	-	-
Replace public water fountains	5,200	-	5,200	4,706	494	-
Replace staff lounge blinds	5,500	-	5,500	5,358	-	142
Replace Storytime room divider	18,000	-	18,000	18,000	-	-
East Library update security equipment	-	5,000	5,000	-	-	5,000
Laminator	2,000	-	2,000	1,795	-	205
Enclose chiller pit	-	38,463	38,463	-	-	38,463
Additional study room chairs	3,500	-	3,500	-	-	3,500
Reface cabinets in Storytime office	15,000	5,500	20,500	-	15,000	5,500
Children's cabinets	-	5,478	5,478	-	-	5,478
Tractor replacement	12,000	-	12,000	9,999	-	2,001
Contingency	-	1,635	1,635	-	-	1,635
IT equipment	-	2,071	2,071	-	-	2,071
Total Expenditures	70,700	69,032	139,732	46,508	15,494	77,730
Sources of Funds						
Fundraising	-	32,501	32,501	32,501	-	-
Excess Revenues over Expenditures	\$ (70,700)	\$ (36,531)	\$ (107,231)	(14,007)	\$ (15,494)	\$ (77,730)
Fund Balance - January 1, 2018				107,231		
Fund Balance - October 31, 2018				\$ 93,224		

Pikes Peak Library District
 Penrose Library Capital Projects Fund
 Period 01/01/2018 - 10/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Cobble conversion	\$ -	\$ 7,676	\$ 7,676	\$ 7,676	\$ -	\$ -
Penrose entry	-	2,500	2,500	2,130	-	370
Roof inspection and repairs	3,500	2,280	5,780	650	-	5,130
Replace existing parking meters	-	50,000	50,000	-	-	50,000
Elevator modernization - cab	-	8,914	8,914	-	-	8,914
Meeting room - lower level	275,000	(275,000)	-	-	-	-
Additional power/data ion reading area	15,000	(15,000)	-	-	-	-
UV film in reading room windows	13,000	(13,000)	-	-	-	-
Carpet replacement - reading room	15,000	(15,000)	-	-	-	-
Upgrade yeo interior elevators	58,000	(2,500)	55,500	50,923	-	4,577
Chiller replacement	55,000	-	55,000	-	-	55,000
27" laminator	2,500	-	2,500	1,795	-	705
HVAV heating loop and glycol	17,000	(7,676)	9,324	-	-	9,324
Reconfigure children's desk	5,000	(5,000)	-	-	-	-
Furniture Children's area	7,000	(7,000)	-	-	-	-
End caps and canopies for shelving area	20,000	(20,000)	-	-	-	-
Penrose/KCH renovation	865,000	765,291	1,630,291	91,216	1,225,397	313,678
Contingency	-	18,985	18,985	-	-	18,985
Total Expenditures	1,351,000	495,470	1,846,470	154,390	1,225,397	466,683
Sources of Funds						
Fundraising	11,000	415,291	426,291	426,291	-	-
Operating transfer - General Fund	1,335,841	-	1,335,841	1,335,841	-	-
Total Sources of Funds	1,346,841	415,291	1,762,132	1,762,132	-	-
Excess Revenues over Expenditures	\$ (4,159)	\$ (80,179)	\$ (84,338)	1,607,742	\$ (1,225,397)	\$ (466,683)
Fund Balance - January 1, 2018				84,338		
Fund Balance - October 31, 2018				\$ 1,692,080		

Pikes Peak Library District
Library 21c Capital Projects Fund
Period 01/01/2018 - 10/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
2018 Budget						
Venue improvements and equipment	\$ -	\$ 33,676	\$ 33,676	\$ -	\$ -	\$ 33,676
Concrete walkway parking lot area	19,500	-	19,500	-	-	19,500
Courtyard Improvements	20,000	-	20,000	-	2,180	17,820
Roof repairs	3,000	-	3,000	650	-	2,350
Improvements teen gaming area	-	18,134	18,134	8,725	-	9,409
Ent & Make li window treatment	9,000	-	9,000	4,848	-	4,152
Roof replacement project	60,000	-	60,000	19,425	10,475	30,100
Audio booth	-	2,000	2,000	-	-	2,000
New teen services desk	1,200	-	1,200	-	-	1,200
Tables public area	19,500	-	19,500	18,949	-	551
Contingency	-	47,317	47,317	-	-	47,317
Install additional lights	1,200	-	1,200	-	-	1,200
New display case with lighting	3,500	-	3,500	3,461	-	39
Signage	-	5,000	5,000	-	-	5,000
AV equipment maintenance¹	12,000	-	12,000	3,237	-	8,763
Increase stage size	15,000	-	15,000	-	10,092	4,908
Studio noise mitigation	25,000	-	25,000	-	-	25,000
Venue LED lighting	10,000	-	10,000	-	-	10,000
Production music	1,600	-	1,600	1,600	-	-
Public equipment end of life replacement	4,000	-	4,000	484	-	3,516
New public equipment	4,000	-	4,000	1,088	-	2,912
Record management system	-	30,000	30,000	-	-	30,000
Total Expenditures	208,500	136,127	344,627	62,467	22,747	259,413
Sources of Funds						
Fundraising	167,128	-	167,128	167,128	-	-
Excess Revenues over Expenditures	\$ (41,372)	\$ (136,127)	\$ (177,499)	104,661	\$ (22,747)	\$ (259,413)
Fund Balance - January 1, 2018				177,499		
Fund Balance - October 31, 2018				<u>\$ 282,160</u>		

Pikes Peak Library District
Capital Reserve Fund
Period 01/01/2018 - 10/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Expenditures						
Facilities						
Upgrade Children's area lighting	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000
Monument - access controls	-	12,000	12,000	7,928	150	3,922
Districtwide - concrete replacement	12,000	11,560	23,560	-	-	23,560
Districtwide - asphalt repairs	15,000	20,973	35,973	14,199	6,702	15,072
Staff lounge improvements	-	30,000	30,000	84	55	29,861
Adult Education area improvements	-	30,000	30,000	28,907	-	1,093
Water management system	-	25,000	25,000	6,627	8,373	10,000
Upgrade fire system dialers	15,000	-	15,000	-	-	15,000
Furniture replacement	10,600	19,402	30,002	7,669	1,658	20,675
Children's and Teen area furniture	7,000	-	7,000	-	-	7,000
Vehicles	-	49,954	49,954	41,329	-	8,625
Calhan facility project	125,000	422,956	547,956	8,227	18,983	520,746
Replace generator for bookmobile	12,500	-	12,500	-	-	12,500
Contingency	50,000	98,257	148,257	23,582	9,864	114,811
Furniture replacement contingency fund	25,000	-	25,000	748	-	24,252
Sub-total Facilities	276,100	720,102	996,202	139,300	45,785	811,117

Information Technology

Replace computers	-	161,000	161,000	112,431	11,175	37,394
Technology refresh (patrons)	-	68,795	68,795	-	-	68,795
Self check stations	20,000	(14,123)	5,877	5,877	-	-
Barcode scanners	-	15,102	15,102	-	-	15,102
Copier and printer replacement project	200,000	101,000	301,000	-	-	301,000
Telephone project	150,000	129,768	279,768	-	-	279,768
Firewall replacement	-	45,000	45,000	-	-	45,000
Switches and UPS replacement	-	40,000	40,000	-	-	40,000

Pikes Peak Library District
 Capital Reserve Fund
 Period 01/01/2018 - 10/31/2018

Account Description	Original Approp	Carryover	Revised Budget	Ytd Expended	Encumbrances	Available Budget
Archival management system	-	12,000	12,000	-	-	12,000
AMH bin project	-	20,000	20,000	-	-	20,000
Equipment initiatives security	42,000	58,121	100,121	100,282	-	(161)
Children's equipment	-	94,000	94,000	93,357	-	643
Local History equipment	-	29,000	29,000	-	13,980	15,020
Replace meeting room software	50,000	(50,000)	-	-	-	-
East Library tween computers	-	4,000	4,000	-	-	4,000
Datacenter upgrade project	-	111,399	111,399	-	-	111,399
AV equipment for standardization districtwide	50,000	-	50,000	-	-	50,000
Contingency	23,000	27,000	50,000	9,931	32,745	7,324
Sub-total Information Technology	535,000	852,062	1,387,062	321,878	57,900	1,007,284
Creative Services/Video Center						
Video projectors replacement	5,000	-	5,000	-	-	5,000
Equipment replacement fund	13,586	30,150	43,736	-	4,086	39,650
New machinery	12,932	-	12,932	4,061	-	8,871
Sub-total Creative Services/Video Center	31,518	30,150	61,668	4,061	4,086	53,521
Total Expenditures	842,618	1,602,314	2,444,932	465,239	107,771	1,871,922
Sources of Funds						
Fundraising	-	85,351	85,351	85,351	-	-
Operating transfer - General Fund	842,618	262,605	1,105,223	1,105,223	-	-
Total Sources of Funds	842,618	347,956	1,190,574	1,190,574	-	-
Excess Revenues over Expenditures	\$ -	\$ 317,806	\$ 1,128,906	1,186,513	\$ (4,086)	\$ (53,521)
Fund Balance - January 1, 2018				1,254,357		
Fund Balance - October 31, 2018				\$ 2,440,870		

**Pikes Peak Library District
 Receipts and Disbursements by Cash Account
 For the Month Ended October 31, 2018**

	ColoTrust Investments	US Bank Checking	Total Cash
Cash October 1, 2018	\$ 21,664,360	\$ (200,699)	\$ 21,463,661
Receipts August 2018			
Property Taxes	350,992	-	350,992
Daily Cash Receipts	-	16,475	16,475
Credit Card Receipts	-	7,931	7,931
Interest	39,887	-	39,887
Disbursements August 2018			
Payment of Bills week of 10/05/2018	-	(160,279)	(160,279)
Payment of Bills week of 10/12/2018	-	(209,751)	(209,751)
Payment of Bills week of 10/19/2018	-	(250,509)	(250,509)
Payment of Bills week of 10/26/2018	-	(175,363)	(175,363)
Payment of Bills week of 10/31/2018	-	(216,774)	(216,774)
Payroll 10/05/2018	-	(616,117)	(616,117)
Payroll 010/19/2018	-	(611,756)	(611,756)
End of Month Payroll costs		(195,750)	(195,750)
Transfer between funds	(3,300,000)	3,300,000	-
Cash October 31, 2018	<u>\$ 18,755,239</u>	<u>\$ 687,408</u>	<u>\$ 19,442,647</u>

Public Services Report December 11, 2018

Community

Sand Creek Branch hosted a Culture Mash on October 5th where American Library Association (ALA) President Loida Garcia-Febo addressed the crowd and catered Puerto Rican food was enjoyed. The event was an excellent opportunity for organizations from the southeast region of Colorado Springs to show what they do for the community. Joelle Wren and Alicia Gomori from the Ruth Holley and Fountain branches had tables to give a face to some of the other libraries in the Southeast Region and to highlight their events and programs.

Ulli Cookson, Taylor Gorman, Katie Smith, David Wendel, Caitlyn Zimmer, and RotaryPathways high school intern, Alyssa Rail helped plan and participate in the Cheyenne Mountain Culture Fest in partnership with Adult Education and Adult Services, bringing 270 people to Cheyenne Mountain Branch after hours on a Friday night. “I think it brought a lot of seemingly disparate cultures together and allowed for a mix of understanding and discussion,” wrote Senior Library Assistant Taylor Gorman. Senior Library Assistant Ulli Cookson wrote, “It was fun, interesting, lots of work...I loved the food and the henna painting and the dance group was just great.”

High Prairie Branch kicked off October with their Harvest Festival. The President of ALA, Loida Garcia-Febo, attended this event and addressed the audience. Although it was cold, it was a great event with over 1,000 people attending throughout the day. Several members of the community participated as speakers, contest judges, and activity participants. As Rhonda Curtis put it “It has brought the Eastern Plains communities in our district together when physical distance often makes them feel separate and sometimes unseen.”

Resources

All Pikes Peak Reads kicked into high gear in October with several amazing programs. Helen Thorpe, author of *The Newcomers*, visited PPLD on October 2 and gave a wonderful presentation. She also spoke at Pikes Peak Community College and Colorado College earlier in the day. More than 200 people were in attendance at her Library 21c presentation.

In the first full month of circulation for the new Children’s Launchpads, there were 829 checkouts and renewals, which is fantastic for a collection of only 300 items. The Children’s Talking Books also had a great start in October with 161 checkouts for a collection of 100 items. The Launchpads check out for one week and the Talking Books check out for three weeks.

Innovation/Creativity

The 5th Annual Colorado Springs Mini Maker Faire was held on October 20, with a huge amount of support from staff all over the district—over 3,400 people attended. New events, like an art contest about the intersection of art and technology, music, local film viewing, booths, and a maker-focused Unity Project and 3D art letters to decorate, were added to regular favorite offerings.

Old Colorado City Branch’s storytime was themed “Bugs!” during which Susan Simpson provided early literacy tips and signed vocabulary, as well as general silliness: “friends,” hello,” “goodbye,” “time,” “say,” “bugs,” and “butterfly.” This was a great way for children to learn signing.

The third annual Indie Author Day on October 13 at Library 21c was well-attended and introduced some new additions. This year's annual program featured a new panel, *Independent Music and Film* with Ralph Giordano from the Independent Film Society of Colorado and ArchAngel Productions, and Rosanna and Kevin from Black Sheep, a local music venue that heavily promotes independent musicians.

Service

In conjunction with All Pikes Peak Reads, Fountain Library Associate Yvette Dow-Rose put on a program to help reach more of our military community. This program was titled *Immigrants in the Military*.

Adult Education graduated 11 individuals in a ceremony held at East Library and hosted a naturalization ceremony at Library 21c. More than 40 individuals from over 27 countries became naturalized.

Board of Trustees member Scott Taylor visited the Old Colorado City Branch and worked with staff and patrons. David Rassmussen worked with him during his visit and said it was nice to have a BOT member working in the trenches.

Timmy the Telescope Solar Astronomy Outreach educators from New Mexico did a Homeschool Science program in October called Solar Astronomy: It's All About Light. This program, which featured a solar telescope and spectroscope, took place both outside and in the East Library Community Room and was attended by 133 children and adults.

Internal/Staff

Young Adult Services staff attended the Summer Adventure Retreat to evaluate the 2018 Summer Adventure. Staff considered the pros and cons of this year, all the while brainstorming ideas for next year's *A Universe of Stories* theme.

Social Worker Alicia Kwande started at Penrose Library and spent the month learning the district and meeting with branch managers. She also spent time at Denver Public Library learning how their social workers interact with patrons and met with community organizations to find out how we can work together. Alicia, alongside Security staff, work with suspended patrons to get resources so they may return to using the library.

All of the Mobile Library drivers participated in a 4-hour classroom instruction class presented by 911 Driving School. The training topics included the new bicycle lanes downtown, proper seat and mirror adjustment, ADA guidelines and on board wheelchair lifts, timing traffic lights, safety in intersections, merging and lane changes, driving in wind, and winter driving tips.

Accountability

Adult Services and Creative Services launched program evaluation tools. They will be working closely with branches to assess the impact of Adult programs.

Several new toys and games were donated to the Manitou Branch children's room allowing a refresh of the space and offering fun and educational toys with families at no cost to the district.

2018 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	55637	49928	55956	52744	52188	53349	56127	54306	49269	52218	49300	0	581022
Mobile Libraries Total	13901	12062	13957	13710	11690	12015	11460	11658	11745	12681	12102	0	136981
Cheyenne	30917	28753	33393	32142	31159	32868	33530	31319	29633	32044	31470	0	347228
Fountain	15729	13797	16565	15493	16115	17411	17335	16812	14946	15917	14562	0	174682
High Prairie	23625	22093	26503	22570	22658	25679	25728	25527	22354	25558	22690	0	264985
Holley	29729	27033	30440	29081	28513	29647	30334	28623	25983	28335	26003	0	313721
Manitou	3645	3358	3861	3199	3317	3520	3301	3458	3374	3534	3370	0	37937
Monument	31541	29281	33553	31404	32187	37203	35850	33789	30413	32288	29932	0	357441
Old Colorado City	17079	15944	17376	16153	16069	16933	16176	16004	14416	16952	16068	0	179170
Palmer Lake	3431	3335	3949	3115	3563	3571	3092	3143	3108	3431	3168	0	36906
Rockrimmon	30015	27917	30805	29662	31235	32957	32441	32065	28236	29825	28991	0	334149
Sand Creek	28798	26562	30112	28959	27825	28930	28984	28427	25875	27510	25916	0	307898
Ute Pass	2331	2404	2739	2610	2342	2619	2282	2175	2020	2251	2220	0	25993
Senior Van	2103	1868	1814	1943	1836	1970	1889	1810	1506	1875	1698	0	20312
Bookmobiles	11798	10194	12143	11767	9854	10045	9571	9848	10239	10806	10404	0	116669
East	106165	95633	107240	109113	113983	128082	126396	115046	106710	113418	106067	0	1227853
Library 21c	78418	73553	83841	73274	73776	84743	84426	78060	68896	75172	69815	0	843974
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	90	138	178	164	148	143	159	165	148	164	111	0	1608
Total Physical Materials	471051	431791	490468	463393	466768	509670	507621	480577	437126	471298	441785	0	5171548

YTD CIRC Comparison	2018	2017	% Change
Penrose	581022	660148	-12.0%
Mobile Libraries Total	136981	148654	-6.0%
		0	
Cheyenne	347228	357222	-2.8%
Fountain	174682	178029	-1.9%
High Prairie	264985	270007	-1.9%
Holley	313721	339046	-7.5%
Manitou	37937	44121	-14.0%
Monument	357441	362562	-1.4%
Old Colorado City	179170	198822	-9.9%
Palmer Lake	36906	41074	-10.1%
Rockrimmon	334149	341804	-2.2%
Sand Creek	307898	343893	-10.5%
Ute Pass	25993	29144	-10.8%
Senior Van	20312	19937	1.9%
Bookmobiles	116669	125717	-7.2%
East	1227853	1210034	1.5%
Library 21c	843974	915264	-7.8%
Dispensers	0	2363	
Parenting	1608	1191	35.0%
Total Physical Materials	5171548	5440378	-4.9%

Current Month Comparison CIRCULATION	2018	2017	% Change
Penrose	49300	56944	-13.4%
Mobile Libraries Total	12102	13762	-12.1%
Cheyenne	31470	31244	0.7%
Fountain	14562	15223	-4.3%
High Prairie	22690	23785	-4.6%
Holley	26003	30758	-15.5%
Manitou	3370	3282	2.7%
Monument	29932	31176	-4.0%
Old Colorado City	16068	17019	-5.6%
Palmer Lake	3168	3705	-14.5%
Rockrimmon	28991	29809	-2.7%
Sand Creek	25916	29463	-12.0%
Ute Pass	2220	2720	-18.4%
Senior Van	1698	1803	-5.8%
Bookmobiles	10404	11959	-13.0%
East	106067	101083	4.9%
Library 21c	69815	81643	-14.5%
Dispensers	0	0	
Parenting	111	77	44.2%
Total Physical Materials	441785	471693	-6.34%

**Circulation Report
By Facility
November 2018**

Current Month Comparison VISITORS	2018	2017	% Change
Penrose	48931	43355	12.9%
Mobile Libraries Total	3426	3881	-11.7%
Cheyenne	15987	17130	-6.7%
Fountain	7669	8706	-11.9%
High Prairie	8316	8793	-5.4%
Holley	13627	17762	-23.3%
Manitou	3481	3794	-8.2%
Monument	13593	14974	-9.2%
Old Colorado City	11429	12559	-9.0%
Palmer Lake	1550	1851	-16.3%
Rockrimmon	14191	15135	-6.2%
Sand Creek	22986	21110	8.9%
Ute Pass	1799	1667	7.9%
Knights of Columbus Hall		267	-100.0%
East	44925	45930	-2.2%
Library 21c	43848	41198	6.4%
TOTAL	255758	258112	-0.9%
Special Collections	1219	2614	-53.4%

2018 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	282740	262364	295271	280394	284984	322408	316313	297005	274938	295472	270563	0	3182452
DVD	144635	130072	150079	141449	140069	141875	145547	140806	123947	134758	132374	0	1525611
CD Music	15390	13395	15351	14009	13385	13588	14676	14415	12607	12822	13006	0	152644
CD Book	17438	16193	18433	16689	17515	18624	18289	17414	15774	16812	15350	0	188531
Playaway	5120	4912	5911	5480	5720	7518	7251	6089	5550	6666	6132	0	66349
Kit	1657	1723	1843	1801	1615	2215	2104	1683	1639	1994	1587	0	19861
Game	4071	3132	3580	3571	3480	3442	3441	3165	2671	2774	2773	0	36100
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL Physical Items	471051	431791	490468	463393	466768	509670	507621	480577	437126	471298	441785	0	5171548
ILL	2092	2112	2280	2462	2056	2382	2246	2495	2378	2343	2314	0	25160
CyberShelf-OverDrive	134584	122184	138406	131807	135822	136913	145238	145361	141575	148831	147534	0	1528255
Zinio	3787	4023	3343	3112	2670	2930	2589	3114	2470	4039	6702	0	38779
eReader	27	23	25	38	22	25	20	14	8	6	8	0	216
OneClick Audio	491	440	450	442	481	450	424	406	372	437	456	0	4849
Hot Spots	74	74	76	68	75	74	72	68	51	71	58	0	761
Cameras & Equipment	46	69	72	73	65	70	93	60	53	63	74	0	738
TOTAL STATE Circ	612152	560716	635120	601395	607959	652514	658303	632095	584033	627088	598931	0	6770306
One Play				42	1	45	29	0	0	0	0	0	117
Freegal Music	9425	7672	8130	7356	7037	6526	7133	7154	8456	7381	7291	0	83561
Freeding	105	81	52	66	88	58	54	68	43	73	92	0	780
DVD Player	94	149	175	150	121	110	184	164	184	170	173	0	1674
Hoopla	1851	1585	1870	1812	1697	1911	1846	1925	1796	1923	1793	0	20009
Comics	475	0	240	274	284	366	431	495	258	199	185	0	3207
Kanopy	122	291	278	284	251	289	469	557	401	498	589	0	4029
CLC	10955	9852	10789	10398	10623	10398	11357	11753	10296	11112	10535	0	118068
Laptop Use	1434	1467	1592	1570	1487	1438	1718	1751	1801	1841	1490	0	17589
Active Users	258251	257716	257950	257274	256986	257608	257560	257751	257098	256767	255623	0	

Monthly Circ by Format			
	2018	2017	Change
Print	270563	284321	-5%
DVD	132374	142760	-7%
CD Music	13006	15152	-14%
CD Book	15350	18069	-15%
Playaway	6132	5457	12%
Kit	1587	1672	-5%
Game	2773	4262	-35%
TOTAL Physical Items	441785	471693	-6.34%
ILL	2314	2113	10%
CyberShelf-OverDrive	147534	120081	23%
Zinio	6702	3983	68%
eReader	8	33	-76%
OneClick Audio	456	484	-6%
Hot Spots	58	76	-24%
Cameras & Equipment	74		
Total e-materials	154758	124657	24%
OnePlay	0		
Freegal Music	7291	9018	-19%
Freeding	92	72	28%
DVD Player	173	76	128%
Hoopla	1793	1578	14%
Comics	185	218	-15%
Kanopy	589		
CLC	10535	11090	-5%
Laptop Use	1490	1675	-11%
Active Users	255623	258920	-1%

OnePlay no longer providing resources to PPLD

Circulation Report By Item Type November 2018

MTD Total	2018	2017	Change
January	612152	616749	-0.75%
February	560716	570433	-1.70%
March	635120	661785	-4.03%
April	601395	602424	-0.17%
May	607959	631090	-3.67%
June	652514	662704	-1.5%
July	658303	656366	0.295%
August	632095	641563	-1.476%
September	584033	599252	-2.54%
October	627088	608892	3%
November	598931	598463	0%
December		559133	-100%

YTD Total	2018	2017	Change
January	612152	616749	-0.7%
February	1172868	1187182	-1.2%
March	1807988	1848967	-2%
April	2409383	2451391	-2%
May	3017342	3082481	-2%
June	3669856	3745185	-2%
July	4328159	4401551	-2%
August	4960254	5043114	-2%
September	5544287	5642366	-2%
October	6171375	6251258	-1%
November	6770306	6849721	-1%
December		7408854	-100%

Consent Agenda: New Hires

The following individuals were hired by the Pikes Peak Library District for the positions indicated during the period of November 1, 2018 – November 30, 2018.

Karen Sherwood: Sr. Library Associate, Collection Management (20 hrs)

Stacy Marin: Library Associate, SA (40 hrs)

Trevor Elmore: Library Associate, West Region (40 hrs)

Janis Moore: Library Associate, Southeast Region (40 hrs)

Alyssa Fisher: Library Associate, Southeast Region (40 hrs)

Frances Toledo: Branch Supervisor, Ruth Holley (40 hrs)

Lauren Fellers: Sr. Library Associate, Young Adult Services (40 hrs)

Meagan Huber: Sr. Library Associate, Adult Services (40 hrs)

Timothy Morris: Manager, Special Collections (40 hrs)

Tessia Warren: Library Associate, West Region (40 hrs)

Carol Scheer: Division Senior Library Associate, PE (40 hrs)

Christa Funke: Division Senior Library Associate, PE (40 hrs)

Bryan Matthews: Sr. Library Associate, Adult Services (40 hrs)

Ben Dahlby: Sr. Library Associate, Creative Services (40 hrs)

Susan Mahoney: Library Assistant, Rockrimmon (24 hrs)

Britt Bloom: Sr. Library Associate, East (40 hrs)

**2019 BUDGET
PIKES PEAK LIBRARY DISTRICT
COLORADO**

2018 Board of Trustees of the Pikes Peak Library District

Kathleen Owings, President
Wayne A. Vanderschuere, Vice President
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Debbie English
Cathy Grossman
Mina Liebert
Scott Taylor

Chief Librarian and CEO

John Spears

Prepared by

Michael Varnet, CPA, CPFO
Chief Financial Officer

Administrative Offices

20 N. Cascade Ave.
Colorado Springs, CO 80903
719-531-6333
www.ppld.org

Pikes Peak Library District 2019 Budget

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December 11, 2018

Citizens of the Pikes Peak Library District

GENERAL INFORMATION

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

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

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

Legal Requirements

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

On December 11, 2018, the Board of Trustees conducted a formal public hearing, as required by statute, to give citizens the opportunity to express their comments. This meeting notice was posted following the District's public notification procedures for all Board meetings.

The Board of Trustees adopted the 2019 Budget, certified its mill levies, and appropriate monies to all funds and accounts. Each individual fund, as required by state statute, is balanced with new and existing carryover revenues equal to all planned and anticipated expenditures.

Reporting Entity

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

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

The District has three regional facilities and eleven smaller facilities, as well as it offers outreach services through the use of two bookmobiles, and one senior services van.

Qualifications to the Budget Process

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

Usage – Demand for Traditional Library Services

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

Reorganization of District Operations

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

Some of the more significant changes include:

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

- The Support Service departments (Communications, Information Technology, Human Resources, Facilities, Development and Finance) continue to be presented separately in the 2019 Budget and are not part of either the Library Services or the Branch Services categories.

FUND INFORMATION

GENERAL FUND

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

Property Tax Revenue Limitations

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

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

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

State 5.5% Limitation

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

TABOR

Mill Levy – Operating Purposes

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

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

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

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

Mill Levy – Abatements and Credits

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

For 2019, the maximum mill levy allowed for abatements and refunds is 0.046 mills. However, the mill levy included in the 2019 Budget is 0.018 mills because the District’s position is the net (combined) mill levy should not exceed 4.000 mills in total, not just for general operating purposes. The difference is a reduction in property tax revenue by approximately \$196,000.

Mill Levy – Temporary Tax Credit

The 2019 Budget includes a temporary tax credit of (0.018) mills. The temporary tax credit mill levy equates to (\$128,044). The temporary tax credit is necessary to refund amounts received in excess of the District’s TABOR limits for both 2016 and 2017 that was not previously refunded as part of the temporary mill levy credit for the 2018 budget, along with 10% simple interest per year.

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

Property Tax Revenue Summary

Net Assessed Valuation

2018	\$7,001,563,360
2019	\$7,113,572,510

Mill Levies

General Operating Purposes

2018	3.860
2019	4.000

Abatements and Refunds

2018	0.023
2019	0.018

Temporary Mill Levy Credit

2018	(0.071)
2019	(0.018)

Total Mill Levy

2018	3.812
2019	4.000

Property Tax Revenue

General Operating Purposes

2018 \$27,026,035

2019 \$28,454,290

Refunds and Abatements

2018 \$161,036

2019 \$128,044

Temporary Mill Levy Credit

2018 (\$497,111)

2019 (\$128,044)

Total Property Tax Revenue

2018 \$26,689,960

2019 \$28,454,290

Revenues

Total General Fund budgeted revenues for 2019 are \$33,405,893. The 2018 revenue budget is \$32,098,444. The difference is an increase of \$1,307,449.

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

Property Taxes

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

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

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

E-Rate Refund - \$200,000.

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

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

Fines and Fees - \$100,000.

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

Interest Income - \$380,000.

Given the recent struggling national, state and local economies, interest rates have fallen dramatically over the past several years to historical lows in many instances. During 2007, total interest income was \$486,767. These economies have and continue to improve, meaning the District anticipates higher interest rates for 2018 and 2019. Given the volatile state of the economy and world markets, the actual amount expected to be earned during 2019 may vary from the estimated amount because interest rates may change significantly. The estimated amount to be received during 2018 is \$375,000.

Copier/Printing Charges - \$96,000.

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

Parking Lot Collections - \$33,000.

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

Donations - \$585,559

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

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

Expenditures

The 2019 Budget for General Fund expenditures is \$35,505,009. The budget total for 2018 is \$34,511,678.

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

Personnel Budget

The District's staff is arguably its most valuable resource, providing exemplary service that garners the District both local accolades and national recognition. The 2019 budget is \$20,801,813 (58.5% of the total 2019 budget).

The 2019 Budget includes funding for 480 existing positions (372.72 full-time equivalents), which includes funding for an additional seven full-time positions, two part-time positions and seven additional hours to existing positions, as discussed below.

2019 Pay Structure Adjustments and Issues

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

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

1. In November 2016, the citizens of Colorado voted to add a constitutional amendment to increase the minimum wage for workers in Colorado. The minimum wage for Colorado will change from the 2016 rate of \$8.31 per hour to \$9.30 per hour for 2017, \$10.20 per hour for 2018, \$11.10 per hour for 2019, and \$12.00 per hour in 2020 (to be adjusted annually thereafter). The 2019 Budget includes an estimate of \$23,000 to address the minimum wage issue for 2019 by increasing the District's minimum wage in its staffing tables to \$11.10 per hour.
2. The El Paso County Retirement Plan (the Plan) Board of Trustees has deferred indefinitely any increase to the employer and employee contribution rate (currently 8.0%). However, El Paso County approved a payment to the Plan of \$400,000 to be used to partially offset the Plan's administrative costs. The District's share of the Plan's financial activity is approximately 6% of the total Plan, and the Budget includes \$25,000 to augment the contribution from El Paso County.

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

New Positions

The 2019 Budget includes seven new full-time positions, two new part-time positions, and seven hours per week to be added to existing positions. The estimated cost for these positions for 2019 is \$511,716.

The following is a summary of the new positions:

- Librarian (1)
- Senior Librarians (2)
- Internal Communications Specialist (1)
- District-wide Audio/Video Staff (1)
- Infrastructure Group Manager (1)

- Technical Support Specialist (1)
- Library Associates – part time (2)

Pay Adjustment Pool

The 2019 Budget includes a 3% pay adjustment pool; estimated cost of \$529,000.

Savings from Vacant Positions

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

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

Payroll Accrual Provision

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

Employee Health Insurance Plan

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

Benefit Stipend Issues

During 2003, as a result of rising health care costs, the District made some changes in health insurance coverage for its employees. The District previously paid all of its employees with a regularly scheduled workweek of 20 or more hours a benefit stipend. In 2004, the District offered health insurance coverage only to employees, with a regularly scheduled workweek of 30 hours or more, contributing directly towards the monthly premium costs for those employees who elect to participate.

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

Contributions to the El Paso County Retirement Plan

The District has participated in the Plan, a defined benefit retirement plan, since its inception in 1967. In short, all District full-time employees are required to participate in this plan. During 2019, the District and its employees will continue to contribute 8.0% of the employee's covered salary each to the Plan. The total amount expected to be contributed to the Plan in 2019 is \$976,828, up from the 2018 budget of \$970,335.

Library Materials

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

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

Training

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

Career On-Line High School Program

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

Operating Transfers

The 2019 Budget includes the following transfers:

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

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

Other Items

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

1. The District has no General Obligation Bonds or any other similar forms of debt financing outstanding as of December 31, 2018, nor is any anticipated as of December 31, 2019. This is unusual for governmental entities.

2. The District has several operating leases in place for the rental of certain Library facilities.

Fund Balance

As of December 31, 2019, the estimated fund balance is estimated at \$7,664,323. This total includes an estimate for the operational reserve (unassigned fund balance) of \$6,549,654.

Many financial experts recommend a financially prudent operational reserve of 1-3 months of operating revenues. For the District, this equates to a range of \$2.8 - \$8.4 million. The estimate of the operational reserve as of December 31, 2019 is 19.7% of 2019 revenues, or about 2.3 months.

The 2019 Budget calls for a reduction in fund balance of (\$2,099,116). This balance was designated to fund one-time capital projects as discussed in further detail below. Please note that the estimated unassigned fund balance as of December 31, 2018, per the original 2018 budget, is \$6,594,357. The revised estimate of the unassigned fund balance as of December 31, 2018 is \$8,699,224, which represents an increase of \$2,104,567. The majority of this amount comes from estimated budget savings realized during 2018 (savings from vacant staff positions being the primary source). The net between the additions to fund balance in 2018 and the estimated usage of fund balance in 2019 is a net increase of \$5,451.

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

CAPITAL PROJECTS FUNDS

EAST LIBRARY PROJECT FUND

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

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

PENROSE LIBRARY PROJECT FUND

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

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

LIBRARY 21c PROJECT FUND

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

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

CAPITAL RESERVE FUND

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

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

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

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

SPECIAL REVENUE FUNDS

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

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

2018/2019 STRATEGIC PLAN

This is included for informational purposes only.

  		
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>	PPLD is a people-focused public library that embraces new ways of working together to advance greater integration and cooperation in our community.
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>	PPLD is the center of a thriving community.
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>	PPLD will support lifelong learning and foster a learning community that allows each individual to maximize their creative potential.
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>	PPLD staff members are community-focused, confident and motivated.
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>

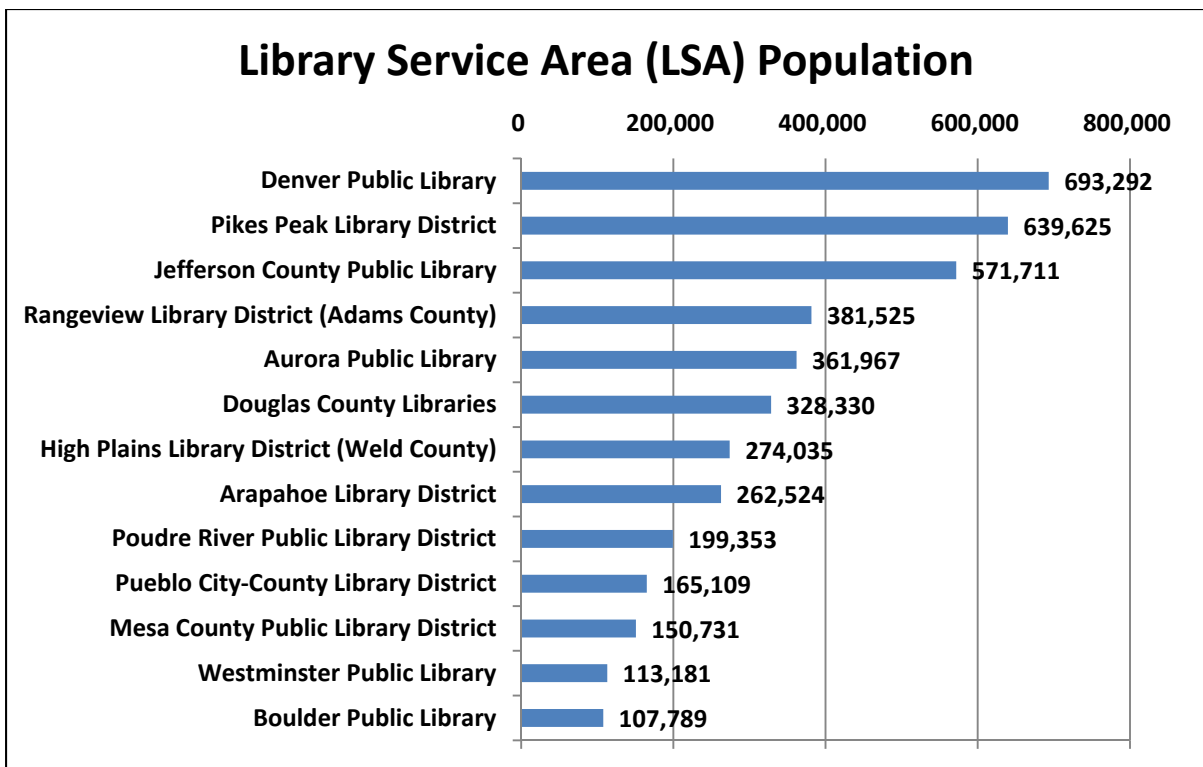
PERFORMANCE MEASURES

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

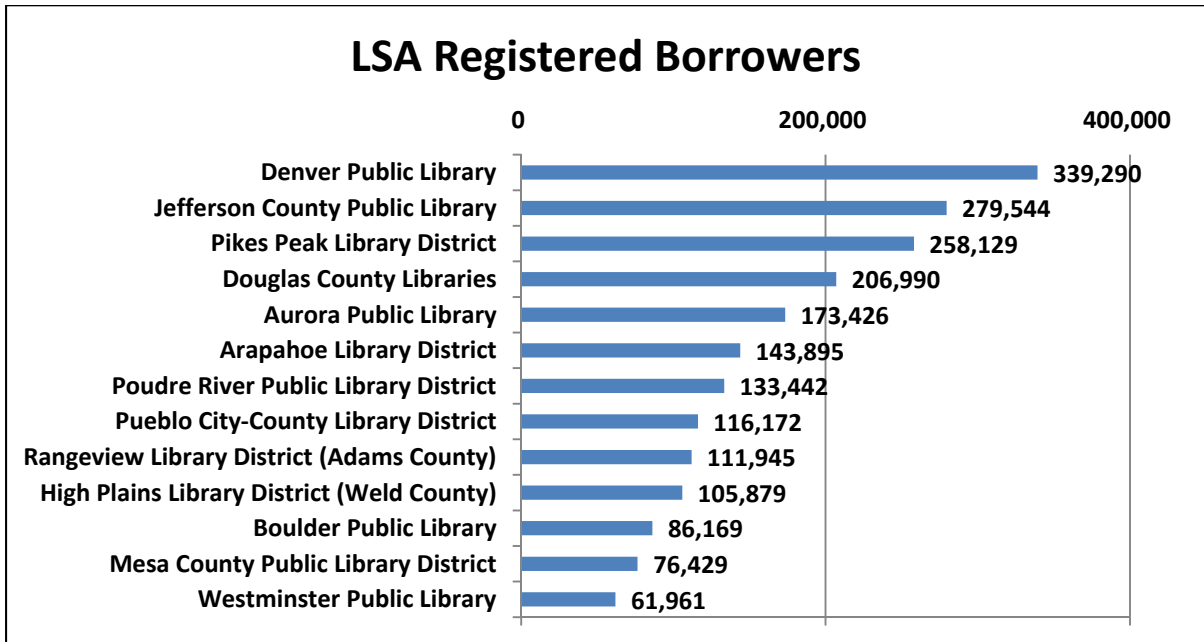
For purposes of this analysis, the following libraries have been selected:

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

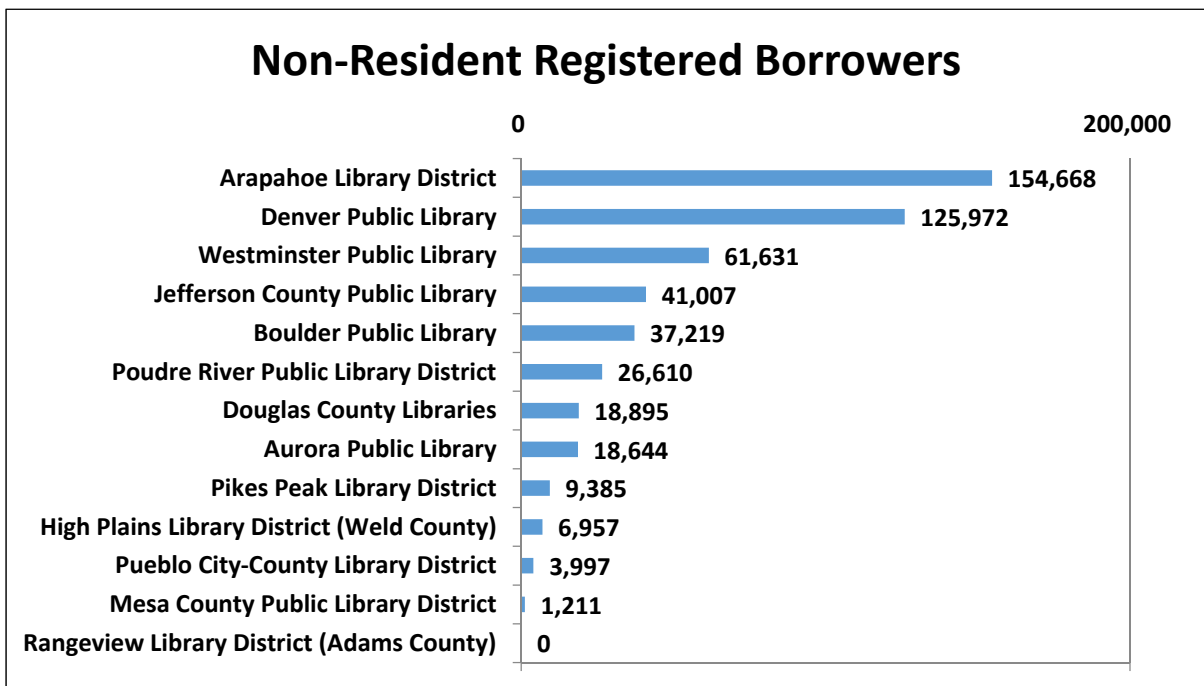
1. Library Service Area (“LSA”) Population – This chart shows the total number of citizens that reside within the boundaries of each library service area. For 2017, the District has the second highest LSA population.



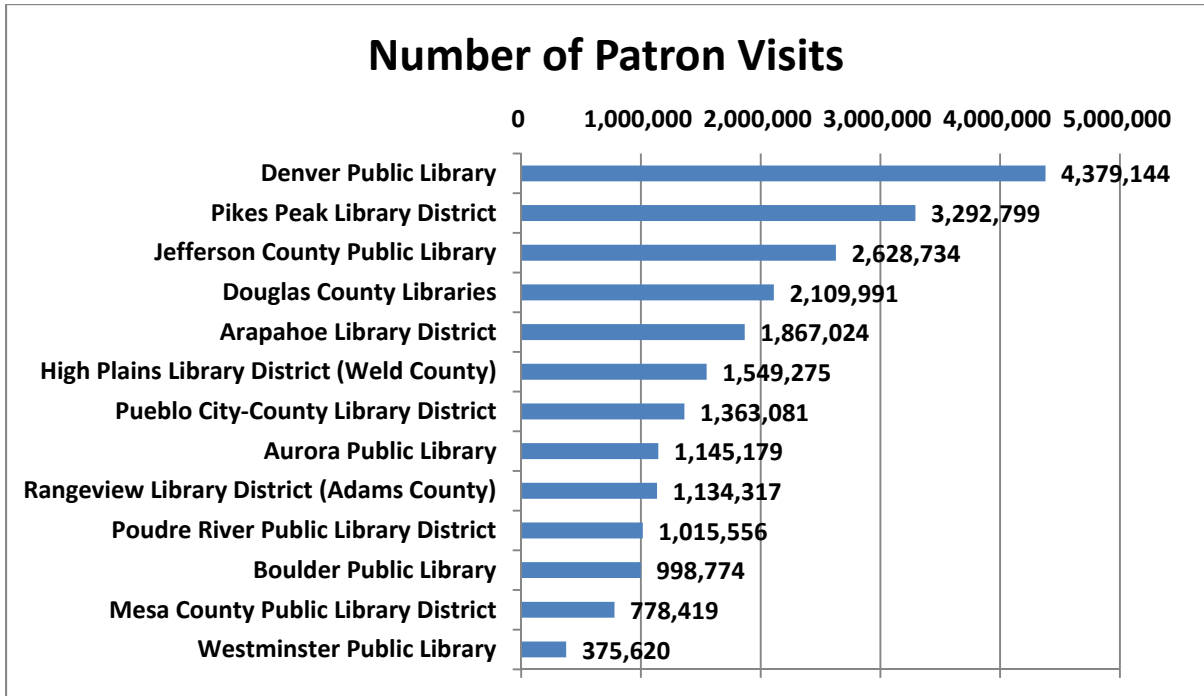
2. **LSA Registered Borrowers** – This chart shows the number of resident library cardholders within each LSA population. The District ranked third out of 13 libraries, which is up from fourth in 2016.



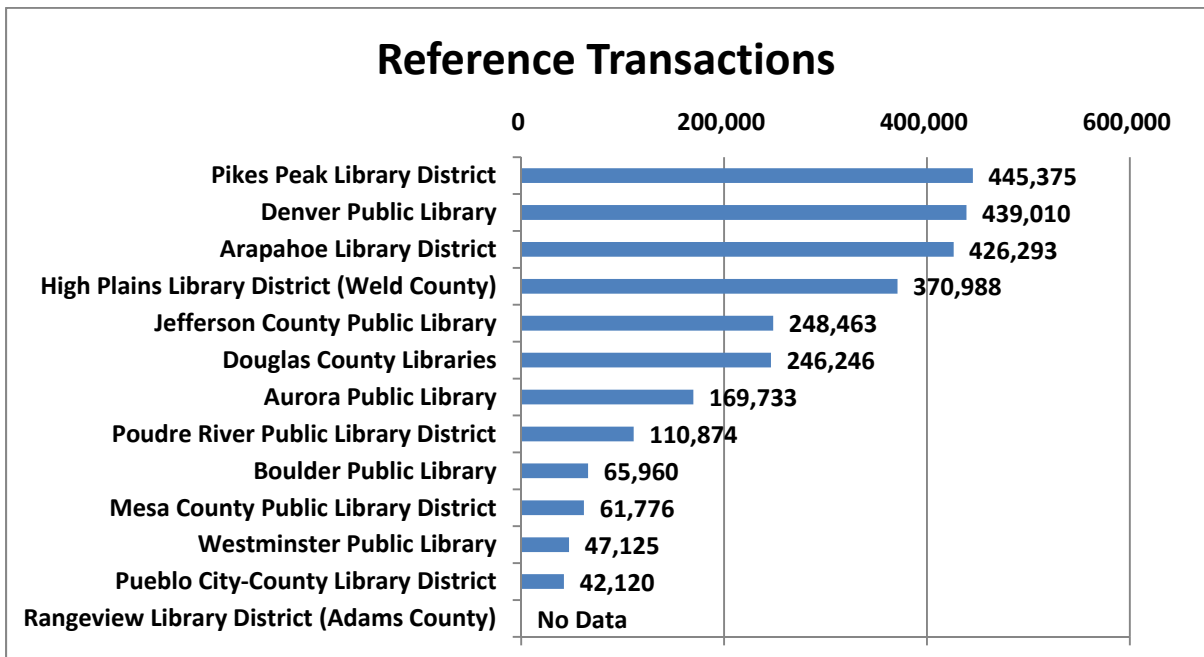
3. **Non-Resident Registered Borrowers** – This chart shows the number of non-resident library cardholders in each LSA population. The District ranked ninth out of the 13 libraries presented, which was the same as 2016.



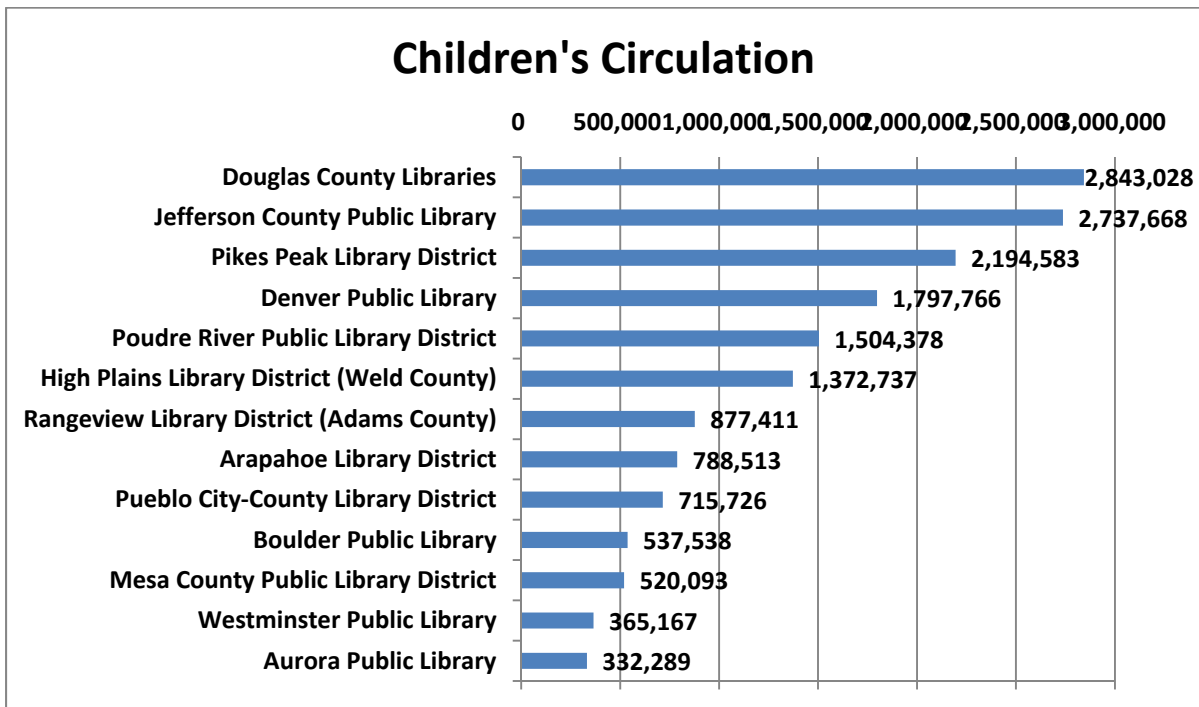
4. **Number of Patron Visits** – This chart shows total library patron visits during 2017. For 2017, the District ranked second in this category, which was the same as for 2016.



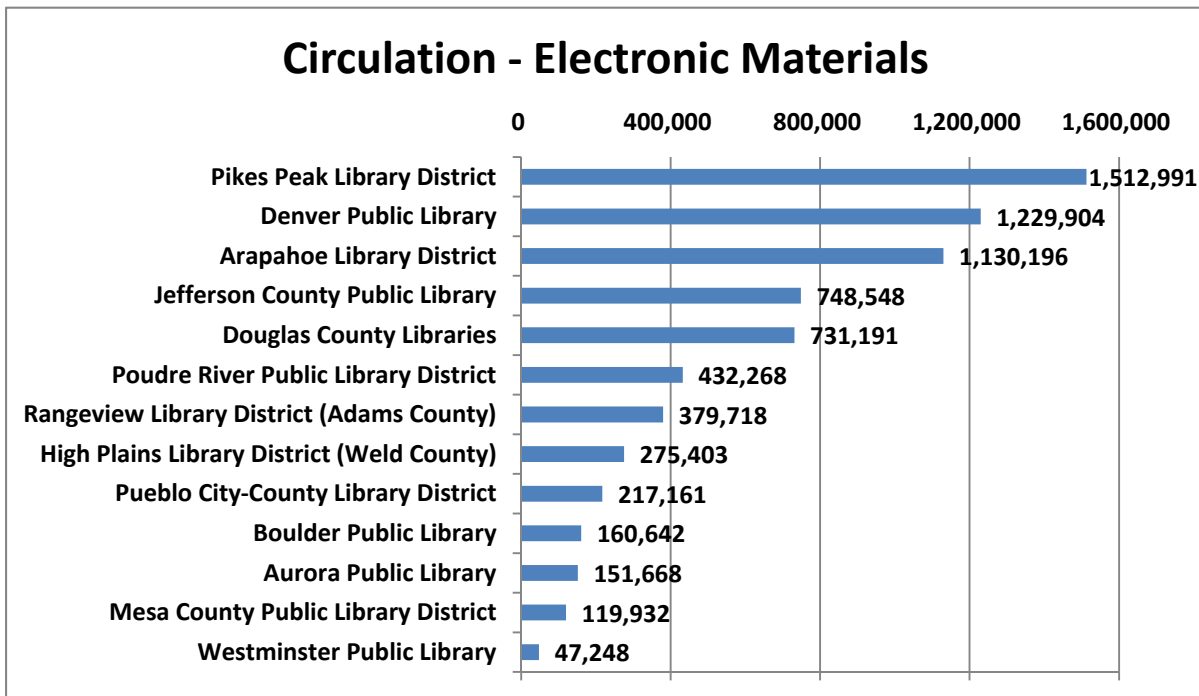
5. **Reference Transactions** – Defined as “An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. This includes in-person, phone, fax, mail, email, live or electronic reference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



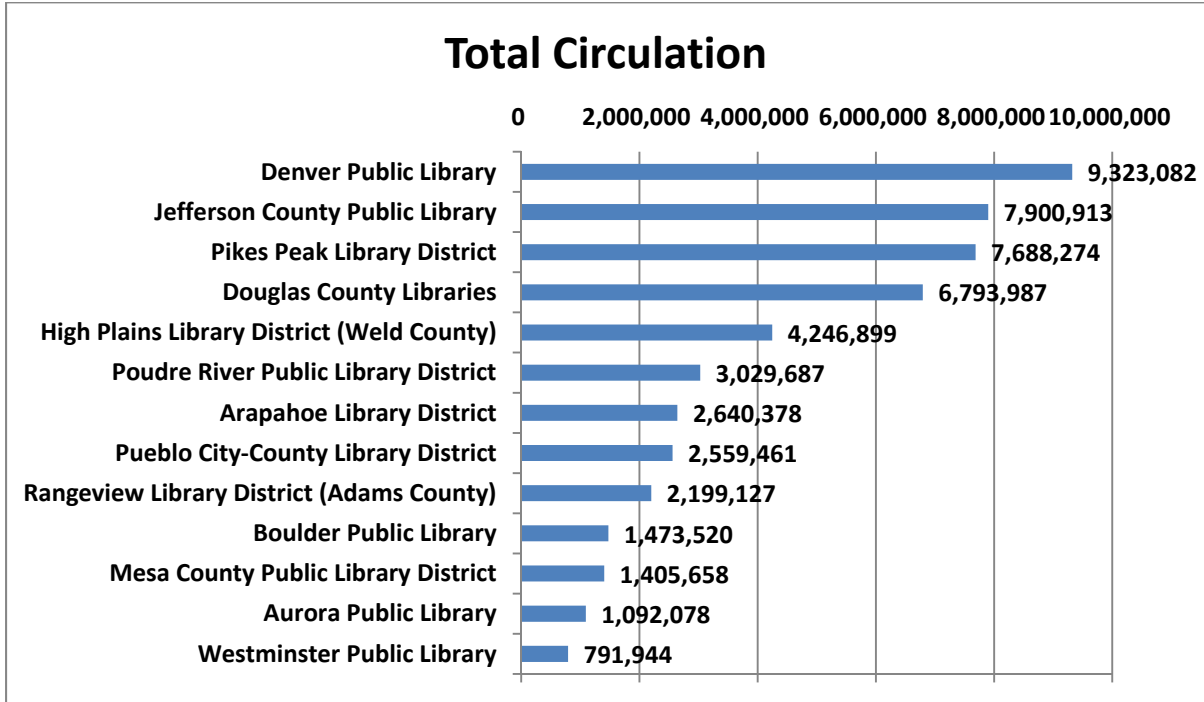
6. **Children's Circulation** – The number of items the library loaned in 2017 to children, including renewals. “Children” are defined as individuals 11 years of age and under. The District ranked third out of 13 libraries, unchanged from 2016.



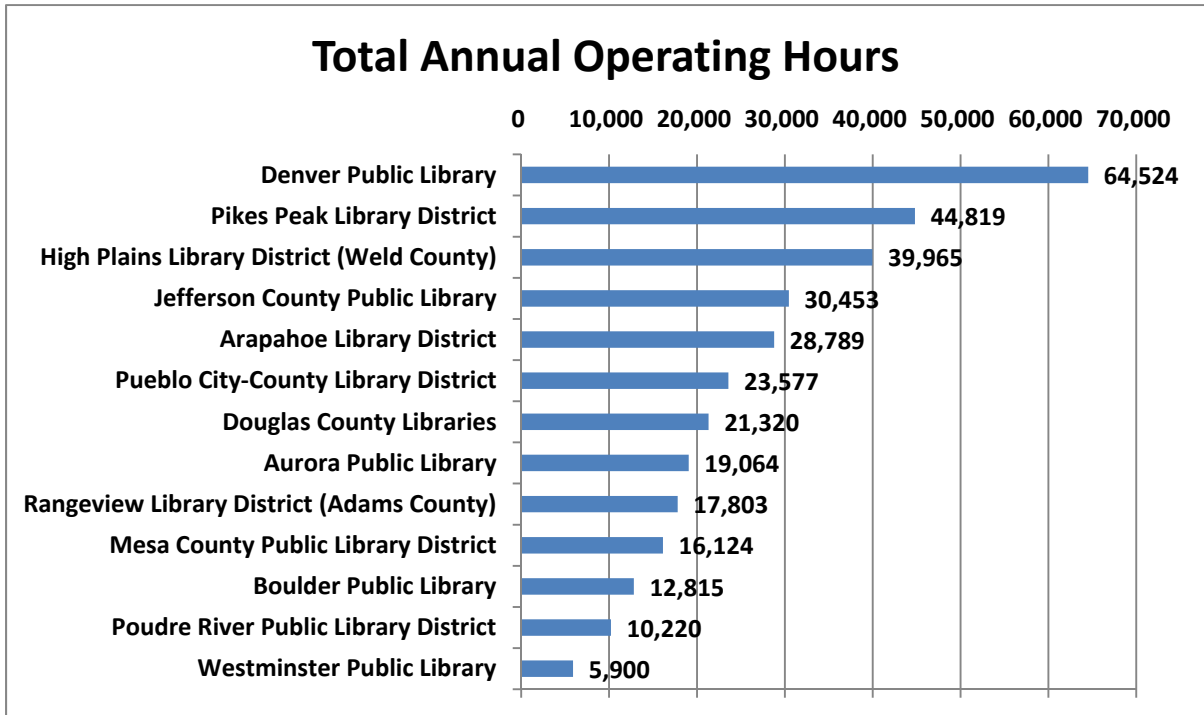
7. **Circulation - Electronic Materials** – This chart shows the total circulation of electronic materials. In 2017, the district ranked first in this category, unchanged from 2016.



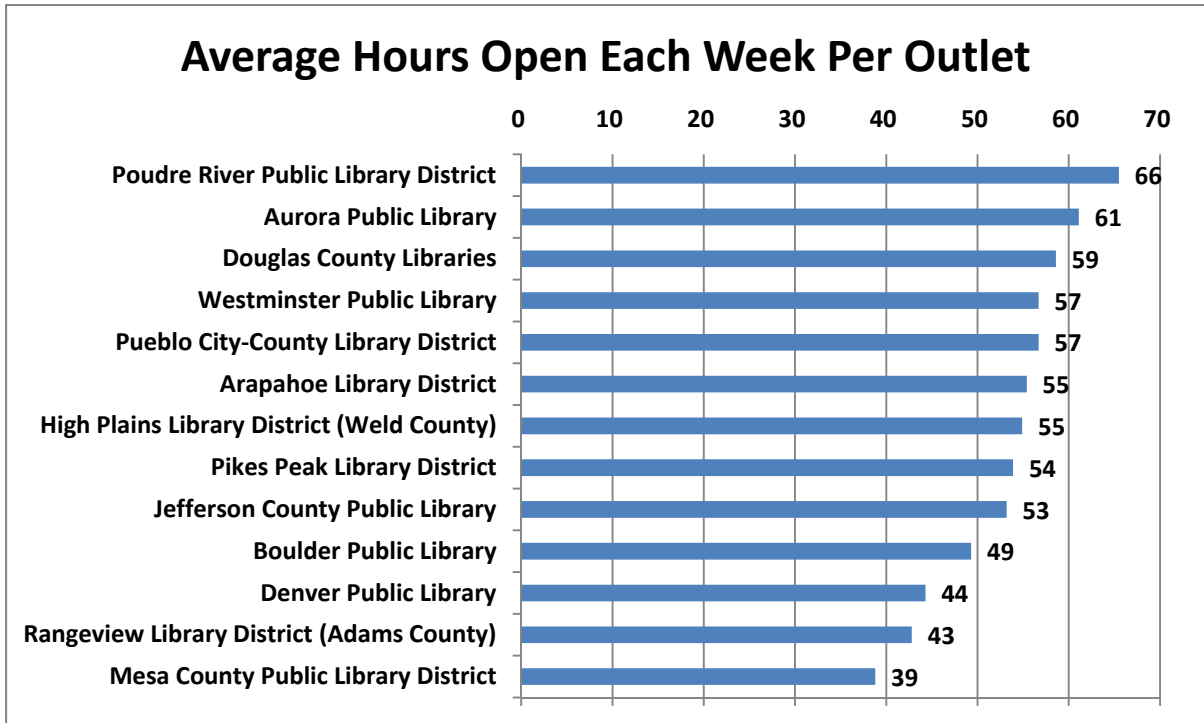
8. **Total Circulation** – This chart shows total circulation during 2017. The District ranked third, primarily due to the size of its LSA population. In 2016, the District also ranked third.



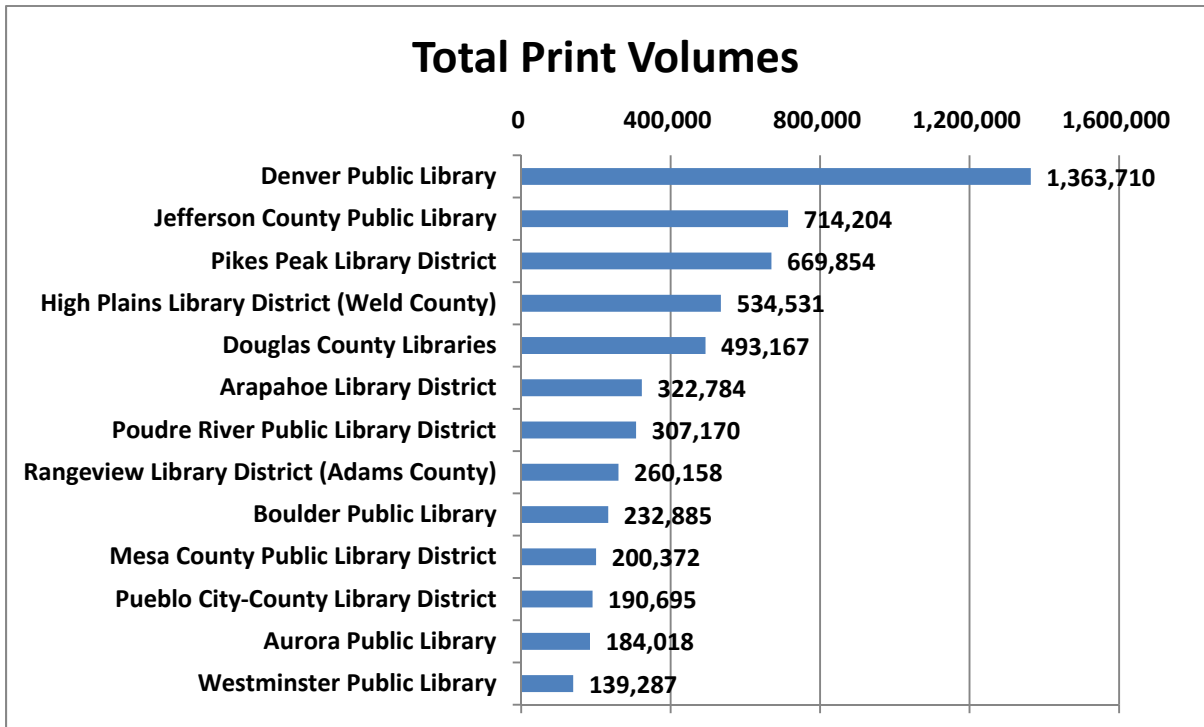
9. **Total Annual Operating Hours** – Total public service hours that central libraries, branches, and bookmobiles are open to the public, which includes hours for books-by-mail operation. The District ranked second out of 13 libraries, unchanged from 2016.



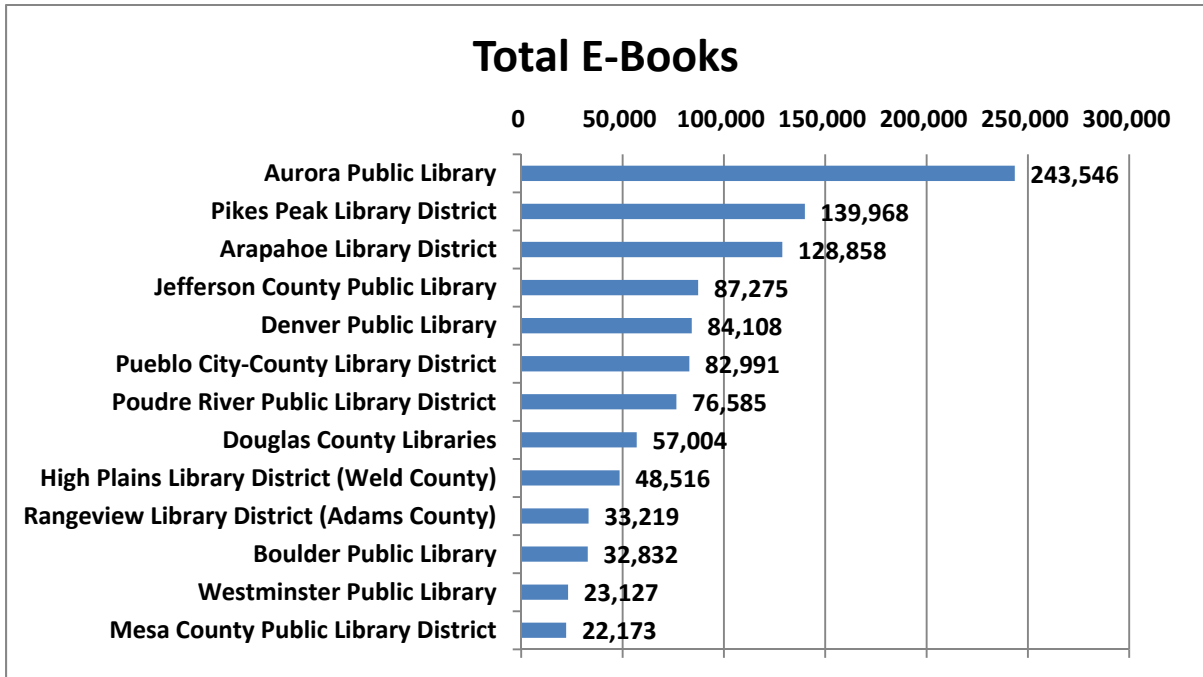
10. Average Hours Open Each Week Per Outlet – The total number of hours that a library and all its outlets are open each week divided by the number of outlets. The District ranked eighth out of the 13 libraries, up from ninth in 2016.



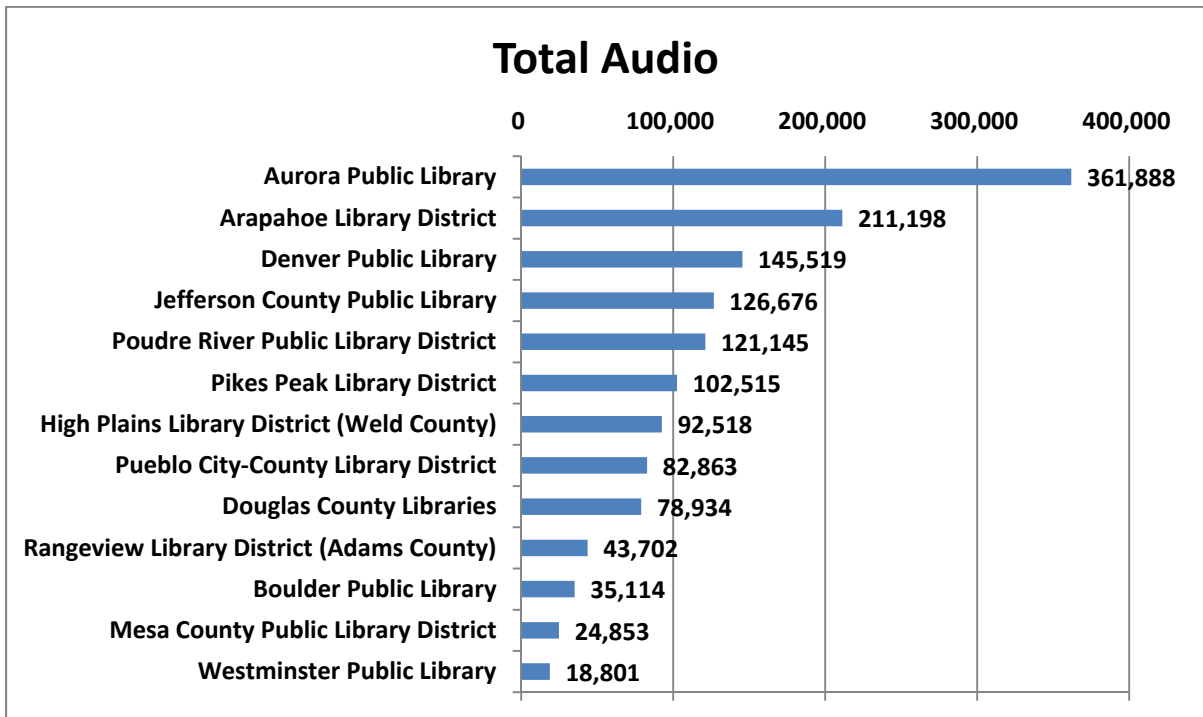
11. Total Print Volumes – The number of printed books and serial publications owned by the library. The District ranked third of the 13 libraries, unchanged from 2016.



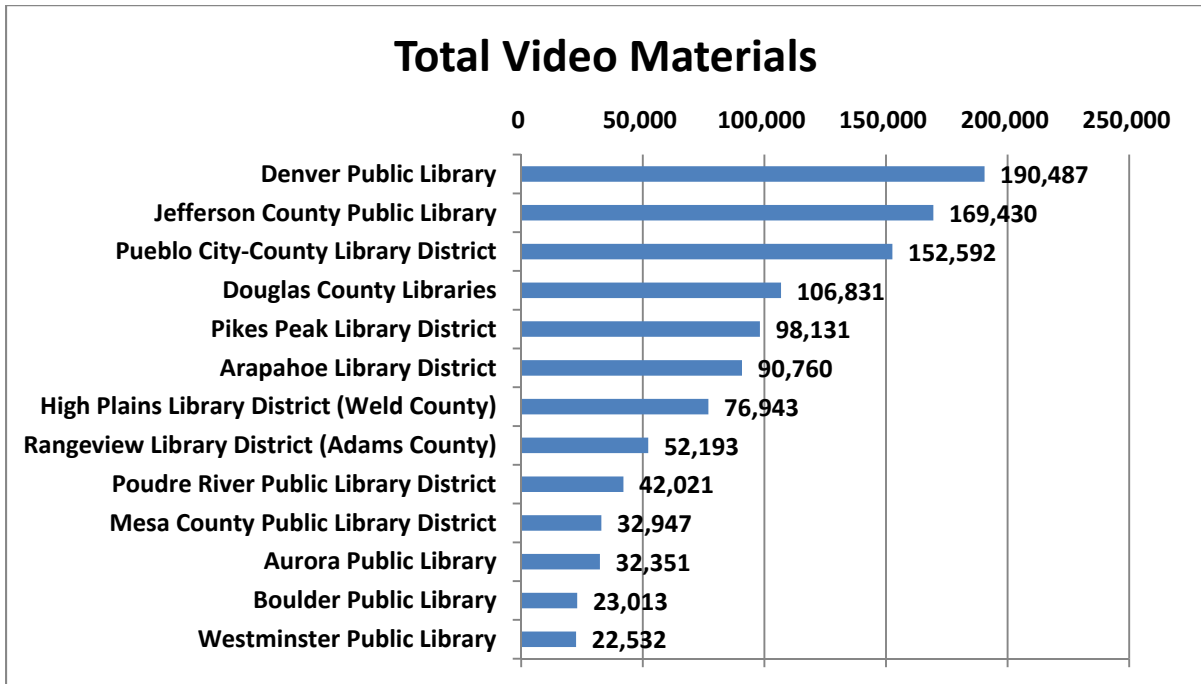
12. Total E-Books – The number of e-books and serial publications owned by the library. The District ranked second out of the 13 libraries, unchanged from 2016.



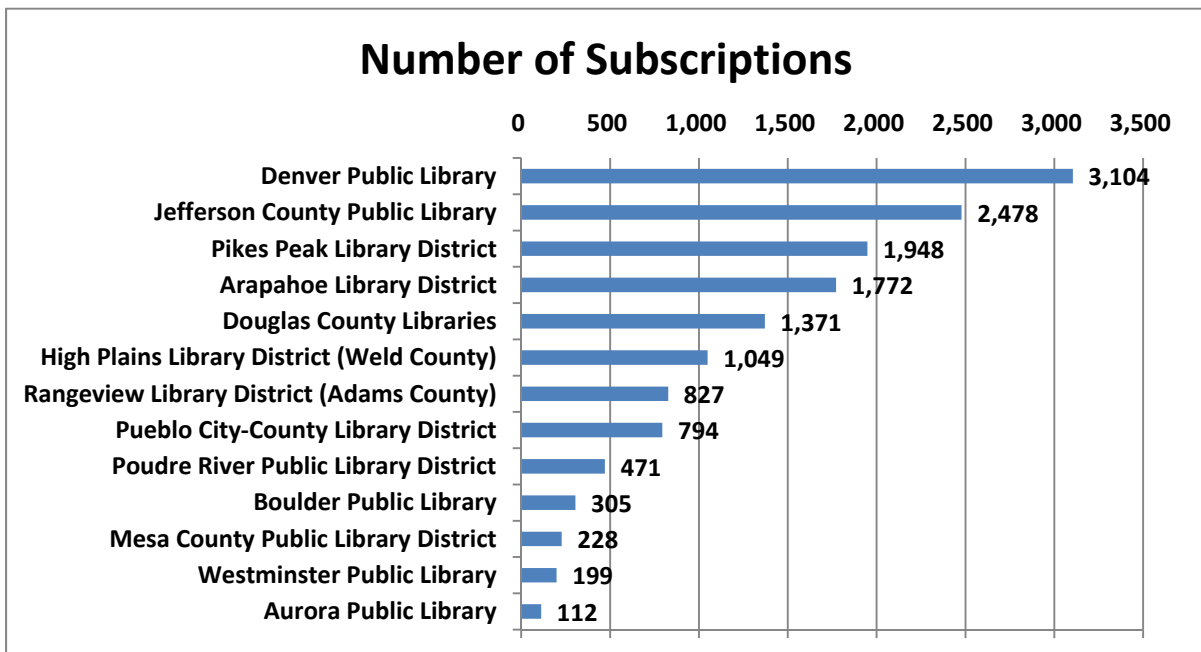
13. Total Audio – Sum of physical or electronic audiobooks, music, and other formats. The District ranked sixth out of the 13 libraries, unchanged from 2016.



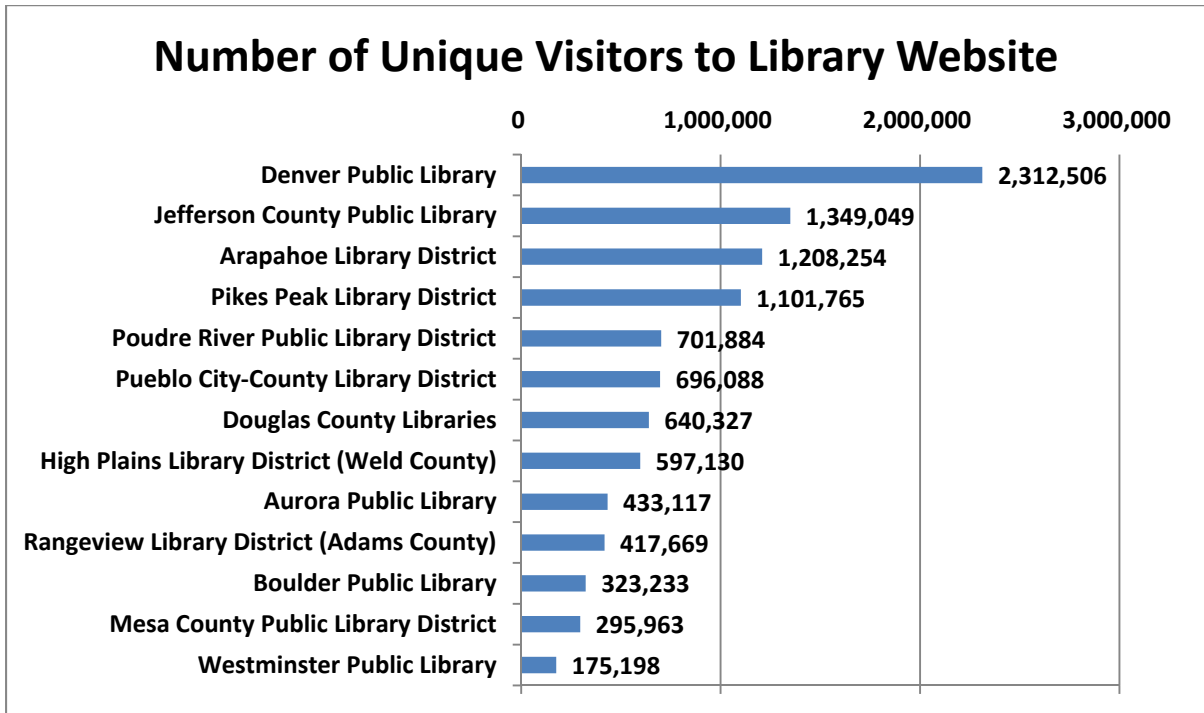
14. Total Video Materials – This number is the sum of physical and electronic video materials. The District ranked fifth in 2017, dropping from fourth in 2016.



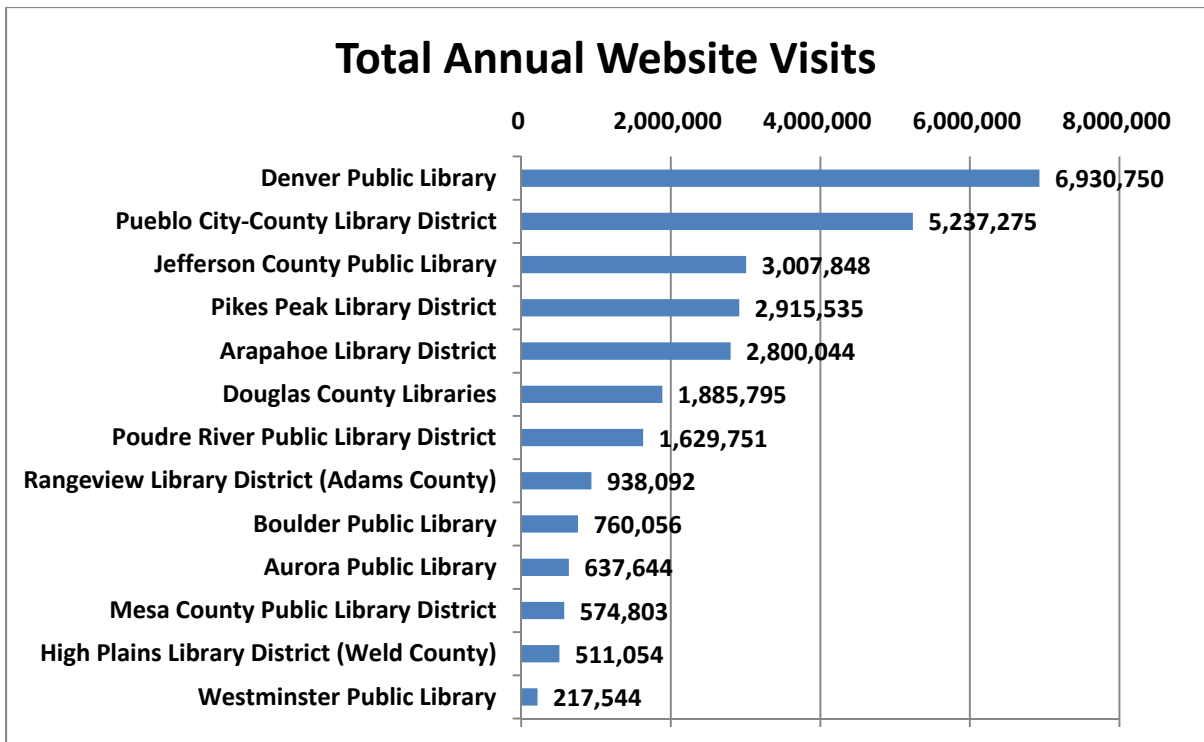
15. Number of Subscriptions – The number of print serial subscriptions, including duplicates, for all outlets. Includes magazines, newspapers, annuals, some government documents, some reference tools, and numbered monograph series. The District ranked third out of the 13 libraries, unchanged from 2016.



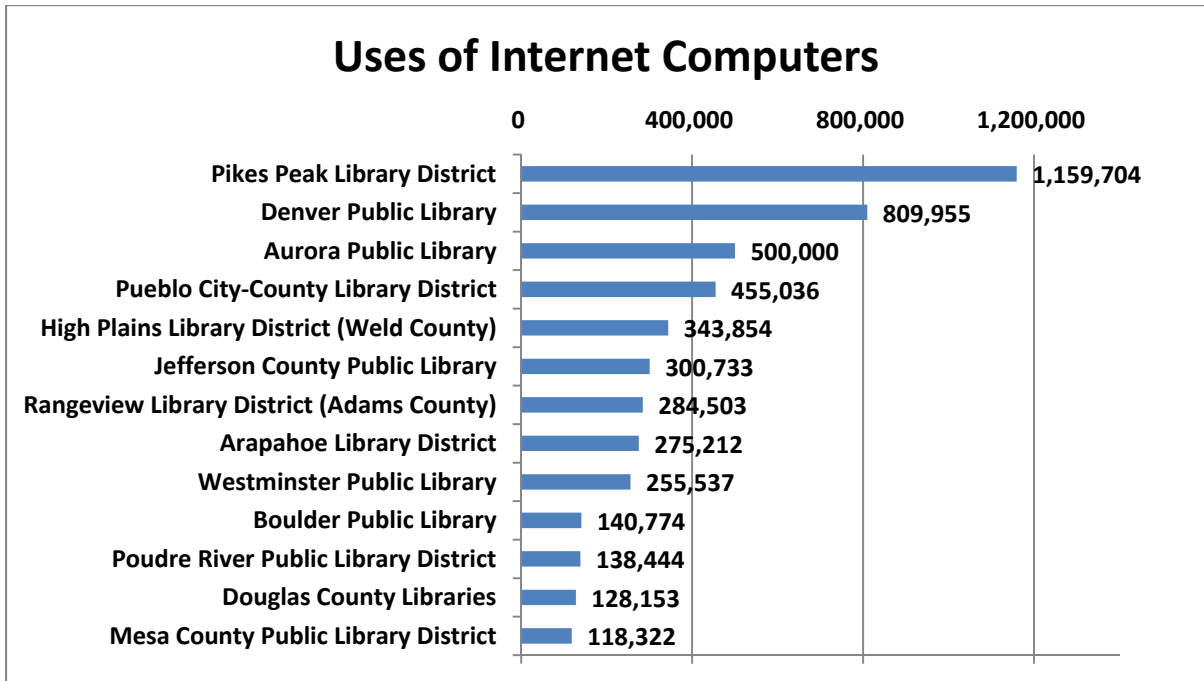
16. Number of Unique Visitors to Library Website - This chart shows total unique visits to the website during 2017. The District ranked fourth in this category, down from third in 2016.



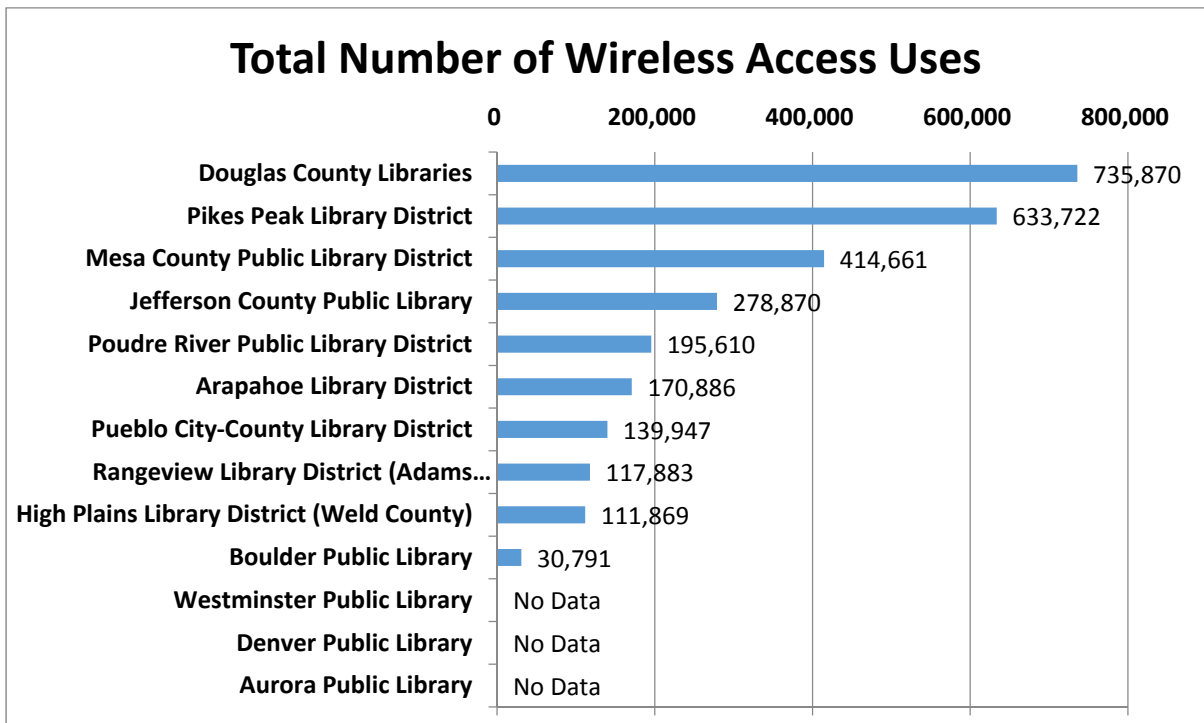
17. Total Annual Website Visits – This chart shows the total number of visits to the library’s main web page. In 2017, the District ranked fourth out of the 13 libraries, down from third in 2016.



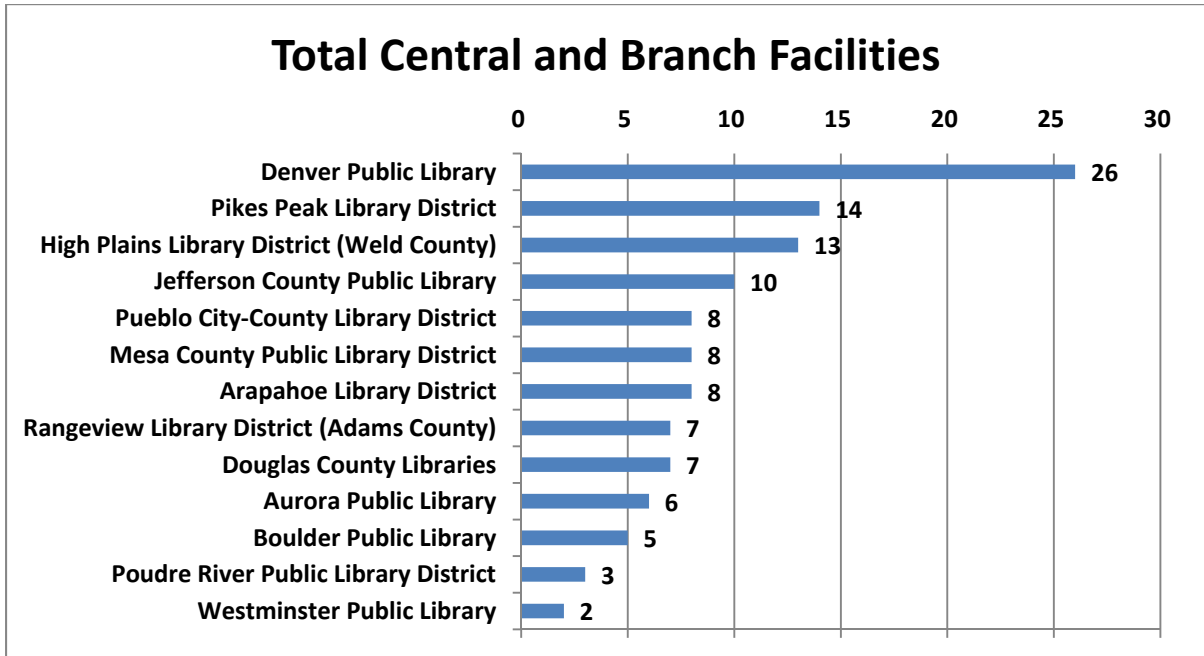
18. Uses of Internet Computers – This chart shows the total number of uses of internet computers. The District ranked first out of these 13 libraries, same as for 2016.



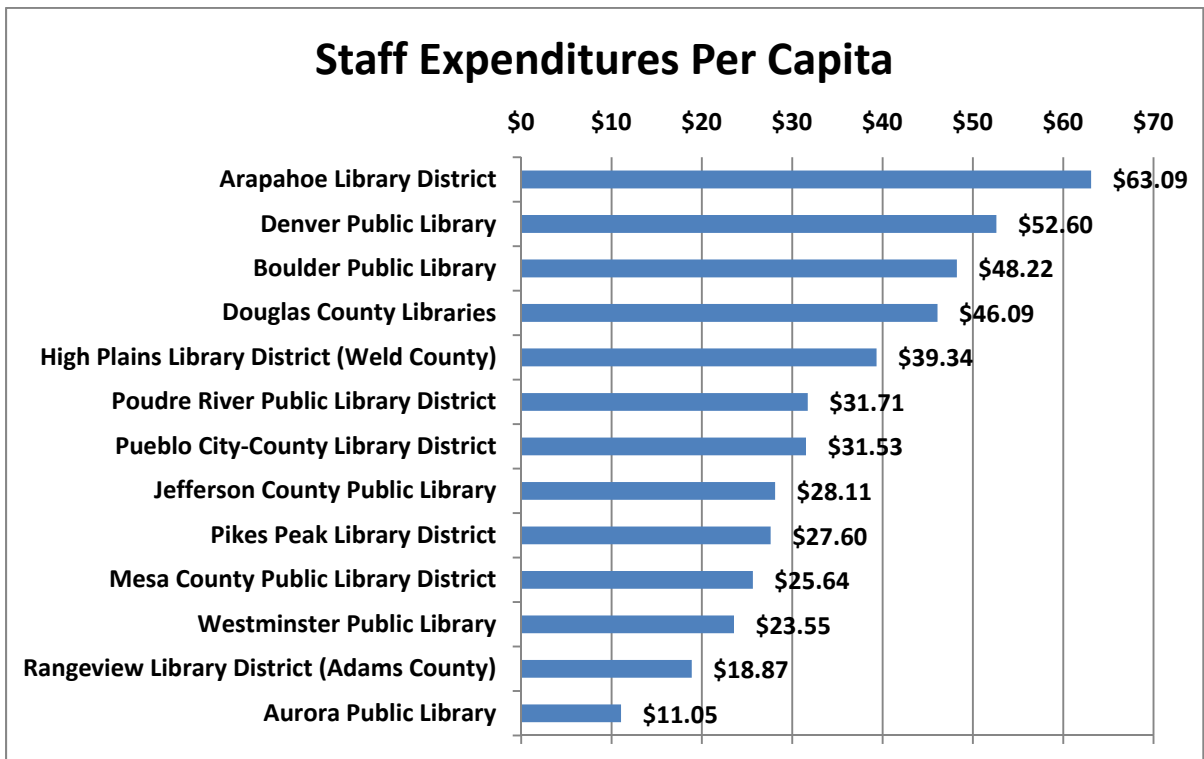
19. Total Number of Wireless Access Uses – This chart shows the total number of wireless access uses. The District ranked second out of the 10 libraries that reported this statistic, down from first in 2016.



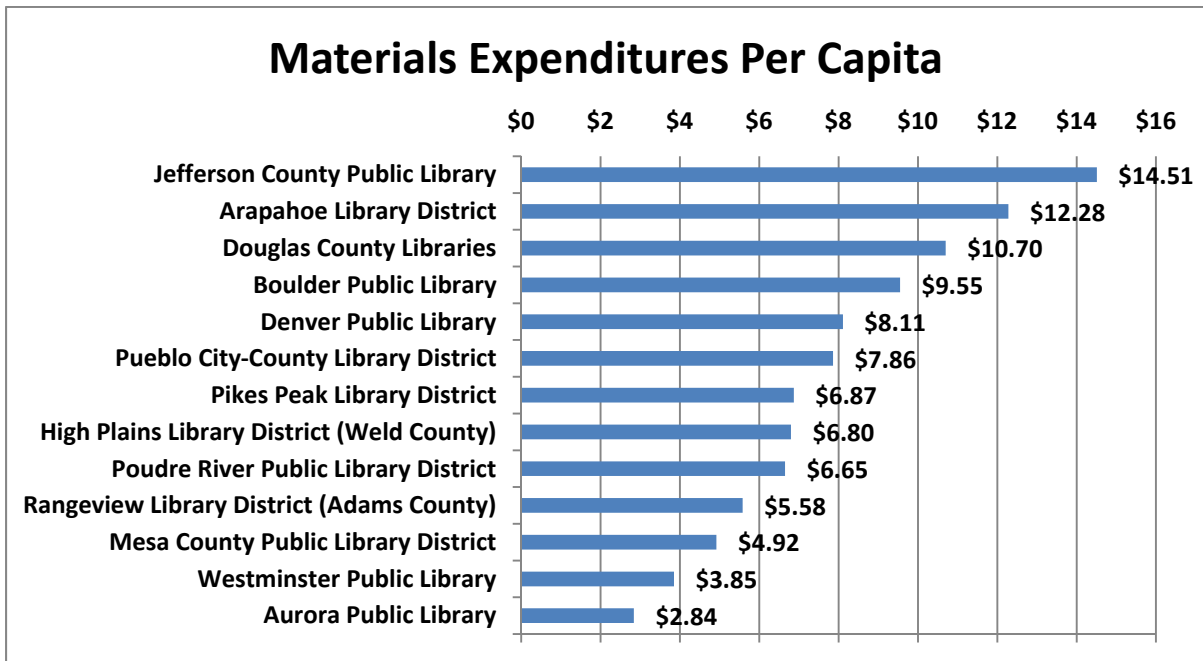
20. Total Central and Branch Facilities – This chart shows the number of library facilities for each library. Unchanged from 2016, the District ranked second with 14 facilities.



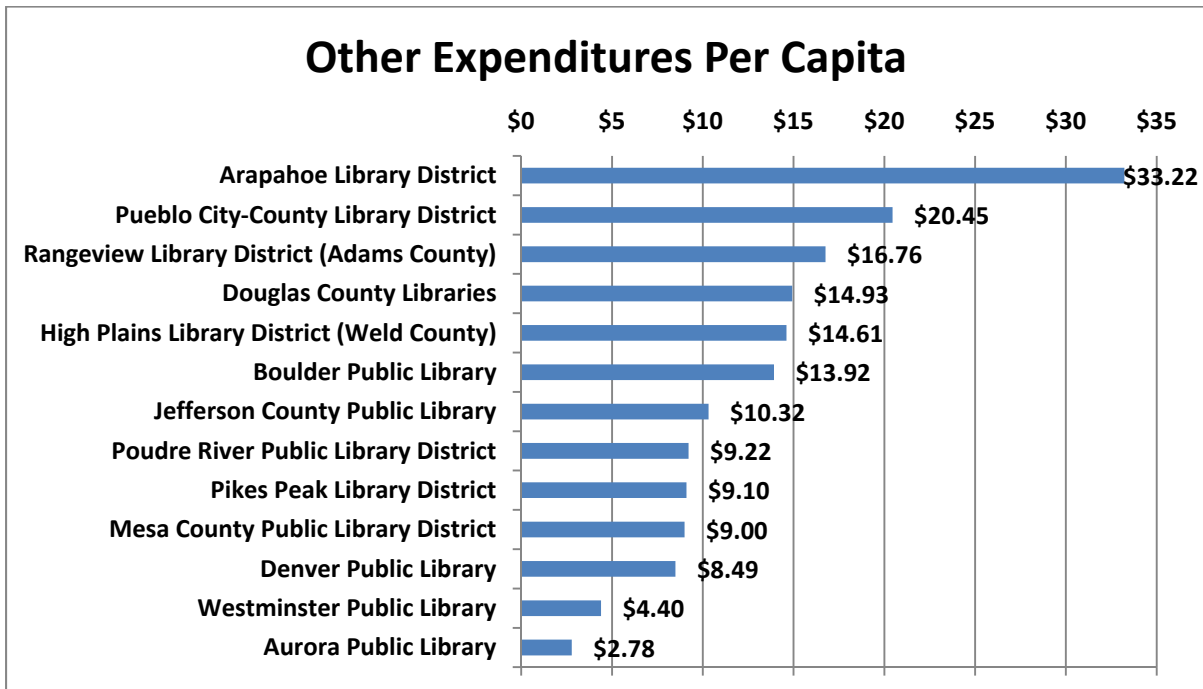
21. Staff Expenditures Per Capita – This chart shows the total staff dollars spent on staff wages and benefits divided by total LSA population. The District ranked ninth out of the 13 libraries, unchanged from 2016.



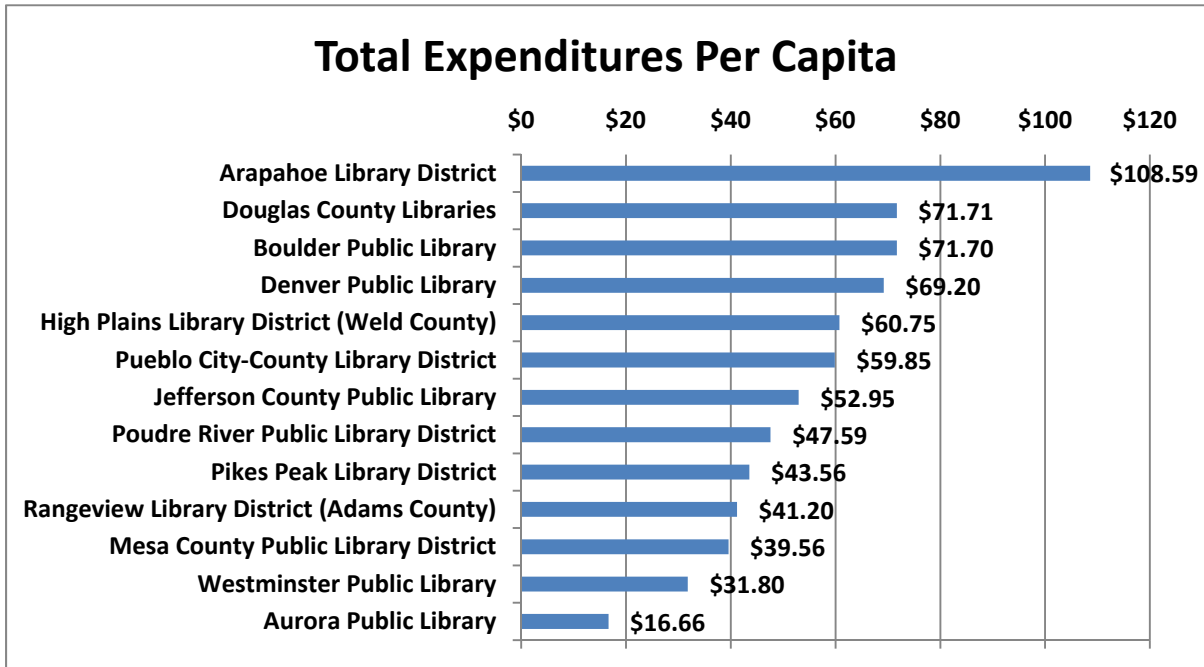
22. Materials Expenditures Per Capita – This chart shows the total materials expenditures divided by total LSA population. In 2017, the District ranked seventh, up from eighth for 2016.



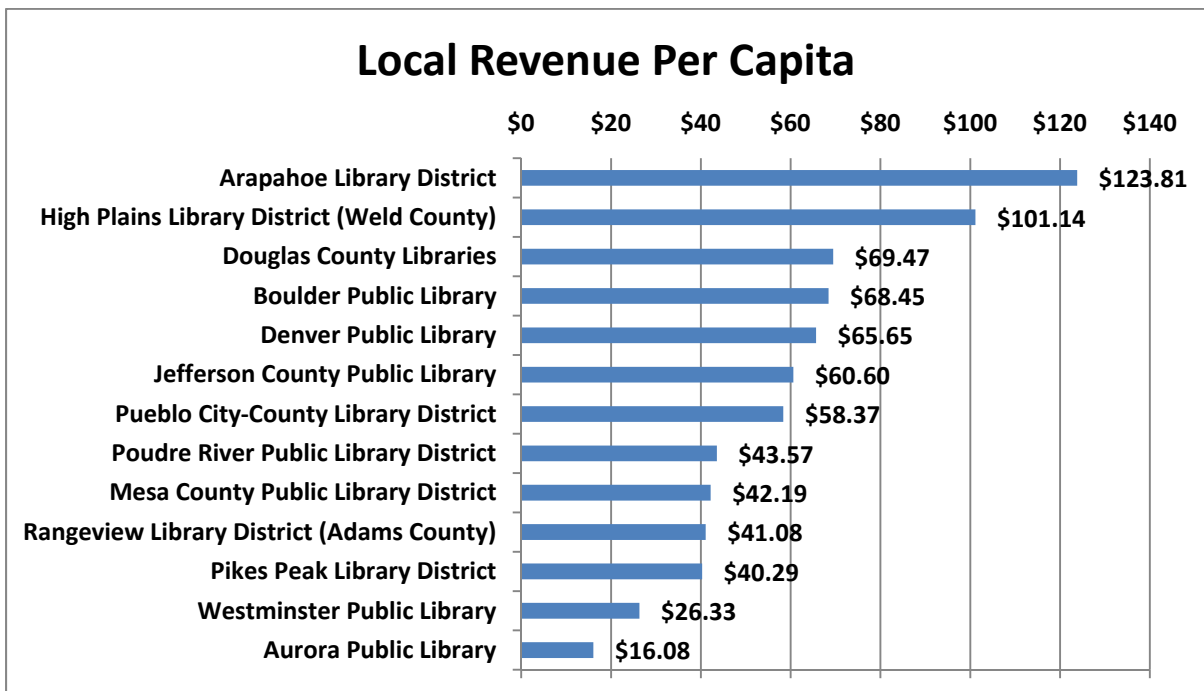
23. Other Expenditures Per Capita – This chart shows all other materials expenditures not reported as print, audio, video, or electronic, such as microforms, kits, and LeapFrog. The District ranked ninth out of the 13 libraries, unchanged from 2016.



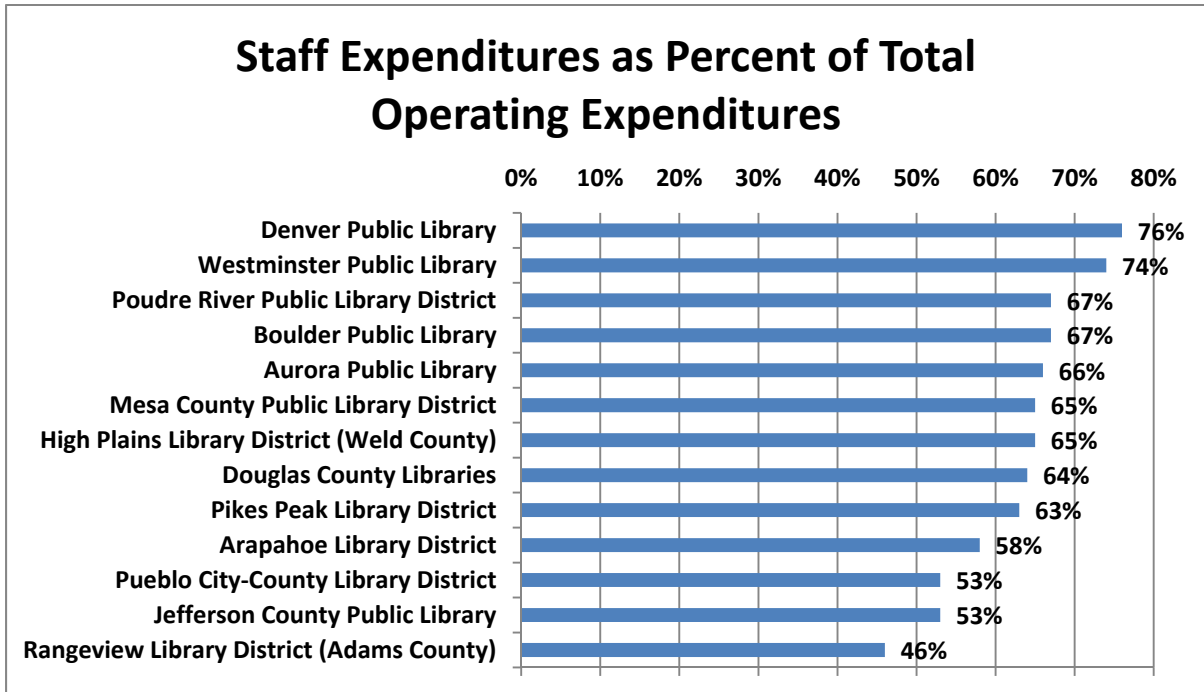
24. Total Expenditures Per Capita – This chart shows the total operating expenditures divided by LSA population. The District ranked ninth out of the 13 libraries for 2017, unchanged from 2016.



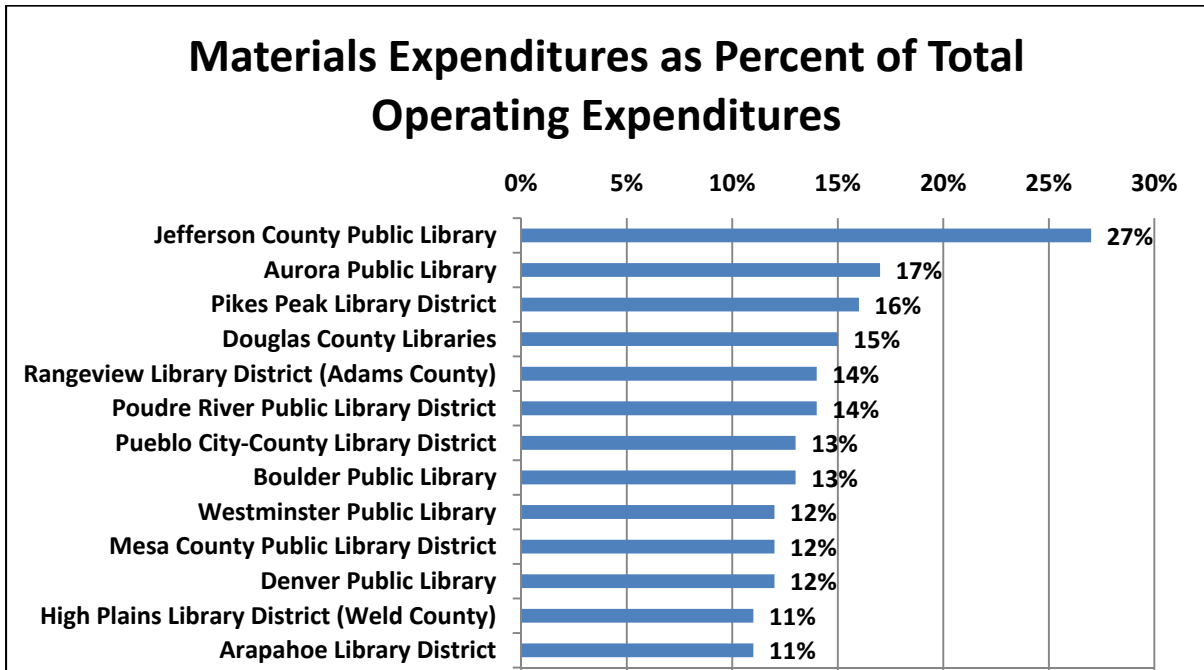
25. Local Revenue Per Capita – This chart shows the total dollars of local revenue (primarily property taxes) divided by the total LSA population. The District ranked eleventh out of the 13 libraries, down from tenth in 2016.



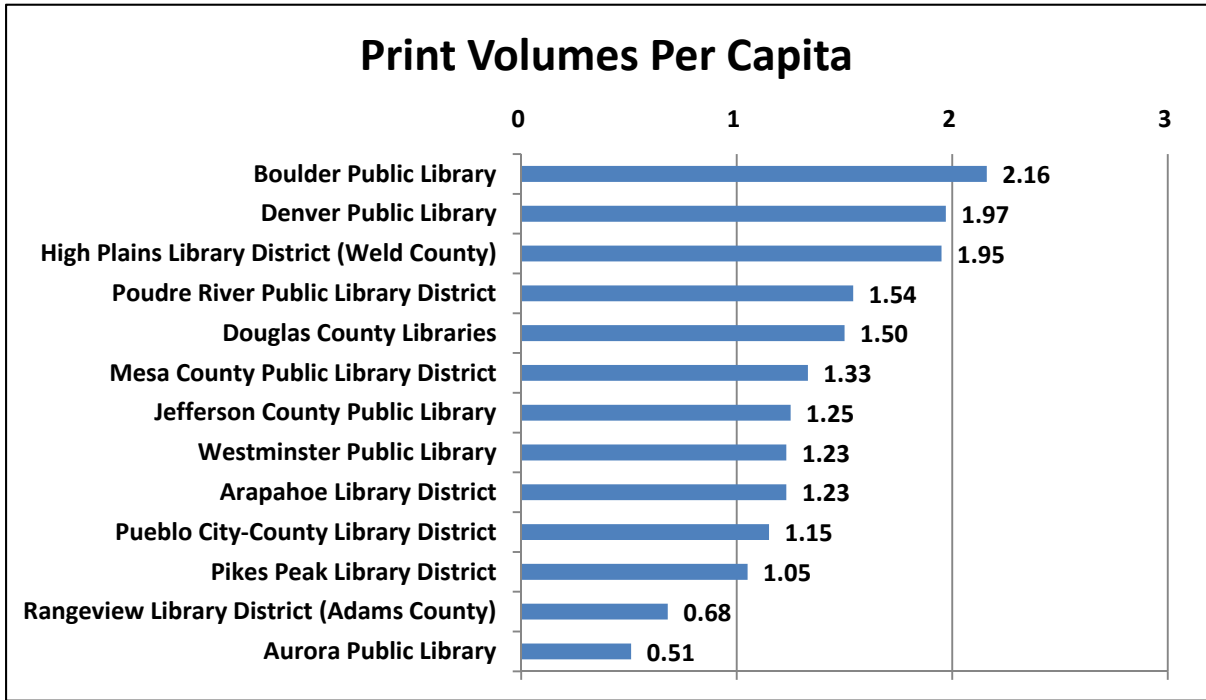
26. Staff Expenditures as Percent of Total Operating Expenditures - This chart shows the sum of all staff expenditures for salaries, wages, and benefits divided by the sum of all operating expenditures for staff, materials, and other purposes. The District ranked ninth in 2017, up from tenth in 2016.



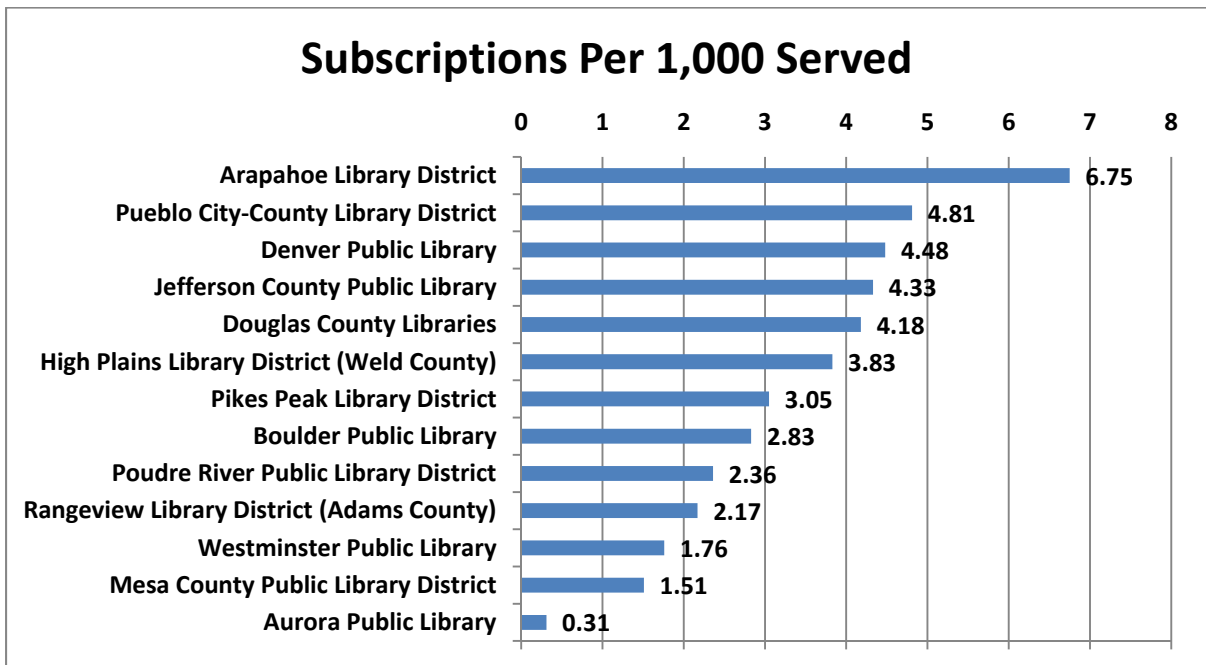
27. Materials Expenditures as Percent of Total Operating Expenditures - This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. The District ranked third in this category, down from second in 2016.



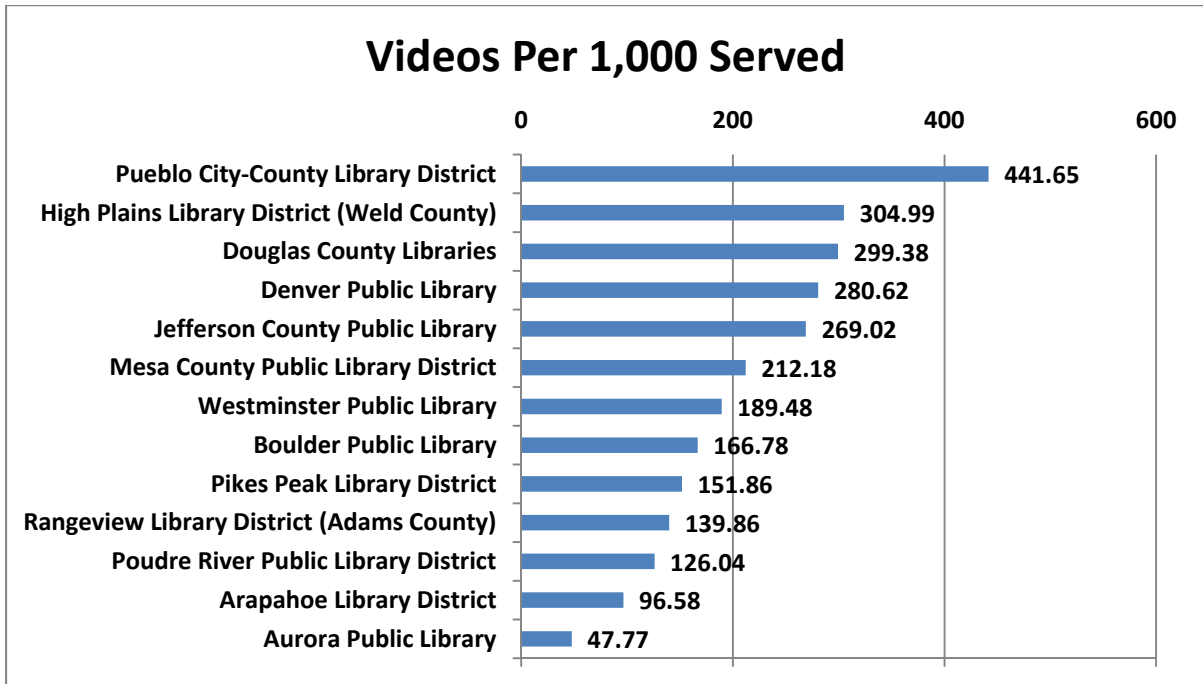
28. Print Volumes Per Capita - This chart shows the number of print volumes the library holds, divided by the library's LSA population. The District ranked eleventh out of the 13 libraries for 2017, unchanged from 2016.



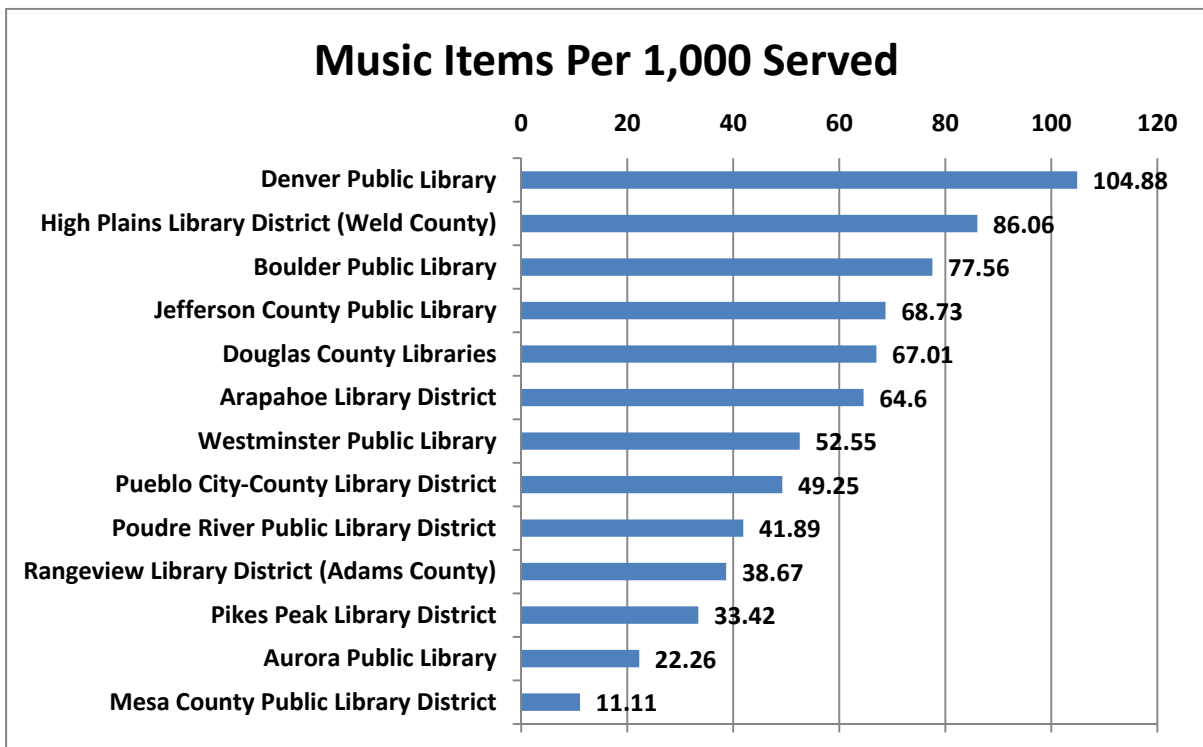
29. Subscriptions Per 1,000 Served – This chart shows the number of serial subscriptions divided by the LSA in thousands. The District ranked seventh out of the 13 libraries, down from sixth in 2016.



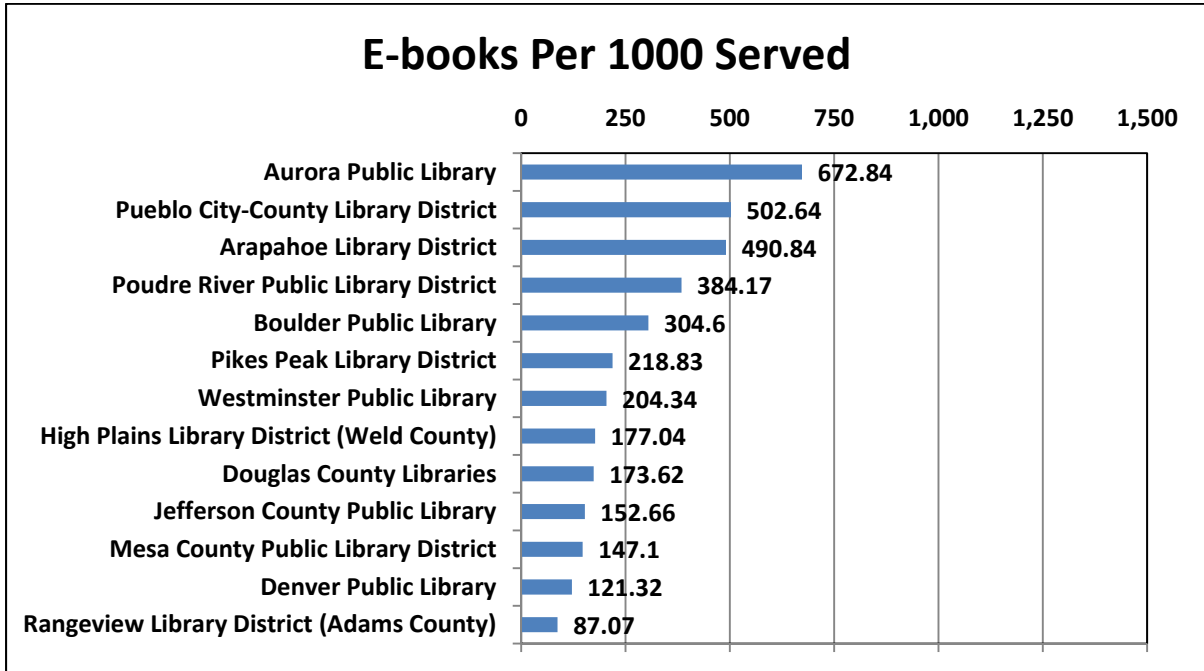
30. Videos Per 1,000 Served – This chart shows the number of videos in the collection per 1,000 population in the LSA. In 2017, the District ranked ninth in this category, unchanged from 2016.



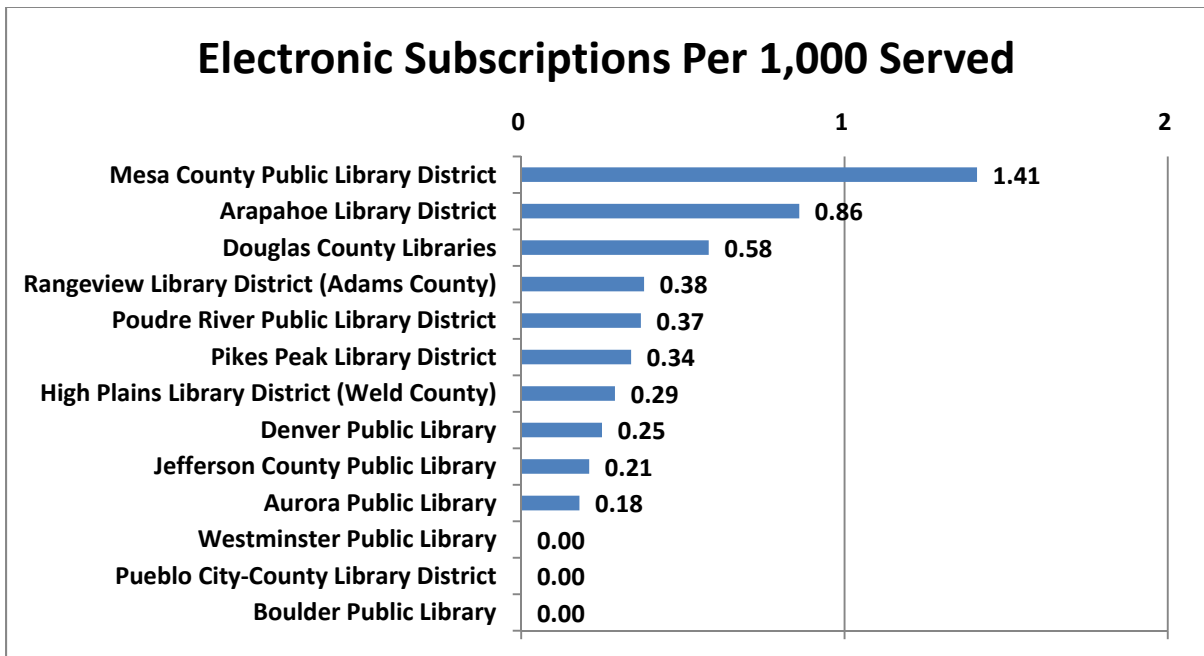
31. Music Items Per 1,000 Served – This chart shows the number of music materials in the collection per 1,000 population within their LSA. The District ranked eleventh out of 13 libraries, unchanged from 2016.



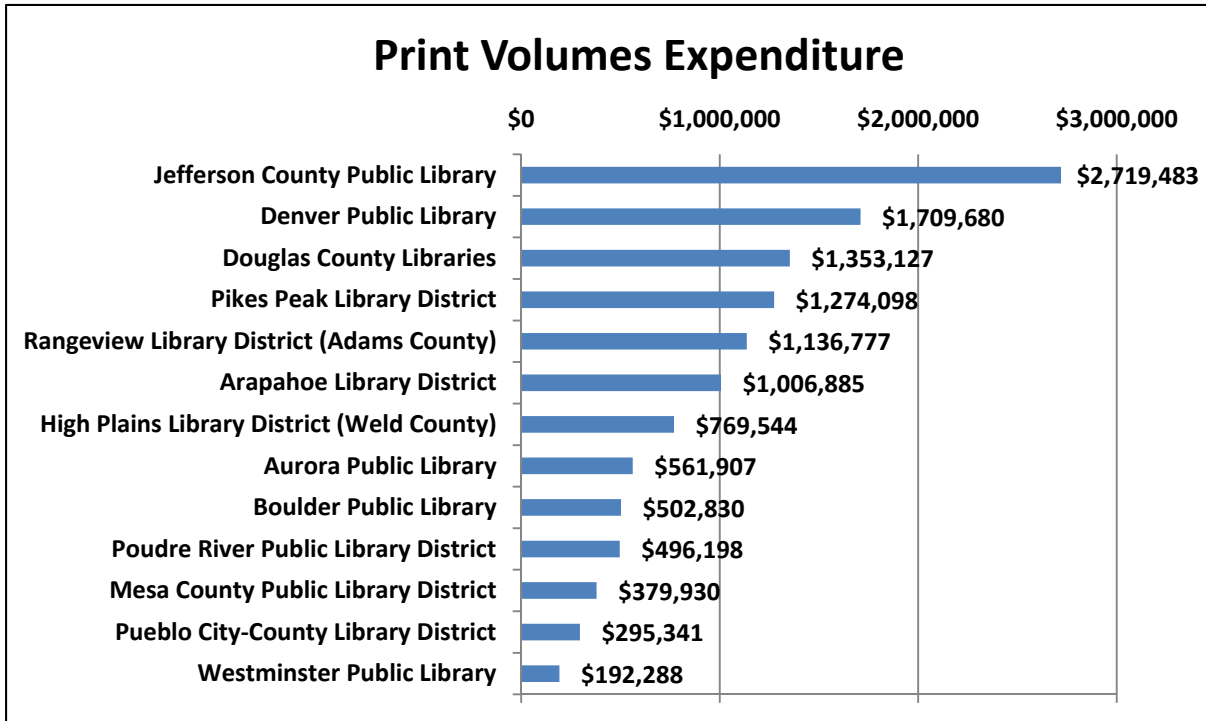
32. E-Books Per 1,000 Served – This chart shows the total number of E-books divided by the LSA population (divided by 1,000). The District ranked sixth in this category for 2017, unchanged from 2016.



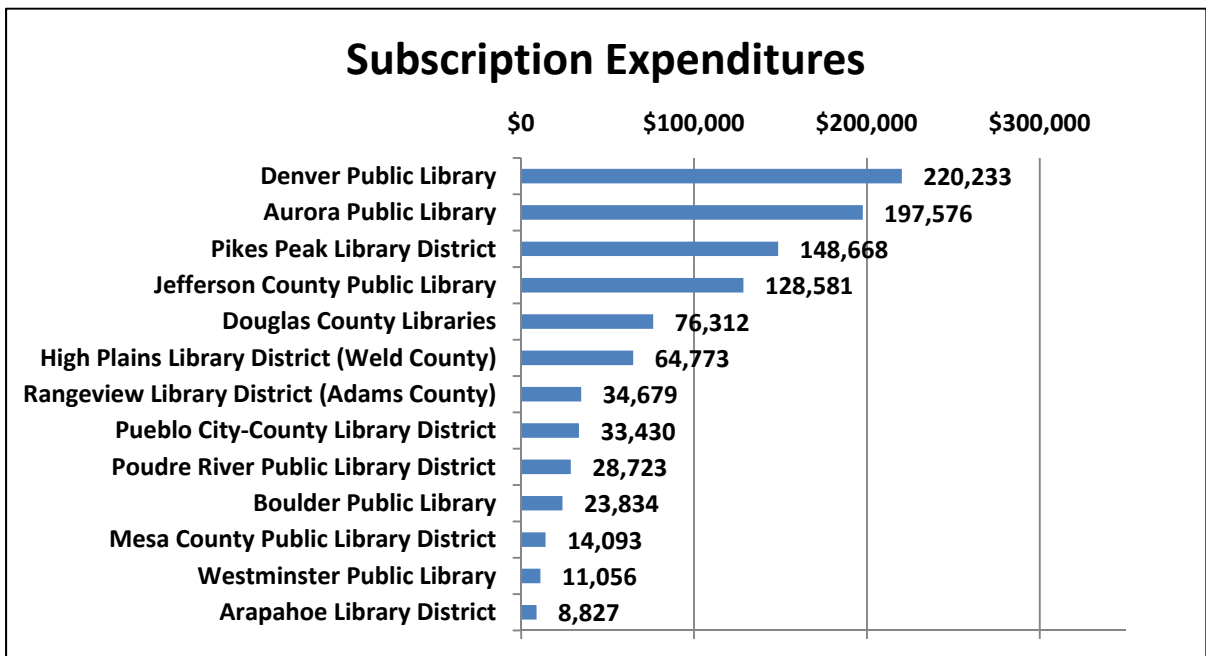
33. Electronic Subscriptions Per 1,000 Served – This chart shows the total number of electronic subscriptions per 1,000 LSA population served. The District is currently ranked sixth out of the 13 libraries. During 2016, the District ranked seventh in this category.



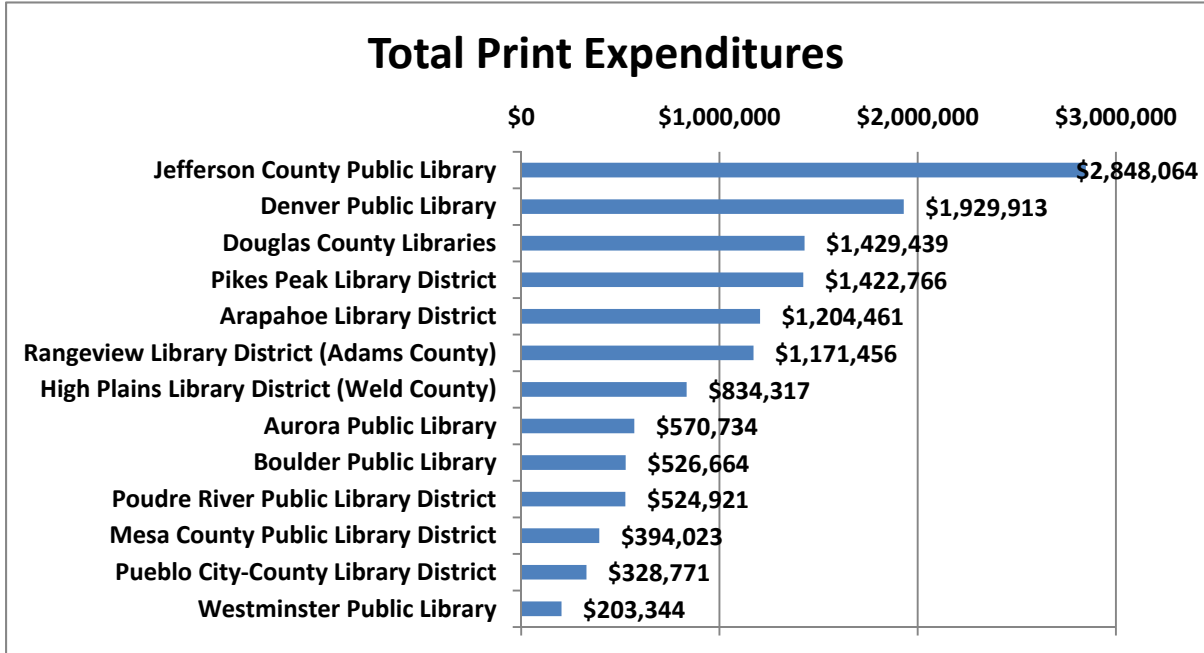
34. Print Volumes Expenditure – This chart shows total expenditures on non-periodical printed publications bound in hard or soft covers or in loose-leaf format, including publications issued in successive parts. The District ranked fourth out of the 13 libraries, down from third in 2016.



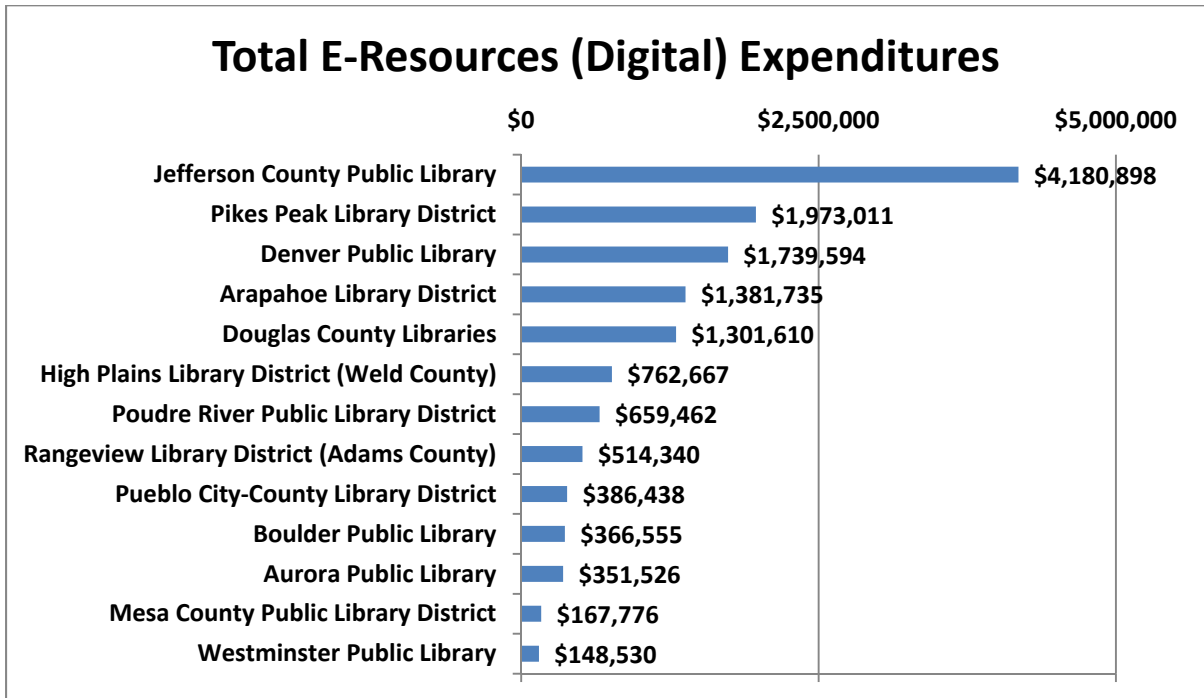
35. Subscriptions Expenditures – This chart shows total expenditures on serial subscriptions including periodicals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series. The District ranked third out of the 13 libraries, unchanged from 2016.



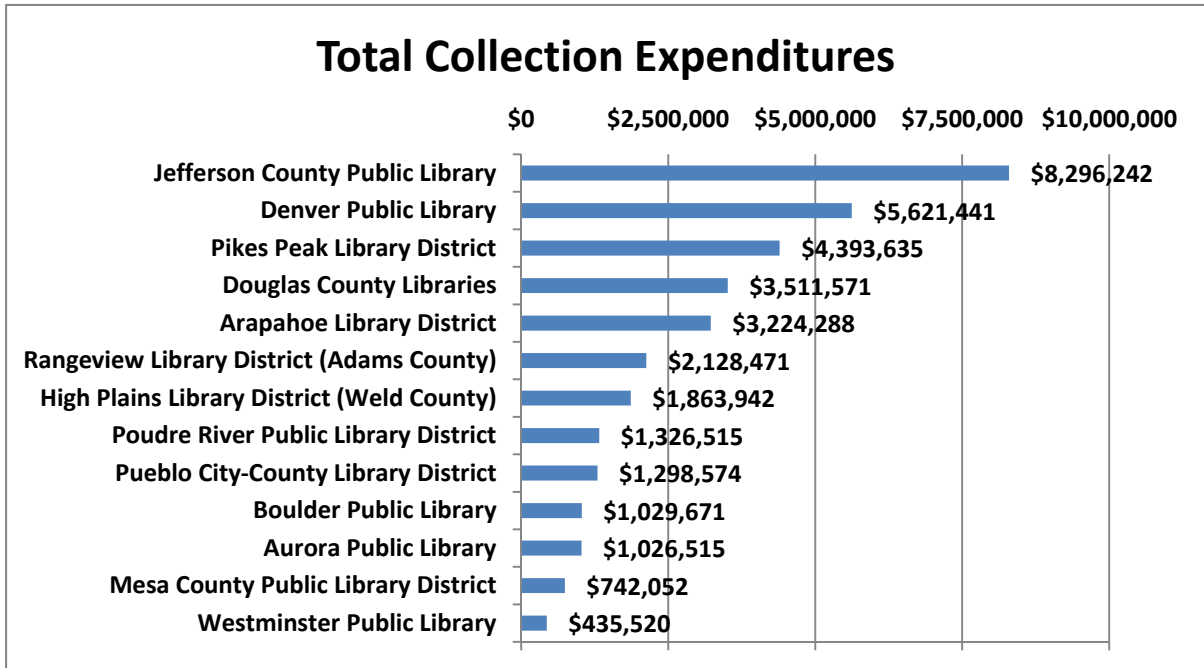
36. Total Print Expenditures - This chart shows the total amount spent on books, bound volumes, and paper subscriptions or serials. The District ranked fourth out of the 13 libraries in this category, down from third in 2016.



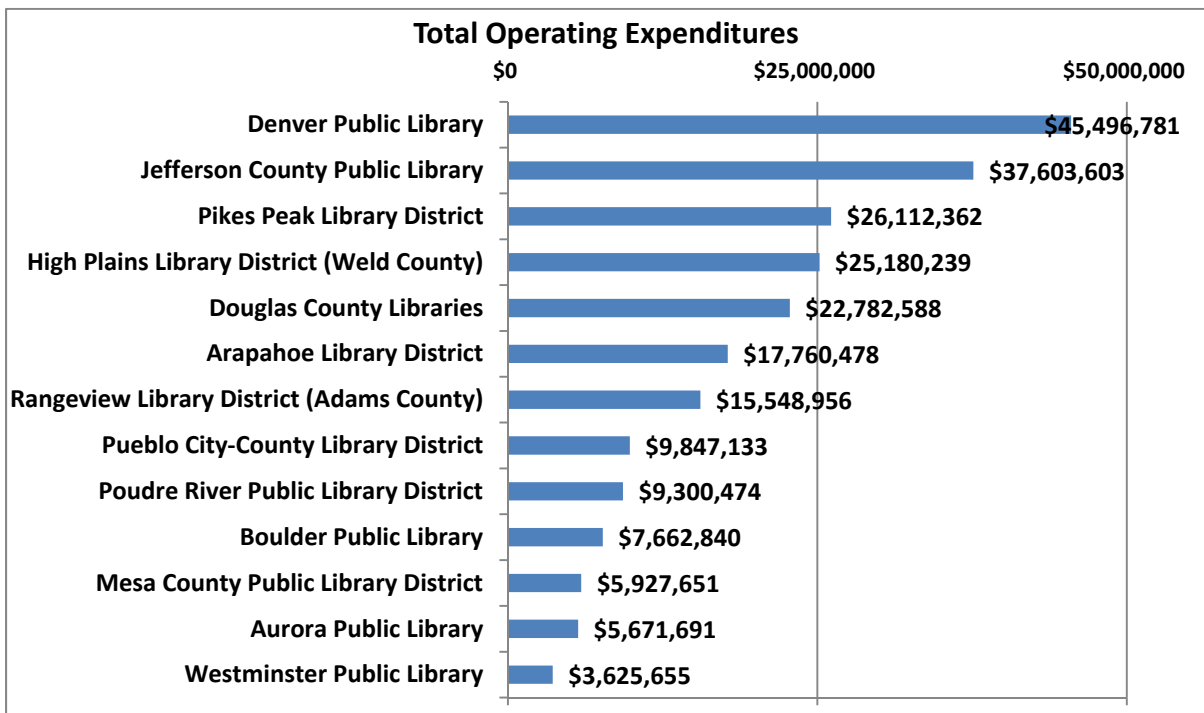
37. Total E-Resources (Digital) Expenditure – This chart shows the total amount spent on digital resources (E-Resources). The District ranked second for 2017, up from third for 2016.



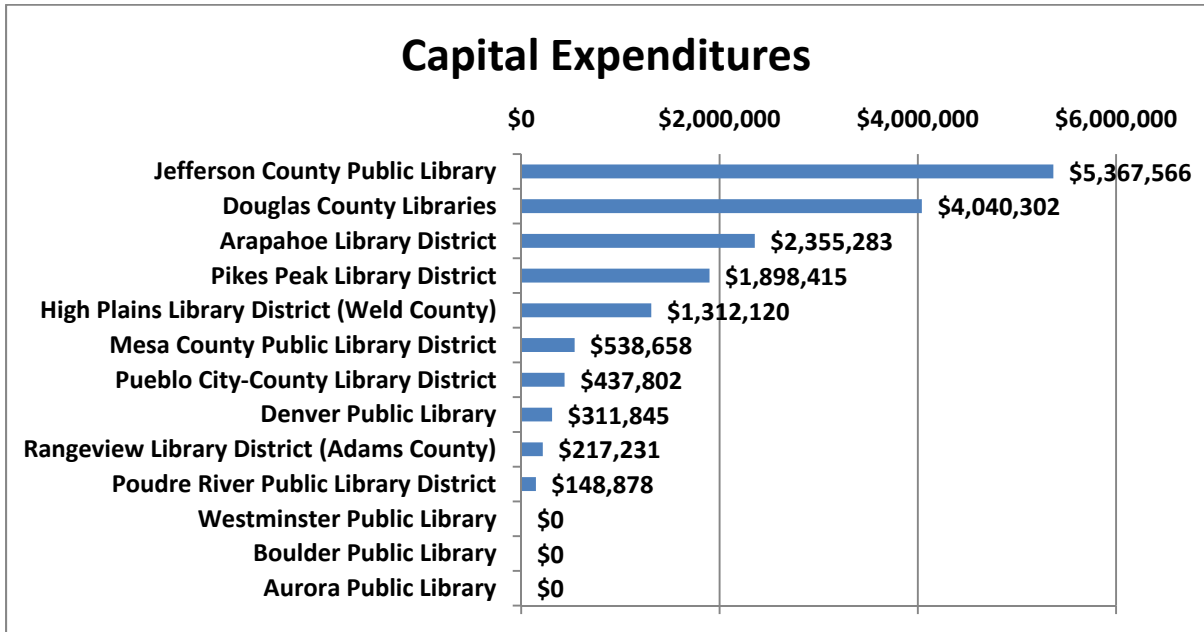
38. Total Collection Expenditures - This chart shows the total amount spent on library materials. In 2017, the District ranked third, primarily due to the size of its LSA population. This rank is unchanged from 2016.



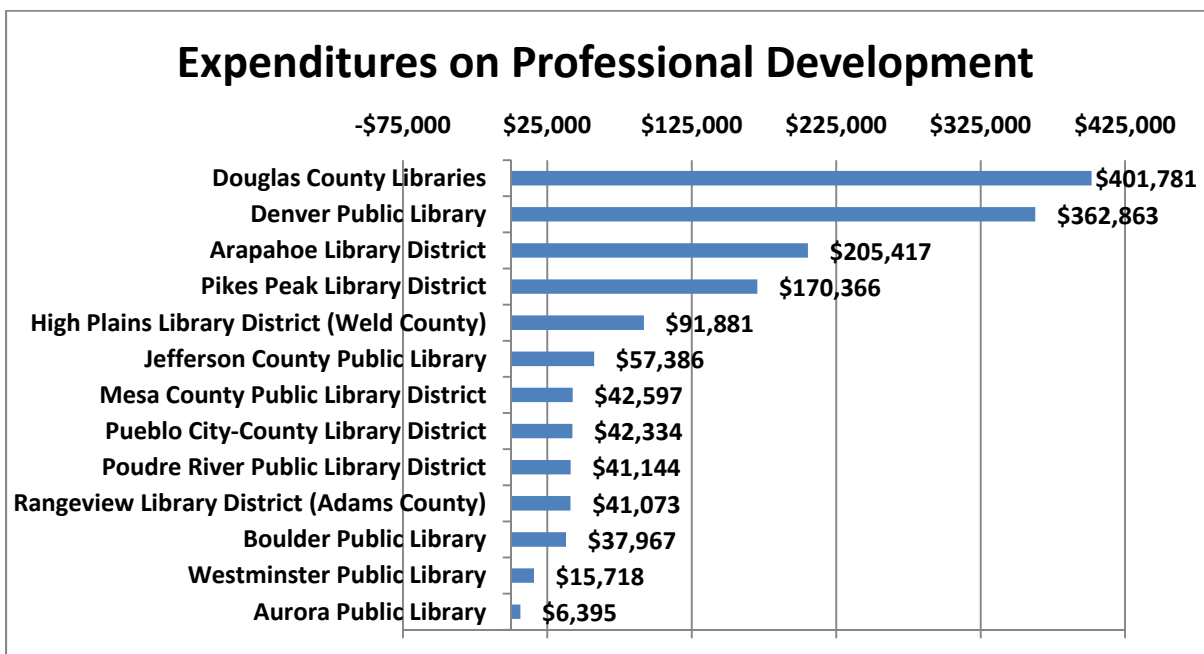
39. Total Operating Expenditures – This chart shows the total amount spent on operations. In 2017, the District ranked third, primarily due to the size of its LSA population, unchanged from 2016.



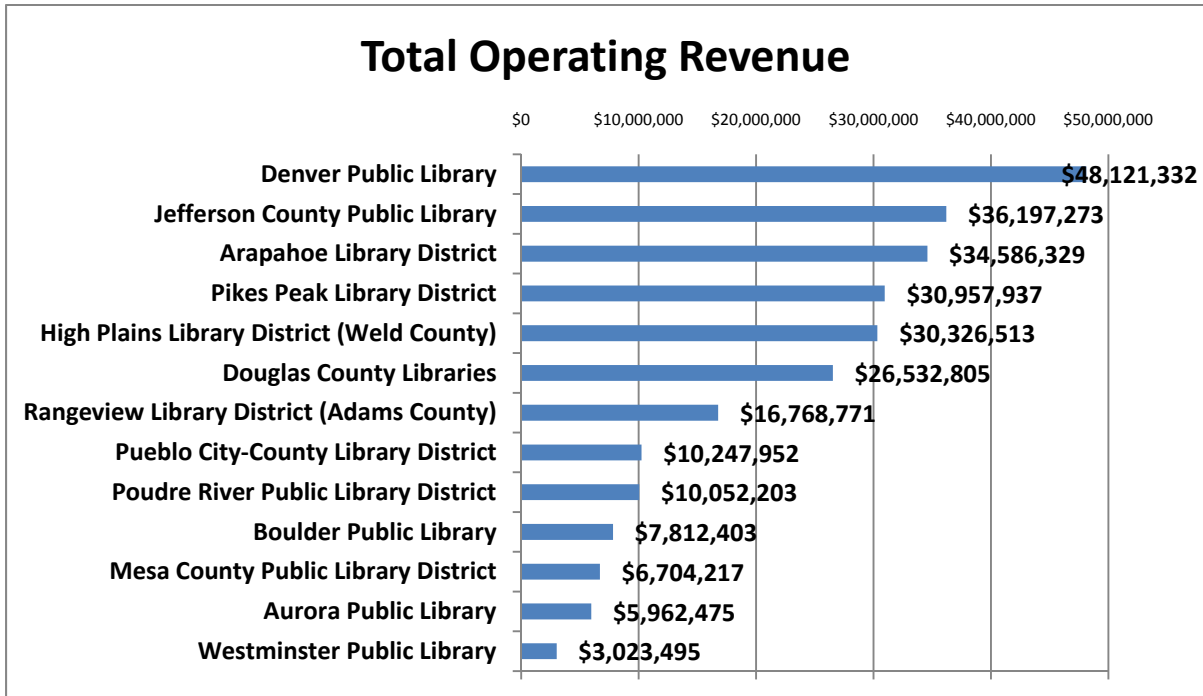
40. Capital Expenditures – This chart shows total expenses paid for new buildings or furnishings, renovations, automation systems, vehicles, and other major one-time projects. Includes all federal, state, local and other revenue used for major capital expenditures. In 2017, the District ranked fourth,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



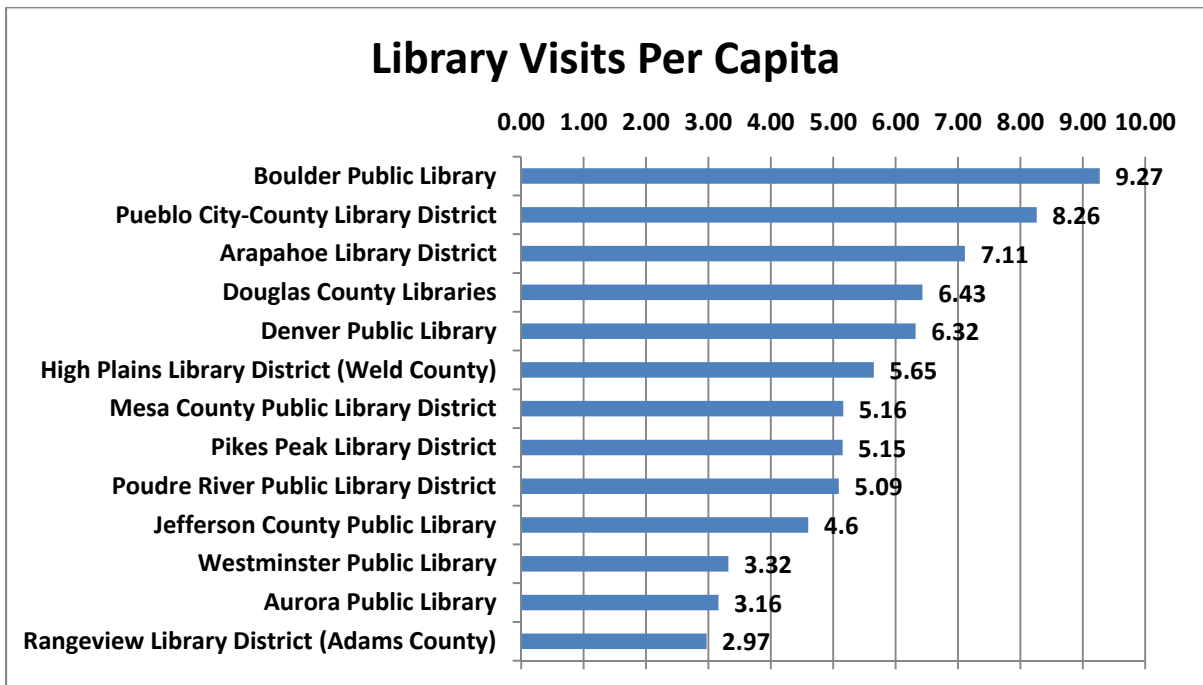
41. Expenditures on Professional Development – This chart shows total expenditures for development and education of staff. The total includes fees, materials, travel costs, conference registrations, workshops, reimbursements, software, videos, and cost of in-house development office. This does not include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



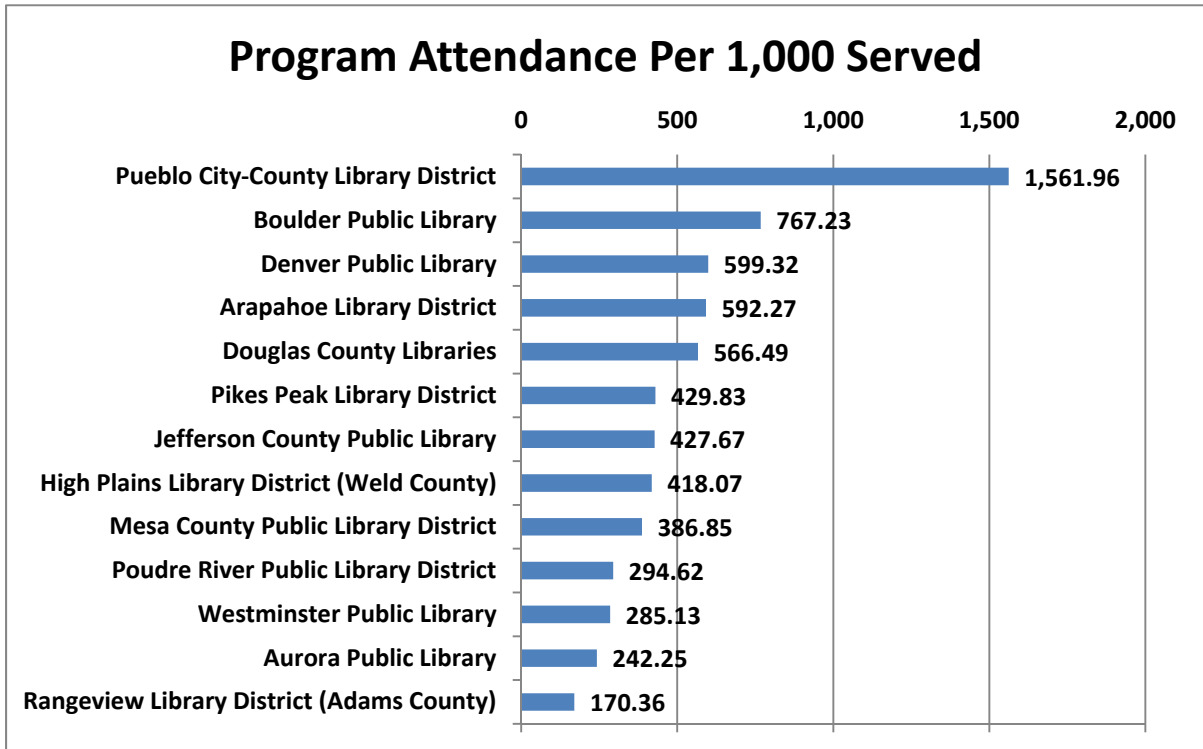
42. Total Operating Revenue – This chart shows total operating revenue for each library. In 2017, the District ranked fourth, primarily due to the size of its LSA population. In 2016, the District ranked fifth in this category.



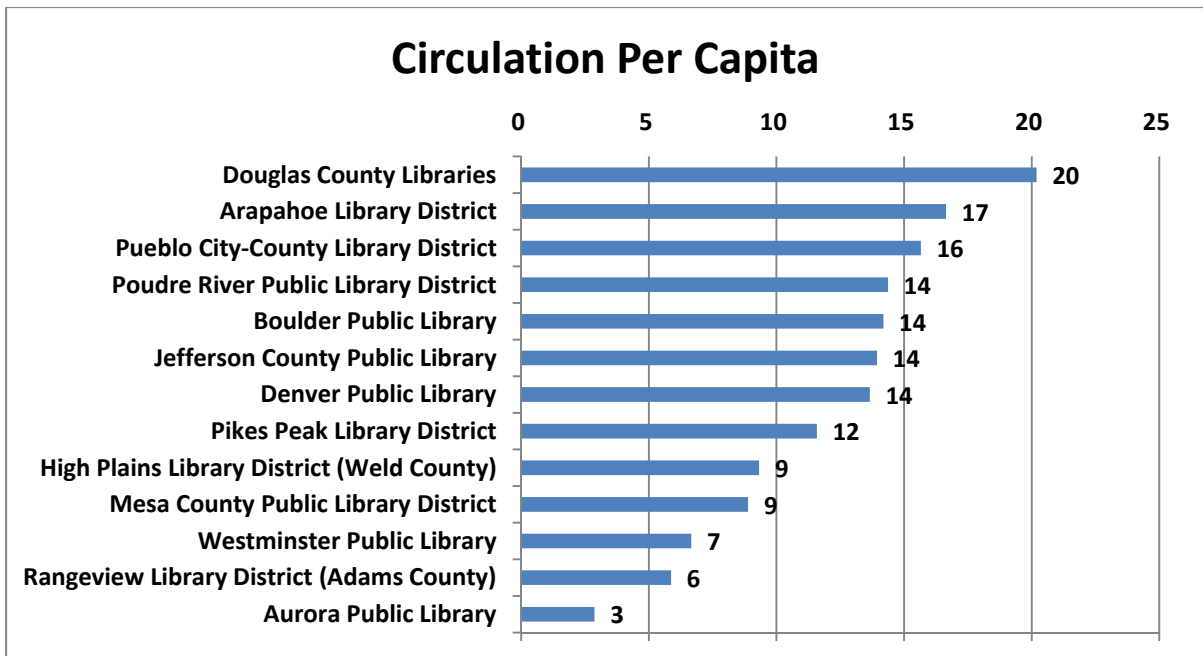
43. Library Visits Per Capita – This chart shows total library patron visits divided by the total LSA population. For 2016, the District ranked seventh in this category. For 2017, the District ranked eighth.



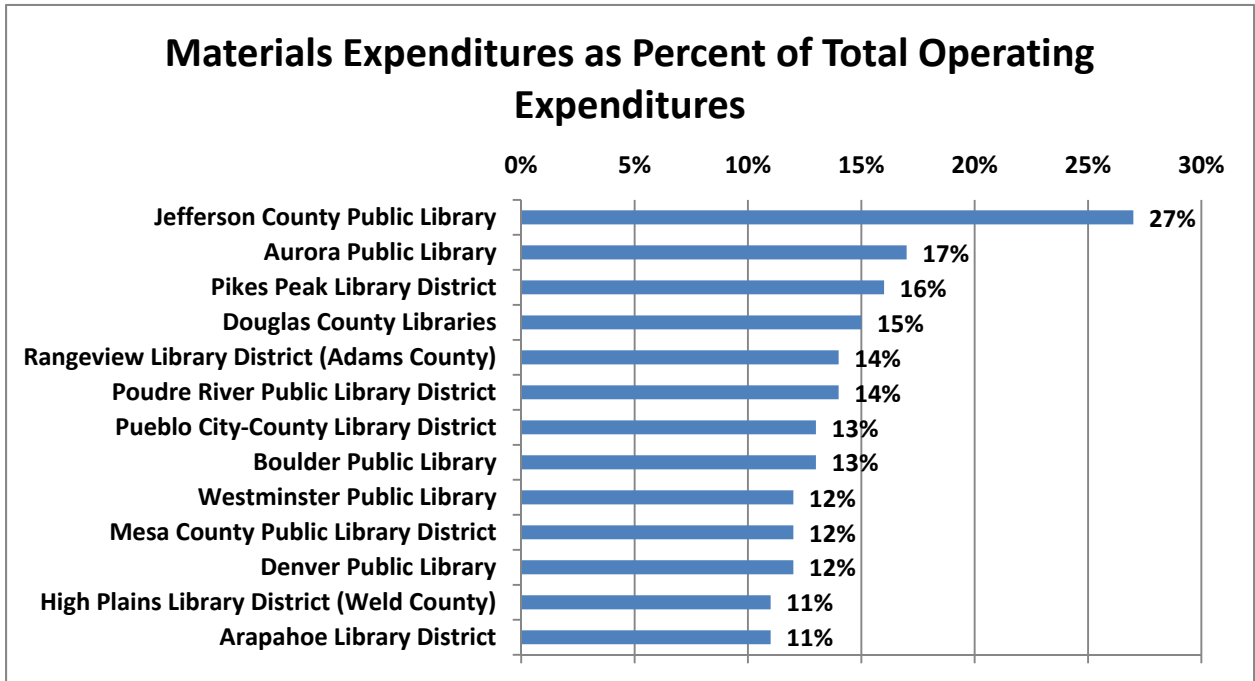
44. Program Attendance Per 1,000 Served – This chart shows total attendance for all programs. In 2017, the District ranked sixth, unchanged from 2016.



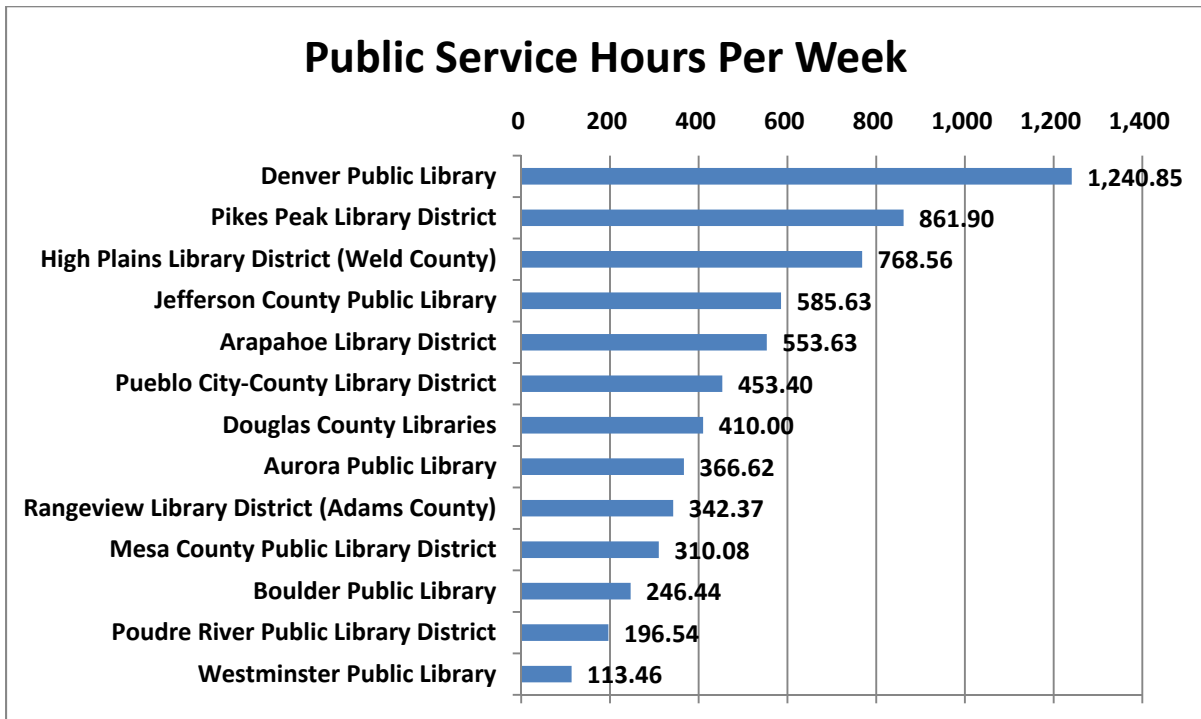
45. Circulation Per Capita – This chart shows total circulation divided by LSA population. In 2017, the District ranks eighth, unchanged from 2016.



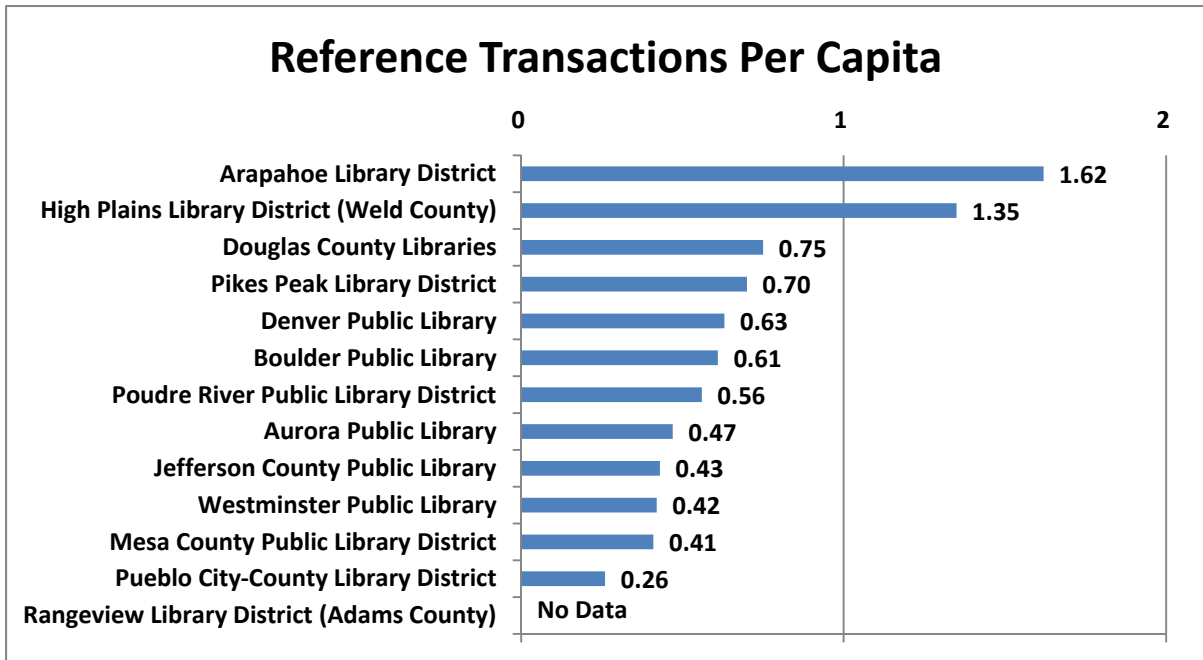
46. Materials Expenditures as Percent of Total Operating Expenditures – This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. In 2017, the District ranked third out of the 13 libraries, unchanged from 2016.



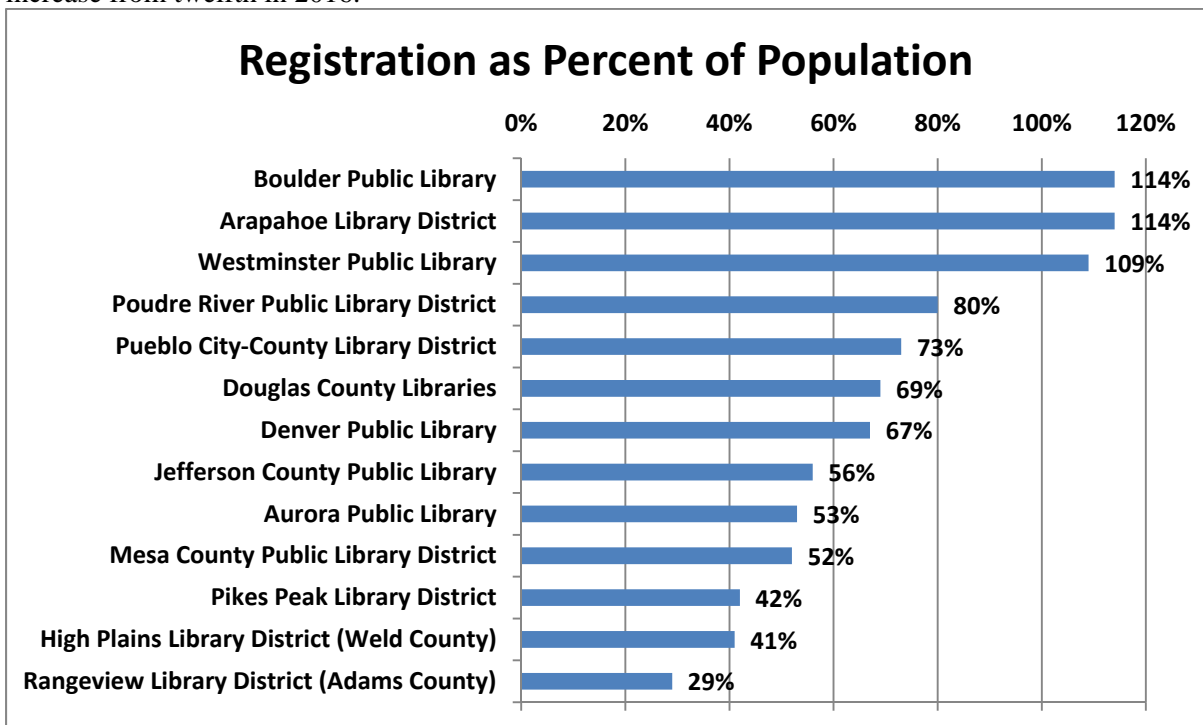
47. Public Service Hours Per Week – This chart shows total number of hours the library is open to the public per week. The District ranked second for 2017 and 2016, primarily due to the number of facilities.



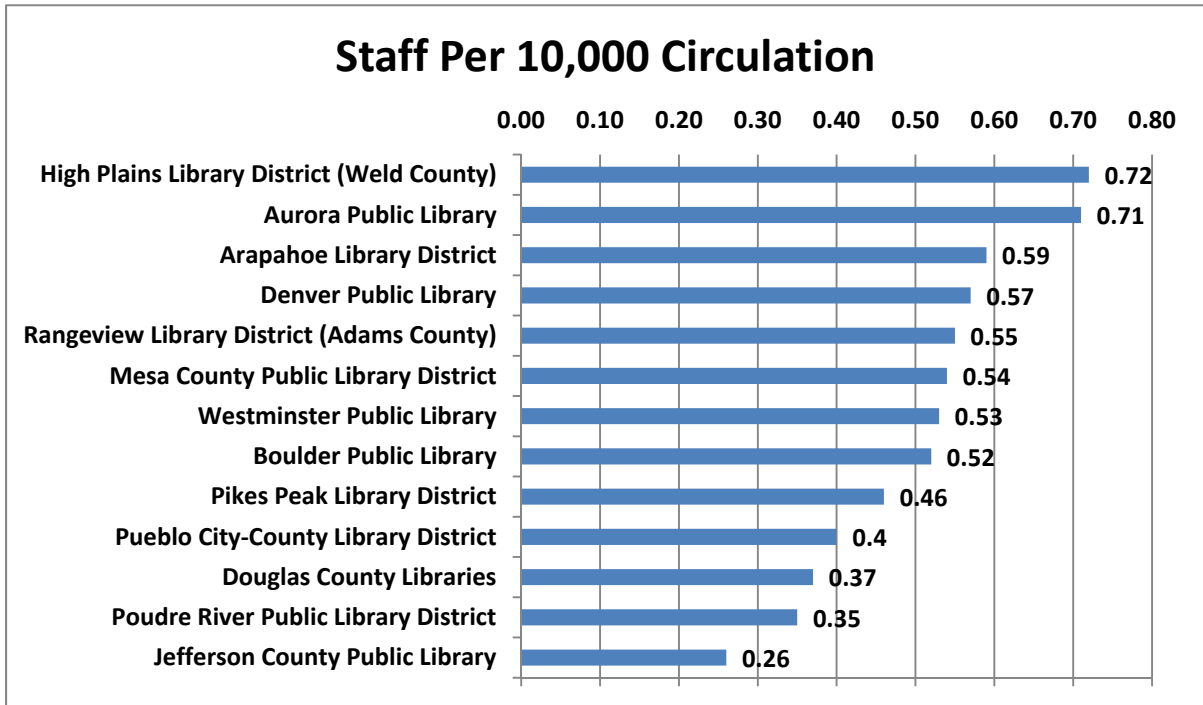
48. Reference Transactions Per Capita – This chart shows total reference questions divided by total LSA population. For 2017, the District ranked fourth, down from third in 2016.



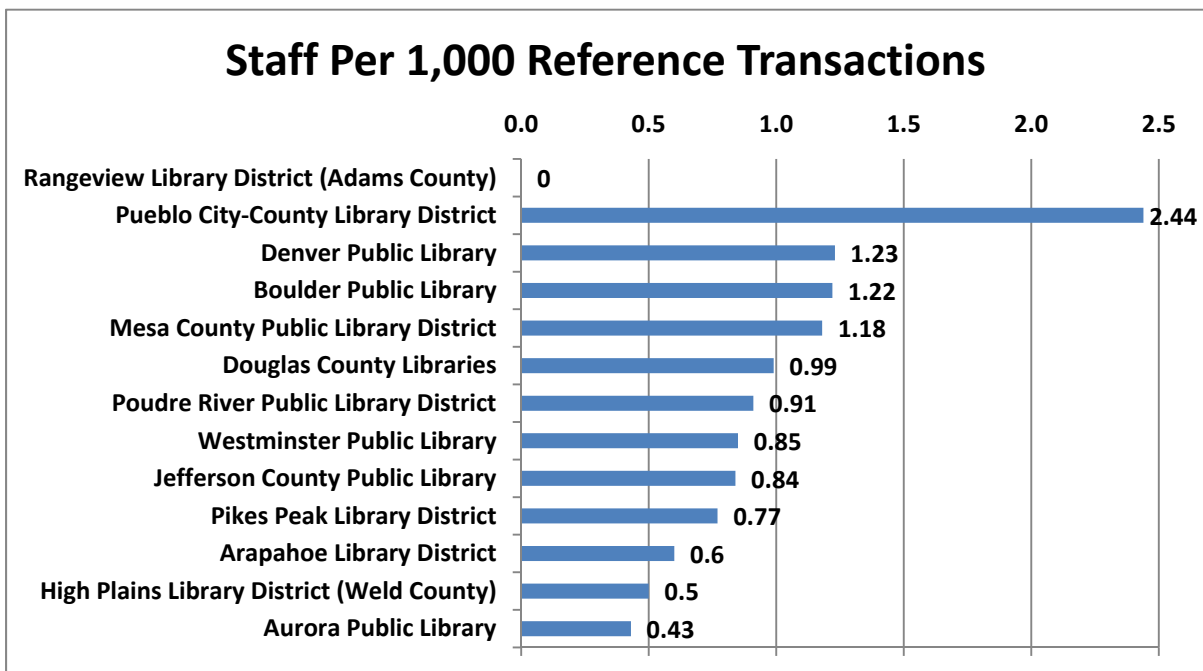
49. Registration as Percent of Population – This chart shows total library cardholders as a percentage of the total LSA population. The District ranked eleventh out of the 13 libraries for 2017; an increase from twelfth in 2016.



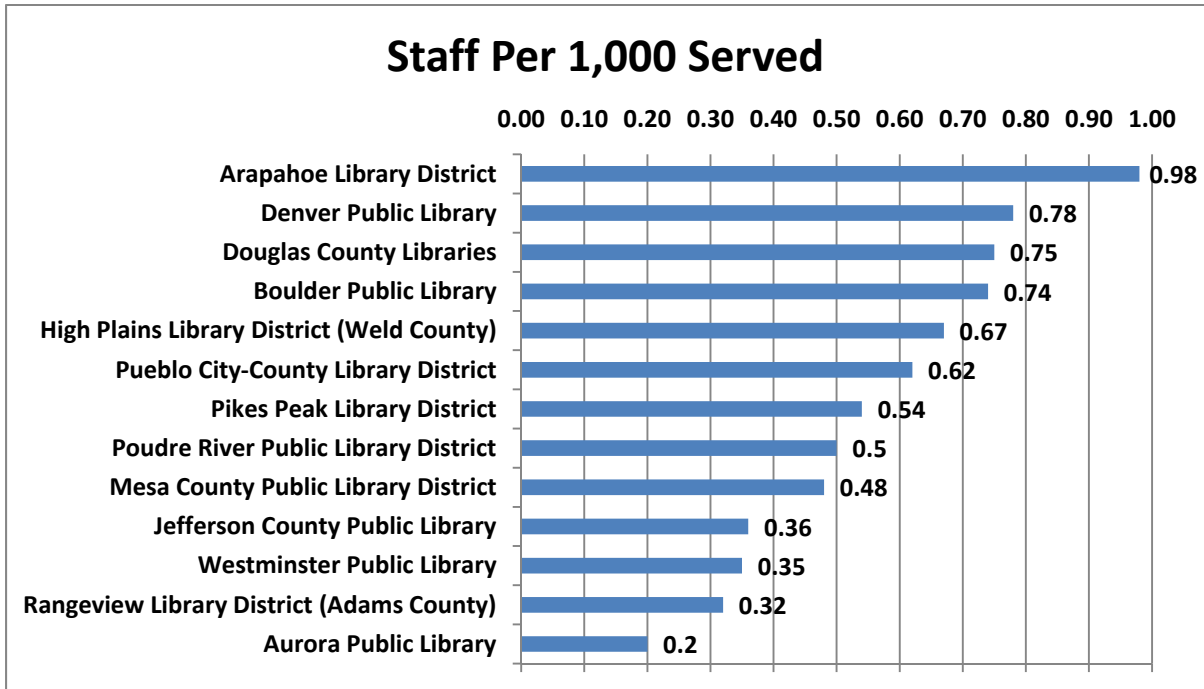
50. Staff Per 10,000 Circulation – This chart shows total staff per 10,000 LSA population. In 2017, the District ranked ninth out of the 13 libraries in this category, unchanged from 2016.



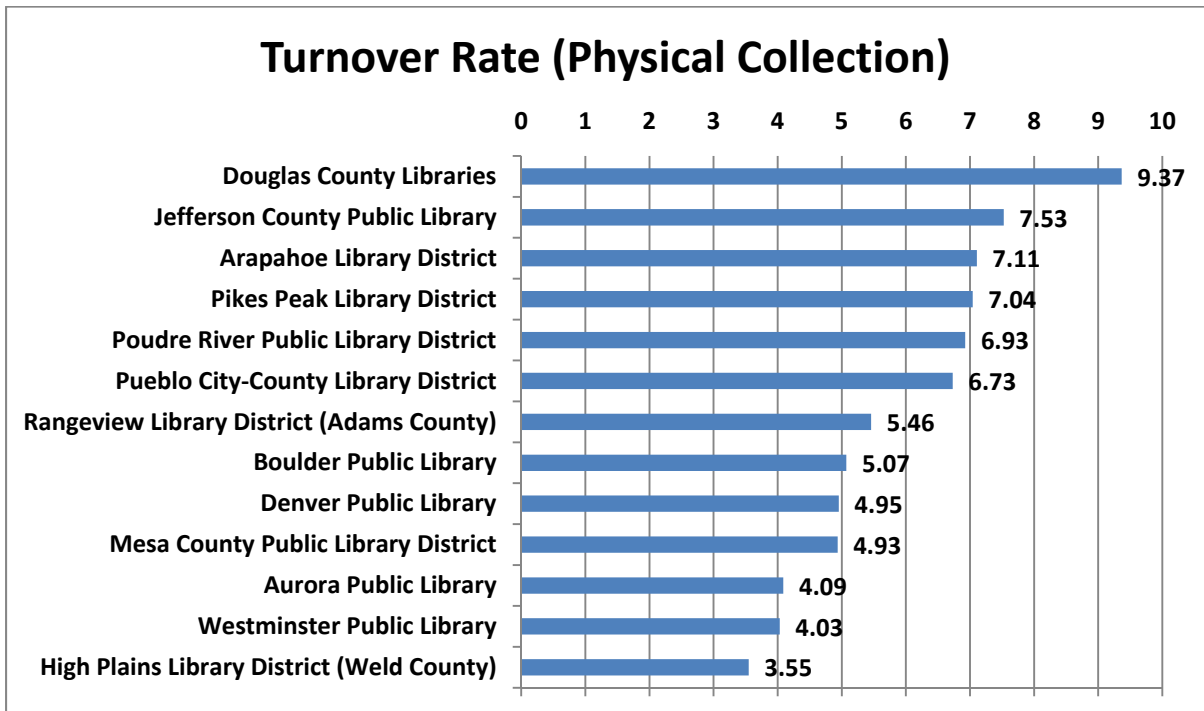
51. Staff Per 1,000 Reference Transactions – This chart shows total staff full-time equivalents divided by total reference transactions (divided by 1,000). For 2017, the District ranked tenth, down from eighth in 2016.



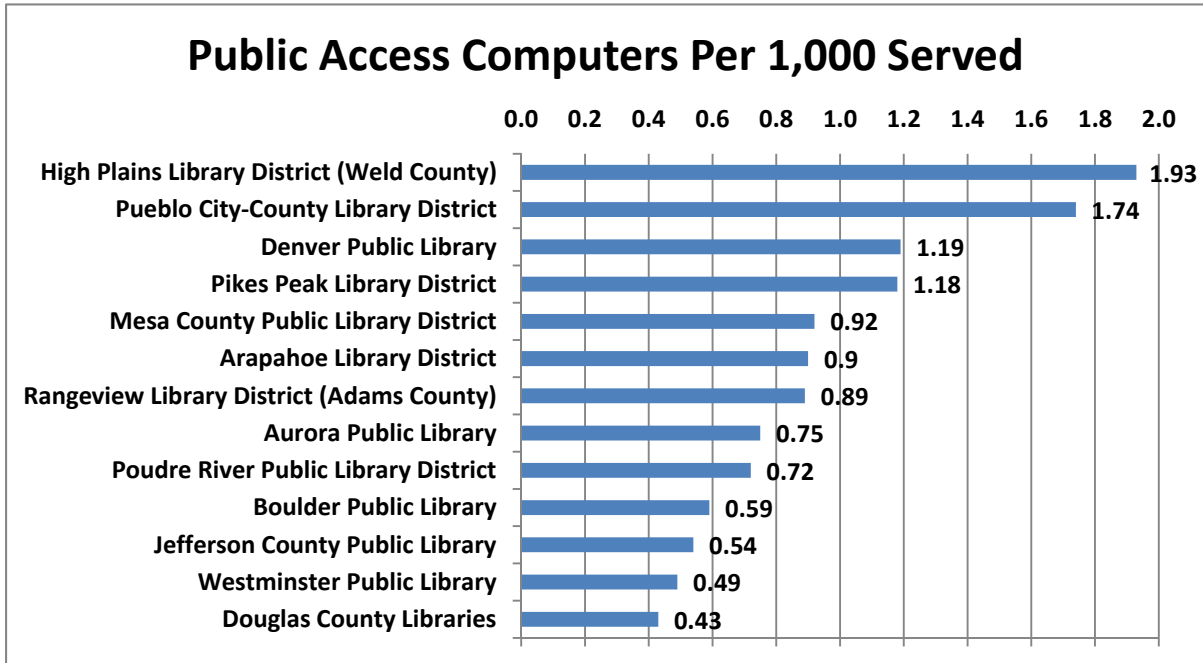
52. Staff Per 1,000 Served – This chart shows total staff divided by the total LSA population (divided by 1,000). The District ranked seventh, unchanged from 2016.



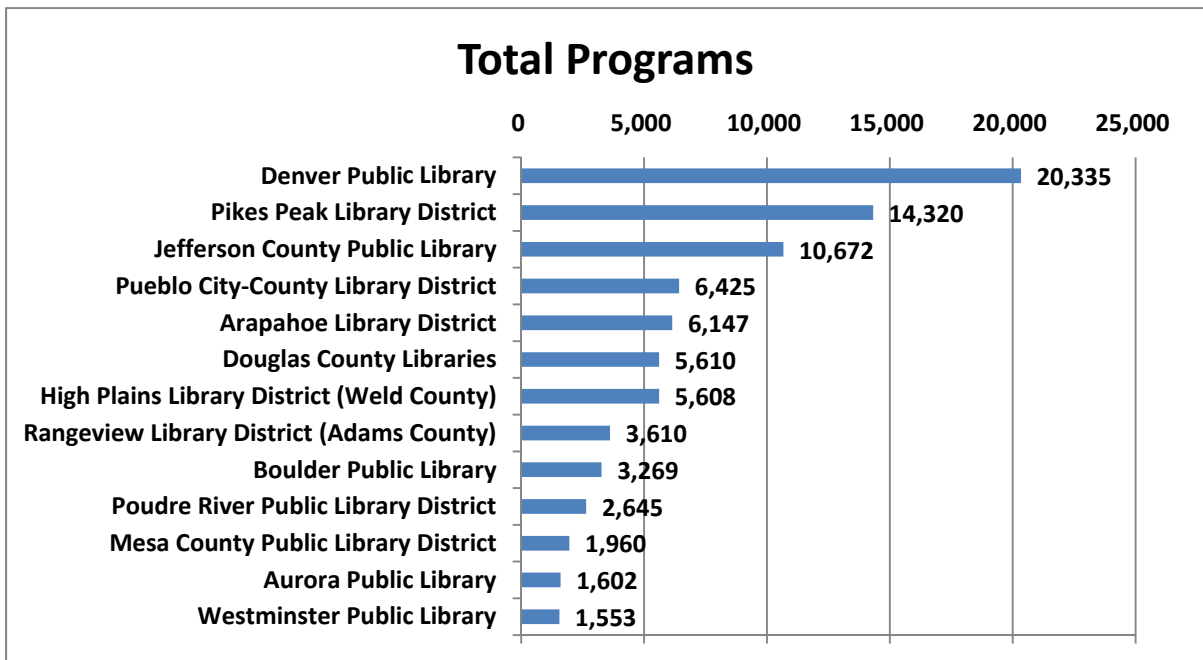
53. Turnover Rate (Physical Collection) – This chart shows total circulation divided by total number of items in the collection. The District ranked fourth out of the 13 libraries in this category. In 2016, the District ranked second.



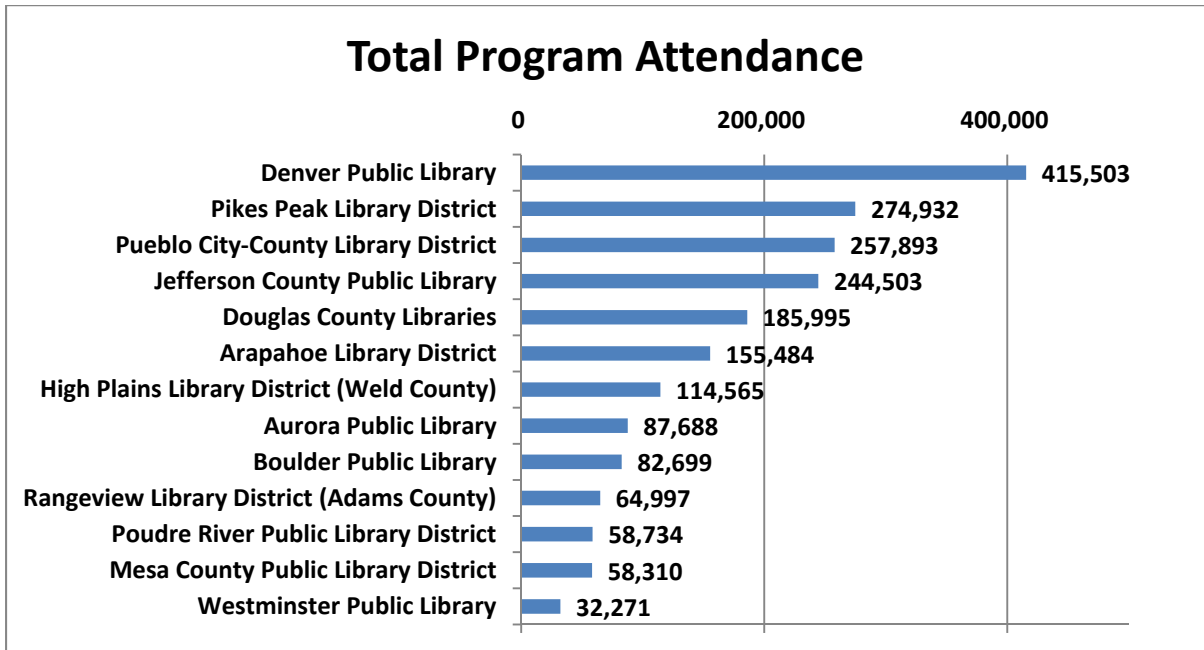
54. Public Access Computers Per 1,000 Served – This chart shows total number of public access computers with Internet available divided by the legal service area in thousands. The District ranks fourth out of 13 libraries for 2017, unchanged from 2016.



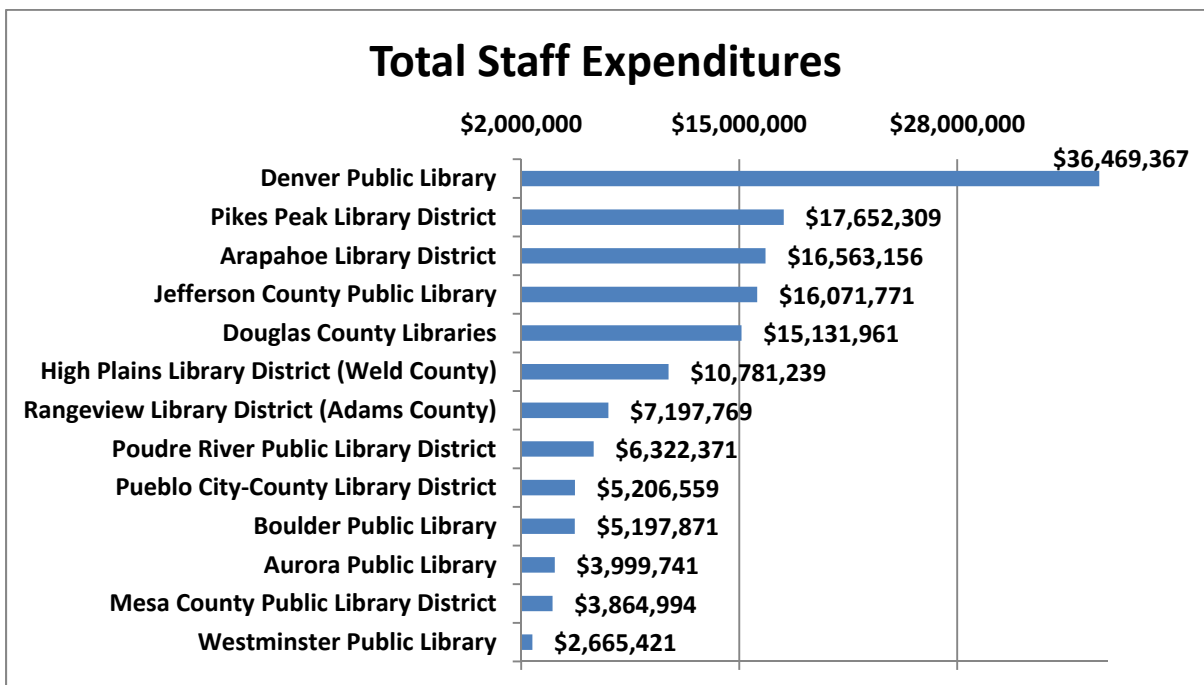
55. Total Programs – This chart shows total number of programs. The District ranks second out of 13 libraries in 2017, unchanged from 2016.



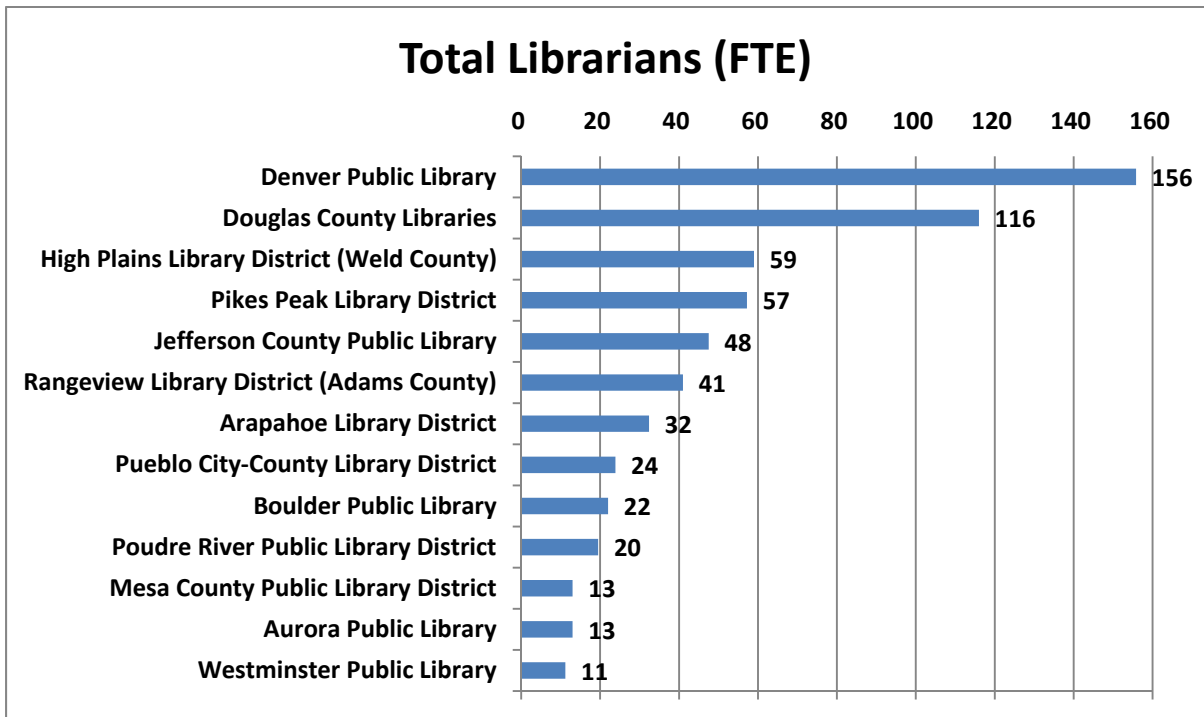
56. Total Program Attendance – This chart shows total count of the audience at all library programs. The District ranked second in 2017, unchanged from 2016.



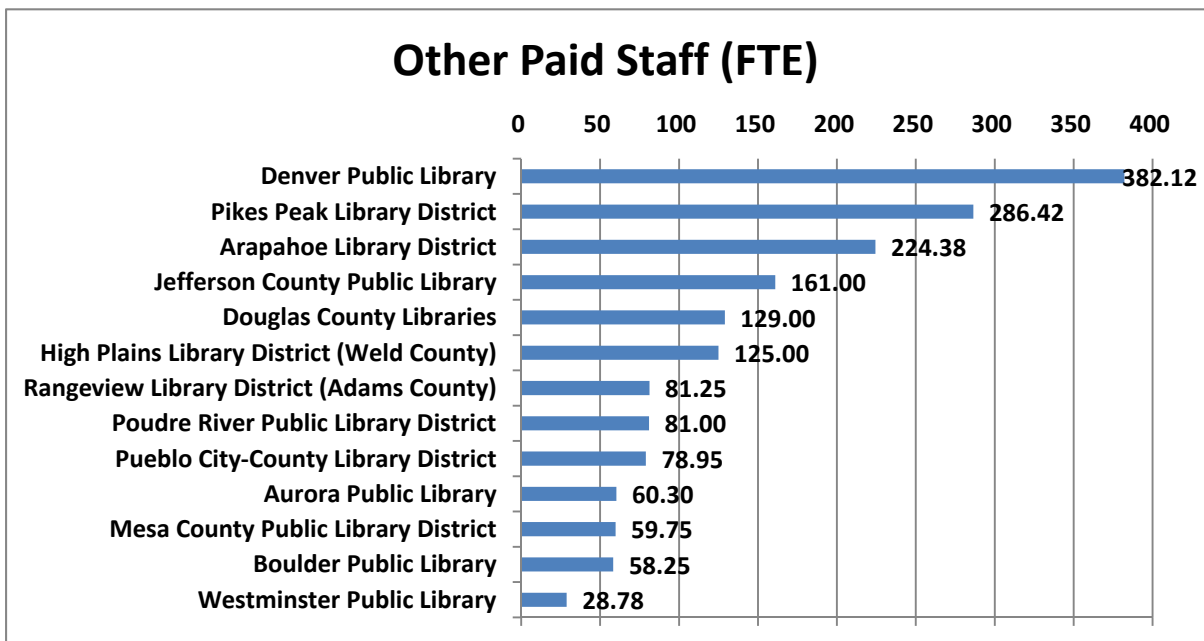
57. Total Staff Expenditures – This chart shows total wages and benefits paid to library staff. In 2017, the District ranked second, primarily due to the size of its LSA population. For 2016, the District ranked third.



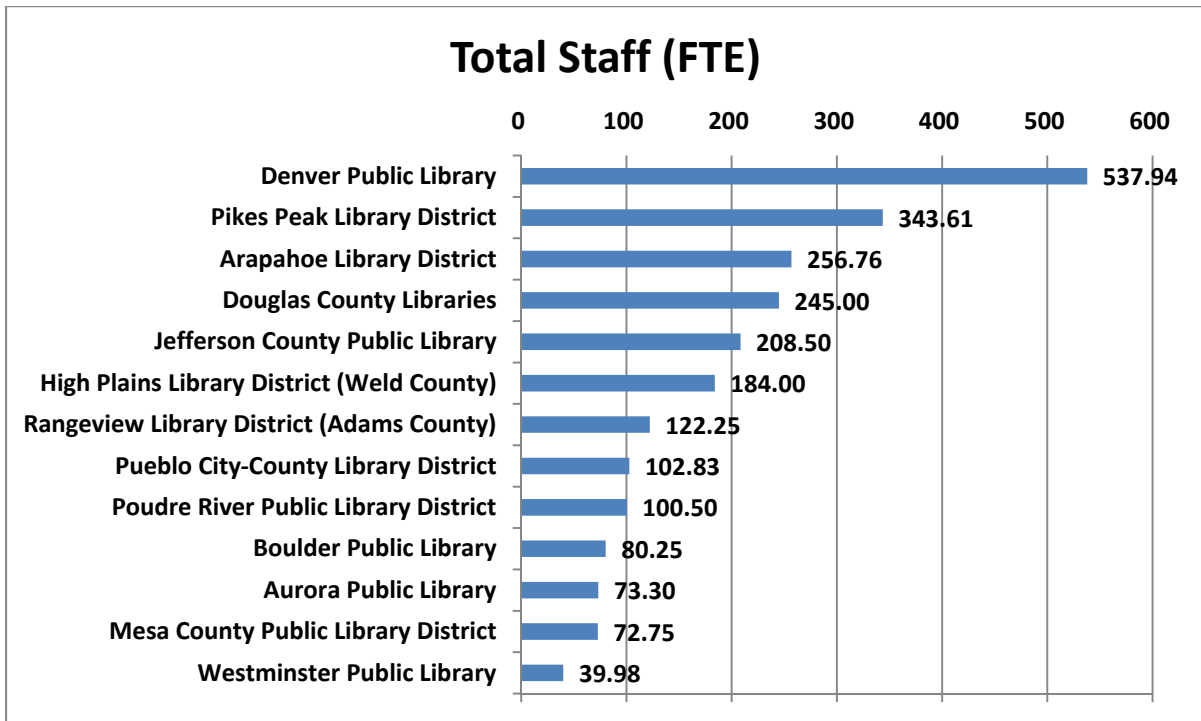
58. Total Librarians (FTE) – This chart shows the total number of full-time equivalents of librarians. For 2017, the District ranked fourth, again primarily due to the size of its LSA population. This rank is unchanged from 2016.



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



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



TREND INFORMATION

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

BUDGETARY BASIS OF ACCOUNTING

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

ACKNOWLEDGEMENTS

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

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

Respectfully submitted,

John Spears
Chief Librarian & CEO

Michael Varnet, CPA, CPFO
Chief Financial Officer

RESOLUTION TO SET MILL LEVIES

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

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

WHEREAS, the amount of money necessary to balance the budget for general operating purposes is \$33,405,893, and;

WHEREAS, the 2018 net valuation for assessment (payable in 2019) for the Pikes Peak Library District, as certified by the County Assessor, is \$7,113,572,510.

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

Section 1. That for the purpose of meeting all general operating expenses of the Pikes Peak Library District during the 2018 budget year, there is hereby levied a tax of 4.000 mills (comprised of a general operating mill levy of 4.000 mills, a mill levy for refunds and abatements of 0.018 mills, and a temporary tax credit of (0.018) mills), upon each dollar of the total valuation for assessment of all taxable property within the District for the 2018 assessment year.

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

ADOPTED, this 11th day of December 2018.

Kathleen Owings, President

RESOLUTION TO ADOPT BUDGET

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

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

WHEREAS, the Executive Director has submitted a proposed budget to this governing body on October 15, 2018 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 11, 2018, and interested taxpayers were given the opportunity to file or register any objections to the proposed budget, and;

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

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

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

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

ADOPTED, this 11th day of December 2018.

Kathleen Owings, President

RESOLUTION TO APPROPRIATE SUMS OF MONEY

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

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

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

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

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

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

General Fund

Current Operating Expenditures	\$33,076,598
Transfers to other funds	<u>2,428,411</u>
Total General Fund	<u>\$35,505,009</u>

East Library Renovation Project Fund

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

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

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

Capital Outlay	<u>\$1,158,984</u>
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\$38,061,420

ADOPTED, this 11th day of December 2018.

Kathleen Owings, President

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners of El Paso County, Colorado.

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

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS assessed valuation of: \$ 7,198,824,710
(GROSS assessed valuation, Line 2 of the Certification of Valuation Form DLG 57)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 7,113,572,510
(NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

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

PURPOSE (see end notes for definitions and examples)	LEVY	REVENUE
1. General Operating Expenses	4.000 mills	\$ 28,454,290
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	< 0.018 > mills	\$ < 128,044 >
SUBTOTAL FOR GENERAL OPERATING:	3.982 mills	\$ 28,326,246
3. General Obligation Bonds and Interest	- mills	\$ -
4. Contractual Obligations	- mills	\$ -
5. Capital Expenditures	- mills	\$ -
6. Refunds/Abatements	0.018 mills	\$ 128,044
7. Other (specify): _____	- mills	\$ -
_____	- mills	\$ -
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	4.000 mills	\$ 28,454,290

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

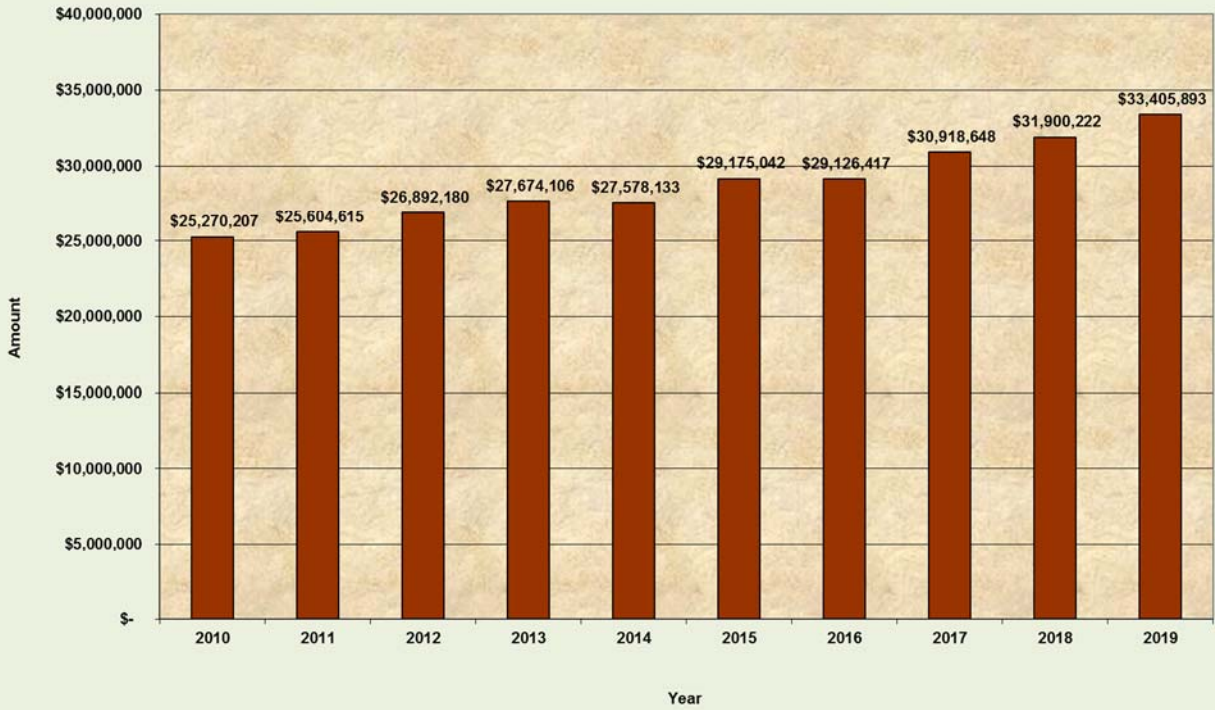
- | | |
|--|-----------------|
| 1. Preliminary discussion with Internal Affairs Committee | June 2018 |
| 2. Preliminary discussion with Leadership Team | June 2018 |
| 3. Budget input training | June/July 2018 |
| 4. Budget forms and guidelines are provided to all Departments/Offices | July 9, 2018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

GENERAL FUND

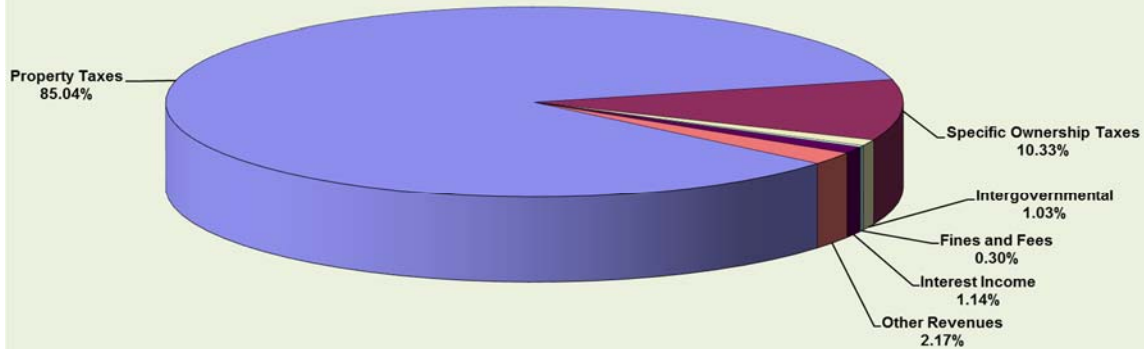
Pikes Peak Library District			
General Fund - Revenue/Expenditure Summary			
Three-Year Period Ended December 31, 2019			
	2017	2018	2019
	Actual	Budget	Budget
Revenues			
Budget	\$ -	\$ 32,073,444	\$ 33,405,893
Budget amendment	-	25,000	-
Total Budgeted Revenues	-	32,098,444	33,405,893
Actual	30,918,648	-	-
Estimated actual revenues (below) budget	-	(198,222)	-
Total Revenues	30,918,648	31,900,222	33,405,893
Expenditures			
Budget	-	33,853,819	35,505,009
Budget amendment	-	657,859	-
Total Budgeted Expenditures	-	34,511,678	35,505,009
Actual	29,776,582	-	-
Estimated actual expenditures (below) budget	-	(1,942,059)	-
Total Expenditures	29,776,582	32,569,620	35,505,009
Net Excess Revenues Over Expenditures	1,142,066	(669,398)	(2,099,116)
Fund Balance - Beginning of Year	9,290,771	10,432,837	9,763,439
Fund Balance - End of Year	<u>\$ 10,432,837</u>	<u>\$ 9,763,439</u>	<u>\$ 7,664,323</u>

Pikes Peak Library District			
General Fund - Fund Balance Summary			
Three-Year Period Ended December 31, 2019			
	2017	2018	2019
	Actual	Budget	Budget
NonSpendable			
Prepaid expenditures	\$ 339,785	\$ -	\$ -
Restricted For:			
Emergency (TABOR)	890,607	935,362	\$ 985,816
Gifts and grants	111,177	89,578	89,578
Committed for:			
Capital Projects - Knights of Columbus Hall	865,000	-	-
Assigned To:			
Purchases of books and materials	151,407	-	-
McKinley Trust	39,275	39,275	39,275
Purchased contracts	186,847	-	-
Unassigned	7,848,739	8,699,224	6,549,654
Total Fund Balance	\$ 10,432,837	\$ 9,763,439	\$ 7,664,323

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

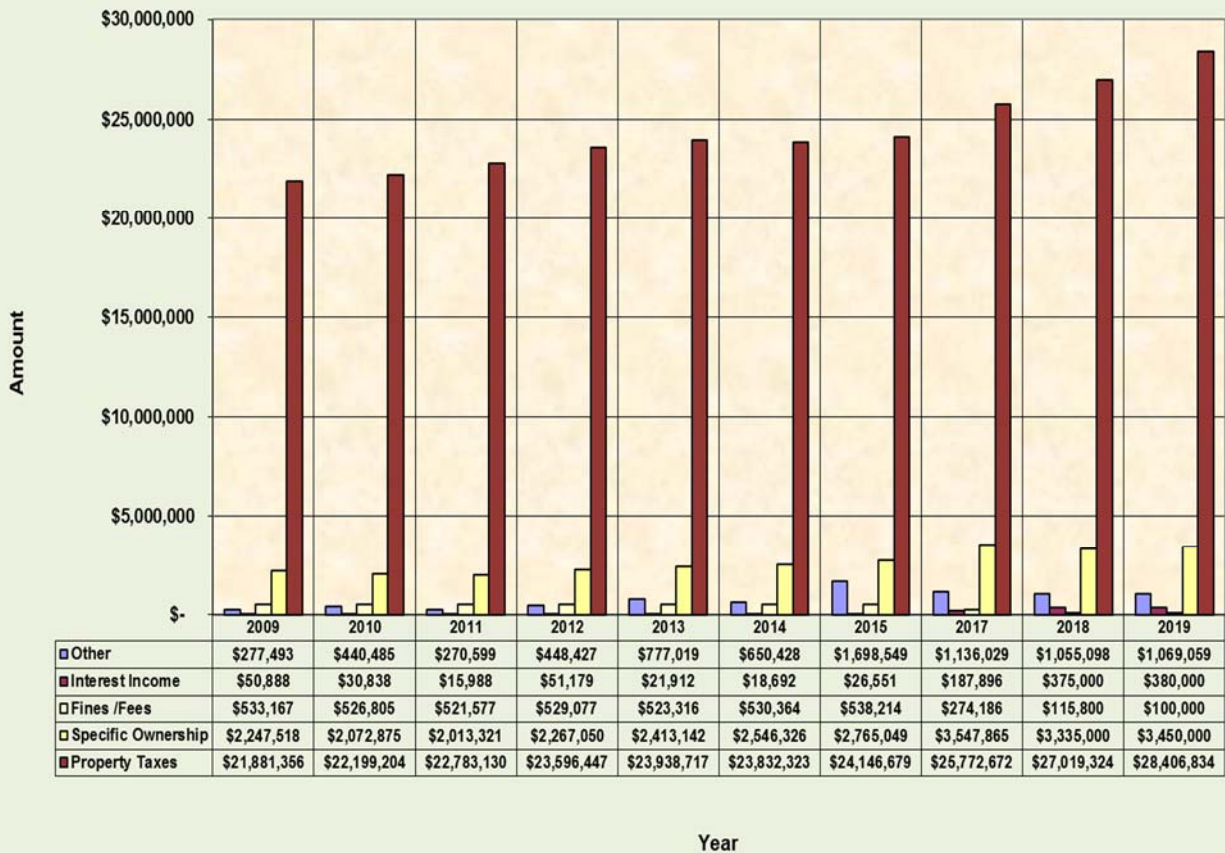


**Pikes Peak Library District
General Fund Revenues
Fiscal Year 2019**



Pikes Peak Library District General Fund - Revenue Summary Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Taxes	\$ 29,320,537	\$ 30,434,719	\$ 30,354,324	\$ 31,856,834
Intergovernmental	458,187	370,000	345,000	345,000
Fines and Fees	274,186	115,800	115,800	100,000
Interest income	187,896	335,000	375,000	380,000
Other Revenues	677,842	842,925	710,098	724,059
Total Revenues	\$ 30,918,648	\$ 32,098,444	\$ 31,900,222	\$ 33,405,893

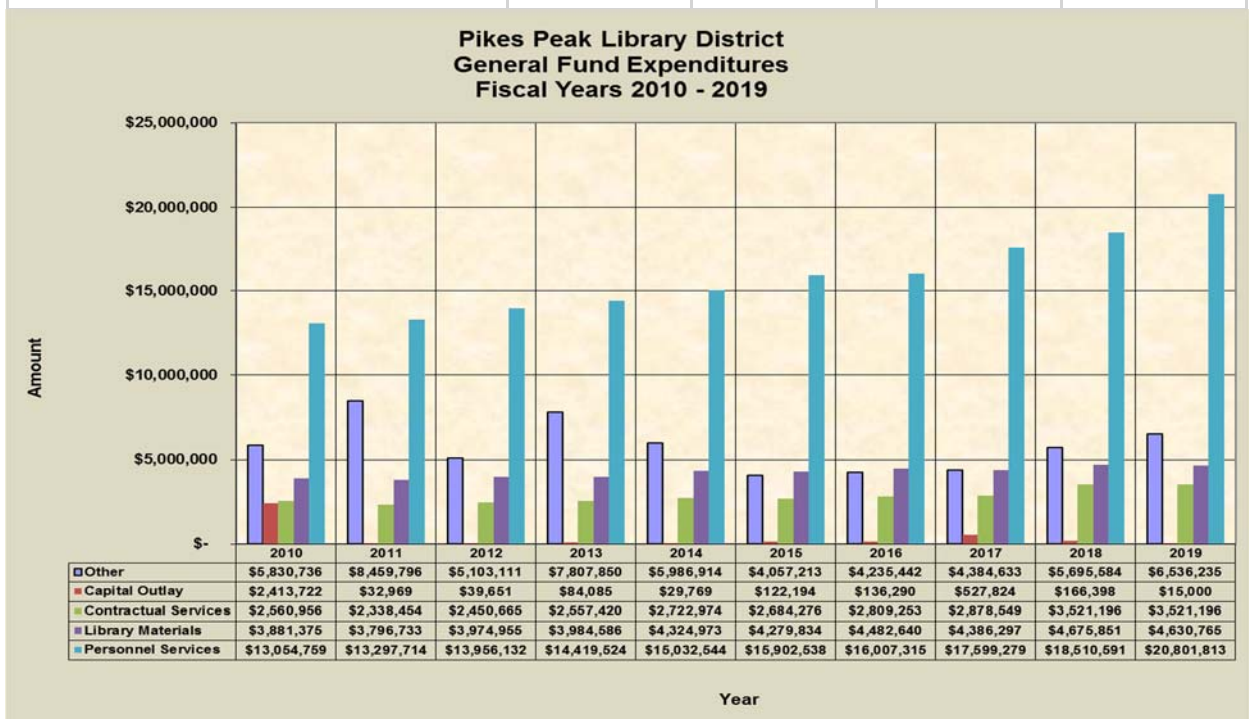
Pikes Peak Library District
General Fund Revenues
Fiscal Years 2010 - 2019



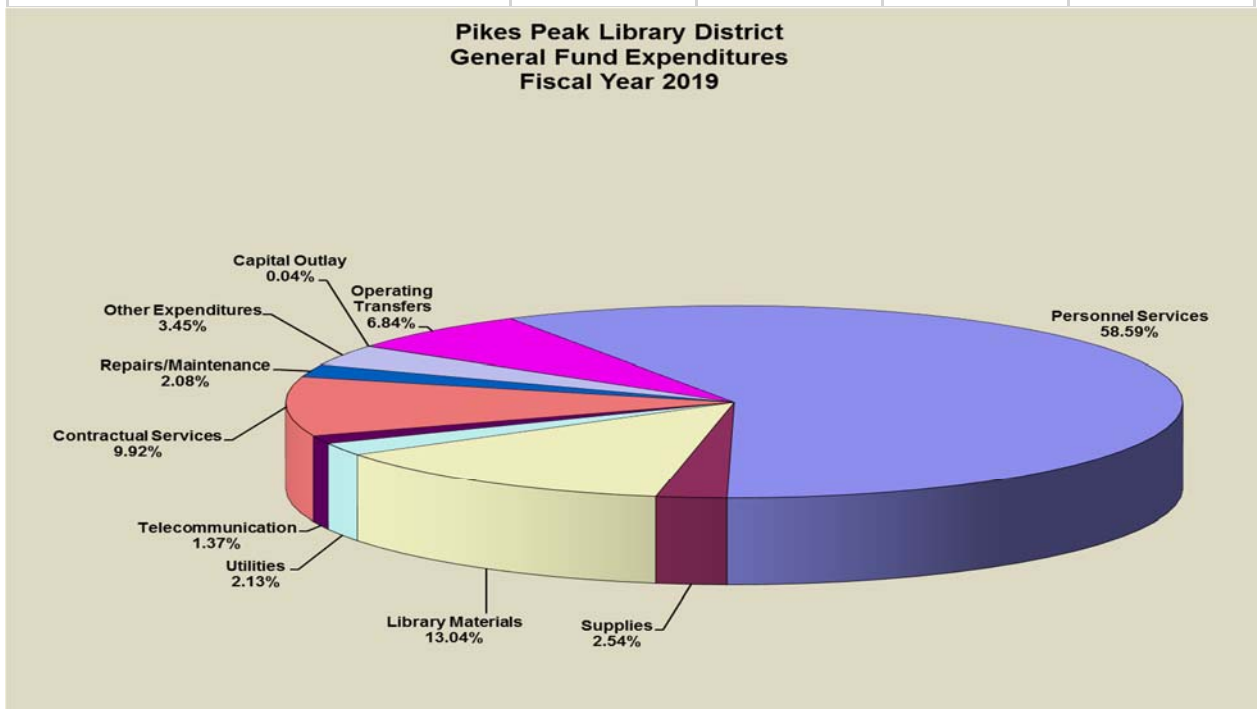
Pikes Peak Library District				
General Fund - Revenues (detail)				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Taxes				
Current property taxes	\$ 25,942,634	\$ 26,689,960	\$ 26,689,960	\$ 28,454,290
Less: uncollectible taxes	(90,841)	(100,366)	(100,366)	(105,000)
Net property taxes	25,851,793	26,589,594	26,589,594	28,349,290
Abatements and credits	(141,951)	(110,000)	(130,000)	(140,000)
Omitted property tax revenue	5,224	4,000	6,000	6,000
Delinquent taxes	14,007	15,000	17,000	17,000
Interest on delinquent taxes	33,187	33,000	35,000	36,000
Specific ownership taxes	3,547,865	3,400,000	3,335,000	3,450,000
Payment in lieu of taxes	10,412	10,500	9,105	10,500
Property tax revenue offset - temporary credit	-	492,625	492,625	128,044
Total Taxes	29,320,537	30,434,719	30,354,324	31,856,834
Intergovernmental				
Federal funds - E-Rate	225,288	225,000	200,000	200,000
State funds - library materials	144,574	145,000	145,000	145,000
State grant - other	88,325	-	-	-
Total Intergovernmental	458,187	370,000	345,000	345,000
Fines and Fees	274,186	115,800	115,800	100,000
Interest Income	187,896	335,000	375,000	380,000
Other Revenues				
Copier charges	94,826	85,000	95,000	96,000
Sale of assets	11,640	25,000	10,000	5,000
Parking lot collections	31,880	34,000	33,000	33,000
Donations	505,725	694,725	567,898	585,559
Other	33,771	4,200	4,200	4,500
Total Other Revenues	677,842	842,925	710,098	724,059
Total Revenues	\$ 30,918,648	\$ 32,098,444	\$ 31,900,222	\$ 33,405,893

Pikes Peak Library District			
Mill Levy Calculation			
Three-Year Period Ended December 31, 2019			
	2017	2018	2019
Assessed Valuation			
Gross	\$ 6,617,856,790	\$ 7,080,595,440	\$ 7,198,824,710
Net	6,556,136,920	7,001,563,360	7,113,572,510
Difference - TIF Districts	\$ 61,719,870	\$ 79,032,080	\$ 85,252,200
Mill Levy - Pikes Peak Library District Budget			
Operating	3.934	3.860	4.000
Property Tax Revenue - Operating	25,791,843	27,026,035	28,454,290
Abatements - Credits	0.023	0.023	0.018
Property Tax Revenue - Abatements and Credits	150,791	161,036	128,044
Temporary Tax Credit	-	(0.071)	(0.018)
Property Tax Revenue	-	(497,111)	(128,044)
Total Mill Levy	3.957	3.812	4.000
Total Property Tax Revenue - Net AV	25,942,634	26,689,960	28,454,290
Property tax Revenue			
Pikes Peak Library District - Net AV	\$ 25,942,634	\$ 26,689,960	\$ 28,454,290
TIF Districts	244,226	306,882	342,543
Total Property Tax Revenue - Gross AV	\$ 26,186,859	\$ 26,996,841	\$ 28,796,833

Pikes Peak Library District General Fund - Expenditures by Major Account Classification Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Personnel Services	\$ 17,599,279	\$ 19,865,493	\$ 18,510,591	\$ 20,801,813
Supplies	647,124	840,808	832,020	902,251
Library Materials	4,386,297	4,675,851	4,675,851	4,630,765
Utilities	582,681	732,617	642,041	757,083
Telecommunication Costs	467,416	537,449	507,449	487,000
Contractual Services	2,878,549	3,361,011	3,294,523	3,521,196
Repairs and Maintenance	579,989	765,007	631,603	737,000
Other Services/Expenditures	777,886	1,125,980	847,680	1,224,490
Capital Outlay	527,824	166,398	166,398	15,000
Operating Transfers To Other Funds	786,341	2,441,064	2,441,064	2,428,411
Special Item	543,196	-	20,400	-
Total Expenditures	\$ 29,776,582	\$ 34,511,678	\$ 32,569,620	\$ 35,505,009

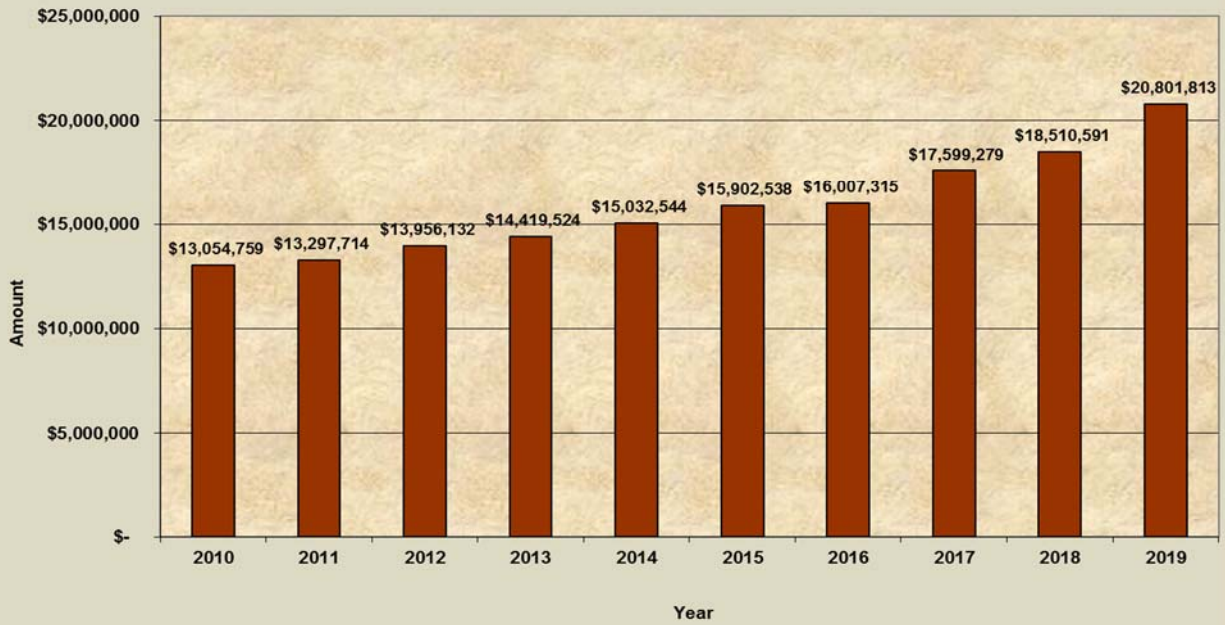


Pikes Peak Library District General Fund - Expenditures by Major Account Classification - Percentage To Total Budget Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Personnel Services	59.1%	57.6%	56.8%	58.6%
Supplies	2.2%	2.4%	2.6%	2.5%
Library Materials	14.7%	13.5%	14.4%	13.0%
Utilities	2.0%	2.1%	2.0%	2.1%
Telecommunication Costs	1.6%	1.6%	1.6%	1.4%
Contractual Services	9.7%	9.7%	10.1%	9.9%
Repairs and maintenance	1.9%	2.2%	1.9%	2.1%
Other Services/Expenditures	2.6%	3.3%	2.6%	3.4%
Capital Outlay	1.8%	0.5%	0.5%	0.0%
Operating Transfers To Other Funds	2.6%	7.1%	7.5%	6.8%
Special Item	1.8%	0.0%	0.1%	0.0%
Total Expenditures	100.0%	100.0%	100.0%	100.0%

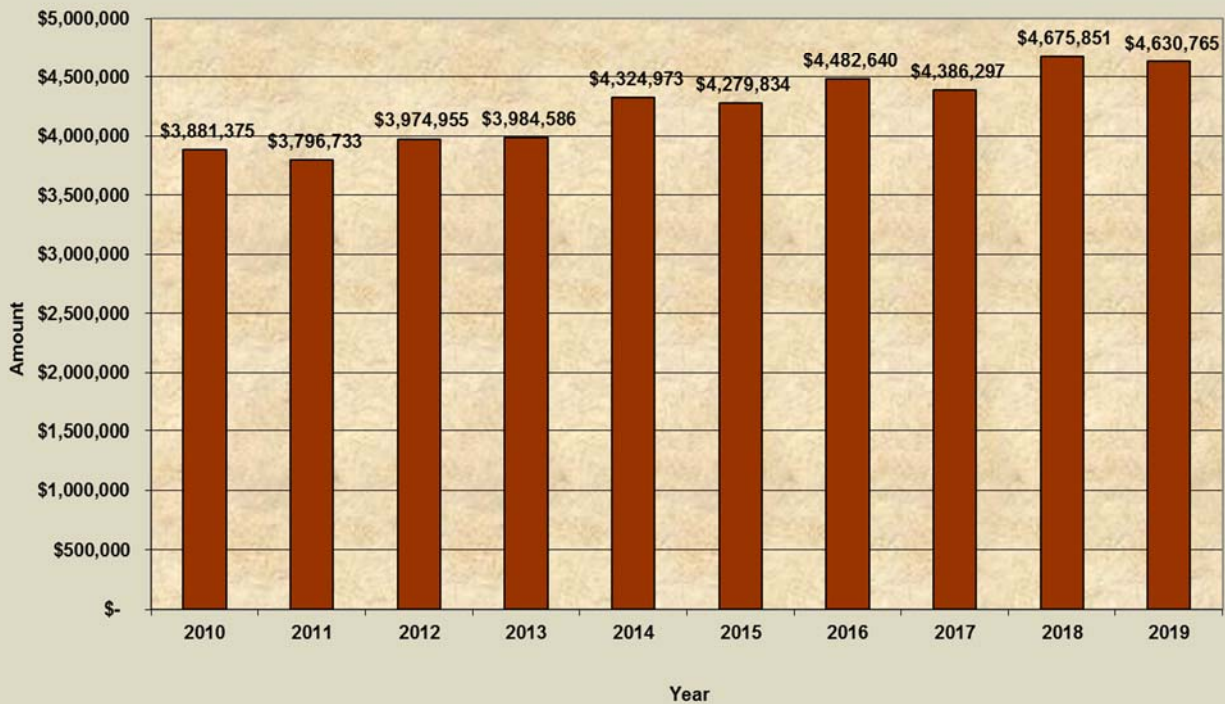


Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Personnel Services				
Salaries and wages	\$ 13,489,872	\$ 15,228,669	\$ 14,181,540	\$ 16,218,332
Substitute pay	517,744	485,174	456,856	327,594
FICA	1,025,817	1,226,876	1,089,862	1,222,809
Retirement contribution	790,760	970,335	834,582	976,828
Health benefits	1,620,680	1,756,000	1,773,512	1,875,000
Unemployment taxes	30,157	45,000	43,000	47,250
Workers compensation	76,714	85,000	75,000	85,000
Tuition reimbursement	38,762	40,000	43,000	40,000
Work study	8,773	28,439	13,239	9,000
Total Personnel Services	17,599,279	19,865,493	18,510,591	20,801,813
Supplies				
Microform	540	2,450	500	2,450
Software purchases	210,546	254,882	254,882	322,000
Computer supplies	43,006	41,000	45,000	42,000
Processing supplies	94,649	95,000	95,000	95,000
General supplies	298,383	447,476	436,638	440,801
Total Supplies	647,124	840,808	832,020	902,251

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



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



Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Library Materials				
Books	3,649,004	4,056,072	4,056,072	3,977,400
Microforms	9,300	5,000	5,000	5,000
Periodicals	111,605	110,000	110,000	110,000
Serials	24,443	34,036	34,036	25,000
Electronic databases/online services	591,945	470,743	470,743	513,365
Total Library Materials	4,386,297	4,675,851	4,675,851	4,630,765
Utilities				
Gas	63,324	103,558	64,221	109,168
Electric	439,859	509,688	465,608	526,656
Water and sewer	79,498	106,650	108,943	113,415
Storm water fees	-	12,721	3,269	7,844
Total Utilities	582,681	732,617	642,041	757,083
Telecommunication Costs				
Telecommunication costs	467,416	537,449	507,449	487,000
Total Telecommunication Costs	467,416	537,449	507,449	487,000

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Contractual Services				
Audit fees	39,705	43,500	40,935	45,000
Legal fees	56,690	50,000	65,000	65,000
Microfilming services	13,280	28,000	15,000	19,600
Consultant fees	188,708	204,500	191,000	216,500
Contract cataloging	31,291	50,600	50,600	50,600
Trash removal	19,568	22,051	21,316	24,229
Copier charges	48,027	51,000	55,000	56,000
Delivery services	175,875	211,850	211,850	222,231
Janitorial services	385,965	399,000	394,000	447,000
Computer agreements	287,638	416,795	410,760	455,500
Collection agency charges	40,311	35,000	32,500	30,000
External printing	88,094	101,200	101,200	125,000
Programming costs	224,546	357,300	344,360	357,065
Security services	25,128	-	-	-
Insurance	144,657	185,000	167,681	184,500
Facilities rental/CAM	648,650	723,918	711,943	722,525
Parking	39,592	42,375	42,456	43,646
Treasurer's fees	388,563	402,122	402,122	420,000
Storage space	16,200	16,800	16,800	16,800
Employee Assistance Program	16,061	20,000	20,000	20,000
Total Contractual Services	2,878,549	3,361,011	3,294,523	3,521,196

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Repairs and Maintenance				
Telephone/telecommunication maintenance	26,032	9,000	9,000	82,000
Building repair	95,216	139,912	105,167	142,750
Furniture repair	20,064	33,785	31,538	33,000
Equipment repair	13,691	54,703	36,107	42,450
Equipment maintenance	143,266	200,837	140,837	98,500
Grounds maintenance	56,594	73,500	69,866	75,500
HVAC maintenance	116,276	136,520	124,592	139,300
Vehicle operating costs	58,045	57,000	61,000	61,000
Burglar and fire alarm system maintenance	50,805	59,750	53,496	62,500
Total Repairs and Maintenance	579,989	765,007	631,603	737,000
Other Services/Expenditures				
Mileage reimbursement expenses	48,733	70,474	65,590	73,800
Advertising	86,657	90,250	89,250	111,000
Employee recruitment	17,564	62,500	60,500	50,500
Testing	-	500	500	500
Dues	44,682	64,619	46,493	74,000
Merchandising/book displays	581	2,066	1,816	1,000
Employee recognition	10,932	20,525	18,000	20,525
Board of Trustees	1,766	3,000	4,000	7,000
Marketing promotions	-	15,000	15,000	-
Training	162,912	246,349	218,849	287,534
Signage	5,021	10,000	8,000	16,000

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Other Services/Expenditures continued				
Volunteer & Library card program	3,294	5,900	5,900	5,900
Safety	11,030	18,500	13,500	18,500
Summer Adventure prizes	31,839	44,924	31,708	31,306
Summer Adventure party	2,535	2,600	2,300	3,000
Postage	78,536	92,500	60,000	62,500
Bindery	4,468	5,000	5,000	5,000
Administrative support - PPLD Foundation	199,802	-	-	-
Other	67,534	371,273	201,274	456,425
Total Other Services/Expenditures	777,886	1,125,980	847,680	1,224,490
Capital Outlay				
Other capital projects	527,824	166,398	166,398	15,000
Total Capital Outlay	527,824	166,398	166,398	15,000
Operating Transfers To Other Funds				
East Library Project Fund	-	-	-	139,627
Penrose Library Project Fund	59,690	1,335,841	1,335,841	96,700
Library 21c Project Fund	50,000	-	-	1,156,100
Capital Reserve	676,651	1,105,223	1,105,223	1,035,984
Total Operating Transfers To Other Funds	786,341	2,441,064	2,441,064	2,428,411
Special Item				
TABOR refund	543,196	-	20,400	-
Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses	\$ 29,776,582	\$ 34,511,678	\$ 32,569,620	\$ 35,505,009

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
Chief Librarian and CEO Office				
Salaries and wages	\$ 218,088	\$ 224,640	\$ 224,640	\$ 224,640
FICA charges	14,635	17,185	17,185	17,185
Retirement contributions	17,447	17,971	17,971	17,971
Supplies	179	1,000	800	1,000
Mileage reimbursement expenses	1,652	2,000	1,750	2,000
Dues/Membership/Bus Functions	908	1,000	1,000	1,000
Membership - Urban Library Council	-	-	-	13,000
Board of Trustees expenses	1,766	3,000	4,000	4,000
Board Retreat	-	-	-	3,000
Training/Director's discretion	3,891	15,000	10,000	15,000
Leadership Pikes Peak	-	3,500	-	3,500
Other expenses	495	1,000	1,300	1,000
Total Chief Librarian and CEO Office	\$ 259,061	\$ 286,296	\$ 278,646	\$ 303,296
Authorized Positions				
	2017	2018	2019	
Total Full Time Equivalent (FTEs)	2.00	2.00	2.00	
Authorized Positioned Category				
Full-time (40 hours per week)	2	2	2	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	2	2	2	
MLS FTEs	1.00	1.00	1.00	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Administration				
Salaries and wages	\$ 177,570	\$ 190,112	\$ 190,010	\$ 95,056
Seasonal substitute pay	179	-	-	-
FICA charges	13,387	14,544	14,536	7,272
Retirement contributions	14,107	15,208	14,925	7,604
Supplies	1,034	400	500	1,000
Training	81,499	114,000	114,000	-
Mileage reimbursement expenses	12,900	20,000	15,000	1,000
Total Administration	\$ 300,676	\$ 354,264	\$ 348,971	\$ 111,932
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		2.00	2.00	1.00
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	1
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	1
MLS FTEs		2.00	2.00	1.00
Customer Service Team				
General supplies	\$ -	\$ 625	\$ 625	\$ 500
Total Customer Service Team	\$ -	\$ 625	\$ 625	\$ 500

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Services				
Salaries and wages	\$ -	\$ -	\$ -	\$ 566,550
FICA charges	-	-	-	43,341
Retirement contributions	-	-	-	45,324
Supplies	-	-	-	1,500
Assistive Technology	-	5,000	5,000	5,000
Databases/online services	-	63,621	63,621	365,000
Programming				
Mountain of Authors	-	310	310	4,500
Library Explorers	-	6,000	5,000	6,000
Sign Language	-	3,000	1,000	3,000
Adult Reading	13,001	13,000	10,000	13,000
Senior Services	6,000	6,000	6,000	6,000
Other	-	7,900	5,000	38,000
Training	-	-	-	10,650
Mileage reimbursement expenses	-	-	-	3,000
Total Adult Services	\$ 19,001	\$ 104,831	\$ 95,931	\$ 1,110,865
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	10.00
Authorized Positioned Category		-	-	-
Full-time (40 hours per week)		-	-	10
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	10
MLS FTEs		-	-	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
LIBRARY SERVICES				
Adult Services - Penrose Library				
Salaries and wages	\$ 962,171	\$ 874,482	\$ 869,001	\$ -
Substitute pay	39,550	38,764	38,600	-
FICA charges	73,187	66,898	65,937	-
Retirement contributions	63,722	60,501	58,899	-
Supplies	6,201	8,800	8,800	-
Toner	10,346	11,000	11,000	-
Databases/online services	4,226	265,700	265,700	-
Merchandising	-	500	250	-
Programming	5,818	5,650	5,650	-
Mileage reimbursement expenses	3,858	4,500	5,000	-
Total Adult Services - Penrose Library	\$ 1,169,079	\$ 1,336,795	\$ 1,328,837	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		21.22	21.22	-
Authorized Positioned Category				
Full-time (40 hours per week)		17	17	-
Half-time (20 - 39 hours per week)		8	8	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		25	25	-
MLS FTEs		8.50	8.50	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Services - Library 21c				
Salaries and wages	\$ 330,596	\$ 301,768	\$ 290,479	\$ -
Substitute pay	16,402	20,926	20,900	-
FICA charges	24,901	23,085	22,165	-
Retirement contributions	19,744	17,382	17,156	-
Supplies	3,456	8,114	7,000	-
Programming costs - teen	4,829	4,359	4,359	-
Programming costs - adult	4,640	5,000	5,000	-
Mileage reimbursement expenses	868	2,000	1,000	-
Merchandising	204	566	566	-
Total Adult Services - Library 21c	\$ 405,640	\$ 383,200	\$ 368,625	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		8.25	8.25	-
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	-
Half-time (20 - 39 hours per week)		4	4	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		10	10	-
MLS FTEs		3.00	3.00	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Total Adult Services				
Adult Services	\$ 19,001	\$ 104,831	\$ 95,931	\$ 1,110,865
Customer Service Team	-	625	625	500
Penrose Library	1,169,079	1,336,795	1,328,837	-
East Library	1,264,050	956,613	924,320	-
Library 21c	405,640	383,200	368,625	-
Total	\$ 2,857,770	\$ 2,782,064	\$ 2,718,338	\$ 1,111,365
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		46.79	45.79	10.00
Authorized Positioned Category				
Full-time (40 hours per week)		37	36	10
Half-time (20 - 39 hours per week)		18	18	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		55	54	10
MLS FTEs		19.50	19.50	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Children's Services				
Salaries and wages	\$ -	\$ -	\$ -	\$ 426,358
FICA charges	-	-	-	32,616
Retirement contributions	-	-	-	34,109
Supplies	5,112	4,513	4,000	5,000
Family Place supplies	3,632	750	2,000	-
Educational Resource Center	-	-	-	5,000
Programming costs	28,774	35,160	33,000	58,000
Spring break programming costs	5,550	6,650	6,570	6,650
Family Fun programming costs	6,156	9,753	9,753	6,650
Programming-Home School Engagement	-	-	-	1,000
Translation services	-	2,000	-	-
School Engagement	-	-	-	1,000
Training	-	-	-	11,380
Mileage reimbursement expenses	-	-	-	4,000
Summer Adventure party	2,535	2,600	2,300	3,000
Summer Adventure programming	14,792	30,923	22,222	25,000
Summer Adventure printing and other	8,110	6,101	1,586	6,306
Total Children's Services	\$ 74,661	\$ 98,450	\$ 81,431	\$ 626,069
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	-	8.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	8
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	8
MLS FTEs		-	-	5.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Children's - Penrose Library				
Salaries and wages	\$ 315,372	\$ 440,472	\$ 359,686	\$ -
Substitute pay	5,594	4,370	4,370	-
Temporary labor	2,610	3,000	6,600	-
Work study costs	260	1,739	1,739	-
FICA charges	23,609	33,696	26,838	-
Retirement contributions	21,157	31,284	25,090	-
Supplies	3,290	3,500	3,500	-
Programming costs	253	500	500	-
Mileage reimbursement expenses	2,975	3,715	3,715	-
Total Children's - Penrose Library	\$ 375,120	\$ 522,276	\$ 432,038	\$ -
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		6.12	6.12	-
Authorized Positioned Category				
Full-time (40 hours per week)		5	5	-
Half-time (20 - 39 hours per week)		2	2	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		7	7	-
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Regional History and Genealogy Services				
Salaries and wages	\$ 485,670	\$ 479,877	\$ 454,717	\$ 480,834
Substitute pay	3,560	4,501	4,200	3,000
FICA charges	36,171	36,711	33,928	36,784
Retirement contributions	27,316	27,159	24,504	27,213
Supplies	2,685	3,000	3,000	3,000
Microform supplies	540	950	500	950
Archive supplies	1,735	4,115	4,115	4,115
Photo archive supplies	3,598	8,601	8,601	6,471
Consultant fees	10,000	6,500	6,500	2,000
Microfilming services	13,280	28,000	15,000	19,600
Bindery	4,468	5,000	5,000	5,000
Training	-	-	-	13,270
Mileage reimbursement expenses	231	750	750	750
Programming costs	751	2,240	2,240	2,240
Total Regional History and Genealogy Services	\$ 590,005	\$ 607,404	\$ 563,055	\$ 605,227
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		9.50	9.50	9.50
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	6
Half-time (20 - 39 hours per week)		7	7	7
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		13	13	13
MLS FTEs		5.00	5.00	5.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Creative Services				
Salaries and wages	\$ 415,441	\$ 554,662	\$ 416,852	\$ 224,203
Work study costs	-	2,500	2,500	-
Substitute pay	21,909	8,001	10,000	-
FICA charges	32,559	42,432	31,530	17,152
Retirement contributions	25,748	38,215	26,272	17,936
Supplies	4,996	6,500	6,500	1,000
Toner	13,464	17,000	17,000	-
Supplies - Makerspace - East Library	-	2,700	2,700	-
Repair equipment - East Library	-	4,000	4,000	-
Programming costs - East Library	-	2,300	2,300	-
Makerspace consumables	6,566	7,500	7,500	-
Maker artists	7,921	9,500	9,500	9,500
Equipment repair	-	8,000	3,000	-
Programming	8,133	10,000	10,000	42,550
Merchandising	-	500	500	-
Training	-	-	-	7,180
Mileage reimbursement expenses	923	2,500	2,500	2,700
Total Creative Services	\$ 537,660	\$ 716,310	\$ 552,654	\$ 322,221
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		9.50	9.50	4.00
Authorized Positioned Category				
Full-time (40 hours per week)		7	7	4
Half-time (20 - 39 hours per week)		5	5	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		12	12	4
MLS FTEs		4.00	5.00	3.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Young Adult Services				
Salaries and wages	\$ -	\$ -	\$ -	\$ 308,589
Work study costs	-	-	-	3,000
FICA charges	-	-	-	23,607
Retirement contributions	-	-	-	24,687
Supplies	-	-	-	4,400
Programming	32,360	34,519	34,519	51,000
Training	-	-	-	15,884
Mileage reimbursement expenses	-	-	-	7,000
Total Young Adult Services	\$ 32,360	\$ 34,519	\$ 34,519	\$ 438,167
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	-	6.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	6
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	6
MLS FTEs		-	-	4.00

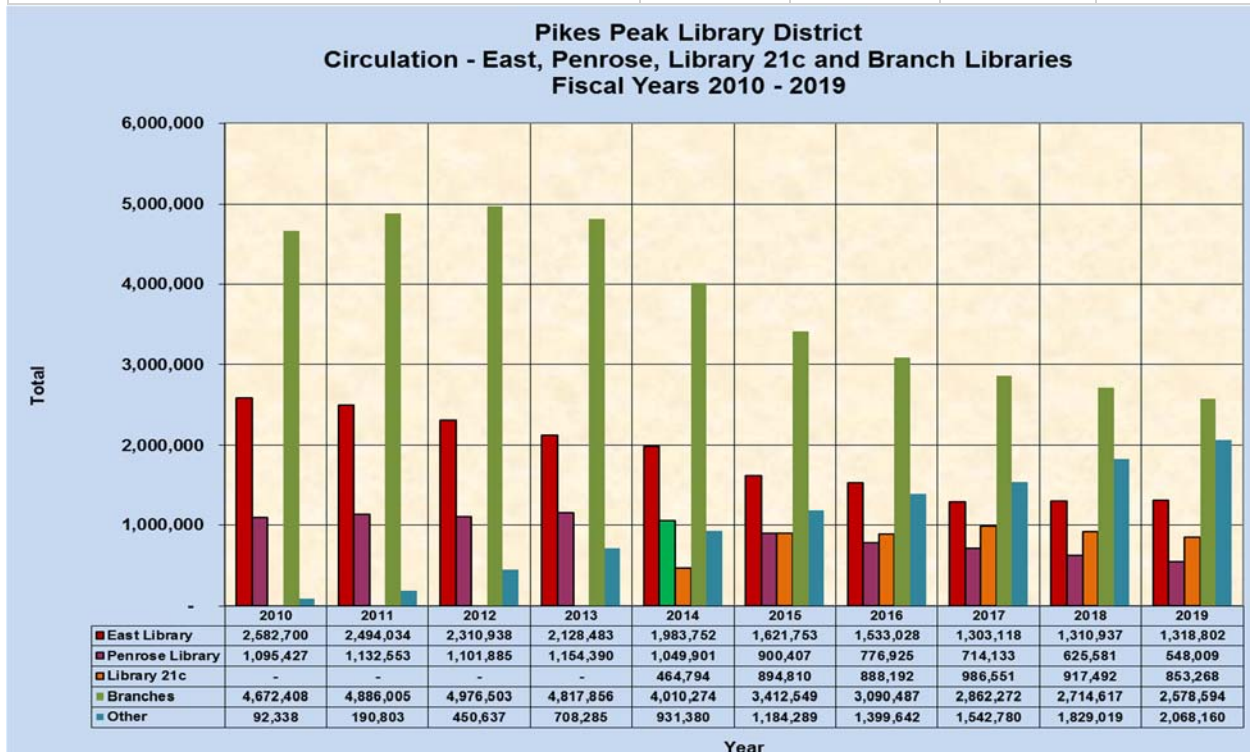
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Adult Education				
Salaries and wages	\$ 209,924	\$ 333,950	\$ 327,650	\$ 334,339
Salaries and wages paid by grant	-	(85,700)	(85,700)	(68,384)
Substitute pay	2,113	1,633	1,000	2,500
FICA charges	12,766	25,547	17,689	25,577
Retirement contributions	15,516	23,299	17,561	23,326
Supplies	825	2,300	2,300	3,300
Learn English supplies	-	1,000	1,000	-
Databases	565	-	-	30,000
Training	-	-	-	13,270
Mileage reimbursement expenses	2,305	420	420	2,000
Software	2,806	2,000	2,000	2,000
Advertising costs	1,010	750	750	-
Printing	-	200	200	-
Translation	186	500	500	500
Volunteer program	142	2,200	2,200	2,200
Total Adult Education	\$ 248,158	\$ 308,099	\$ 287,570	\$ 370,628
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		6.50	6.50	7.00
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	6
Half-time (20 - 39 hours per week)		3	3	1
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		9	9	9
MLS FTEs		1.00	1.00	1.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Collection Management				
Salaries and wages	\$ 783,154	\$ 1,099,265	\$ 908,375	\$ 898,726
Temporary labor	10,036	14,000	14,000	7,000
Substitute pay	1,946	3,875	3,300	1,875
FICA charges	58,551	84,094	67,888	68,753
Retirement contributions	56,798	77,730	65,353	65,863
Supplies	2,137	4,500	4,500	4,500
Processing supplies	94,649	95,000	95,000	95,000
Cataloging services	31,291	50,600	50,600	50,600
Library material purchases	3,520,056	3,919,528	3,919,528	3,850,000
Microforms	9,300	5,000	5,000	5,000
Periodicals	111,605	110,000	110,000	110,000
Serials	24,443	34,036	34,036	25,000
Databases/online services	67,997	114,965	114,965	98,365
Title Source software/Web Dewey BCR	1,996	2,500	2,500	2,500
Training	2,472	-	-	15,750
Mileage reimbursement expenses	480	500	500	3,000
Total Collection Management	\$ 4,776,911	\$ 5,615,593	\$ 5,395,545	\$ 5,301,932
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		18.40	19.25	19.25
Authorized Positioned Category				
Full-time (40 hours per week)		16	17	17
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		20	21	21
MLS FTEs		6.00	6.00	8.00

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

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
LIBRARY SERVICES				
Administration	\$ 300,676	\$ 354,264	\$ 348,971	\$ 111,932
Adult Services	2,857,770	2,782,064	2,718,338	1,111,365
Children's Services	1,310,502	1,401,398	1,384,686	626,069
Regional History and Genealogy Services	590,005	607,404	563,055	605,227
Creative Services	537,660	716,310	552,654	322,221
Young Adult Services	32,360	34,519	34,519	438,167
Adult Education	248,158	308,099	287,570	370,628
Collection Management	4,776,911	5,615,593	5,395,545	5,301,932
Interlibrary Loan	58,840	69,225	69,225	300,973
Total Library Services	\$ 10,712,882	\$ 11,888,876	\$ 11,354,563	\$ 9,188,514
Authorized Positions		2017	2018	2019
Total Full Time Equivalentents (FTEs)		115.96	114.81	69.02
Authorized Positioned Category				
Full-time (40 hours per week)		91	90	61
Half-time (20 - 39 hours per week)		44	44	14
Part-time (1-19 hours per week)		4	4	2
Total Authorized Positions		139	138	77
MLS FTEs		44.50	45.50	36.00

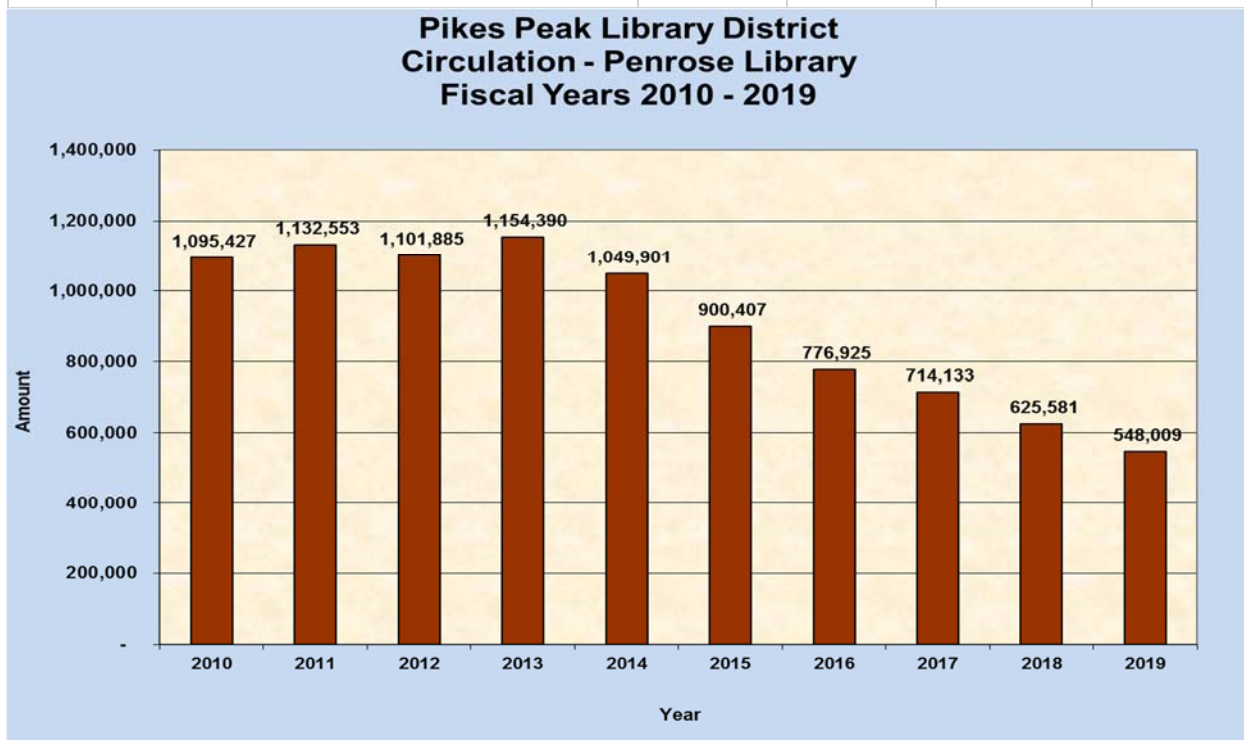
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Administration				
Salaries and wages	\$ -	\$ -	\$ -	\$ 95,056
FICA charges	-	-	-	7,272
Retirement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



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Security				
Salaries and wages	\$ 422,962	\$ 489,476	\$ 478,257	\$ 489,476
Substitute pay	19,255	11,250	2,000	11,250
FICA charges	32,483	37,445	35,010	37,445
Retirement contributions	29,088	34,603	32,744	34,603
Supplies	6,820	11,640	11,640	13,640
Security contract services	25,128	-	-	-
Mileage reimbursement expenses	1,477	2,700	5,000	5,000
Total Security	\$ 537,213	\$ 587,114	\$ 564,651	\$ 591,414
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		15.00	15.00	15.00
Authorized Positioned Category				
Full-time (40 hours per week)		13	13	13
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		17	17	17
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
WEST REGION				
Administration				
Salaries and wages	\$ -	\$ 312,936	\$ 95,415	\$ 252,616
Substitute pay	-	-	-	25,000
FICA charges	-	23,940	7,097	19,325
Retirement contributions	-	25,035	7,633	20,209
Supplies	-	200	200	-
Training	-	-	-	16,000
Mileage reimbursement expenses	-	-	-	7,000
Total Administration	\$ -	\$ 362,111	\$ 110,345	\$ 340,150
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	5.00	5.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	5	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	5	5
MLS FTEs		-	1.00	1.00

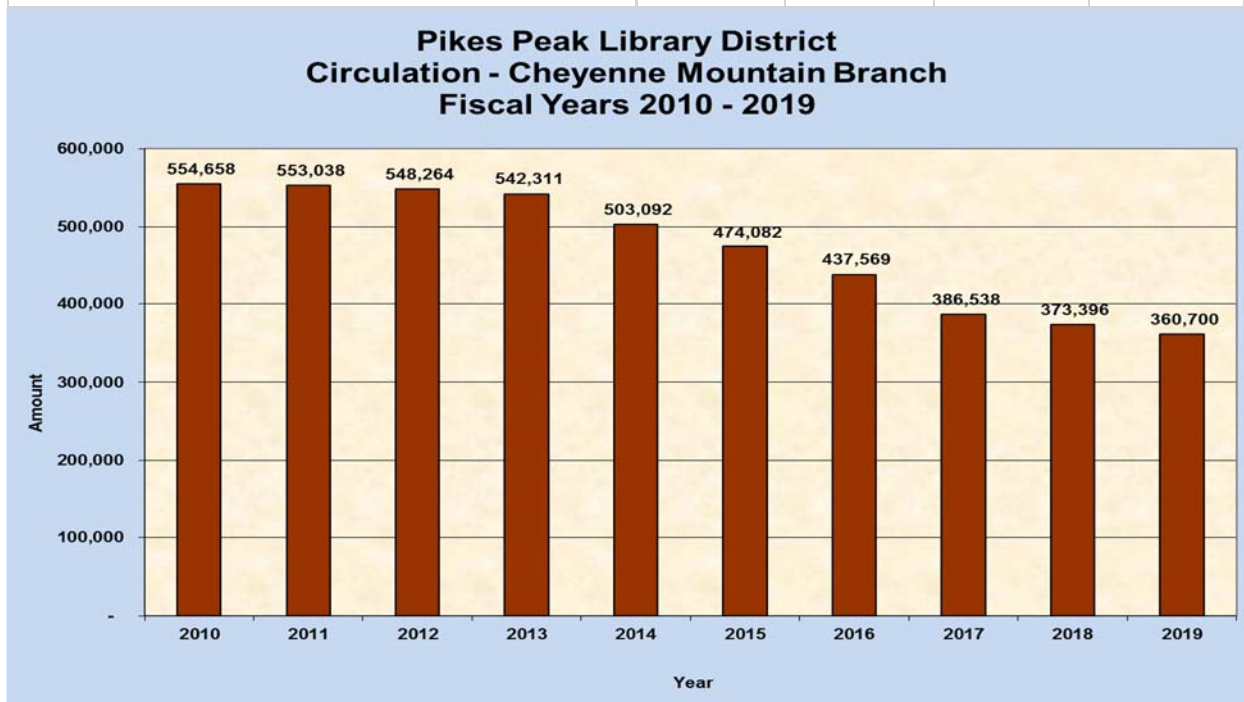
Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Penrose Library				
Salaries and wages	\$ -	\$ -	\$ -	\$ 683,163
Substitute pay	-	-	-	24,160
FICA charges	-	-	-	52,262
Retirement contributions	-	-	-	39,603
Supplies	-	-	-	25,300
Programming	-	-	-	3,500
Total Penrose Library	\$ -	\$ -	\$ -	\$ 827,988
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	15.64
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	11
Half-time (20 - 39 hours per week)		-	-	9
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	20
MLS FTEs		-	-	4.00



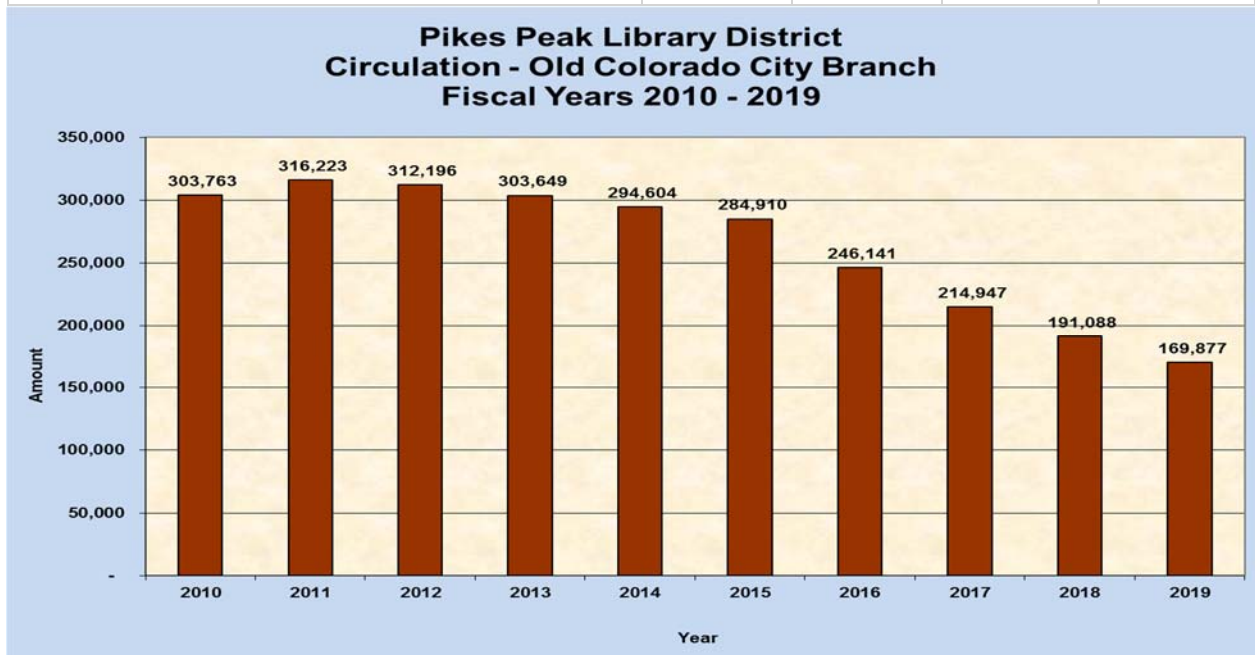
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Circulation - Penrose Library				
Salaries and wages	\$ 319,801	\$ 328,546	\$ 329,472	\$ 338,732
Substitute pay	20,919	25,510	23,400	8,000
FICA charges	25,463	25,134	26,115	25,913
Retirement contributions	15,976	16,206	16,497	16,708
Supplies	1,571	9,369	9,369	-
Total Circulation - Penrose Library	\$ 383,730	\$ 404,765	\$ 404,853	\$ 389,353
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		11.84	11.84	12.02
Authorized Positioned Category				
Full-time (40 hours per week)		7	7	7
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		18	18	18
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Shelving - Penrose Library				
Salaries and wages	\$ 133,543	\$ 125,226	\$ 137,236	\$ 133,105
Substitute pay	12,435	10,886	10,800	1,405
FICA charges	11,133	9,580	11,144	10,183
Total Shelving - Penrose Library	\$ 157,111	\$ 145,692	\$ 159,180	\$ 144,693
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		6.12	6.12	5.58
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		3	3	2
Total Authorized Positions		12	12	11
MLS FTEs		-	-	-

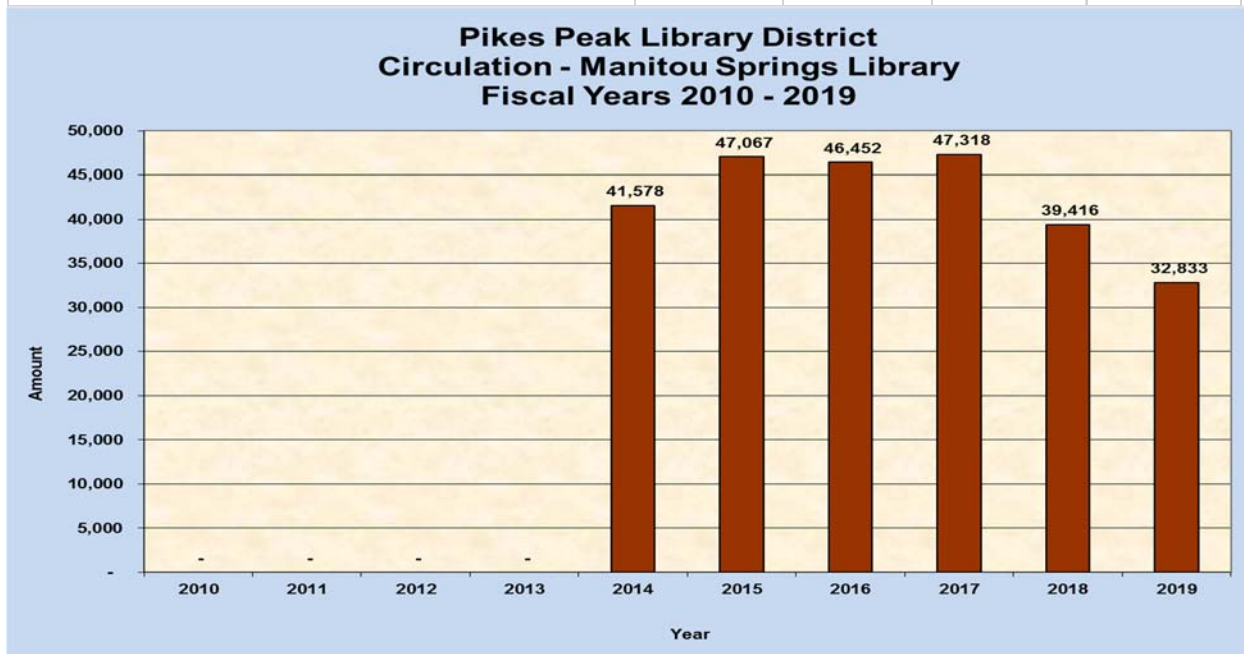
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Cheyenne Mountain Library				
Salaries and wages	\$ 349,931	\$ 368,314	\$ 366,515	\$ 376,205
Substitute pay	24,514	31,462	30,200	7,000
FICA charges	27,829	28,176	28,905	28,780
Retirement contributions	11,805	17,176	15,057	17,544
Supplies	7,723	6,500	6,500	8,500
Total Cheyenne Mountain Library	\$ 421,802	\$ 451,628	\$ 447,177	\$ 438,029
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.55	10.55	10.48
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	5
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		4	4	1
Total Authorized Positions		17	17	15
MLS FTEs		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Old Colorado City Library				
Salaries and wages	\$ 289,164	\$ 315,556	\$ 318,804	\$ 320,823
Temporary employees	300	-	-	-
Substitute pay	15,842	12,200	9,200	5,500
FICA charges	22,815	24,140	24,284	24,543
Retirement contributions	12,026	19,781	15,840	20,111
Supplies	4,260	7,533	7,533	7,500
Programming costs	627	1,125	1,125	1,125
Total Old Colorado City Library	\$ 345,034	\$ 380,335	\$ 376,786	\$ 379,602
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		8.90	8.90	8.80
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	6
Half-time (20 - 39 hours per week)		8	8	5
Part-time (1-19 hours per week)		1	1	-
Total Authorized Positions		13	13	11
MLS FTEs		1.00	1.00	1.00

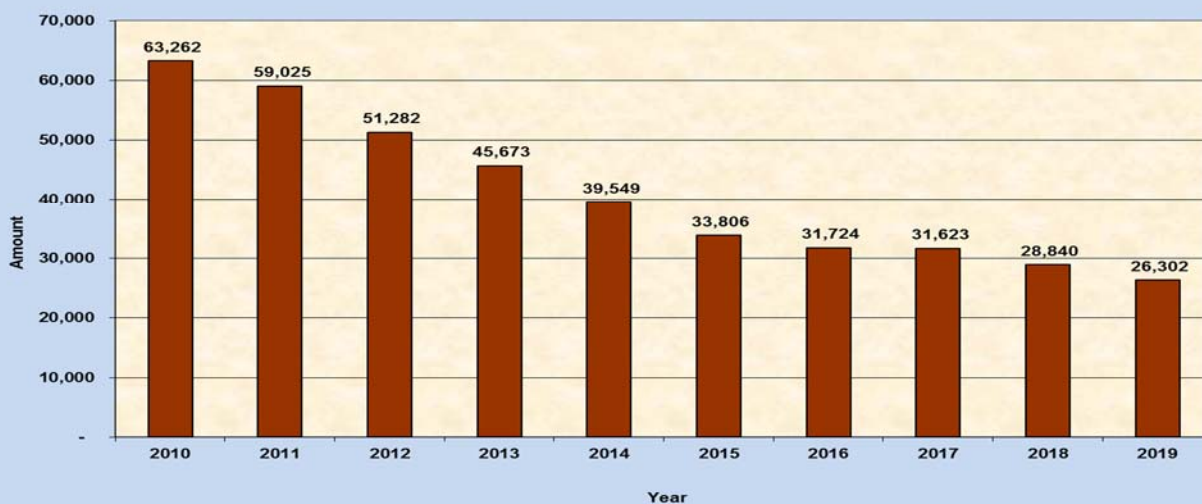


Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Manitou Springs Library				
Salaries and wages	\$ 190,373	\$ 193,406	\$ 190,025	\$ 194,678
Substitute pay	5,038	5,677	5,600	3,500
FICA charges	14,899	14,796	14,962	14,893
Retirement contributions	8,486	8,816	8,641	8,874
Supplies	4,796	4,500	4,500	5,250
Programming costs	5,492	-	-	-
Adult	-	2,000	2,000	300
Children's	-	2,000	2,000	150
Teen	-	2,000	2,200	300
Total Manitou Springs Library	\$ 229,084	\$ 233,195	\$ 229,928	\$ 227,945
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		4.25	4.25	4.25
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	2
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		6	6	6
MLS FTEs		1.00	1.00	1.00



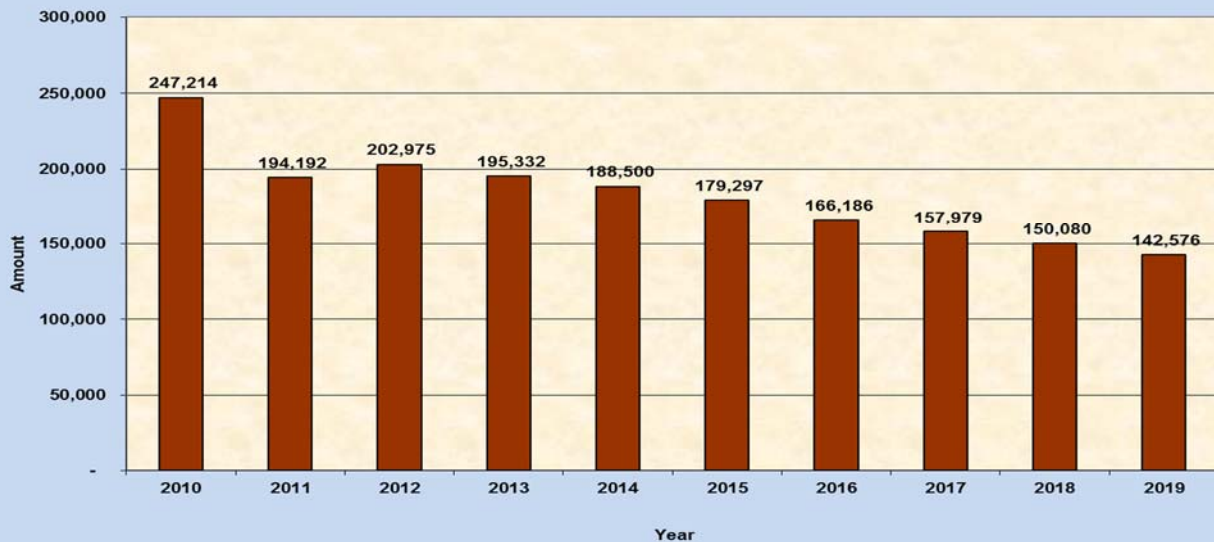
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Ute Pass Library				
Salaries and wages	\$ 42,191	\$ 41,733	\$ 43,022	\$ 41,733
Substitute pay	4,962	2,100	4,000	1,000
FICA charges	3,541	3,193	3,450	3,193
Supplies	422	1,000	1,000	2,250
Programming costs	1,449	2,000	2,000	750
Total Ute Pass Library	\$ 52,565	\$ 50,026	\$ 53,472	\$ 48,926
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		1.28	1.28	1.28
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		2	2	2
MLS FTEs		-	-	-

**Pikes Peak Library District
Circulation - Ute Pass Branch
Fiscal Years 2010 - 2019**



Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Mobile Library Services				
Salaries and wages	\$ 307,807	\$ 327,915	\$ 291,958	\$ 351,495
Substitute pay	27,901	40,581	40,000	6,500
FICA charges	24,949	25,085	24,523	26,889
Retirement contributions	14,320	15,255	13,382	16,352
Supplies	2,059	1,850	1,850	1,850
Programming costs	2,200	1,700	1,700	1,850
Training	-	-	-	5,000
Other expenditures	1,286	1,200	1,200	1,200
Total Mobile Library Services	\$ 380,522	\$ 413,586	\$ 374,613	\$ 411,137
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		9.15	9.15	9.15
Authorized Positioned Category				
Full-time (40 hours per week)		5	5	5
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		13	13	13
MLS FTEs		-	-	-

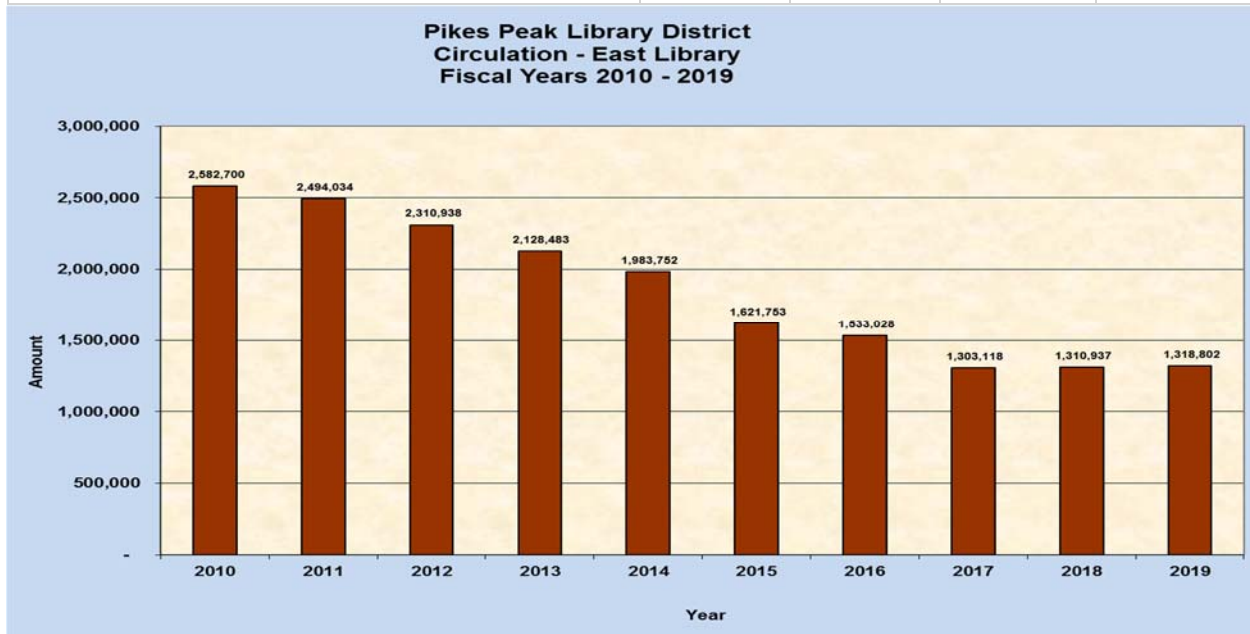
**Pikes Peak Library District
Circulation - Mobile Library Services
Fiscal Years 2010 - 2019**



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
West Region				
Administration	\$ -	\$ 362,111	\$ 110,345	\$ 340,150
Penrose Library	-	-	-	827,988
Circulation - Penrose Library	383,730	404,765	404,853	389,353
Shelving - Penrose Library	157,111	145,692	159,180	144,693
Cheyenne Mountain Library	421,802	451,628	447,177	438,029
Old Colorado City Library	345,034	380,335	376,786	379,602
Manitou Springs Library	229,084	233,195	229,928	227,945
Ute Pass Library	52,565	50,026	53,472	48,926
Mobile Library Services	380,522	413,586	374,613	411,137
Total West Region	\$ 1,969,848	\$ 2,441,338	\$ 2,156,354	\$ 3,207,822
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		52.09	57.09	72.20
Authorized Positioned Category				
Full-time (40 hours per week)		22	27	41
Half-time (20 - 39 hours per week)		49	49	55
Part-time (1-19 hours per week)		10	10	5
Total Authorized Positions		81	86	101
MLS FTEs		3.00	4.00	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Southeast Region				
Administration				
Salaries and wages	\$ -	\$ 207,709	\$ 80,547	\$ 143,062
Substitute pay	-	-	-	25,000
FICA charges	-	15,890	6,125	10,944
Retirement contributions	-	16,617	6,444	11,445
Training	-	-	-	16,000
Mileage reimbursement expenses	-	-	-	7,000
Total Administration	\$ -	\$ 240,216	\$ 93,116	\$ 213,451
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		-	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	3	3
MLS FTEs		-	1.00	1.00

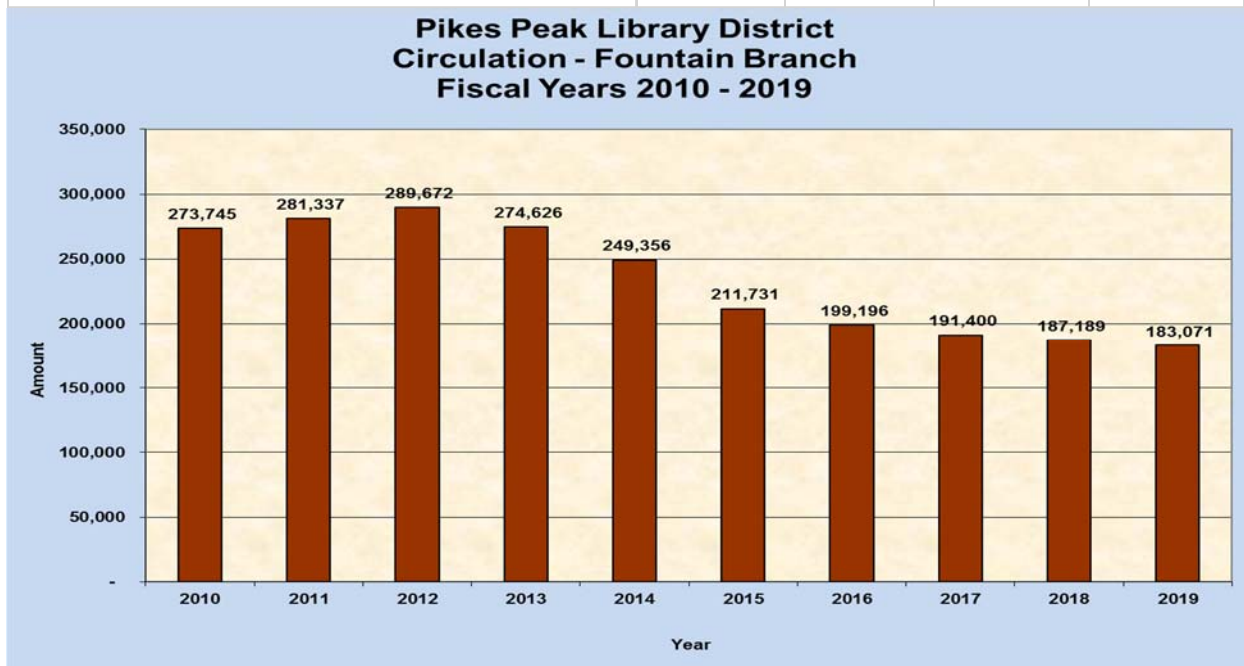
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
East Library				
Salaries and wages	\$ -	\$ -	\$ -	\$ 745,007
Substitute pay	-	-	-	24,160
FICA charges	-	-	-	56,993
Retirement contributions	-	-	-	42,018
Supplies	-	200	200	32,000
Makerspace consumables	-	-	-	6,000
Microform supplies	-	-	-	1,500
Programming				
Adult Services	-	-	-	500
Young Services	-	-	-	1,000
Children's Services	-	-	-	1,000
Creative Services	-	-	-	1,000
Makerspace repairs	-	-	-	4,000
Total East Library	\$ -	\$ 200	\$ 200	\$ 915,178
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		-	-	16.19
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	11
Half-time (20 - 39 hours per week)		-	-	9
Part-time (1-19 hours per week)		-	-	1
Total Authorized Positions		-	-	21
MLS FTEs		-	-	5.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Circulation - East Library				
Salaries and wages	\$ 585,495	\$ 603,060	\$ 607,240	\$ 512,417
Substitute pay	18,431	18,167	17,700	6,044
FICA charges	45,218	45,772	46,521	39,200
Retirement contributions	24,571	22,446	22,580	19,797
Supplies	37,735	64,925	64,925	-
Mileage reimbursement expenses	449	2,500	2,500	-
Total Circulation - East Library	\$ 711,899	\$ 756,870	\$ 761,466	\$ 577,458
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		18.84	18.84	17.65
Authorized Positioned Category				
Full-time (40 hours per week)		9	9	8
Half-time (20 - 39 hours per week)		12	12	15
Part-time (1-19 hours per week)		7	7	3
Total Authorized Positions		28	28	26
MLS FTEs		-	-	-

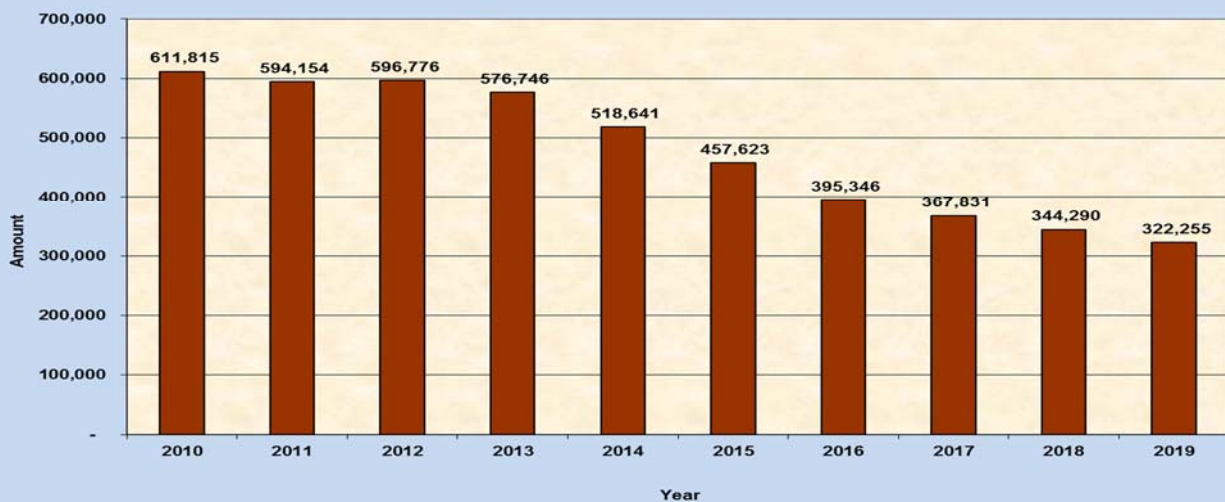
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Shelving - East Library				
Salaries and wages	\$ 294,515	\$ 288,224	\$ 295,880	\$ 292,903
Temporary labor	301	-	-	-
Substitute pay	8,482	8,148	6,400	3,000
FICA charges	23,037	22,049	22,915	22,407
Retirement contributions	3,518	3,565	3,623	3,623
General supplies	696	3,764	3,764	-
Total Shelving - East Library	\$ 330,549	\$ 325,750	\$ 332,582	\$ 321,933
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		12.07	12.07	11.59
Authorized Positioned Category				
Full-time (40 hours per week)		1	1	1
Half-time (20 - 39 hours per week)		21	21	20
Part-time (1-19 hours per week)		1	1	1
Total Authorized Positions		23	23	22
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Fountain Library				
Salaries and wages	\$ 219,242	\$ 281,208	\$ 237,398	\$ 283,915
Substitute pay	12,497	15,422	15,000	4,000
FICA charges	17,244	21,512	18,222	21,719
Retirement contributions	6,366	11,201	8,142	11,309
Supplies	4,728	5,300	5,300	-
Supplies - Family Place	-	2,000	2,000	2,000
Programming costs	3,112	4,150	4,150	1,000
Total Fountain Library	\$ 263,189	\$ 340,793	\$ 290,212	\$ 323,943
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.63	6.63	7.63
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	3
Half-time (20 - 39 hours per week)		6	6	6
Part-time (1-19 hours per week)		3	3	3
Total Authorized Positions		11	11	12
MLS FTEs		-	1.00	1.00



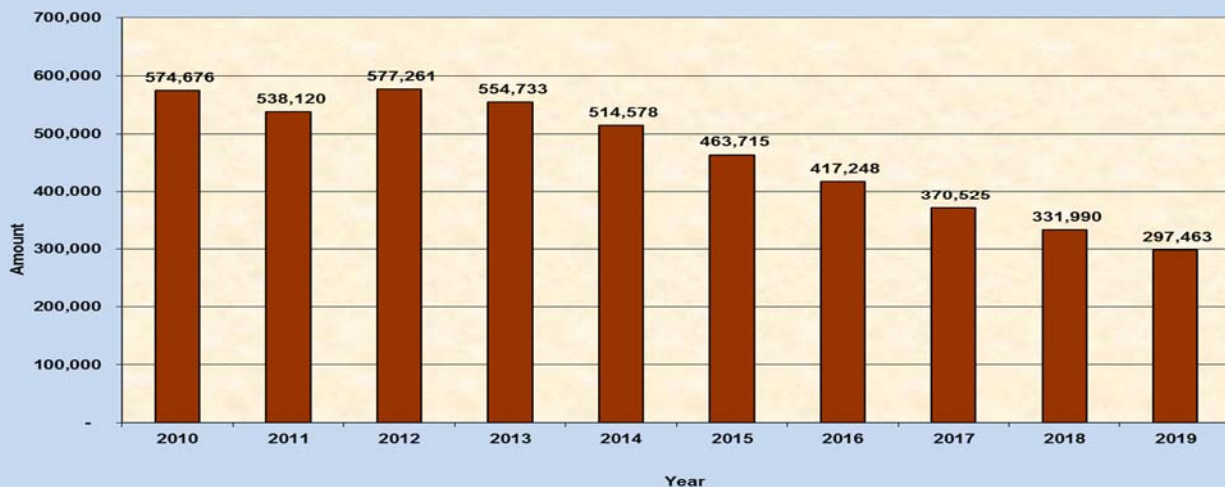
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Ruth Holley Library				
Salaries and wages	\$ 364,781	\$ 381,527	\$ 315,803	\$ 383,534
Substitute pay	30,209	19,867	17,700	7,600
FICA charges	29,113	29,187	24,192	29,340
Retirement contributions	18,926	20,269	14,777	20,376
Supplies	8,485	7,400	8,000	10,000
Programming costs	1,303	2,460	2,460	1,000
Other costs	-	264	264	-
Total Ruth Holley Library	\$ 452,817	\$ 460,974	\$ 383,196	\$ 451,850
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.50	10.50	10.75
Authorized Positioned Category				
Full-time (40 hours per week)		6	6	6
Half-time (20 - 39 hours per week)		7	7	8
Part-time (1-19 hours per week)		2	2	-
Total Authorized Positions		15	15	14
MLS FTEs		1.00	1.00	1.00

**Pikes Peak Library District
Circulation - Ruth Holley Branch
Fiscal Years 2010 - 2019**



Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Sand Creek Library				
Salaries and wages	\$ 559,416	\$ 601,592	\$ 528,877	\$ 602,772
Substitute pay	24,873	23,342	24,000	12,000
FICA charges	43,023	46,022	40,782	46,112
Retirement contributions	36,531	36,314	31,338	36,385
General supplies	7,441	1,500	1,500	-
Makerspace consumables	-	-	-	6,000
Recording studio consumables	-	-	-	500
Supplies	8,391	10,000	13,000	17,000
Supplies - Family Place	-	2,000	2,000	2,000
Programming costs	5,951	5,000	5,000	2,000
Makerspace & Studio repairs	-	-	-	5,600
Total Sand Creek Library	\$ 685,626	\$ 725,770	\$ 646,497	\$ 730,369
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		16.20	16.20	16.05
Authorized Positioned Category				
Full-time (40 hours per week)		12	12	11
Half-time (20 - 39 hours per week)		6	6	8
Part-time (1-19 hours per week)		3	3	2
Total Authorized Positions		21	21	21
MLS FTEs		1.00	2.00	2.00

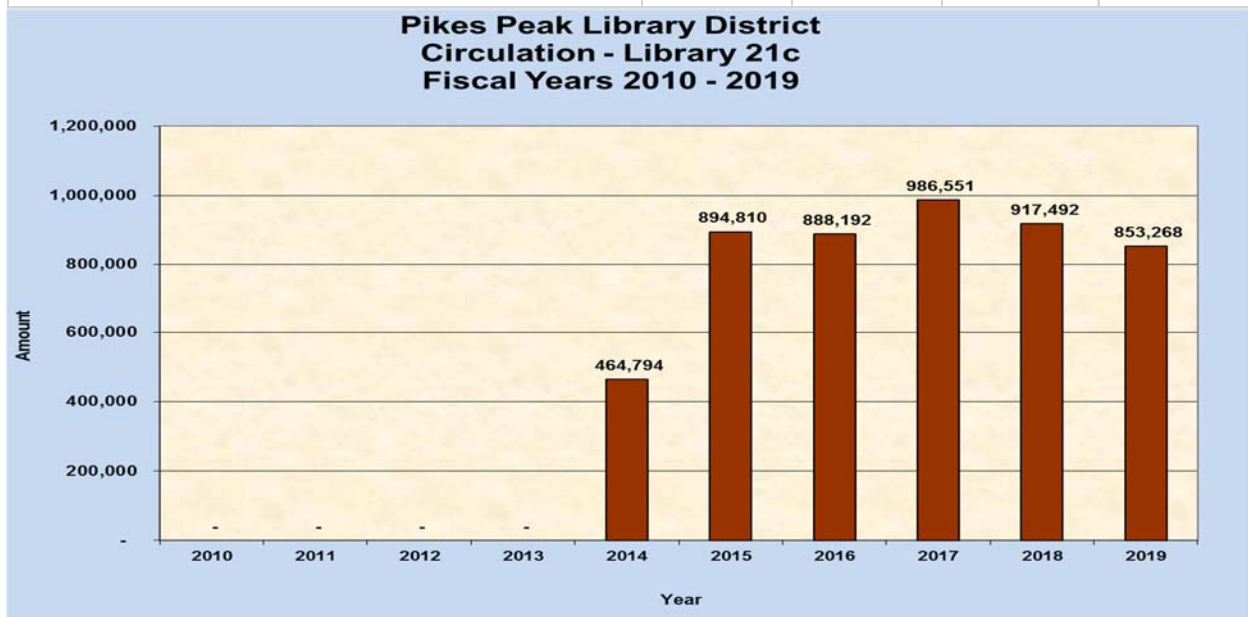
**Pikes Peak Library District
Circulation - Sand Creek Branch
Fiscal Years 2010 - 2019**



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Southeast Region				
Administration	\$ -	\$ 240,216	\$ 93,116	\$ 213,451
East Library	-	200	200	915,178
Circulation - East Library	711,899	756,870	761,466	577,458
Shelving - East Library	330,549	325,750	332,582	321,933
Fountain Library	263,189	340,793	290,212	323,943
Ruth Holley Library	452,817	460,974	383,196	451,850
Sand Creek Library	685,626	725,770	646,497	730,369
Total Southeast Region	\$ 2,444,080	\$ 2,850,573	\$ 2,507,269	\$ 3,534,182
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		64.24	67.24	82.86
Authorized Positioned Category				
Full-time (40 hours per week)		30	33	43
Half-time (20 - 39 hours per week)		52	52	66
Part-time (1-19 hours per week)		16	16	10
Total Authorized Positions		98	101	119
MLS FTEs		2.00	5.00	10.00

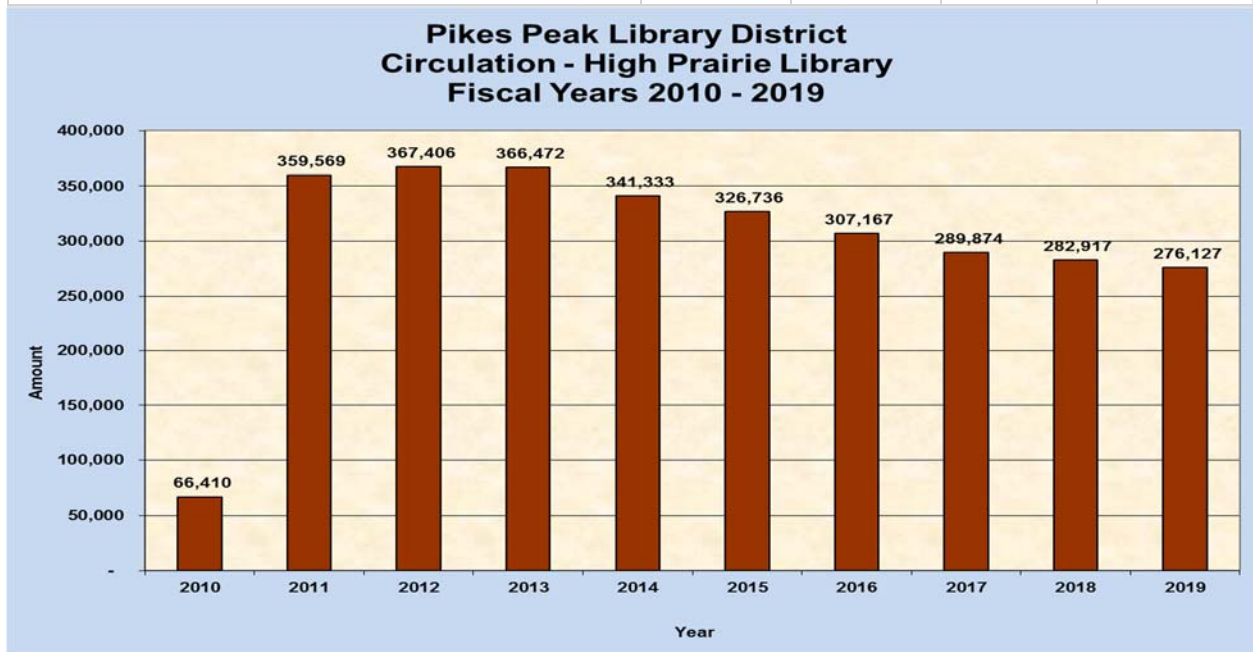
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
North Region				
Administration				
Salaries and wages	\$ -	\$ 215,155	\$ 90,028	\$ 151,154
Substitute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

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Library 21c				
Salaries and wages	\$ -	\$ -	\$ -	\$ 856,973
Substitute pay	-	-	-	30,000
FICA charges	-	-	-	65,558
Retirement contributions	-	-	-	54,629
Supplies	-	-	-	45,000
Repair equipment	-	-	-	18,000
Programming	-	-	-	10,000
Merchandising	-	-	-	1,000
Total Library 21c	\$ -	\$ -	\$ -	\$ 1,081,160
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	-	19.63
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	15
Half-time (20 - 39 hours per week)		-	-	8
Part-time (1-19 hours per week)		-	-	1
Total Authorized Positions		-	-	24
MLS FTEs		-	-	6.00



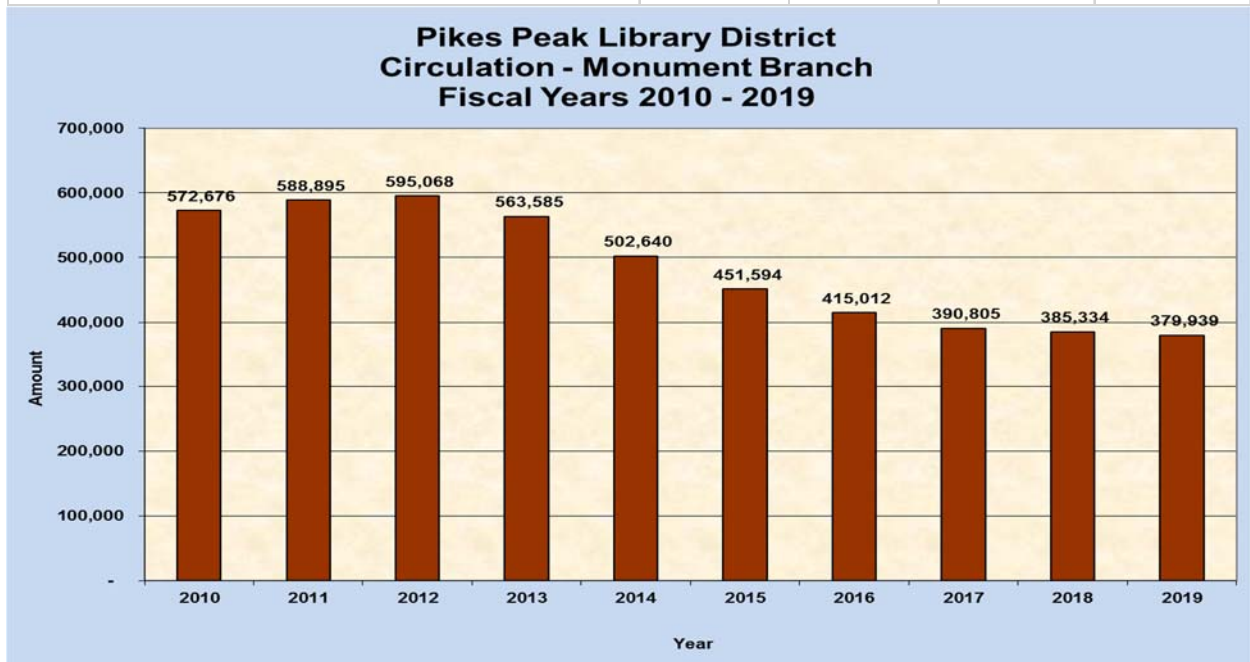
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Shelving - Library 21c				
Salaries and wages	\$ 103,314	\$ 104,258	\$ 107,795	\$ 117,783
Temporary work	7,159	-	-	-
Substitute pay	20,585	19,237	19,900	2,600
FICA charges	9,966	7,976	9,792	9,010
Supplies	-	500	500	-
Total Shelving - Library 21c	\$ 141,024	\$ 131,971	\$ 137,987	\$ 129,393
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		5.25	5.25	5.25
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		2	2	2
Total Authorized Positions		11	11	11
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
High Prairie Library				
Salaries and wages	\$ 279,139	\$ 305,752	\$ 232,065	\$ 307,928
Substitute pay	13,577	12,646	12,500	6,000
FICA charges	21,990	23,390	18,223	23,556
Retirement contributions	13,771	14,439	12,739	14,542
Supplies	2,563	3,600	3,600	3,600
Programming costs	315	1,740	1,740	1,000
Total High Prairie Library	\$ 331,355	\$ 361,567	\$ 280,867	\$ 356,626
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		8.25	8.25	8.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		12	12	12
MLS FTEs		1.00	1.00	1.00



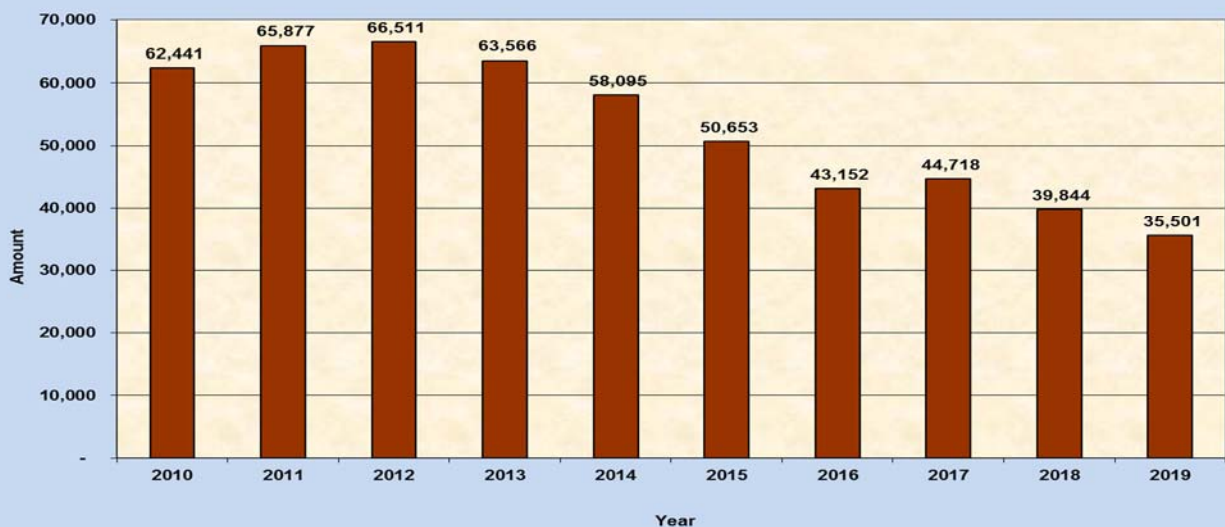
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Calhan Library				
Salaries and wages	\$ -	\$ 22,277	\$ -	\$ 22,277
Substitute pay	-	-	-	1,000
FICA charges	-	1,705	-	1,705
Retirement contributions	-	2,970	-	2,970
Supplies	-	-	-	750
Programming	-	-	-	750
Total Calhan Library	\$ -	\$ 26,952	\$ -	\$ 29,452
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		-	-	0.60
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		-	-	1
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		-	-	1
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Monument Library				
Salaries and wages	\$ 359,901	\$ 374,859	\$ 366,667	\$ 375,826
Substitute pay	16,161	17,680	19,000	8,000
FICA charges	27,633	28,677	28,342	28,751
Retirement contributions	14,511	15,137	14,788	15,176
Supplies	5,821	6,200	6,200	6,700
Other costs	458	500	500	-
Programming costs	2,000	2,000	2,000	1,000
Total Monument Library	\$ 426,485	\$ 445,053	\$ 437,497	\$ 435,453
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.49	10.49	10.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		7	7	10
Part-time (1-19 hours per week)		6	6	1
Total Authorized Positions		17	17	15
MLS FTEs		1.00	1.00	1.00

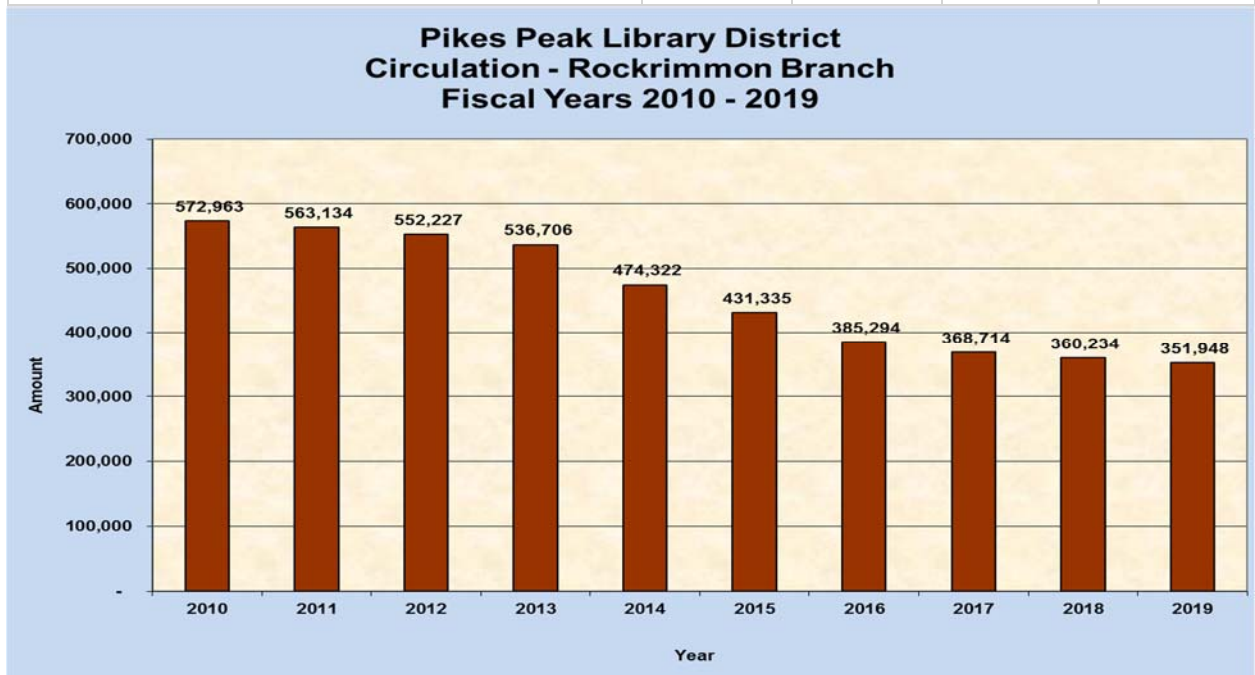


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Palmer Lake Library				
Salaries and wages	\$ 62,343	\$ 67,537	\$ 67,837	\$ 69,993
Substitute pay	6,523	4,644	4,600	2,500
FICA charges	5,265	5,167	5,576	5,354
Supplies	569	800	800	650
Other costs	-	125	125	-
Total Palmer Lake Library	\$ 74,700	\$ 78,273	\$ 78,938	\$ 78,498
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		2.03	2.03	2.03
Authorized Positioned Category				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		3	3	3
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-

**Pikes Peak Library District
Circulation - Palmer Lake Branch
Fiscal Years 2010 - 2019**



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
BRANCH SERVICES				
Rockrimmon Library				
Salaries and wages	\$ 359,787	\$ 362,878	\$ 359,937	\$ 365,283
Substitute pay	11,998	14,290	14,200	7,000
FICA charges	27,660	27,760	27,305	27,944
Retirement contributions	14,788	15,139	15,268	15,239
Supplies	4,088	6,150	6,150	6,000
Programming costs	1,134	1,500	1,500	1,000
Total Rockrimmon Library	\$ 419,455	\$ 427,717	\$ 424,360	\$ 422,466
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		10.08	10.08	10.10
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		5	5	2
Total Authorized Positions		18	18	15
MLS FTEs		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
North Region				
Administration	\$ -	\$ 249,026	\$ 104,317	\$ 223,109
Library 21c	-	-	-	1,081,160
Circulation - Library 21c	402,586	520,073	481,278	577,746
Shelving - Library 21c	141,024	131,971	137,987	129,393
High Prairie Library	331,355	361,567	280,867	356,626
Calhan Library	-	26,952	-	29,452
Monument Library	426,485	445,053	437,497	435,453
Palmer Lake Library	74,700	78,273	78,938	78,498
Rockrimmon Library	419,455	427,717	424,360	422,466
Total North Region	\$ 1,795,605	\$ 2,240,632	\$ 1,945,244	\$ 3,333,903
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		42.60	45.60	66.61
Authorized Positioned Category				
Full-time (40 hours per week)		14	17	33
Half-time (20 - 39 hours per week)		44	44	56
Part-time (1-19 hours per week)		13	13	6
Total Authorized Positions		71	74	95
MLS FTEs		3.00	4.00	10.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
BRANCH SERVICES				
Administration	\$ -	\$ -	\$ -	\$ 110,932
Security	537,213	587,114	564,651	591,414
West Region	1,969,848	2,441,338	2,156,354	3,207,822
Southeast Region	2,444,080	2,850,573	2,507,269	3,534,182
North Region	1,795,605	2,240,632	1,945,244	3,333,903
Total Branch Facilities	\$ 6,746,746	\$ 8,119,657	\$ 7,173,518	\$ 10,778,253
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		173.93	184.93	237.67
Authorized Positioned Category				
Full-time (40 hours per week)		79	90	131
Half-time (20 - 39 hours per week)		149	149	181
Part-time (1-19 hours per week)		39	39	21
Total Authorized Positions		267	278	333
MLS FTEs		8.00	13.00	29.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
HUMAN RESOURCES OFFICE				
Administration				
Salaries and wages	\$ 233,921	\$ 350,267	\$ 242,771	\$ 350,267
Bilingual staff stipends	130	5,700	5,700	5,700
Work study costs	-	1,800	-	-
Temporary labor	12,288	-	-	-
FICA charges	17,955	26,795	18,583	26,795
Retirement contributions	14,159	23,123	14,715	23,123
Supplies	2,643	4,050	4,050	4,450
Consultant fees	-	-	-	10,000
Compensation study	86,479	-	-	25,000
Outside services - Flexible Spending Program	4,744	9,500	9,500	9,500
Mileage reimbursement expenses	1,027	1,750	1,750	1,750
Employee recruitment expenses				
Testing	-	500	500	500
Background checks	9,336	40,000	40,000	25,000
Pre-employment assessment costs	2,045	6,500	6,500	7,500
Advertising costs	1,094	2,000	2,000	2,000
Recruitment travel costs	2,887	8,500	6,500	8,500
Relocation expenses	2,000	5,000	5,000	7,000
Job fairs	202	500	500	500
District-wide training programs/initiatives				
All Staff Day	5,773	5,000	5,000	7,500
Leadership	72	5,000	2,000	5,000
Master Drive	2,140	3,000	3,000	-
Other programs to be determined	330	4,000	4,000	20,000
Training	582	7,099	7,099	10,000
Employee recognition				
District-wide programs	1,526	7,525	5,000	7,525
Tuition reimbursement costs	38,762	40,000	43,000	40,000
Wellness and safety	11,030	18,500	13,500	18,500
Volunteer program costs	3,152	3,700	3,700	3,700
Employee assistance program	16,061	20,000	20,000	20,000
Total Human Resources Office	\$ 470,338	\$ 599,809	\$ 464,368	\$ 639,810
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		5.15	5.15	6.25
Authorized Positioned Category				
Full-time (40 hours per week)		4	4	5
Half-time (20 - 39 hours per week)		1	1	2
Part-time (1-19 hours per week)		1	1	-
Total Authorized Positions		6	6	7
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
HUMAN RESOURCES OFFICE				
Organizational Excellence Team				
Employee Recognition	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Total OET Team	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
HUMAN RESOURCES OFFICE				
Administration	\$ 470,338	\$ 599,809	\$ 464,368	\$ 639,810
Teams				
Organizational Excellence Team	-	3,000	3,000	3,000
Total Teams	-	3,000	3,000	3,000
Total Human Resources Office	\$ 470,338	\$ 602,809	\$ 467,368	\$ 642,810

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - District-wide				
Supplies	\$ 145	\$ 300	\$ 198	\$ 300
Facilities supplies	2,558	3,200	2,278	3,200
Vehicle operating costs	58,045	57,000	61,000	61,000
Consultant fees	13,458	15,000	15,000	15,000
Janitorial services	385,965	399,000	394,000	330,000
Carpet cleaning	-	-	-	117,000
Equipment maintenance	15,699	15,222	15,222	18,000
Furniture repair	1,691	7,785	7,785	6,000
Building repairs - branches	27,062	35,250	27,565	35,250
Moving and storage costs	16,200	16,800	16,800	16,800
HVAC maintenance	91,317	103,020	103,020	100,800
Elevator maintenance	32,252	36,250	36,250	40,500
Burglar and fire alarm maintenance	50,805	59,750	53,496	62,500
Grounds maintenance	56,594	73,500	69,866	75,500
Mileage reimbursement expenses	2,260	3,000	2,066	3,000
Training	922	2,000	-	1,000
Equipment rental	325	3,278	1,000	1,000
Total Facilities - District-wide	\$ 755,298	\$ 830,355	\$ 805,546	\$ 886,850

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

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities - East Library				
Salaries and wages	\$ 126,944	\$ 125,466	\$ 127,505	\$ 125,466
FICA charges	9,347	9,598	9,334	9,598
Retirement contributions	9,907	10,037	9,872	10,037
Supplies	6,145	6,000	6,378	8,500
Facilities supplies	13,423	14,000	14,000	16,000
Building repairs	21,089	30,089	28,847	31,000
Furniture repairs	9,905	12,500	9,290	12,500
Equipment repairs	766	850	850	850
Total Facilities - East Library	\$ 197,526	\$ 208,540	\$ 206,076	\$ 213,951
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		3.00	3.00	3.00
Authorized Positioned Category				
Full-time (40 hours per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-

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

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

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

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

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

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
FACILITIES OFFICE				
Facilities				
Administration	\$ 755,298	\$ 830,355	\$ 805,546	\$ 886,850
Facilities				
Penrose	379,379	318,490	301,694	321,390
East Library	197,526	208,540	206,076	213,951
Library 21c	208,403	369,606	341,938	375,883
Utilities/Rent				
Penrose Library	206,504	235,622	214,141	241,538
East Library	156,296	201,040	169,425	207,081
Library Express	1,200	-	-	-
Cheyenne Mountain Library	151,600	169,100	165,682	172,455
High Prairie Library	15,403	20,864	18,913	21,473
Fountain Library	14,767	20,482	16,941	21,056
Library 21c	154,248	196,158	187,724	201,033
Ruth Holley Library	163,817	170,179	167,856	176,271
Manitou Springs Library	12,972	15,479	13,328	15,666
Monument Library	134,615	167,082	167,520	165,420
Old Colorado City Library	9,802	15,101	9,057	15,164
Palmer Lake Library	2,494	4,523	3,057	4,659
Rockrimmon Library	216,940	231,072	221,866	238,022
Sand Creek Library	38,724	45,123	35,600	46,086
Ute Pass Library	11,109	14,135	11,647	14,559
Calhan Library	-	15,000	15,000	7,000
Total Utilities/Rent	1,290,491	1,520,961	1,417,756	1,547,483
Total - Facilities Office	2,831,097	3,247,952	3,073,010	3,345,557
Teams				
Green Team	496	1,000	1,000	1,000
Total Teams	496	1,000	1,000	1,000
Total Facilities Office	\$ 2,831,593	\$ 3,248,952	\$ 3,074,010	\$ 3,346,557
Authorized Positions				
	2017	2018	2019	
Total Full Time Equivalents (FTEs)	12.00	11.00	13.00	
Authorized Positioned Category				
Full-time (40 hours per week)	12	11	13	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
Total Authorized Positions	12	11	13	
MLS FTEs	-	-	-	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
COMMUNICATIONS OFFICE				
Administration				
Salaries and wages	\$ 512,694	\$ 649,646	\$ 520,588	\$ 649,646
FICA charges	37,896	49,698	39,825	49,698
Retirement contributions	32,821	48,382	35,728	48,382
Substitute pay	2,663	9,000	6,000	9,000
Meeting room supplies	858	1,000	1,000	1,000
Supplies	2,283	5,100	4,100	4,100
Video production	6,291	13,089	13,089	12,000
Library channel	481	9,125	9,125	5,000
Consultant fees	-	10,000	10,000	50,000
PMC repair/replacement	3,035	12,853	10,000	7,500
Newsletters - postage and mail preparation costs	1,717	2,500	2,000	2,500
Dues	3,981	-	-	-
Mileage reimbursement expenses	3,409	4,000	4,000	5,000
External printing services	88,094	100,000	100,000	125,000
Networking costs	4,950	3,000	3,000	5,000
Advertising	85,330	87,000	87,000	110,000
Community outreach	8,472	14,000	7,000	14,000
Training	2,127	8,000	5,000	11,000
Survey subscription	78	300	300	-
Signage costs	5,021	10,000	8,000	16,000
Total Communications Office	\$ 802,201	\$ 1,036,693	\$ 865,755	\$ 1,124,826
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		12.25	12.25	13.25
Authorized Positioned Category				
Full-time (40 hours per week)		10	10	12
Half-time (20 - 39 hours per week)		4	4	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		14	14	14
MLS FTEs		-	-	-

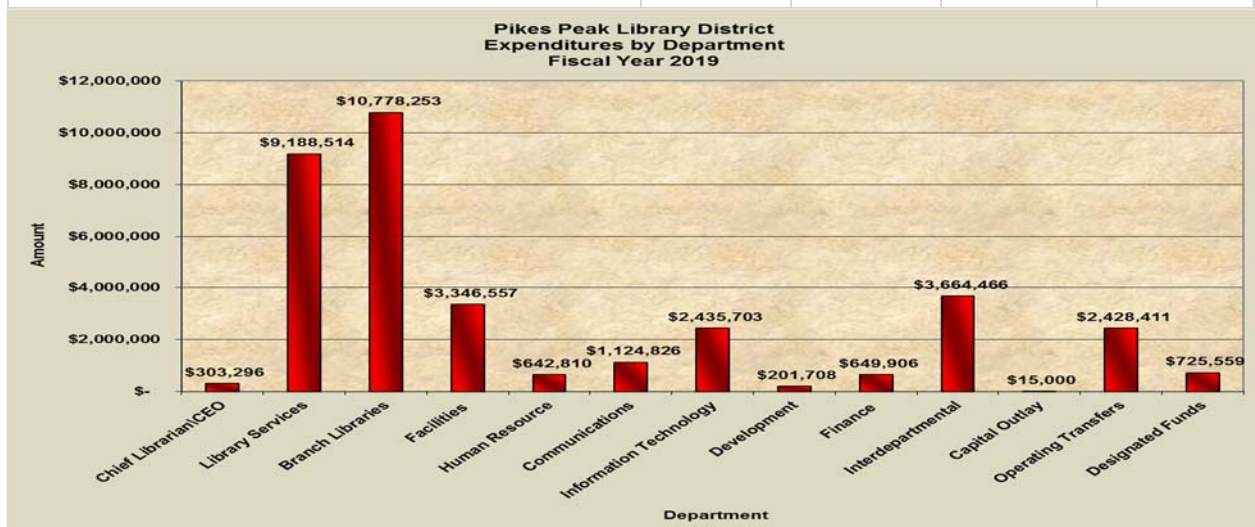
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
INFORMATION TECHNOLOGY OFFICE				
Administration				
Salaries and wages	\$ 858,239	\$ 837,522	\$ 832,857	\$ 837,522
FICA charges	63,102	64,070	61,550	64,070
Retirement contributions	63,642	62,611	61,907	62,611
Software	207,740	252,882	252,882	320,000
Computer supplies	43,006	41,000	45,000	42,000
Supplies	2,960	3,000	3,000	2,500
Telecommunication Costs				
Data and network charges	332,268	256,449	256,449	230,000
Data hardware and software maintenance costs	-	100,000	100,000	70,000
Voice	53,208	60,000	60,000	94,000
Voice hardware and software maintenance costs	4,476	40,000	10,000	10,000
Cellular	76,007	76,000	76,000	78,000
Cabling	-	5,000	5,000	5,000
Consultant fees	72,747	113,500	100,000	105,000
Library unique IT systems				
Integrated library services	114,476	182,000	182,965	191,000
Self-check and automated material handling	69,196	104,000	97,000	135,000
Prospector - software costs	371	1,295	1,295	-
Comp Sup Agreement-Internet	1,457	-	-	-
Miscellaneous equipment maintenance	95,315	149,365	89,365	40,000
Telecommunication equipment maintenance	26,032	9,000	9,000	82,000
Equipment repair costs	6,912	25,000	15,000	20,000
Training	44,596	47,000	35,000	41,000
Mileage reimbursement expenses	5,310	6,000	6,000	6,000
Total Information Technology Office	\$ 2,141,060	\$ 2,435,694	\$ 2,300,270	\$ 2,435,703
Authorized Positions		2017	2018	2019
Total Full Time Equivalent (FTEs)		14.10	13.10	13.10
Authorized Positioned Category				
Full-time (40 hours per week)		13	12	12
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		15	14	14
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
	2017	2018	2018	2019
Account	Actual	Budget	Projection	Budget
DEVELOPMENT OFFICE				
Administration				
Administrative support - Foundation costs	\$ 199,802	\$ -	\$ -	\$ -
Salaries and wages	-	141,877	110,764	141,877
FICA charges	-	10,854	8,473	10,854
Retirement contributions	-	10,077	7,923	10,077
Development support	-	10,500	10,500	10,500
Mileage reimbursement expenses	-	2,400	2,400	2,400
Other expenses	-	1,900	1,900	1,900
Computer support agreement	-	19,000	19,000	19,000
Bank fees	-	1,600	1,600	1,600
Training	-	4,800	4,800	3,000
Supplies	-	500	500	500
Total Development Office	\$ 199,802	\$ 203,508	\$ 167,860	\$ 201,708
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		2.50	2.50	2.50
Authorized Positioned Category				
Full-time (40 hours per week)		2	2	2
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		3	3	3
MLS FTEs		-	-	-

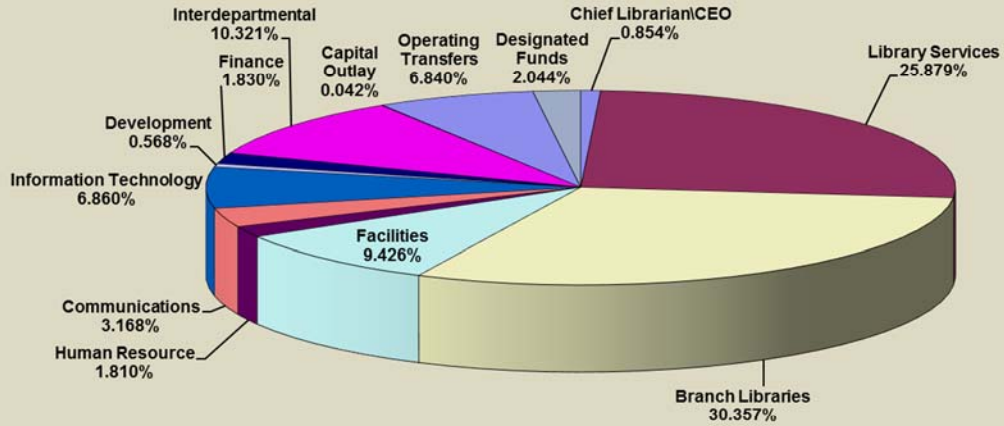
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
FINANCE OFFICE				
Administration				
Salaries and wages	\$ 359,103	\$ 444,631	\$ 356,283	\$ 444,631
Substitute pay	621	-	-	-
FICA charges	25,565	34,014	25,151	34,014
Retirement contributions	26,216	33,661	25,549	33,661
Supplies	6,168	8,000	8,000	8,000
Audit fees	39,705	43,500	40,935	45,000
Legal notices - advertising	317	2,000	1,000	1,000
Fiscal System annual maintenance costs	60,487	64,000	64,000	64,000
Consulting services - fiscal system	1,280	50,000	50,000	-
Dues	55	-	-	-
Mileage reimbursement expenses	2,051	2,600	2,100	2,500
Vault clean-up charges	791	2,100	2,100	2,100
Training	10,724	12,000	13,000	15,000
Total Finance Office	\$ 533,083	\$ 696,506	\$ 588,118	\$ 649,906
Authorized Positions				
		2017	2018	2019
Total Full Time Equivalents (FTEs)		6.75	7.75	7.75
Authorized Positioned Category				
Full-time (40 hours per week)		6	7	7
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		-	-	-
Total Authorized Positions		7	8	8
MLS FTEs		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
INTERDEPARTMENTAL				
Vacation/sick leave payout provision	\$ 82,905	\$ 200,000	\$ 200,000	\$ 220,000
Payroll accrual provision	-	60,000	60,000	65,000
Contribution - retirement plan	24,000	25,000	25,000	25,000
Personnel items	-	-	-	529,000
Minimum wage adjustment	-	-	-	23,000
Savings from vacant positions	-	(514,059)	-	(675,000)
New positions/temporary positions	-	-	-	511,716
Substitute pay reserve	18,474	17,500	5,000	40,000
Other payroll taxes	4,794	38,680	30,000	35,000
Dues	32,634	58,126	40,000	55,000
Legal fees	56,690	50,000	65,000	65,000
Health insurance	1,520,229	1,650,000	1,663,512	1,750,000
Vision insurance	48,002	55,000	52,000	62,000
Unemployment insurance	30,157	45,000	43,000	47,250
Workers compensation costs	76,714	85,000	75,000	85,000
Life and disability insurance	52,449	51,000	58,000	63,000
Collection agency charges	40,311	35,000	32,500	30,000
Supplies	400	2,500	2,500	2,500
Postage	76,819	90,000	58,000	60,000
Copier charges	48,027	51,000	55,000	56,000
Patron reimbursement	-	1,000	500	500
Insurance	144,657	185,000	167,681	184,500
Bank charges	19,675	15,000	10,000	10,000
Treasurer's fees	388,563	402,122	402,122	420,000
Total Interdepartmental	\$ 2,665,500	\$ 2,602,869	\$ 3,044,815	\$ 3,664,466
OPERATING TRANSFERS TO OTHER FUNDS				
East Library Project Fund	\$ -	\$ -	\$ -	\$ 139,627
Penrose Library Project Fund	59,690	1,335,841	1,335,841	96,700
Library 21c Facility Project Fund	50,000	-	-	1,156,100
Capital Reserve Fund	676,651	1,105,223	1,105,223	1,035,984
Total Operating Transfers To Other Funds	\$ 786,341	\$ 2,441,064	\$ 2,441,064	\$ 2,428,411

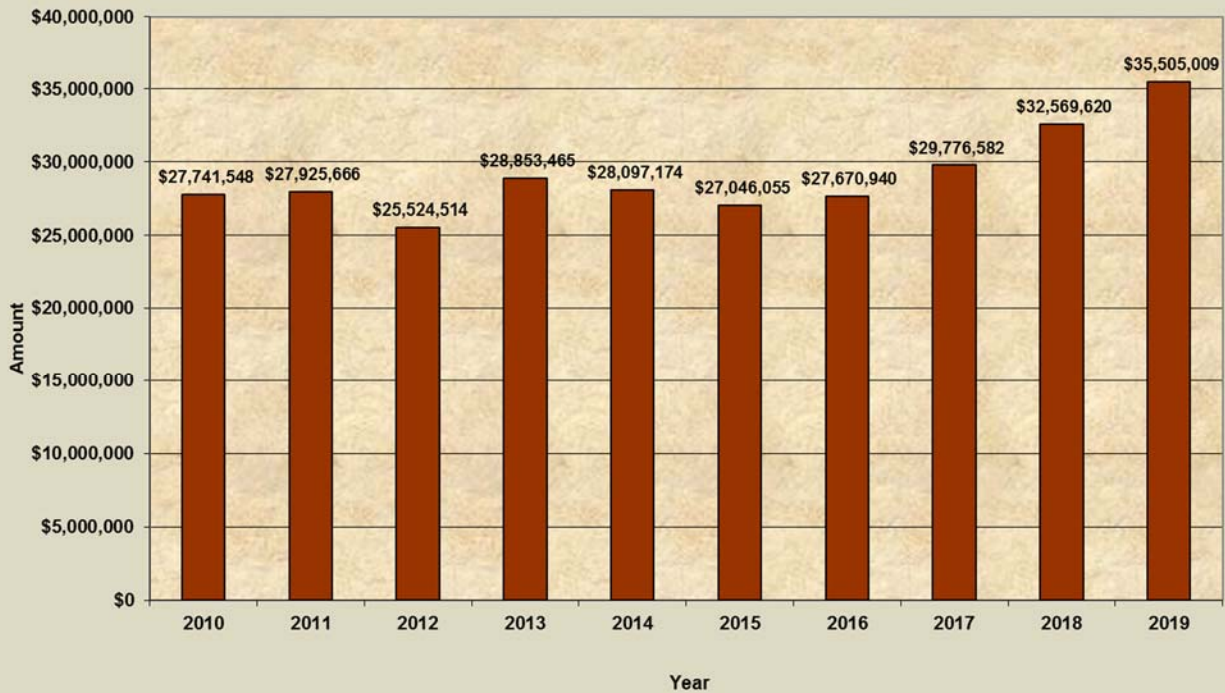
Pikes Peak Library District General Fund - Expenditures by Department Three-Year Period Ended December 31, 2019				
Account	2017 Actual	2018 Budget	2018 Projection	2019 Budget
Summary				
Chief Librarian and CEO Office	\$ 259,061	\$ 286,296	\$ 278,646	\$ 303,296
Library Services	10,712,882	11,888,876	11,354,563	9,188,514
Branch Services	6,746,746	8,119,657	7,173,518	10,778,253
Human Resources Office	470,338	602,809	467,368	642,810
Facilities Office	2,831,593	3,248,952	3,074,010	3,346,557
Communications Office	802,201	1,036,693	865,755	1,124,826
Information Technology Office	2,141,060	2,435,694	2,300,270	2,435,703
Development Office	199,802	203,508	167,860	201,708
Finance Office	533,083	696,506	588,118	649,906
Interdepartmental	2,665,500	2,602,869	3,044,815	3,664,466
Capital Outlay	527,824	166,398	166,398	15,000
Operating Transfers To Other Funds	786,341	2,441,064	2,441,064	2,428,411
Designated Funds	556,955	782,356	626,835	725,559
Special Item	543,196	-	20,400	-
Total General Fund Expenditures	\$ 29,776,582	\$ 34,511,678	\$ 32,569,620	\$ 35,505,009
Authorized Positions		2017	2018	2019
Total Full Time Equivalents (FTEs)		344.64	353.49	364.54
Authorized Positioned Category				
Full-time (40 hours per week)		219	228	245
Half-time (20 - 39 hours per week)		202	202	203
Part-time (1-19 hours per week)		44	44	23
Total Authorized Positions		465	474	471
MLS FTEs		53.50	59.50	66.00



Pikes Peak Library District Expenditure Allocation Percentage Fiscal Year 2019



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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Pikes Peak Library District
 General Fund - Designated Fund (included in General Fund)
 Mini-Maker Faire Designated Fund
 Three-Year Period Ended December 31, 2019**

Purpose of Fund

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Projection</u>	<u>2019 Budget</u>
To accumulate funds for the support of the District's Mini-maker Faire program.				

Fiscal Year Revenues

Donations

Pikes Peak Library District Foundation	\$ 1,500	\$ 5,609	\$ 5,609	\$ 3,550
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Fiscal Year Expenditures

Other	-	5,609	5,609	3,550
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Excess (Deficit) Revenues Over Expenditures	1,500	-	-	-
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Fund Balance - Beginning of Year	(1,354)	146	146	146
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Fund Balance - End of Year	<u>\$ 146</u>	<u>\$ 146</u>	<u>\$ 146</u>	<u>\$ 146</u>
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Pikes Peak Library District				
General Fund - Designated Fund (included in General Fund)				
Kirkpatrick Fund - Author Series				
Three-Year Period Ended December 31, 2019				
Purpose of Fund	2017	2018	2018	2019
	Actual	Budget	Projection	Budget
To accumulate funds for the support of the District's Kirkpatrick Fund services, programs and assets.				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 7,240	\$ 7,240	\$ 10,000
Other Resources - PPLD Fund Balance	10,549	-	-	-
Total Fiscal Year Estimated Revenues	13,049	7,240	7,240	10,000
Fiscal Year Expenditures				
Program expenditures	9,754	7,240	7,240	10,000
Excess (Deficit) Revenues Over Expenditures	3,295	-	-	-
Fund Balance - Beginning of Year	(3,295)	-	-	-
Fund Balance - End of Year	\$ -	\$ -	\$ -	\$ -

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

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

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

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

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

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

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

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

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

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

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

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

**Pikes Peak Library District
 General Fund - Designated Fund (included in General Fund)
 Makerspace Programs Designated Fund
 Three-Year Period Ended December 31, 2019**

Purpose of Fund	2017 Actual	2018 Budget	2018 Projection	2019 Budget
To accumulate funds for the support of the District's Makerspace programs				
Fiscal Year Revenues				
Donations				
Pikes Peak Library District Foundation	\$ 2,500	\$ 5,000	\$ 5,000	\$ -
Fiscal Year Expenditures				
Programming	-	5,000	5,000	-
Excess (Deficit) Revenues Over Expenditures	2,500	-	-	-
Fund Balance - Beginning of Year	-	2,500	2,500	2,500
Fund Balance - End of Year	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>

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

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

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

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

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

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

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

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

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

**Pikes Peak Library District
 General Fund - Designated Fund (included in General Fund)
 Staff Development Designated Fund
 Three-Year Period Ended December 31, 2019**

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

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

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

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

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

CAPITAL PROJECTS FUND
EAST LIBRARY PROJECT FUND

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

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

CAPITAL PROJECTS FUND
PENROSE LIBRARY PROJECT FUND

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

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

CAPITAL PROJECTS FUND
LIBRARY 21c PROJECT FUND

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

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

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

CAPITAL PROJECTS FUND
CAPITAL RESERVE FUND

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

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

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

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

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

SPECIAL REVENUE FUNDS

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

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

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

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

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

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

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

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

**Resolution in Recognition of Kathleen Owings's Service
to the Pikes Peak Library District Board of Trustees**

Whereas, The Pikes Peak Library District Board of Trustees wishes to commend Kathleen Owings for her exemplary service as a Board of Trustees Member of the Pikes Peak Library District from January 1, 2009 to December 31, 2018; and

Whereas, Kathleen Owings's service on the Board of Trustees has included serving as the President of the Board in 2012, 2013, 2014 and 2018; serving on the Board Internal Affairs Committee in 2010 and 2011, serving on the Board Public Affairs Committee in 2010, 2015, 2016 and 2017, serving as Chair of the Executive Director Search Committee 2014-2015, serving as the Board liaison to the Pikes Peak Library District Foundation in 2015 and 2018 and serving as the Board liaison to the Friends of the Pikes Peak Library District in 2017; and

Whereas, Kathleen Owings's leadership, professionalism and accountability have made a significant, positive and long lasting impact on the libraries, families, and children within this community; and

Whereas, Kathleen Owings's personal ethics and compassion have contributed to the continued success of the Pikes Peak Library District; and

Whereas, Kathleen Owings's civic mindedness and personal involvement significantly contributed to many Library initiatives that improved the overall quality of life for all citizens within the Pikes Peak Region; and

Whereas, Kathleen Owings has consistently demonstrated the qualities of an exemplary Board member and has been a true friend to the staff and patrons of the Pikes Peak Library District;

Now, therefore, the Board of Trustees of Pikes Peak Library District does hereby recognize and sincerely thank Kathleen Owings for her commitment, dedication, and service to this Library District and to the community, and for the many enduring accomplishments achieved during her tenure.



**Pikes Peak Library District
Board of Trustees Meetings
2019**

All meetings begin at 4 pm unless otherwise announced.

January 8	Cheyenne Mountain Branch	1785 S. 8 th Street
February 12	Penrose Library	20 N. Cascade Avenue
March 12	Old Colorado City Branch	2418 W. Pikes Peak
April 9	Fountain Branch	230 S. Main St., Fountain
May 14	East Library	5550 N. Union Boulevard
June 11	Library 21c	1175 Chapel Hills Drive
July 9	Ruth Holley Branch	685 N. Murray Boulevard
August 13	High Prairie Branch	7035 Old Meridian Road, Peyton
September 10	Penrose Library	20 N. Cascade Avenue
October 8	Sand Creek Branch	1821 S. Academy Boulevard
November 12	Penrose Library	20 N. Cascade Avenue
December 10	Penrose Library	20 N. Cascade Avenue

District Elevator Services

District elevator preventive maintenance contracts are in their fifth year and in accordance with the Pikes Peak Library District Board Policy, are now due for competitive bidding.

Background

Currently, elevator services are contracted between three elevator service companies, ThyssenKrupp Elevator, Schindler Elevator and Morningstar Elevator. These contracts have been in place for the past five years. To ensure proper maintenance expectations, an elevator consulting firm, Lerch Bates, was hired to assist with creating thorough specifications and procedures for maintaining District elevators and lifts. Upon completion, an RFQ was released on October 24, 2018. A total of three elevator service companies responded ThyssenKrupp, Schindler and PEAK Elevator.

Analysis

With the professional assistance of the consultant all proposals submitted were evaluated for accuracy and completeness. The RFQ requested annual base quotations for each elevator/lift, pre-maintenance as well as obsolete equipment costs, billing rates and proposed monthly maintenance hours per unit.

Fiscal Impact

Company	Annual Base Bid
PEAK Elevator	\$13,140
Schindler Elevator	\$23,400
ThyssenKrupp Elevator	\$27,100

Summary

In review of the submitted proposals, it was determined that Peak Elevator as well as Schindler Elevator submitted proposals that were incomplete and omitted some important information set forth in the RFQ and therefore were disqualified. In consideration of the remaining proposal, it was found that ThyssenKrupp Elevator met all of the qualifications and provided all of the requested information requested.

The new contract will be for five (5) years providing that funds are appropriated annually.

Recommendation

It is recommended that ThyssenKrupp Elevator be awarded the District's elevator/lift services contract to begin February 1, 2019.