



PIKES PEAK LIBRARY DISTRICT BOARD OF TRUSTEES  
NOVEMBER 12, 2019, 4 PM  
PENROSE LIBRARY – 20 N. CASCADE AVENUE

- I. CALL TO ORDER
- II. ITEMS TOO LATE FOR THE AGENDA
- III. PUBLIC COMMENT (*3 Minute Time Limit per Person*)
- IV. CORRESPONDENCE AND PRESENTATIONS
  - A. Correspondence
  - B. Presentations
    - 1. Summer Adventure Report (Nancy Maday, Becca Philipsen, Joanna Rendon)
- V. BUSINESS ITEMS
  - A. Decision 19-11-1: Minutes of the October 8, 2019 Meeting (p. 1)
  - B. Consent Items
    - Consent items shall be acted upon as a whole, unless a specific item is called for discussion.*
    - Any item called for discussion shall be acted upon separately as "New Business".*
  - C. Unfinished Business
  - D. New Business
    - 1. Decision 19-11-2: 2020 Board Meeting Dates (Governance Chair Scott Taylor) (p. 9)
    - 2. Decision 19-11-3: Slate of Board Officers for 2020 (Governance Chair Scott Taylor) (p. 10)
    - 3. Discussion: 2020 Budget (J. Spears) (p. 11)
- VI. REPORTS
  - A. Friends of the Pikes Peak Library District Report (D. Gonzales) (p. 216)
  - B. Pikes Peak Library District Foundation Report (L. James) (p. 217)
  - C. Financial Report (p. 218)
  - D. Public Services Report (T. Shainidze Krebs) (p. 233)
  - E. Library Reports: Communications Report, Facilities Report, Human Resources Report, Information Technology Report (p. 239)
  - F. Chief Librarian's Report (J. Spears)
  - G. Board Reports
    - 1. Governance Committee Report
    - 2. Internal Affairs Committee Report
    - 3. Public Affairs Committee Report
    - 4. Adopt-a-Trustee Reports
    - 5. Board President's Report
- VII. ADJOURNMENT

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

Providing resources and opportunities that impact individual lives and build community

**PIKES PEAK LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
October 8, 2019  
2 p.m.  
Penrose Library**

**BOARD MEMBERS, PIKES PEAK LIBRARY DISTRICT STAFF & OTHERS PRESENT**

President Wayne Vanderschuere, Vice President Debbie English, Secretary/Treasurer Scott Taylor, Trustee Keith Clayton, Trustee Mina Liebert, Trustee Ned Stoll

Chief Librarian & CEO John Spears, Chief Security, Social Services & Safety Officer Michael Brantner, El Paso County Commissioner Longinos Gonzalez, Assistant to the Chief Librarian Sue Hammond, Chief Development Officer & Foundation Executive Officer Lance James, Chief Public Services Officer Teona Shainidze Krebs, Chief HR & OD Officer Heather Laslie, Adult Education Supervisor Scott Maxon (4:55 pm), Individual Giving & Campaign Coordinator Jenna Metz, Chief Information Officer Rich Peters, Chief Communications Officer Michelle Ray, Sand Creek Library Manager Jake Rundle, Director of Adult Education Tammy Sayles, Chief Facilities Management Officer Gary Syling, Caleb Taylor, Chief Finance Officer Michael Varnet, IFLA Attendees: Creative Services Librarian Amber Cox, Interlibrary Loan Manager Amanda Marez-Frutchey, Strategic Services Law Librarian Deb Hamilton, Penrose Library Manager Antonia Krupicka-Smith, Internal Communications Specialist Jeremiah Walter; Applicants for Upcoming Board of Trustees Vacancy: Charles Amos, Kara Beiswanger (5:05 pm), Jen DeFranco, Abraham Eisenstein, Sue Grant, Patience Kabwasa (4:20 pm), Beau Kelly, Megan Prensner, William Rogers (4 pm)

**BOARD MEMBERS ABSENT**

Trustee Cathy Grossman

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**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**CALL TO ORDER**

President Vanderschuere called the October 8, 2019 regular meeting of the Pikes Peak Library District Board of Trustees to order at 2:01 p.m.

**ITEMS TOO LATE FOR THE AGENDA**

There were no items to add to the agenda.

**PUBLIC COMMENT**

There was no public Comment

**CORRESPONDENCE AND PRESENTATIONS**

## Presentations

### Introduction of New Staff

Development Officer & Foundation Executive Officer Lance James introduced PPLD's Individual Giving & Campaign Coordinator Jenna Metz.

Chief Public Services Officer Teona Shainidze Krebs introduced Tammy Sayles who was recently hired as Director of Adult Education.

### IFLA Reports

In 2019, the International Federation of Library Associations and Institutions (IFLA) held its annual conference in Athens, Greece. Three thousand six hundred forty-six individuals from over one hundred forty countries attended the IFLA conference in Athens. PPLD sent seven delegates to the conference - one of the largest delegations at the conference in 2019. Staff who attended IFLA this year were Chief Librarian Spears, Creative Services Librarian Amber Cox, Interlibrary Loan Manager Amanda Marez-Frutchey, Strategic Services Law Librarian Deb Hamilton, Chief Public Services Officer Teona Shainidze Krebs, Penrose Library Manager Antonia Krupicka-Smith, and Internal Communications Specialist Jeremiah Walter.

Chief Librarian Spears thanked the Board of Trustees for their ongoing support of PPLD's participation in the international library world, and he thanked the Pikes Peak Library District Foundation and the Friends of the Pikes Peak Library District for their ongoing financial support which has allowed PPLD staff to participate internationally for the past four years. Chief Librarian Spears noted that IFLA participation provides staff with the opportunity to experience how libraries work in other countries and to develop perspectives on library service that would not be available to them in the United States. IFLA participation also provides opportunities for PPLD staff to develop stronger working relationships with one another and to make worldwide connections. PPLD staff attending the conference have become involved in various sections. It was connections from IFLA that led to Teona Shainidze Krebs being asked to keynote the Latvian Library Conference earlier this year and also led to Chief Librarian Spears and Ms. Shainidze Krebs being invited to present on intellectual freedom, program design, adult education, and community engagement in the Republic of Georgia the week prior to the IFLA conference in Athens.

Chief Librarian Spears spoke of IFLA's role with the United Nations, noting that goal #16 (Peace, Justice, and Strong Institutions) of United Nations Agenda 2030 *Sustainable Development Goals* was put in by IFLA.

Mr. Spears is a member of the Freedom of Access to Information and Freedom of Expression Advisory Committee (FAIFE). FAIFE monitors the state of and safeguards intellectual freedom around the world.

Pikes Peak Library District sponsors an international film festival through IFLA. *A Corto di Libri* honors short films focusing on libraries. The 2019 winner, *100 Reasons Why These Finnish Libraries are the Best in the World*, is available at [https://youtu.be/rVz82UMWR\\_E](https://youtu.be/rVz82UMWR_E)

Each of the PPLD IFLA attendees provided a presentation on what they gained from the 2019 IFLA Conference in Athens, Greece.

Amber Cox: Focus on makerspaces. Compared her IFLA experience to Neil Gaiman's *Stardust*, noting that, like Tristan, she has seen the possibilities.

Amanda Marez-Frutchey: Focus on open access, document delivery, and resource sharing.

Deb Hamilton: Highlighted what she learned from a presentation by Doreen Appiah, *Expected roles of Libraries in developing Smart Cities: The case of Accra, Ghana*, and explained how these ideas might be incorporated into PPLD services.

Teona Shainidze Krebs: Focus on language and cultural challenges. Working to help individuals participate fully in her IFLA section.

Antonia Krupicka-Smith: Focus on library design and technology. She loved the food, too!

Jeremiah Walter: Focus on marketing. Elected to serve as Information Coordinator on the Management & Marketing Standing Committee. He photographed many cats in Athens. Jeremiah ended his presentation by playing the baglamas (an instrument he purchased in Athens).

## BUSINESS ITEMS

### Board Minutes

#### Decision 19-10-1: Minutes of the September 10, 2019 Meeting

The minutes of the September 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees were included in the Board packet.

**Motion:** Scott Taylor moved to approve the minutes of the September 10, 2019 regular meeting of the Pikes Peak Library District Board of Trustees as presented.

**Second:** Debbie English seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Vanderschuere, Vice President English, Secretary/Treasurer Taylor, and Trustee Clayton. Trustee Stoll left the meeting at 3:11 pm and returned at 4:18 pm. He was not present to vote on the Minutes of the September 10, 2019 meeting. Trustee Liebert left the meeting at 4 pm and did not return to the meeting. She was not present to vote on the Minutes of the September 10, 2019 meeting.

### Consent Items

No consent items were presented.

### Unfinished Business

There was no unfinished business.

### New Business

#### Decision 19-10-2: Resolution in Support of the 2020 United States Census

At the September 10, 2019 Pikes Peak Library District Board of Trustees meeting the Board approved a grant application to the Colorado Department of Local Affairs to support the accurate counting of all populations for the 2020 Census. Many Pikes Peak Library District departments will be involved in activities that support the Census. This resolution declares the Pikes Peak Library District's recognition of the importance of the 2020 Census and supports our participation in helping to ensure a complete, fair, and accurate count.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees approve the *Resolution to Support Participation in the 2020 Census* as presented.

**Second:** Keith Clayton seconded the motion.

**Vote:** The motion was approved unanimously by the members present at the time: President Vanderschuere, Vice President English, Secretary/Treasurer Taylor, Trustee Clayton, and Trustee Stoll. Trustee Liebert left the meeting at 4 pm and did not return to the meeting. She was not present to vote on Decision 19-10-2.

### **Decision 19-10-3: 2020 Employee Benefit Programs**

Moody Insurance, PPLD's Employee Benefits Consultant, handled the 2020 benefits renewal process. PPLD's Benefits and Policy Review Team and PPLD management provided recommendations for health, dental, vision, basic life, voluntary life, and long-term disability insurances, as well as voluntary benefits offerings that include supplemental medical insurance, long-term care insurance, and pet insurance.

An estimated renewal increase of 5% for health insurance through Cigna will be reflected in an increase to premium rates for both the District and staff plan participants. The estimated annual cost to the District for 2020 is \$2,166,837 (assuming enrollment in 2020 does not change). Management does not recommend premium relief months in 2020.

Management recommends that PPLD continue to offer life, long-term disability, and voluntary life insurance through the current carrier, Cigna. PPLD is in the third year of a three-year rate guarantee with Cigna for our current plans.

PPLD's dental plans are 100% employee paid. Management recommends that the District continue to offer an HMO option and a PPO option for dental coverage through Cigna. The premium increase to staff will be 2%.

PPLD utilizes Vision Service Plan for employee vision benefits. There are no changes to this benefit in 2020.

Voluntary benefits available for PPLD staff to purchase on their own will include supplemental medical insurance through Colonial and pet insurance through Nationwide Insurance – Basic Protection.

Management recommends that the District discontinue seeking long-term care insurance.

**Motion:** Scott Taylor moved that the Pikes Peak Library District Board of Trustees accept and approve all recommendations for 2020 employee benefit programs as presented.

**Second:** Keith Clayton seconded the motion.

**Vote:** The Board of Trustees approved the motion unanimously by the members present at the time: President Vanderschuere, Vice President English, Secretary/Treasurer Taylor, Trustee Clayton, and Trustee Stoll. Trustee Liebert left the meeting at 4 pm and did not return to the meeting. She was not present to vote on Decision 19-10-3.

### **Discussion: Preliminary Discussion of the 2020 Budget**

Chief Librarian Spears began a discussion of the 2020 budget by noting that management value engineered the 2020 budget proposal. Management looked very hard at what was vital to do in 2020 and what could be deferred to the future. Chief Librarian Spears stated that he hoped today's discussion would provide the Board with a sense of the issues being faced by the District so that the Board can provide some direction to management.

Chief Financial Officer Mike Varnet provided information on the 2020 budget.

- Estimated revenues: \$35,212,900
- Projected expenditures: \$36,850,731
- Needed from reserves to balance the budget: \$1,637,080

Reserve funds should be used for one-time expenses. Projects identified for 2020 include:

- Security camera system
- Facilities Master Plan and Strategic Plan
- IT-related items

The 2020 budget proposal includes an increase to the library materials budget of \$200,000 to bring the percentage of budget for materials to 13.4%. This increase will offset price increases for both print and electronic materials.

Mr. Varnet pointed out that the original request for new positions in 2020 was \$1.6 million of which \$1.4 million was deferred. New positions include a Facilities Project Manager, an IT Technical Support Analyst, and a Culinary Program Supervisor.

Chief Information Officer Rich Peters presented a summary of IT projects that will be part of the 2020 budget and those that are being deferred. Original IT requests for 2020 were \$4.7 million. They were reduced to \$1.7million. IT will concentrate on reallocating from existing resources to meet changing needs and taking advantage of emerging technologies.

Chief Facilities Management Officer Gary Syling provided a rundown of facilities projects that will be completed in 2020 as well as those that will be deferred.

The Board discussed the decision to eliminate the collection agency in 2020. Now that the collection agency can no longer credit report, this expense does not produce a meaningful return on investment for the District.

There was discussion of the periodicals budget. Chief Librarian Spears noted that this is an area of materials that we look at very closely, as the cost of print materials continues to increase. Electronic periodicals are heavily utilized, but we still need to keep some print subscriptions.

A new Culinary Program Supervisor position will oversee the workforce development culinary program, allow the District to fully utilize the kitchen at Library 21c, and enable PPLD to present very popular food-related maker classes and demonstrations on cooking. Although the workforce development program can

continue independently of this new position, the kitchen at Library 21c cannot fully operate without a kitchen supervisor, so that resource could not be utilized fully without the new position.

\$1.6 million will need to be taken from the reserve fund to balance the 2020 budget. Options to avoid dipping into the reserve include leaving the materials budget flat and removing the new culinary position. The Board did not advocate for making either of these cuts to the 2020 budget.

President Vanderschuere and Vice President English indicated that they appreciate the work that has gone into the 2020 budget and they are comfortable with the direction management has taken.

Chief Librarian Spears announced that the 2021 budget process will begin in February 2020.

## REPORTS

### **Friends of the Pikes Peak Library District Report**

The Friends of the Pikes Peak Library District report was included in the Board packet. Chief Librarian Spears announced that a farewell reception for Friends Bookstore and Volunteer Coordinator Marcia Meyers would take place in the lobby of East Library on October 9, 2019. Marcia is retiring after serving as the Friends Bookstore and Volunteer Coordinator for many years.

### **Pikes Peak Library District Foundation Report**

The Pikes Peak Library District Foundation report was included in the Board packet. Chief Development Officer & Foundation Executive Officer Lance James noted that the Foundation will present two film screenings. The Foundation will host a screening of the documentary film *Ulam* on October 26, 2019. This fundraiser with Dennis Apuan will benefit PPLD's Asian/Pacific American Collection. On November 5, 2019, the Foundation will host a screening of *The Public* at Penrose Library.

### **Financial Report**

The Financial Report for the period ending August 31, 2019 was included in the Board packet. Chief Finance Officer Michael Varnet reported that the District's finances look good and are exactly where they should be at this time of year.

### **Public Services Report**

The Public Services Report and the Circulation Report were included in the Board packet. Chief Public Services Officer Teona Shainidze Krebs shared a brief story highlighting the public's experience with, and very positive perception of, PPLD's new Director of Adult Education Tammy Sayles.

### **Library Reports**

Reports from the Communications, Facilities, Human Resources, and Information Technology departments were included in the Board packet.

### **Chief Librarian's Report**

Chief Librarian & CEO John Spears provided an update on some Urban Renewal Authority (URA) projects.

- True North Project: The earliest PPLD could move into a proposed library space within the office complex portion of the project is 2021. A letter of commitment will not be necessary until 2020 at the earliest. Chief Librarian Spears noted that if at that time the Library District is in the same position financially as it is now, a new library in the True North project would not be an option for PPLD.
- Downtown Stadium: A Board must be formed to oversee both stadiums (the soccer stadium and the Colorado College arena). The soccer stadium is already within in the City Gate URA boundaries, but the project may require a boundary adjustment that could reset the clock for this project. At this time, the project is considering including up to four hundred fifty apartments in the project. Chief Librarian Spears has let the URA know that 100% for 25 years will definitely be a "no" vote from the Library District, as the number of patrons to be served by Penrose Library would increase significantly and tax revenues would not increase.

Mr. Spears mentioned another recent development related to the Drake power facility. Drake could be cleared, and they could use Urban Renewal Authority funds to do brownfield cleanup at Drake. They cannot use the URA funds directly, but they can use funds if they merge Drake with another project.

Mr. Spears reported that the URA recognizes that the Library District is prepared to fight for its best interests. PPLD staff are regularly attending meetings of the URA Board and PPLD management is included in communications from the URA. Chief Librarian Spears noted that in a recent meeting with Colorado Springs URA Executive Director Jariah Walker, Mr. Walker stated that he will push for an agreement that recognizes the interests of both the City and the Library District.

## Welcome Guests

President Vanderschuere welcomed applicants for the upcoming Board of Trustees vacancy and thanked them for their interest in the Library District. The applicants introduced themselves: Megan Prensner, Sue Grant, Will Rogers, Patience Kabwasa, Beau Kelly, Abraham Eisenstein, Kara Beiswanger, and Jen DeFranco. Applicant Charles Amos left the meeting early and did not have the opportunity to introduce himself.

## Board Reports

### Governance Committee

Governance Committee Chair Scott Taylor reported that the Committee met on October 2, 2019. The Governance Committee discussed 2020 officers, Board self-evaluation, job shadowing in 2019, applications received for the upcoming Board vacancy, and the meeting schedule for 2020.

Governance Committee Chair Taylor announced that regular Board meetings in 2020 will be scheduled on the 4<sup>th</sup> Wednesday of each month from 4 p.m. to 6 p.m. It is hoped that this change will allow more participation from City and County Board Liaisons.

### Internal Affairs Committee

The Internal Affairs Committee did not meet.

### Public Affairs Committee



The Public Affairs Committee did not meet

### **Board President's Report**

President Vanderschuere reported that he attended the Friends of the Pikes Peak Library District Board of Directors meeting on September 18, 2019. President Vanderschuere recently visited Seattle Public Library where he met with Executive Director and Chief Librarian Marcellus Turner. President Vanderschuere attended the All Pikes Peak Reads author event with Colum McCann.

### **Adopt-a-Trustee Reports**

- Scott Taylor visited Fountain Library and Collection Management. He also attended the Harvest Festival at High Prairie Library.

### **ADJOURNMENT**

There being no further business to conduct, President Vanderschuere adjourned the October 8, 2019 meeting of the Pikes Peak Library District Board of Trustees at 5:24 p.m.

*L. Gonzalez left the meeting at 3:10 pm*

*M. Liebert left the meeting at 4 pm*

*J. Metz left the meeting at 4 pm*

*C. Amos left the meeting at 4:35 pm*

*A. Krupicka-Smith left the meeting at 4:50 pm*



2020 Schedule of Regular Meetings of the Board of Trustees  
Meeting time is 4 p.m. unless otherwise noted

January 22	Penrose Library 20 N. Cascade Avenue	4 p.m.
February 26	Penrose Library 20 N. Cascade Avenue	4 p.m.
March 25	Penrose Library 20 N. Cascade Avenue	4 p.m.
April 22	Calhan Library 600 Bank Street, Calhan	4 p.m.
May 27	Penrose Library 20 N. Cascade Avenue	4 p.m.
June 24	Manitou Springs Library 701 Manitou Avenue, Manitou Springs <i>Meeting will be outside on the lawn</i>	4 p.m.
July 22	Penrose Library 20 N. Cascade Avenue	4 p.m.
August 26	Penrose Library 20 N. Cascade Avenue	4 p.m.
September 23	Fountain Library 230 S. Main Street, Fountain	4 p.m.
October 28	Penrose Library 20 N. Cascade Avenue	4 p.m.
November 18	Penrose Library 20 N. Cascade Avenue	4 p.m.
December 9	Penrose Library 20 N. Cascade Avenue	4 p.m.

**Pikes Peak Library District Board of Trustees Slate of Officers for 2020**

The Pikes Peak Library District Board of Trustees Governance Committee is pleased to put forward the slate of officers for 2020.

President: Debbie English  
Vice President: Mina Liebert  
Secretary Treasurer: Wayne Vanderschuere

**2020 BUDGET  
PIKES PEAK LIBRARY DISTRICT  
COLORADO**

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

Wayne A. Vanderschuere, President  
Debbie English, Vice President  
Scott Taylor, Secretary/Treasurer  
Keith Clayton, II  
Cathy Grossman  
Mina Liebert  
Dr. Ned C. Stoll

**Chief Librarian/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.District.org](http://www.District.org)

# Pikes Peak Library District 2020 Budget

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October 15, 2019

Citizens of the Pikes Peak Library District

### **GENERAL INFORMATION**

Attached is the 2020 Budget Proposal (2020 Proposal) of the Pikes Peak Library District (the District). As required by State law, the 2020 Proposal was presented to the Board of Trustees on October 15, 2019. The 2020 Proposal is important for both the budgetary figures as well as its description of the future direction and services of the District for citizens of the region.

The District's Leadership Team believes the 2020 Proposal incorporates the most significant goals and objectives of the District.

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

#### **Legal Requirements**

On October 15, 2019, the Chief Librarian/CEO submitted the 2020 Proposal to the Board of Trustees, as required by Colorado Statute 29-1-107 and 108. Subsequently, the "notice of budget" will be prepared and issued to inform the citizens of the District of the availability of the proposed budget for inspection and comments.

On December 10, 2019, the Board of Trustees will conduct a formal public hearing, as required by statute, to give citizens the opportunity to express their comments. This meeting notice will be posted following the District's public notification procedures for all Board meetings.

Following the formal public hearing, the Board of Trustees will adopt the 2020 Budget, certify 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 from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Commissioners for a maximum of two five-year terms. The Trustees convene at regular meetings, as well as at special meetings when necessary, to conduct the business of the District. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined in law (C.R.S. 24-90-109).

The District provides library services to all of El Paso County, excluding Security/Widefield School District #3. Security/Widefield and the town of Manitou Springs did not join the Library District when it was formed in 1962. The town of Manitou Springs subsequently voted to join the District effective January 1, 2013. The District has three regional facilities and eleven (soon to be twelve) smaller facilities, as well as offering outreach services through the use of two bookmobiles and one senior services van.

There are 14 (soon to be 15) library facilities and three mobile libraries covering a service area of approximately 2,070 square miles. The District will open a library facility in Calhan, Colorado during November 2019. The District owns eight facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Library Complex, and Sand Creek Library. The District leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, a mobile fleet delivers library services to remote sites and to special non-mobile populations.

### **Qualifications to the Budget Process**

The figure used for CPI (Denver/Boulder/Lakewood) for 2020 TABOR calculations, which is part of the limit definition, is based on the CPI through June 30, 2019. The final 2019 CPI will not be known until February 2020, well after when the 2020 Budget is approved. Accordingly, the 2020 CPI used for these limit calculations is an estimate based on currently available information. It is very likely that the final 2019 CPI will vary from the estimate that is used in our 2020 TABOR limit calculations, and the District may 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 2020 Budget includes charts that depict circulation by facility for the past ten years. Projections indicate that total circulation for the District (excluding automated renewals) will be approximately 7.2 million for both 2019 and 2020 (estimates based on trends during 2019). Circulation is just one of many measures used to evaluate the demand for library services.

### **Reorganization of District Operations**

During 2018 and early 2019, the District 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 2020 Proposal and the 2019 Budget reflects the changes in departmental staffing and reporting responsibilities, and the account structure for 2019 and 2020 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
  - Creative Services
  - Young Adult Services
  - Adult Education
  - Collection Management (including Interlibrary Loan)



- Branch Services incorporates the operational direct costs of providing library services to its constituents for all of its facilities including mobile library services. For 2020, 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). Prior to 2019, 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 2020 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 30,886,646 or 3.795 mills, which is higher than the District’s TABOR limit as discussed below.

### **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 2019 is 2.53%. The final CPI will not be known until after the 2020 budget is approved.

Using data provided by El Paso County, the growth factor is 3.01%.

The 2020 TABOR factor for the property tax revenue limit calculation is 5.54%. Under this limit, the maximum mill levy allowed for general operating purposes is 3.690 mills. The TABOR calculation is the more restrictive of the two limits.

**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 2020, the maximum mill levy allowed for abatements and refunds is 0.043 mills. This mill levy will generate a total of \$349,963 in additional property tax revenue, the amount of which is slightly less than the amount provided by the El Paso County Assessor for this purpose.

**Property Tax Revenue Summary**

**Net Assessed Valuation**

2020	\$8,138,673,220
2019	\$7,113,572,510

**Mill Levies**

**General Operating Purposes**

2020	3.690
2019	4.000

**Abatements and Refunds**

2020	0.043
2019	0.018

**Temporary Mill Levy Credit**

2020	-
2019	(0.018)

**Total Mill Levy**

2020	3.733
2019	4.000

**Property Tax Revenue**

**General Operating Purposes**

2018	\$30,030,601
2019	\$28,454,290

**Refunds and Abatements**

2020	\$349,963
2019	\$128,044

**Temporary Mill Levy Credit**

2020	-
2019	(\$128,044)

**Total Property Tax Revenue**

2020	\$30,380,564
2019	\$28,454,290

**Revenues**

Total General Fund budgeted revenues for 2020 are \$35,205,475. The 2019 revenue budget amount is \$33,405,893. The difference is an increase of \$1,799,582.

The following is a brief summary of the more significant items included as part of revenue within the 2020 Budget.

**Property Taxes**

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

**Specific Ownership Taxes - \$3,600,000.**

This amount equates to approximately 10% of the total 2020 revenue budget. Collections for 2020 are expected to be slightly higher than the estimated total for 2019 primarily because the local economy continues to grow. The 2019 estimate is \$3,475,000.

**E-Rate Refund - \$200,000.**

This is the amount expected for the 2020 funding year, which is higher than the total to be collected during the 2019 funding year. The estimate may change by the budget hearing on December 10, 2019 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** – \$425,000.

Local and national economies have and continue to improve, meaning the District anticipates higher interest rates for 2019 and 2020. Given the volatile state of the economy and world markets, the actual amount expected to be earned during 2020 may vary from the estimated amount because interest rates may change significantly. The estimated amount to be received during 2019 is \$400,000.

**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** - \$22,000.

The 2020 estimate is approximately the same as the estimate for 2019, as total collections appears to have leveled off over the past several years.

**Donations/Grants** - \$483,519

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.

This balance includes anticipated funding from both the Federal and State agencies for various grants, and it includes an estimate for donations to be received during 2020 based on prior year totals.

**Expenditures**

The 2020 Budget for General Fund expenditures is \$36,725,529. The budget total for 2019 is \$35,925,491. The change is \$800,038.

The following are the more significant items/issues that are included in the 2020 Budget:

**Personnel Budget**

The District's staff is arguably its most valuable resource, providing exemplary service that garners the District local accolades along with national and international recognition. The 2020 budget is \$21,883,537 (59.6% of the total 2020 budget).

The 2020 Budget includes funding for 479 existing positions (372.75 full-time equivalents (FTE)), plus an additional 2 new positions for 2020 (1.5 additional FTE), as discussed below.

**2020 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 2020 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 2020 Budget includes an estimate of \$31,600 to address the minimum wage issue for 2020 by increasing the District's minimum wage in its staffing tables to \$12.00 per hour.
2. As part of the compensation adjustments described above, it should be noted that by adjusting the minimum wage up to \$12.00 per hour, that becomes the minimum wage for the District's two lowest grade classifications (Grade 11 and Grade 12). The District's Management Team, including the District's Leadership Team, studied the issues related to this situation and evaluated numerous potential solutions, and has developed the following recommendation that are included in the 2020 Proposal. The recommendations are as follows:
  - a. Move all positions included under Grade 11 (Shelvers and a Children's Assistant) to Grade 12.
  - b. Move all positions under Grade 12 (Library Assistants) to Grade 13.
  - c. Move all positions under Grade 13 (Senior Library Assistants and a Switchboard Operator) to Grade 14.
  - d. Move all Security Officers, currently Grade 13 to Grade 15.
  - e. Move all Senior Security Officers from Grade 16 to Grade 18.
  - f. Make the moves for the Security Officers and Senior Security Officers effective October 7, 2019.
  - g. For all positions discussed above, the new hourly rate will be based on the greater of moving the position to the minimum of the new grade or a 3% adjustment to their current hourly rate. This means everyone affected by these recommendations will receive a minimum of a 3% pay adjustment.
  - h. Apply the Compression Matrix (additional percentage based on quartile placement within the grade and years of service) developed during the compensation study during 2016 to the positions discussed above. For those employees discussed under 1, b and c above, the compression matrix will be applied effective December 30, 2019. As for the Security employees, the Compression Matrix will be applied effective October 7, 2019.
  - i. Effective December 30, 2019 (the first day of the pay period), adjust employee pay (all positions except those discussed under a, b and c above) by 3% subject to satisfactory job performance.
  - j. The estimated total cost for all of these recommendations is approximately \$713,000.
3. 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 \$1.1 million to be used to partially offset the Plan's administrative and other 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, which is less than a total of \$66,000 that would be required if the District was to match the same percentage as the County, but it is the amount that is included in the 2020 Proposal.

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 - 5 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 as funding resources become available.

### **New Positions**

The 2020 Proposal includes one new full-time position and one new part-time position. The estimated cost for these positions for 2020 is \$102,043.

The following is a summary of the new positions:

- Facilities Project Manager
- IT Technical Support Analyst (part-time)

In preparation of the 2020 Proposal, District staff completed a through process to identify staffing needs with the understanding that not all position needs would be funded in 2020. The total cost of positions needed that is not included in the 2020 Proposal is approximately \$1.5 million. Such requests may be funded in future years contingent upon available funding resources.

### **Savings from Vacant Positions**

The 2020 Budget includes a vacant position savings target of \$700,000. This target is included in the 2020 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 2020 Budget includes \$102,043 for new positions, as discussed above. Again, the budget is set up as if each position will be filled as of January 1, 2020, and this is not realistic. The new positions will be phased in, some as soon as January 2020, but others will be filled over the period of January 2020 through June 2020.

### **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 2020 Budget includes \$70,000 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 \$2.2 million in 2020. This amount is reflective of the 5% increase in the renewal rate for 2020, and it is based on employee enrollment that is in place for 2019.

In prior years, the District has been able to offer its participating employees one to two months of no premium collections per year given the overall effective use of the plan benefits which resulted in fund balance savings. However, due to the overall use of the Plan benefits and the effects of being able to offer

months of no premiums, the Plan's reserves have decreased to the minimum levels that the insurance company recommends meaning there will not be any months of no premium collections during 2020. The impact on the District is approximately \$185,000 in additional costs for 2020, and this is included in the \$2.2 million estimate for 2020.

### **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 2020, 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 2020, 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 2020 is \$1,019,812, up from the 2019 estimate of \$948,658.

### **Library Materials**

The 2020 Proposal includes \$4,925,880 for library materials, which is higher than the 2019 original budget of \$4,630,765. The percentage of all expenditures going directly to library materials in 2020 is 13.4%. 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 2020 and 2019 is a grant from the State of Colorado in the amount of \$157,000 and \$145,000, respectively, for the purchase of library materials.

### **Strategic Planning and Long-Term Facilities Plan**

The 2020 Proposal includes \$200,000 for a strategic plan and a long-term facilities plan. There is \$50,000 set aside in the 2019 Budget meaning the total amount for these two plans is \$250,000. The last strategic plan was completed for the period 2017 – 2020. The last facilities plan was completed approximately 10 years ago.

### **Training**

The 2020 Proposal includes \$344,333 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 2019 budget is \$294,996.

**Operating Transfers**

The 2020 Proposal includes the following transfers:

Capital Reserve Fund	\$1,781,810
East Library Renovation Project Fund	<u>8,545</u>
Total	<u>\$1,790,355</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, 2019, nor is any anticipated as of December 31, 2020. 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, 2020, total fund balance is estimated at \$7,740,856. This total includes an estimate for the operational reserve (unassigned fund balance) of \$6,492,030.

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 \$2.9 - \$8.7 million. The estimate of the operational reserve as of December 31, 2020 is 18.2% of 2020 revenues, or about 2.2 months.

The 2020 Proposal calls for a reduction in fund balance of (\$1,520,055). This balance is 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, 2019, per the original 2019 budget, is \$6,549,654. The revised estimate of the unassigned fund balance as of December 31, 2019 is \$8,056,056, which equates to an increase of \$1,506,402. The majority of this amount comes from estimated budget savings realized during 2019 (savings from vacant staff positions being the primary source).

Fund balance as of December 31, 2020 also includes an estimate of \$1,056,387 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.



The 2020 Proposal includes \$120,750 for capital expenditures. The estimated fund balance as of December 31, 2019 is \$112,205, which will be used for these expenditures meaning the difference of \$8,545 will be funded through a transfer from the General Fund.

The largest projects include the following:

- \$32,000 – replace aging fire panel
- \$30,000 – purchase of furniture for the reading bay
- \$30,000 – consultant fees to evaluate conditions of the existing roof.

### **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.

The 2020 Proposal includes \$268,000 for capital expenditures. The estimated fund balance as of December 31, 2019 is \$429,975, which will be used to pay for these expenditures. This means the entire balance of projected expenditures for 2020 Proposal will be funded from this amount and that additional funding from the General Fund is not needed.

The largest projects include the following:

- \$55,000 – replace chiller pumps
- \$50,000 – purchase parking meter system
- \$30,000 – consultant fees to evaluate conditions of the existing roof

### **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.

The 2020 Proposal includes \$217,020 for capital expenditures. The estimated fund balance as of December 31, 2019 is \$448,653, which will be used to pay for these expenditures. This means the entire balance of projected expenditures for 2020 Proposal will be funded from this amount and that additional funding from the General Fund is not needed.

The largest projects include the following:

- \$86,020 – purchase equipment for the culinary lab
- \$30,000 – Purchase record management system primarily for Human Resources and Finance Offices. This is a carryover from prior year.
- \$25,000 – Add gas supply to kitchen for culinary lab

## **CAPITAL RESERVE FUND**

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

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

The 2020 Proposal includes \$2,018,795 for capital expenditures. The estimated fund balance as of December 31, 2019 is \$236,985, which will be used for these expenditures meaning the difference of \$1,781,810 will be funded through a transfer from the General Fund.

The largest projects include the following:

- \$845,000 – purchase new security camera and monitor system district-wide
- \$371,525 – computer/technology refresh
- \$265,000 – integrated library system peripheral purchases
- \$245,000 – network switches and UPS
- \$50,000 – capital contingency (non-IT related projects)
- \$32,000 – asphalt projects district-wide

## **SPECIAL REVENUE FUNDS**

The 2020 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 purposes of this document, all SRF's are presented here. All funds should be fully depleted by the end of 2019. There are no proposals for use of these funds in 2020.

## **2017/2020 STRATEGIC PLAN**

This is included for informational purposes only.

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

Pikes Peak Library District  
Strategic Plan 2017-2020



STRATEGIC FOCUS	EFFORTS	OUTCOMES
<b>COMMUNITY</b>	<p>Steward the alignment of the community's talents, abilities and relationships to enrich lives.</p> <p>Facilitate enlightened dialogues to serve as a social connector.</p>	<p>PPLD is a people-focused public library that embraces new ways of working together to advance greater integration and cooperation in our community.</p>
<b>RESOURCES</b>	<p>Provide, maintain and improve a variety of flexible, sustainable and innovative resources.</p> <p>Explore and develop opportunities with other organizations for collaborative resources both internal and external, throughout the District.</p>	<p>PPLD is the center of a thriving community.</p>
<b>INNOVATION/CREATIVITY</b>	<p>Focus on community interests and trends to create opportunities for individuals to collaborate, innovate, inspire one another and generate content.</p> <p>Utilize innovation and creativity to highlight the history and culture of the Pikes Peak Region.</p>	<p>PPLD will support lifelong learning and foster a learning community that allows each individual to maximize their creative potential.</p>
<b>SERVICE</b>	<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>
<b>INTERNAL — STAFF</b>	<p>Create and maintain an environment that allows employees to take maximum advantage of their abilities to grow personally and professionally in alignment with PPLD's mission.</p> <p>Offer competitive compensation, benefits and work environment to attract and retain quality employees.</p> <p>Develop and maintain an organizational structure that is responsive, agile and quality focused.</p>	<p>PPLD staff members are community-focused, confident and motivated.</p>
<b>ACCOUNTABILITY</b>	<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>

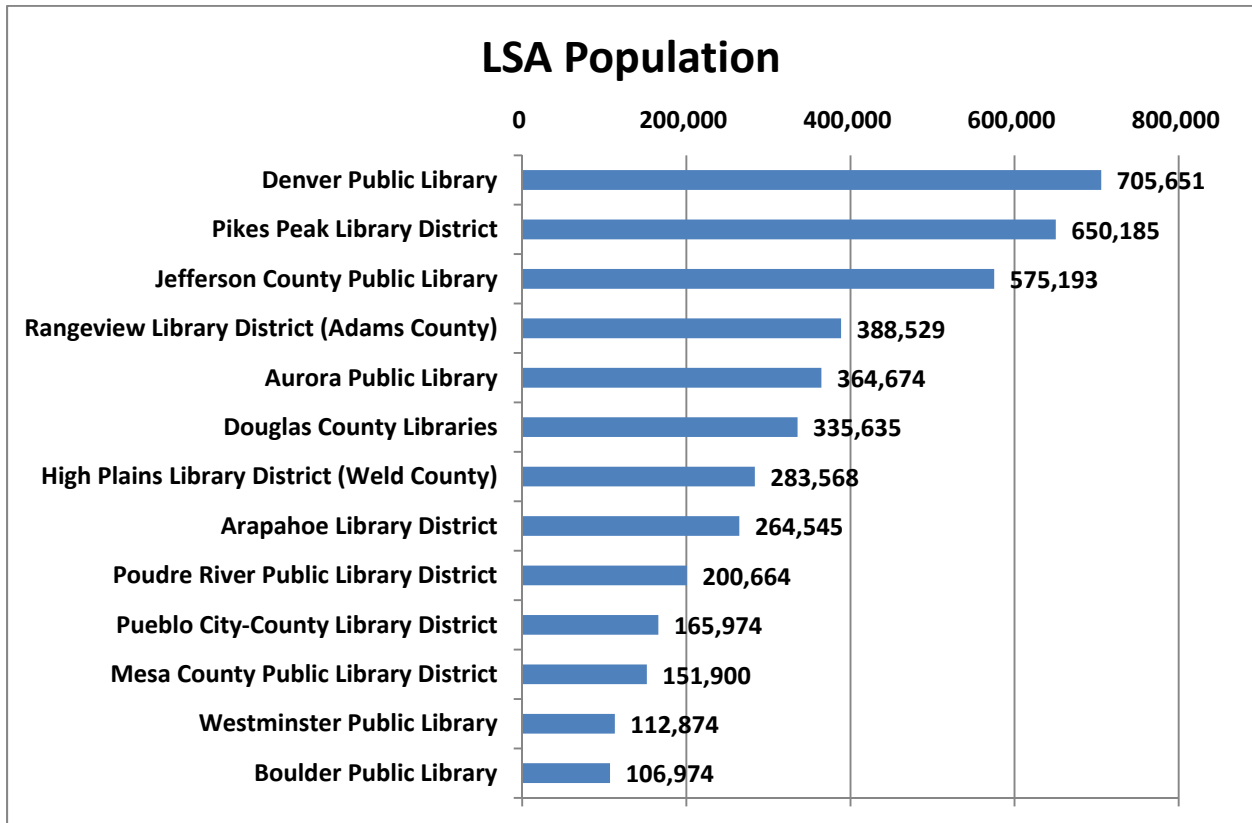
**PERFORMANCE MEASURES**

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 2018 calendar year, which represents the most current available data.

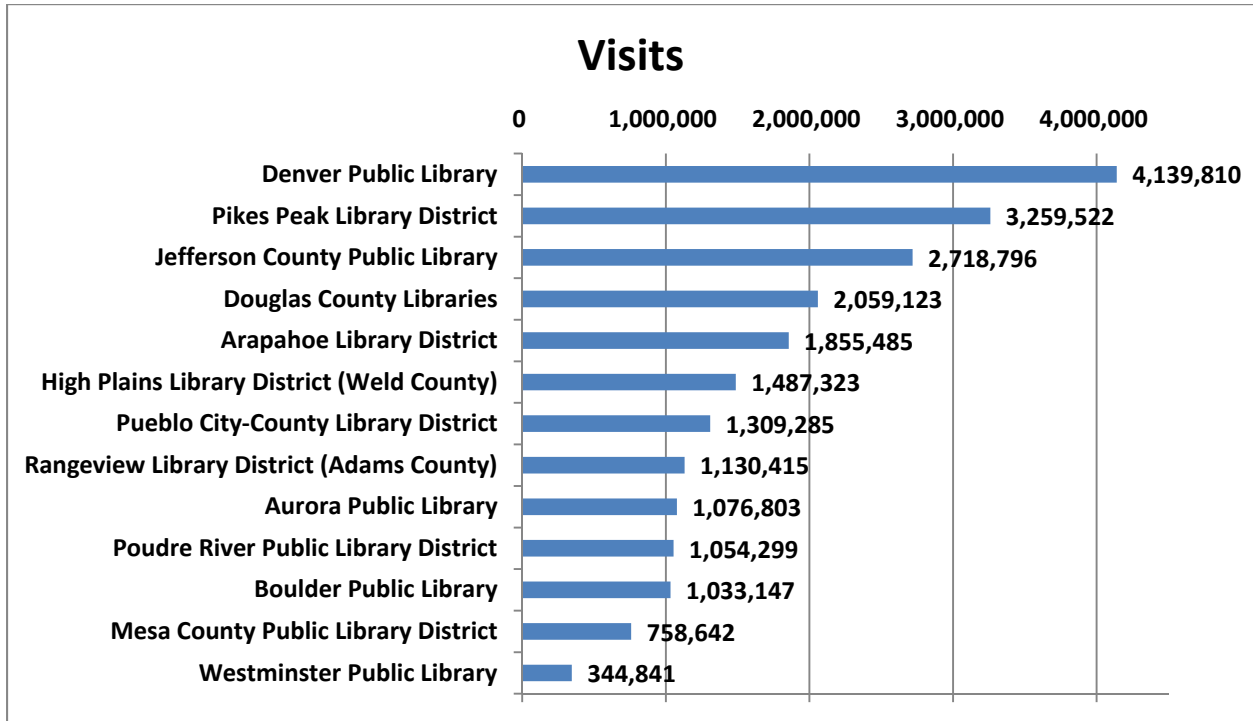
For purposes of this analysis, the following libraries have been selected:

- |  |   |
|--|---|
| 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                 |   |

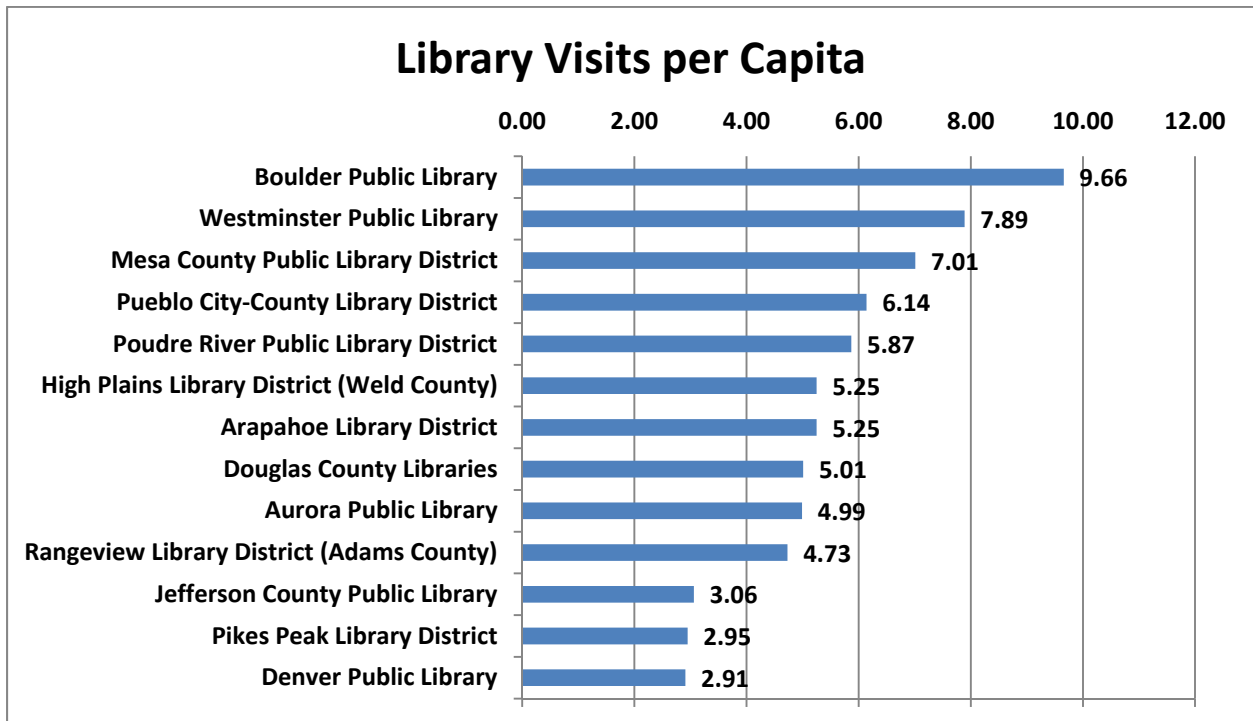
- 1. Library Service Area (“LSA”) Population** – This chart shows the total number of citizens that reside within the boundaries of each library service area. For 2018, the District has the second highest LSA population.



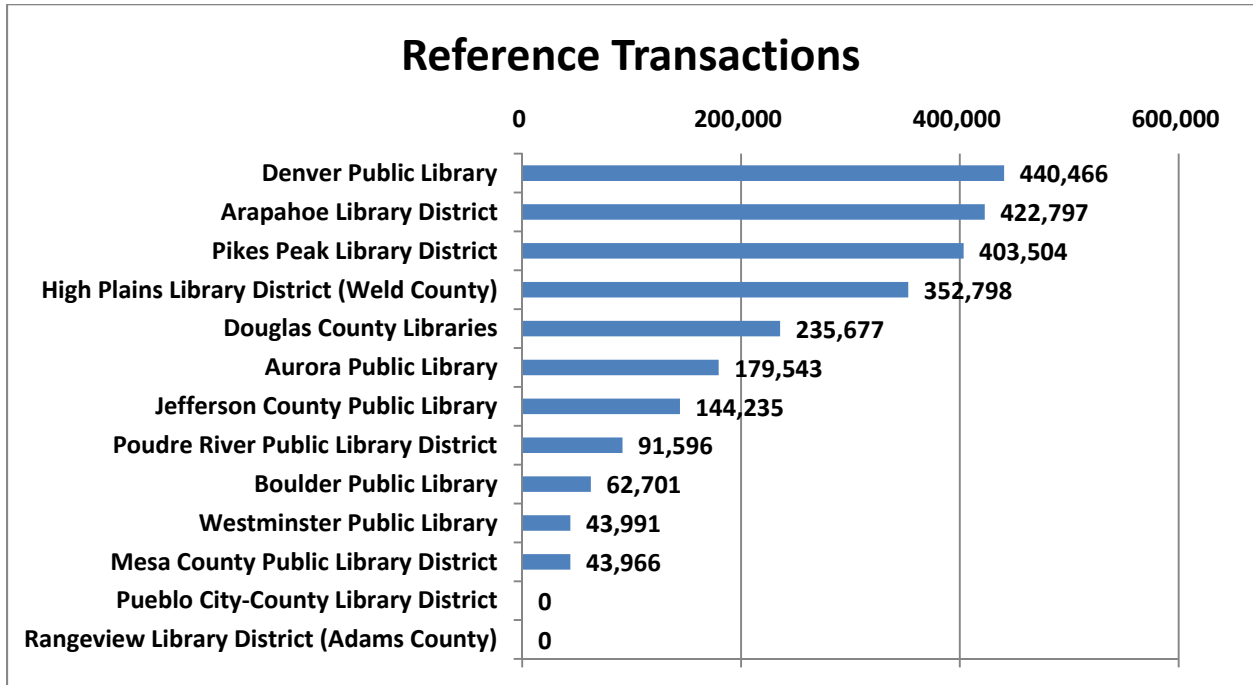
2. **Number of Patron Visits** – This chart shows total library patron visits during 2018. For 2018, the District ranked second in this category, which was the same as for 2017.



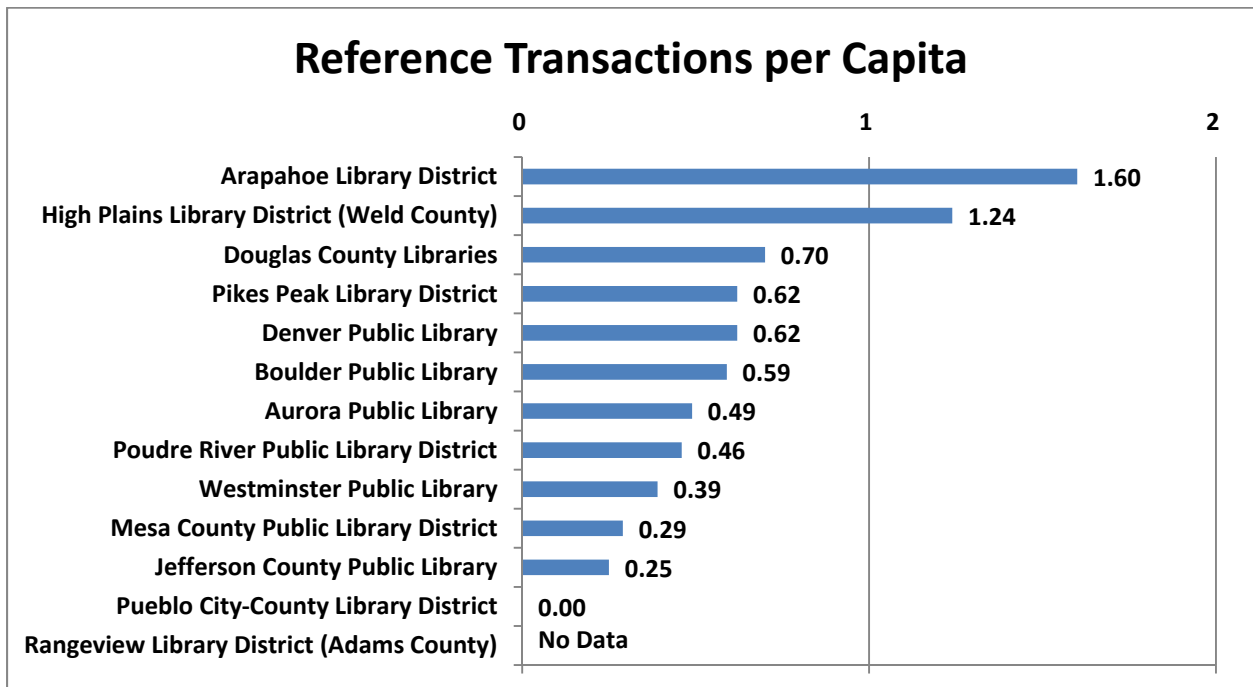
3. **Library Visits Per Capita** – This chart shows total library patron visits divided by the total LSA population. For 2018, the District ranked twelfth in this category. For 2017, the District ranked seventh.



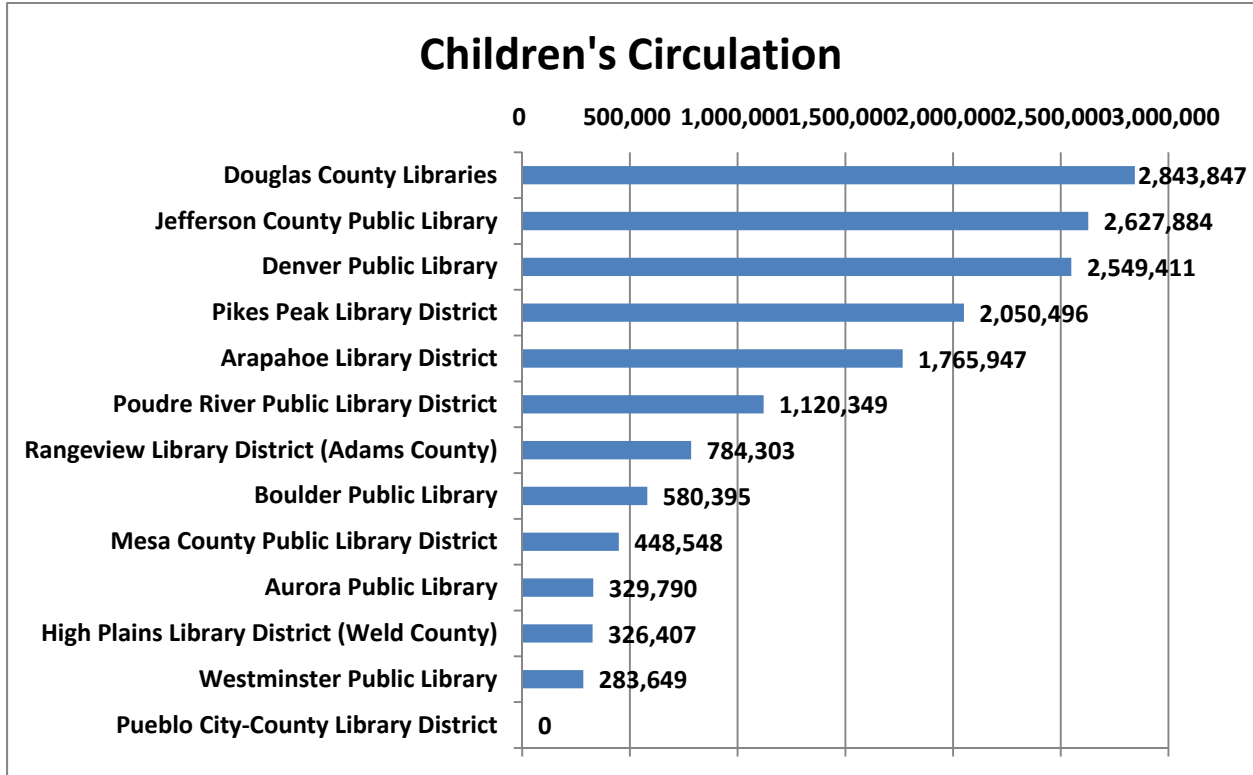
4. **Reference Transactions** – Defined as “An information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. This includes in-person, phone, fax, mail, email, live or electronic reference service, and it does not include directional transactions or questions of rules or policies.” For 2018, the District ranked third out of the 13 libraries. For 2017, the District ranked first.



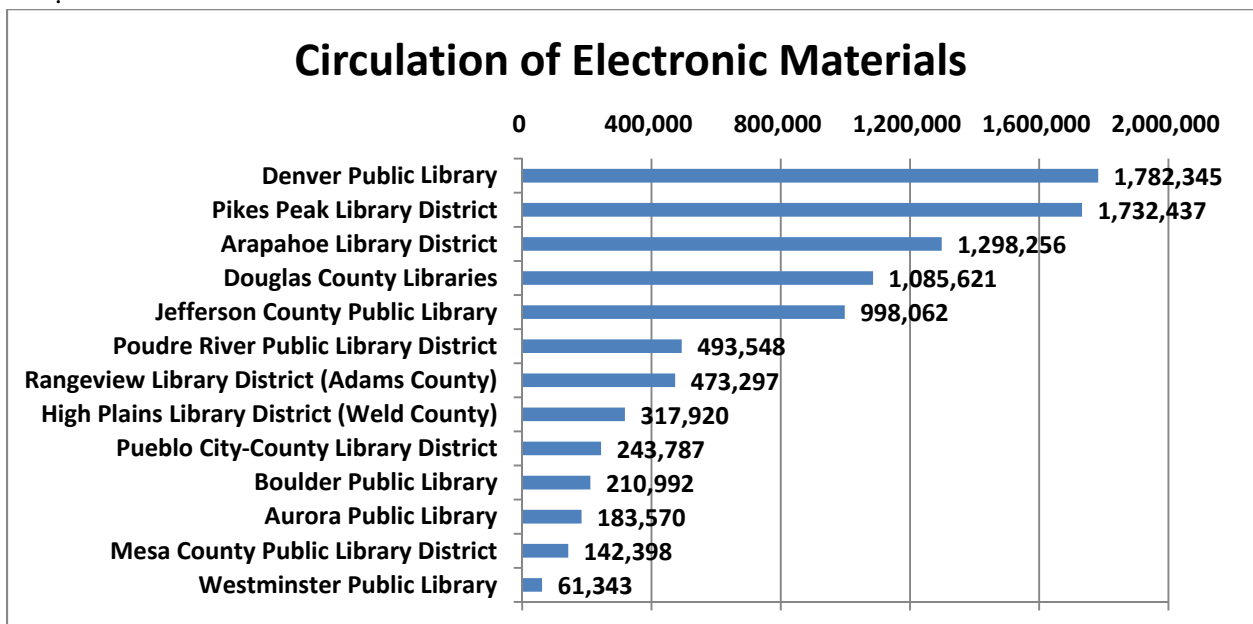
5. **Reference Transactions Per Capita** – This chart shows total reference questions divided by total LSA population. For 2018, the District ranked fourth, which was the same as for 2017.



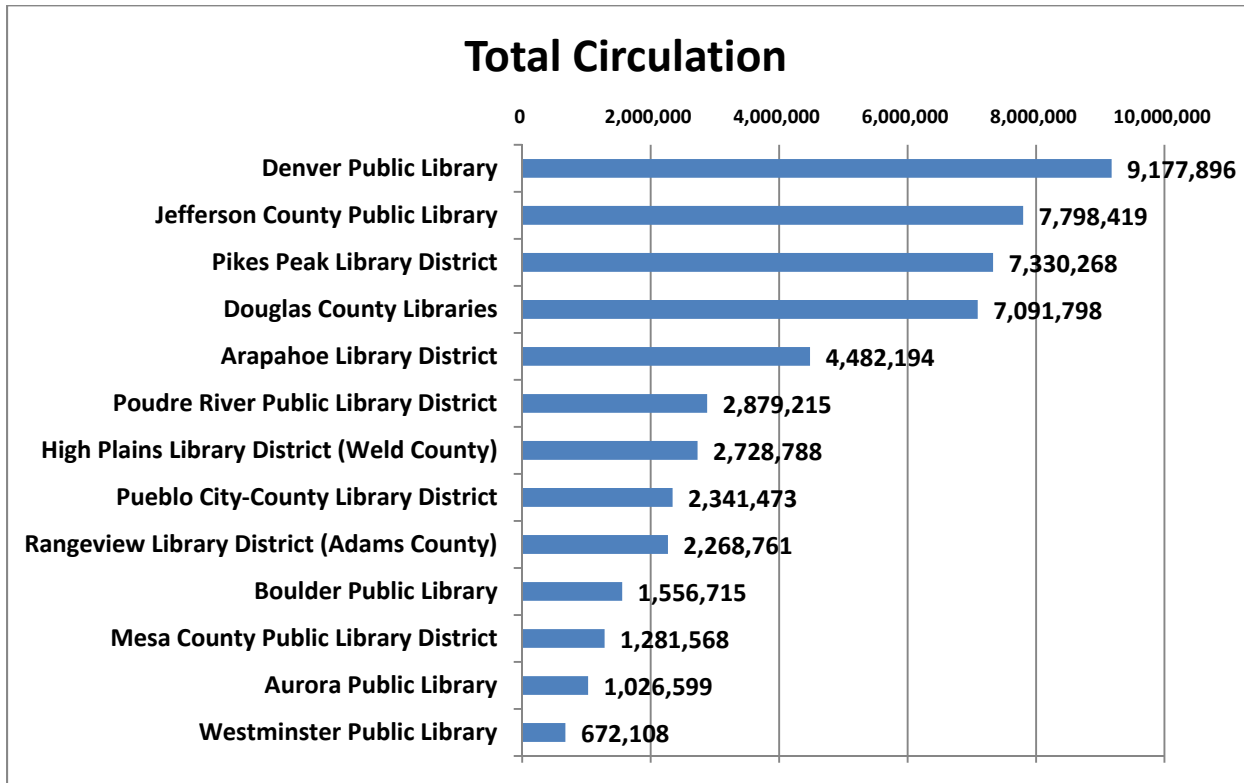
6. **Children’s Circulation** – The number of items the library loaned in 2018 to children, including renewals. “Children” are defined as individuals 11 years of age and under. The District ranked fourth out of 13 libraries, down from third for 2016.



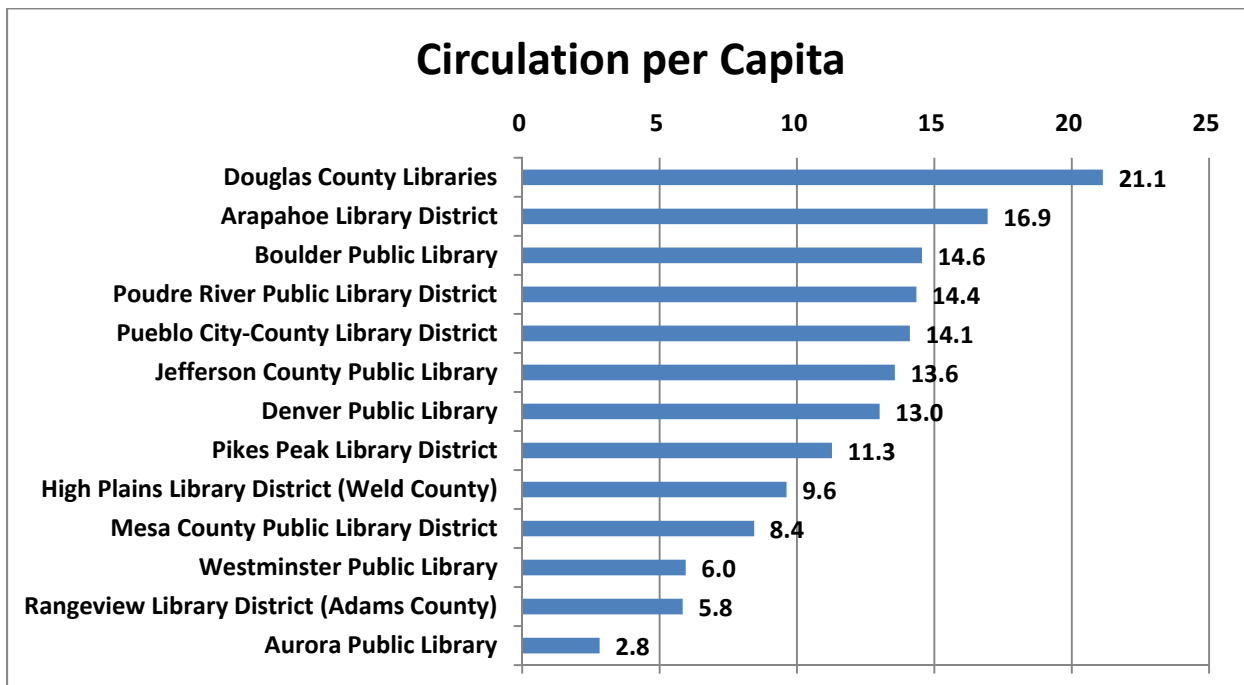
7. **Circulation - Electronic Materials** – This chart shows the total circulation of electronic materials. In 2018, the district ranked second in this category, down from first in 2017



8. **Total Circulation** – This chart shows total circulation during 2018. The District ranked third, primarily due to the size of its LSA population. In 2017, the District also ranked third.

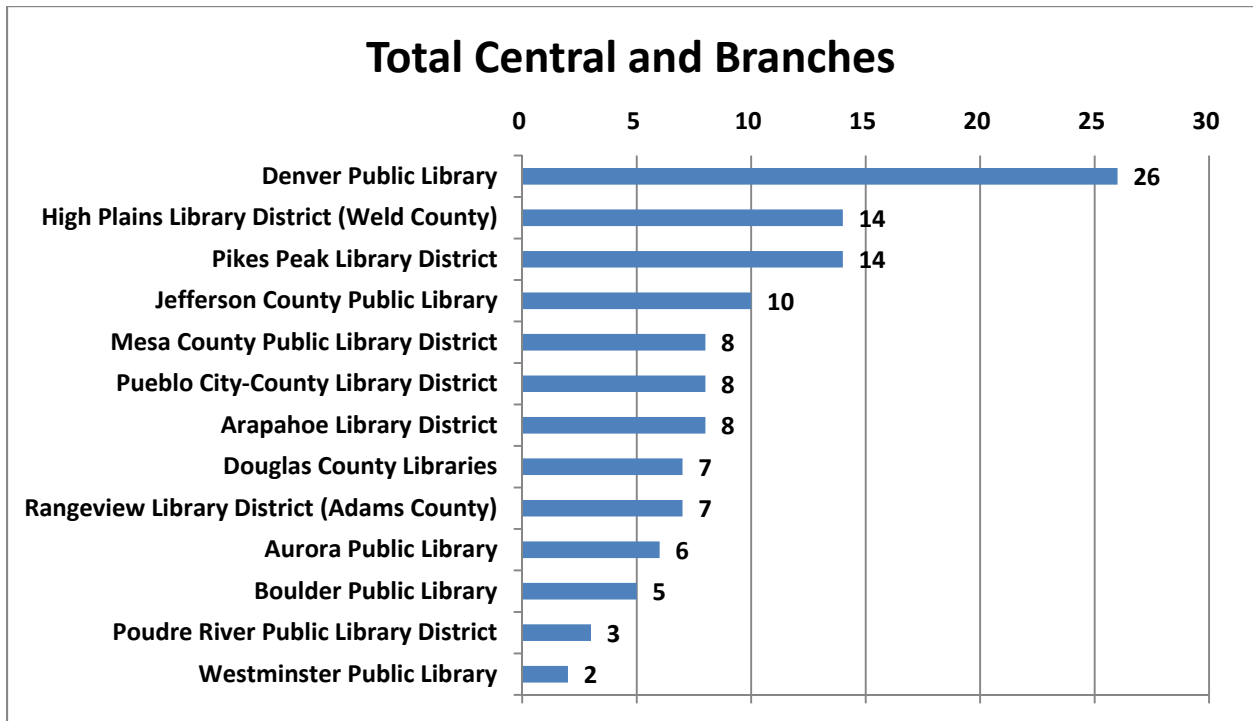


9. **Circulation Per Capita** – This chart shows total circulation divided by LSA population. In 2018, the District ranks eighth, unchanged from 2016.

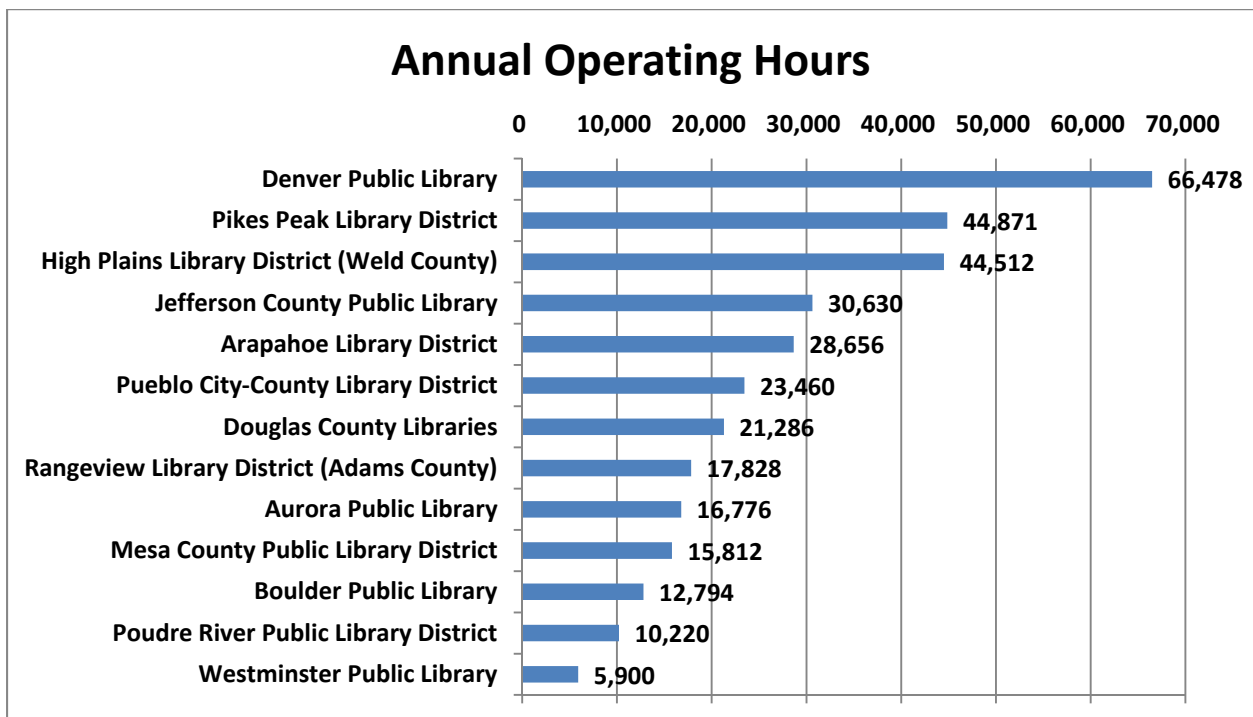




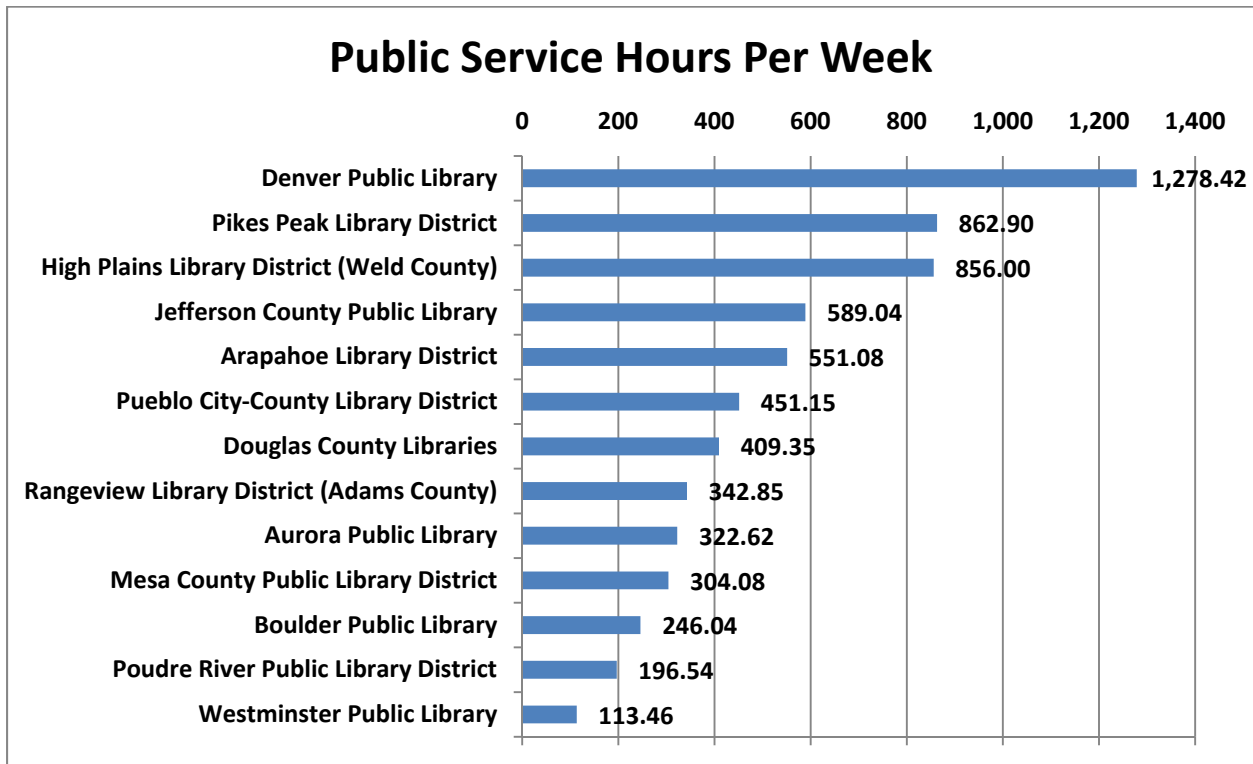
**10. Total Central and Branch Facilities** – This chart shows the number of library facilities for each library. Unchanged from 2017, the District ranked tied for second with 14 facilities.



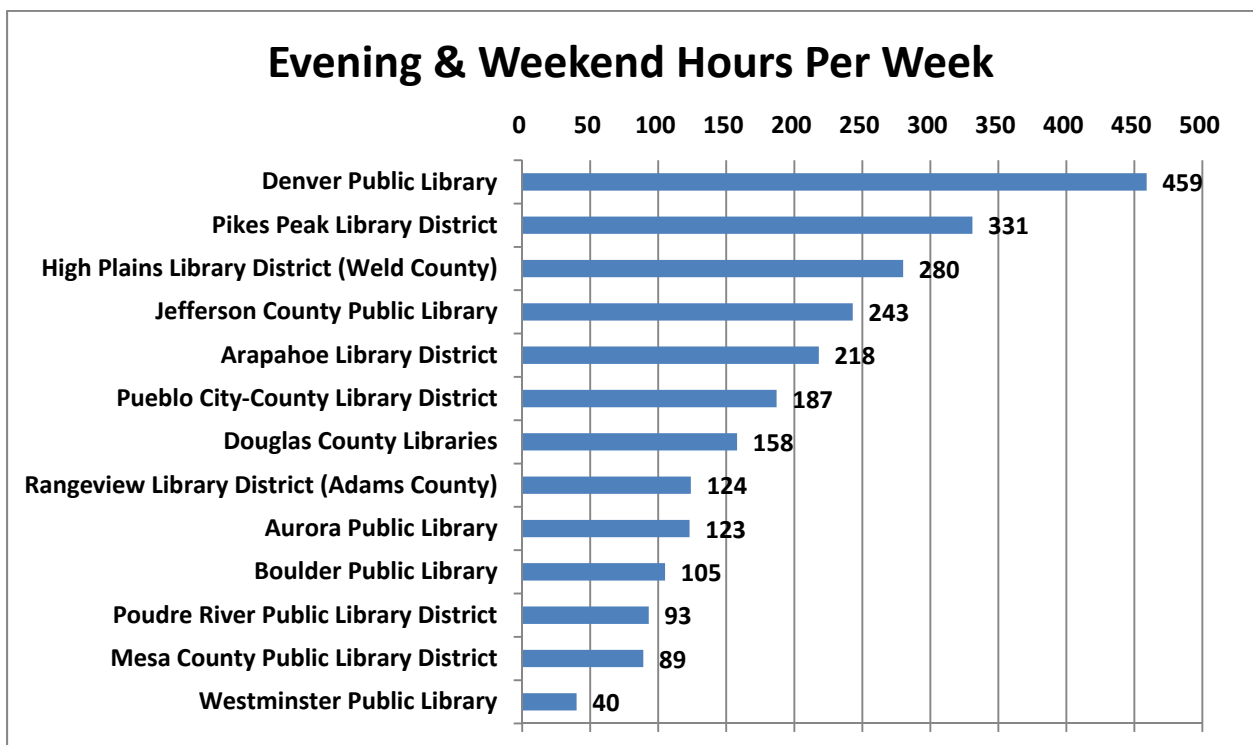
**11. Total Annual Operating Hours** – Total public service hours that central libraries, branches, and bookmobiles are open to the public, which includes hours for books-by-mail operation. For 2018, the District ranked second out of 13 libraries, unchanged from 2017.



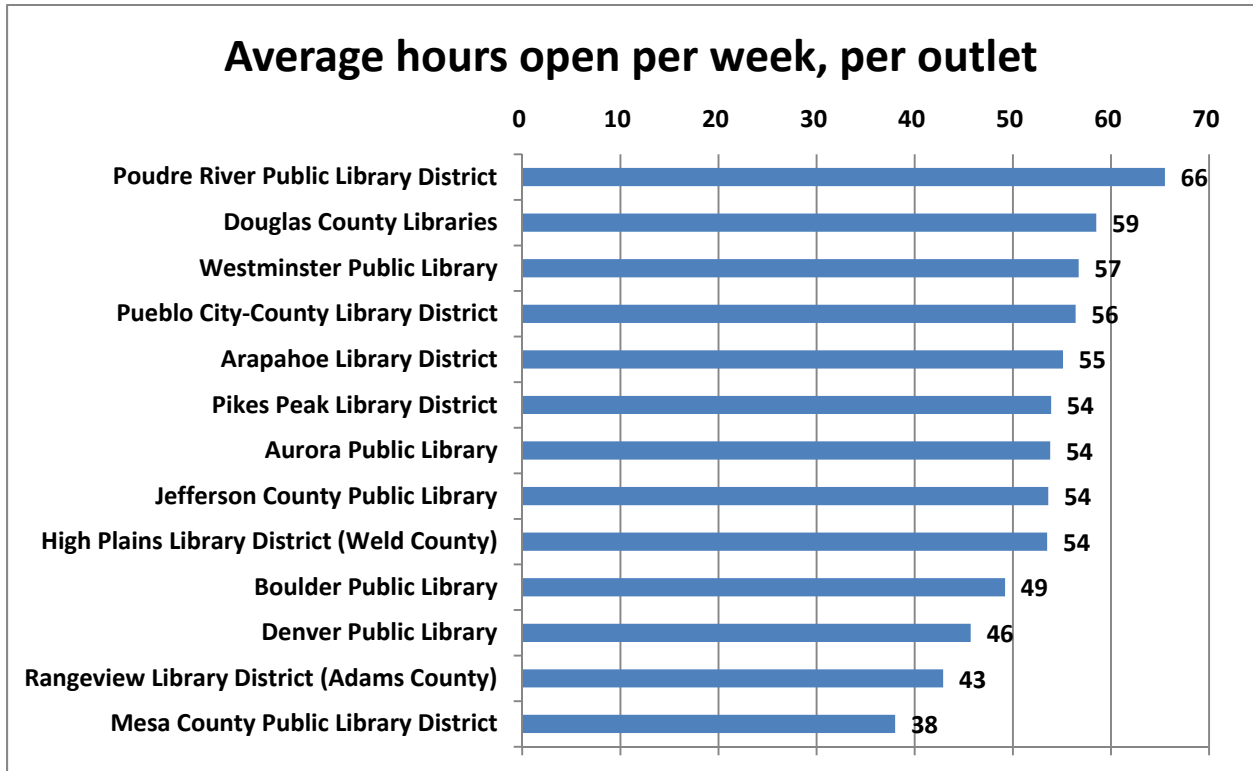
**12. Public Service Hours Per Week** – This chart shows total number of hours the library is open to the public per week. The District ranked second for 2018 and 2017, primarily due to the number of facilities.



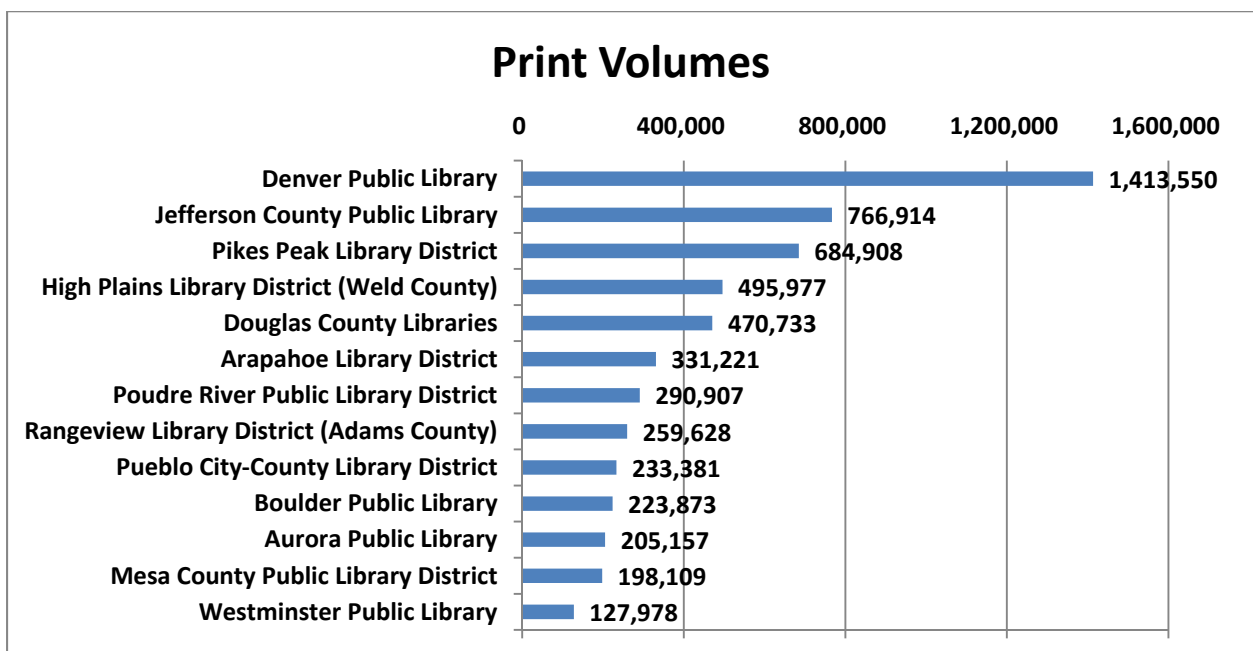
**13. Evening and Weekend Hours per Week** – This chart shows the aggregate number of hours opened to the public per weekend. For 2018, the District ranked second.



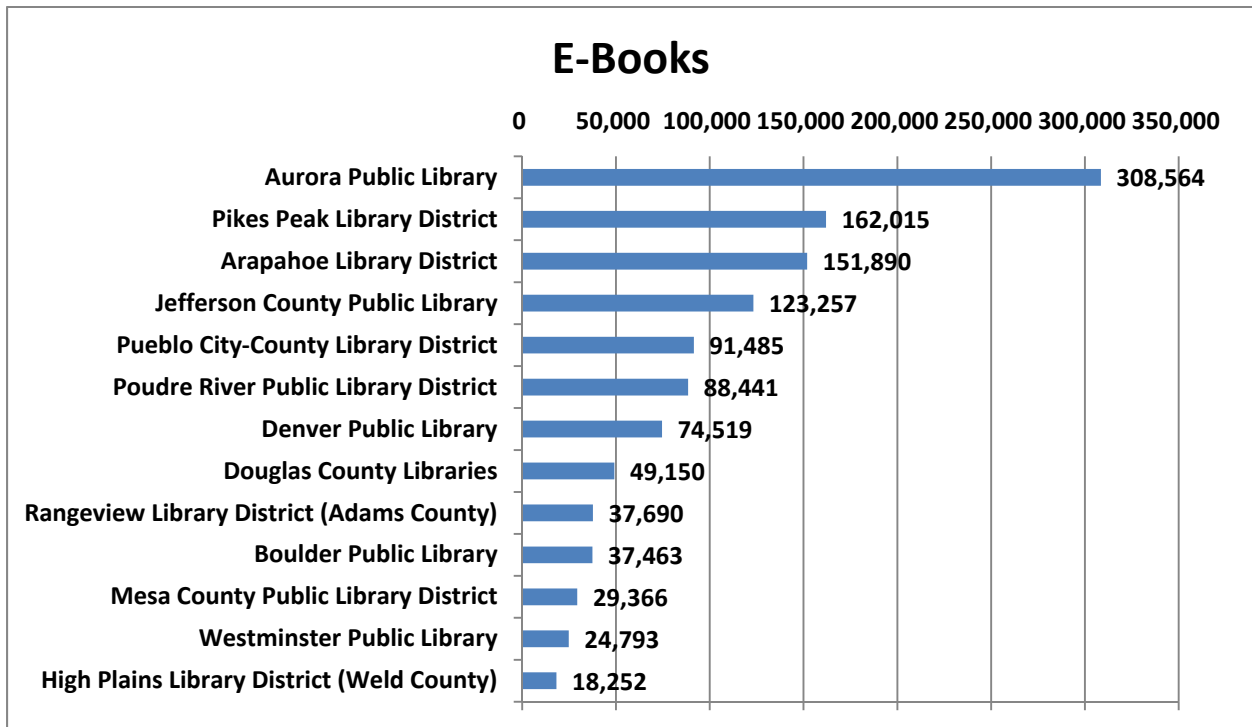
**14. Average Hours Open Each Week Per Outlet** – The total number of hours that a library and all its outlets are open each week divided by the number of outlets. The District ranked sixth out of the 13 libraries, up from eighth in 2017.



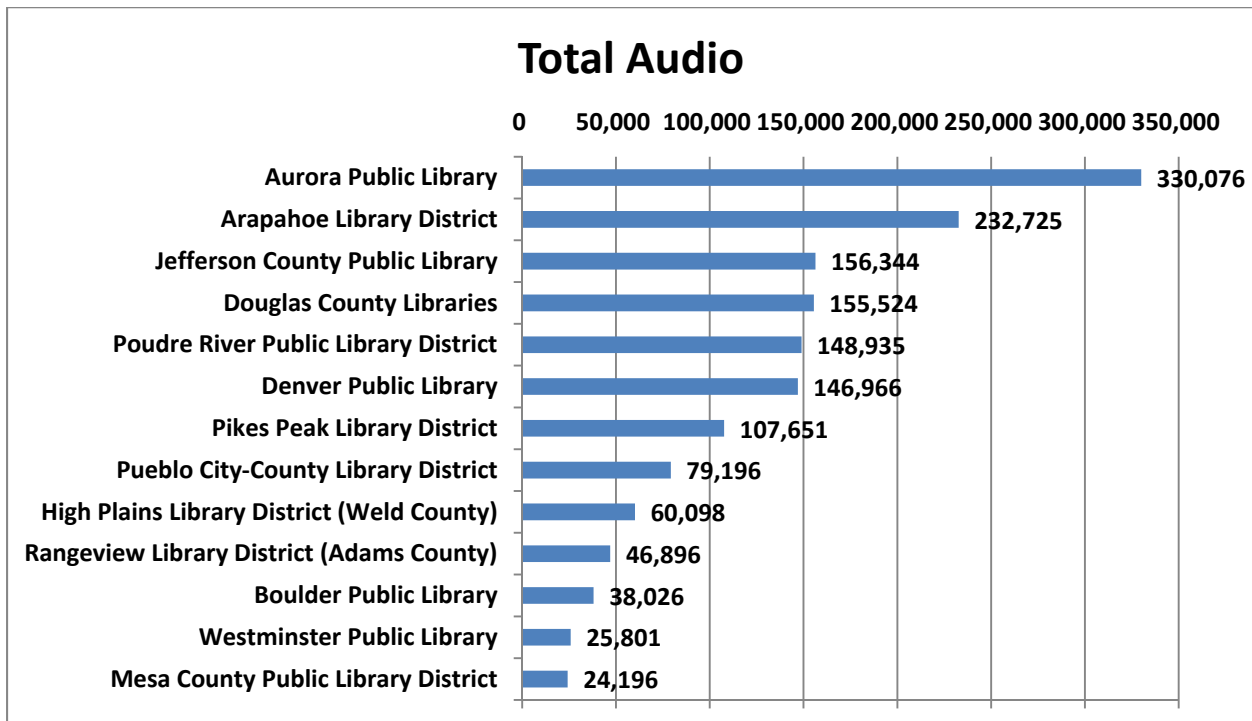
**15. Total Print Volumes** – The number of printed books and serial publications owned by the library. The District ranked third of the 13 libraries, unchanged from 2017.



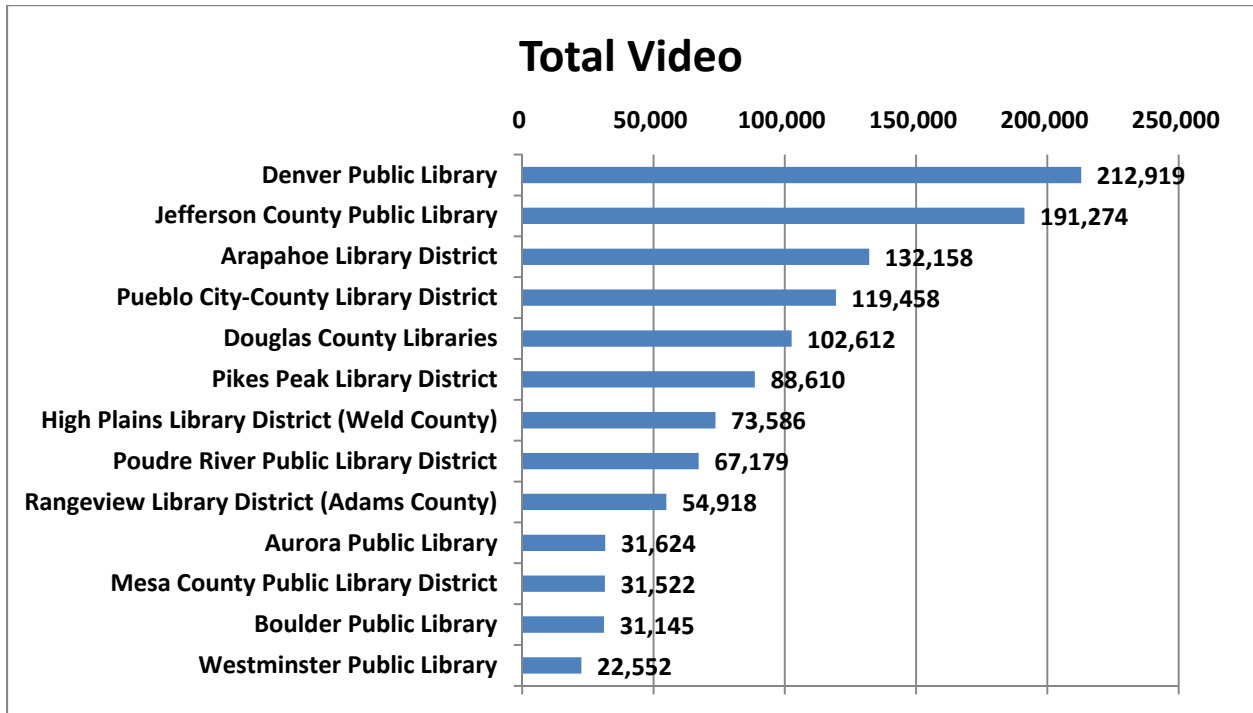
**16. Total E-Books** – The number of e-books and serial publications owned by the library. The District ranked second out of the 13 libraries, unchanged from 2017.



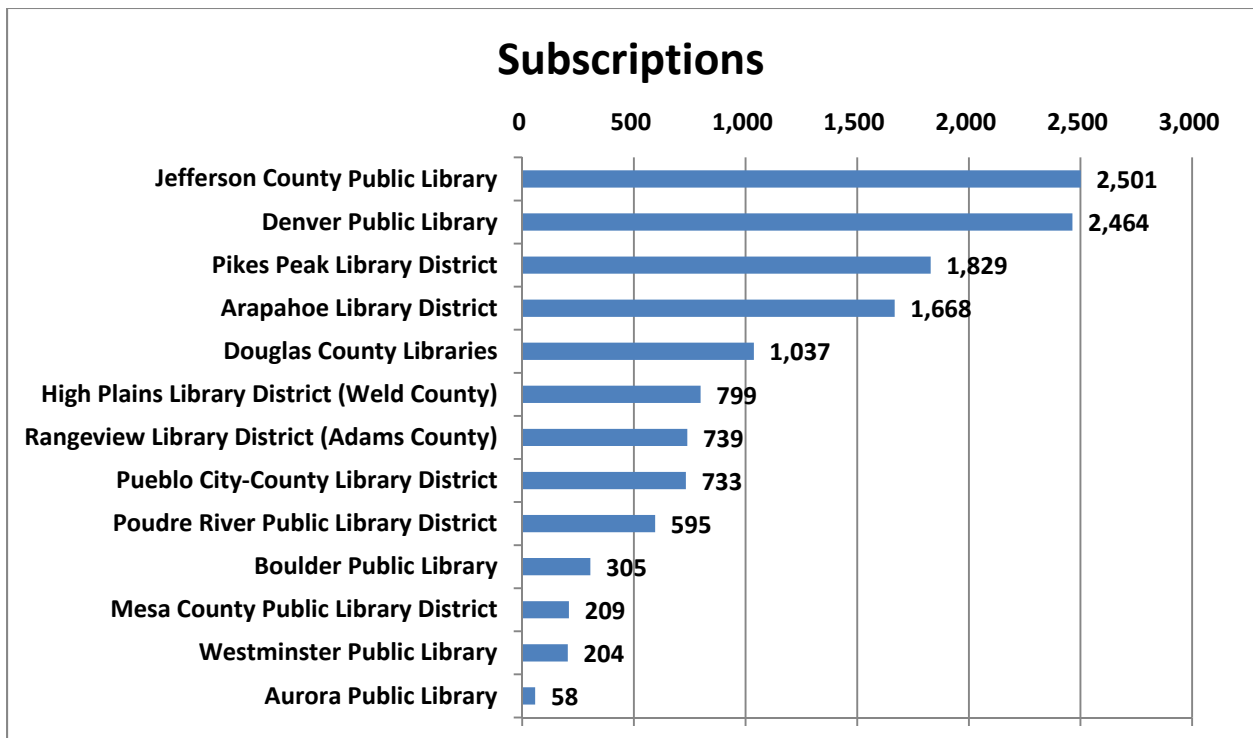
**17. Total Audio** – Sum of physical or electronic audiobooks, music, and other formats. The District ranked seventh out of the 13 libraries, down from sixth for 2017.



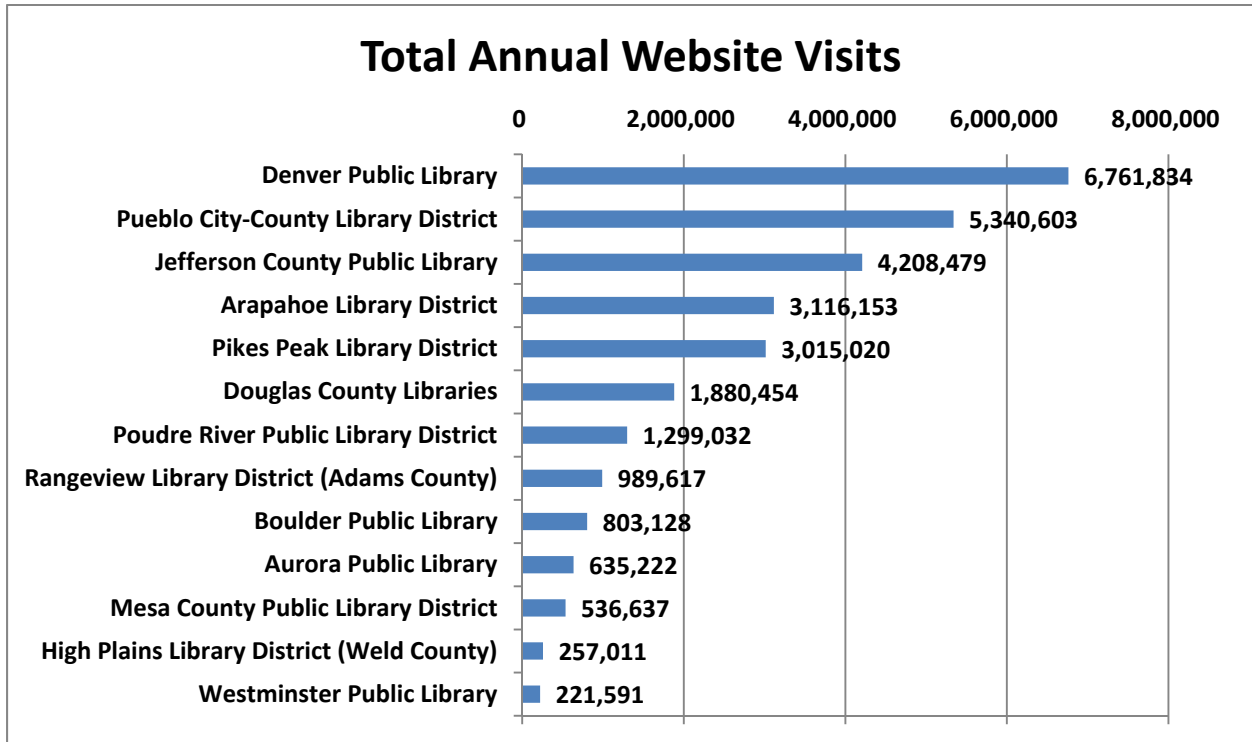
**18. Total Video Materials** – This number is the sum of physical and electronic video materials. The District ranked sixth in 2018, dropping from fifth in 2017.



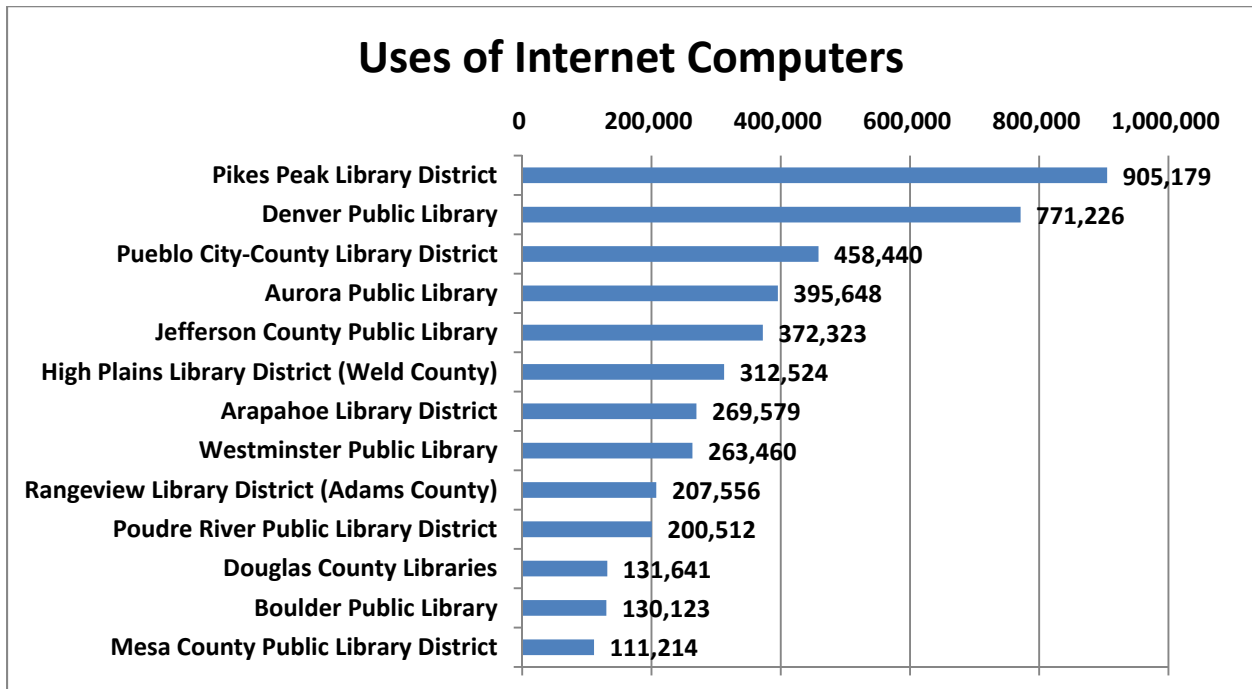
**19. Number of Subscriptions** – The number of print serial subscriptions, including duplicates, for all outlets. Includes magazines, newspapers, annuals, some government documents, some reference tools, and numbered monograph series. The District ranked third out of the 13 libraries, unchanged from 2017.



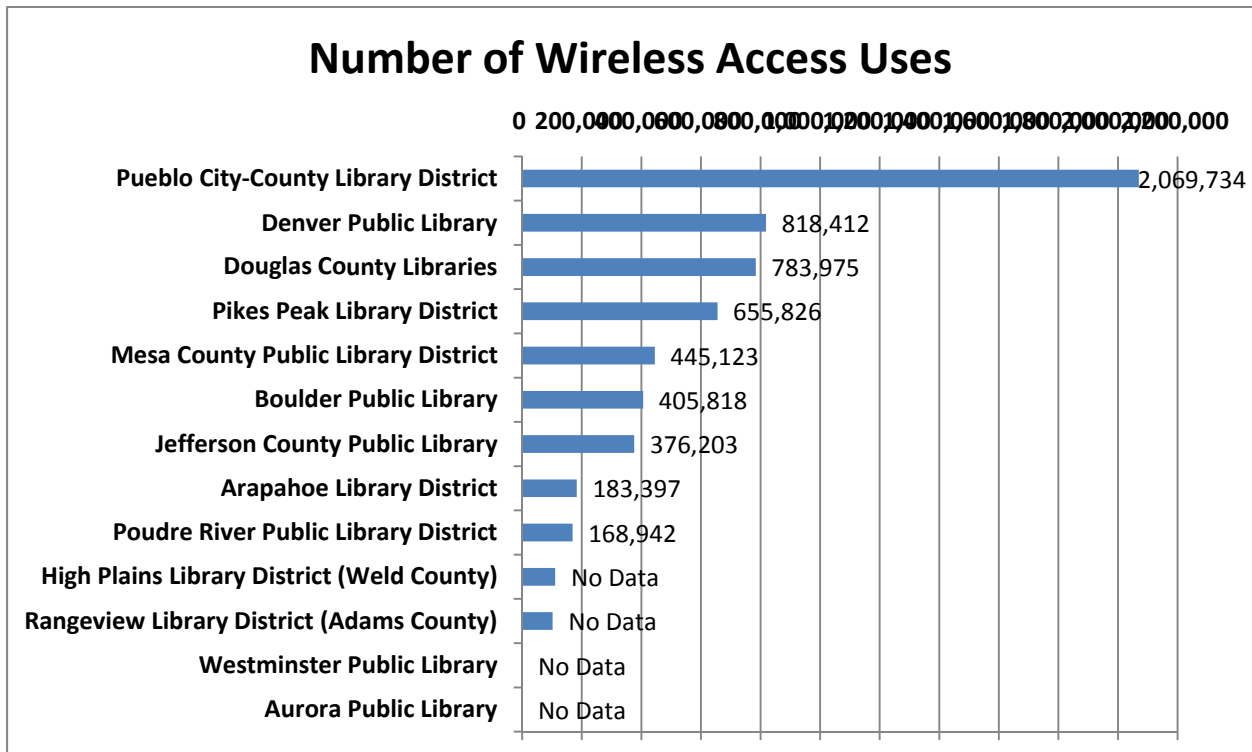
**20. Total Annual Website Visits** – This chart shows the total number of visits to the library’s main web page. In 2018, the District ranked fifth out of the 13 libraries, down from fourth in 2017.



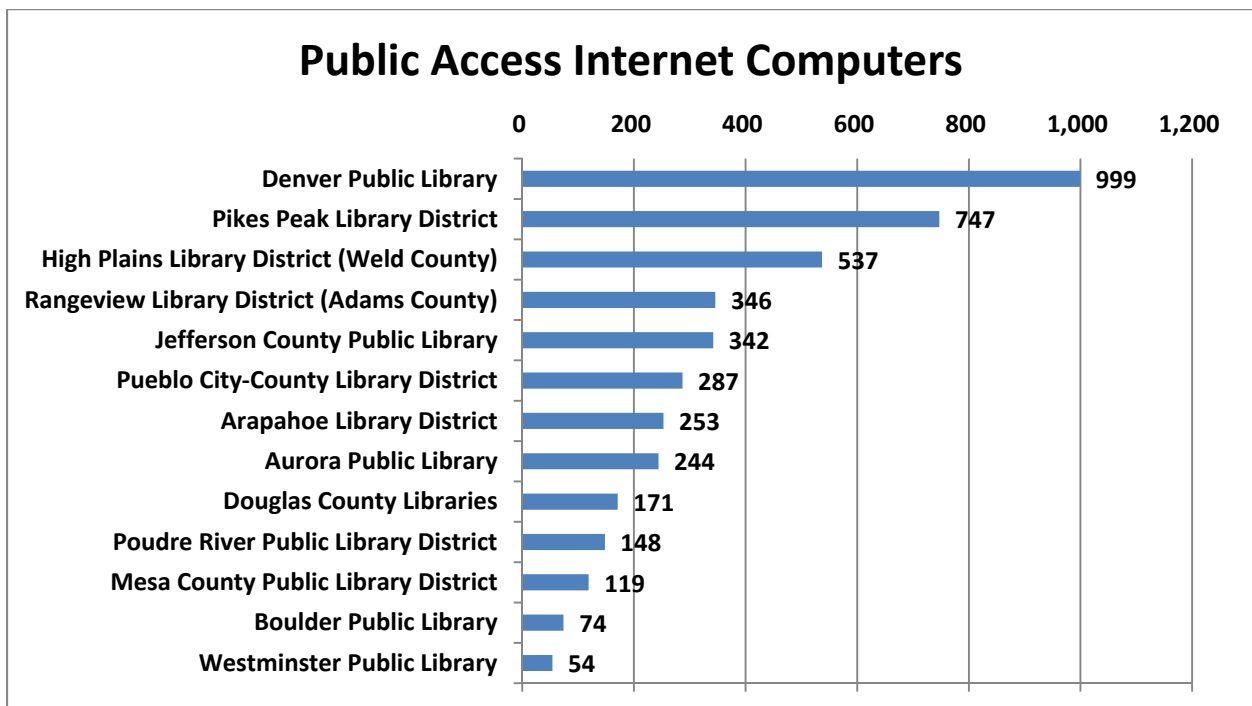
**21. Uses of Internet Computers** – This chart shows the total number of uses of internet computers. The District ranked first out of these 13 libraries, same as for 2017.



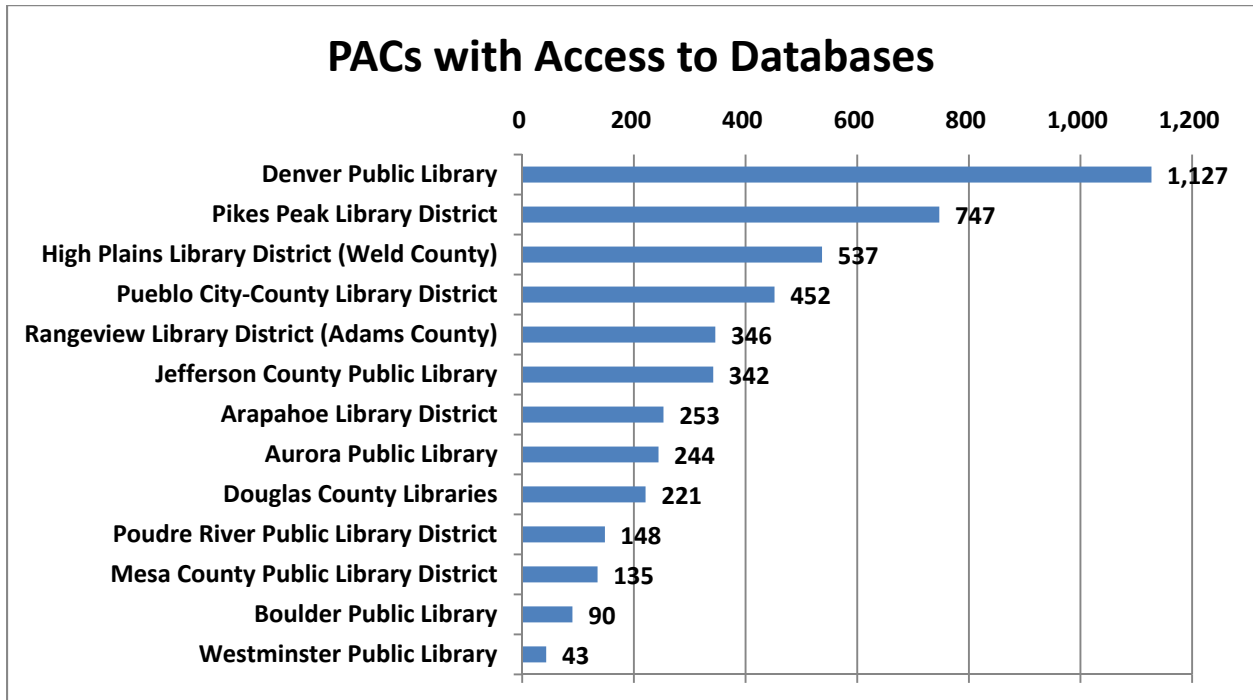
**22. Total Number of Wireless Access Uses** – This chart shows the total number of wireless access uses. The District ranked fourth out of the 10 libraries that reported this statistic, down from second in 2017.



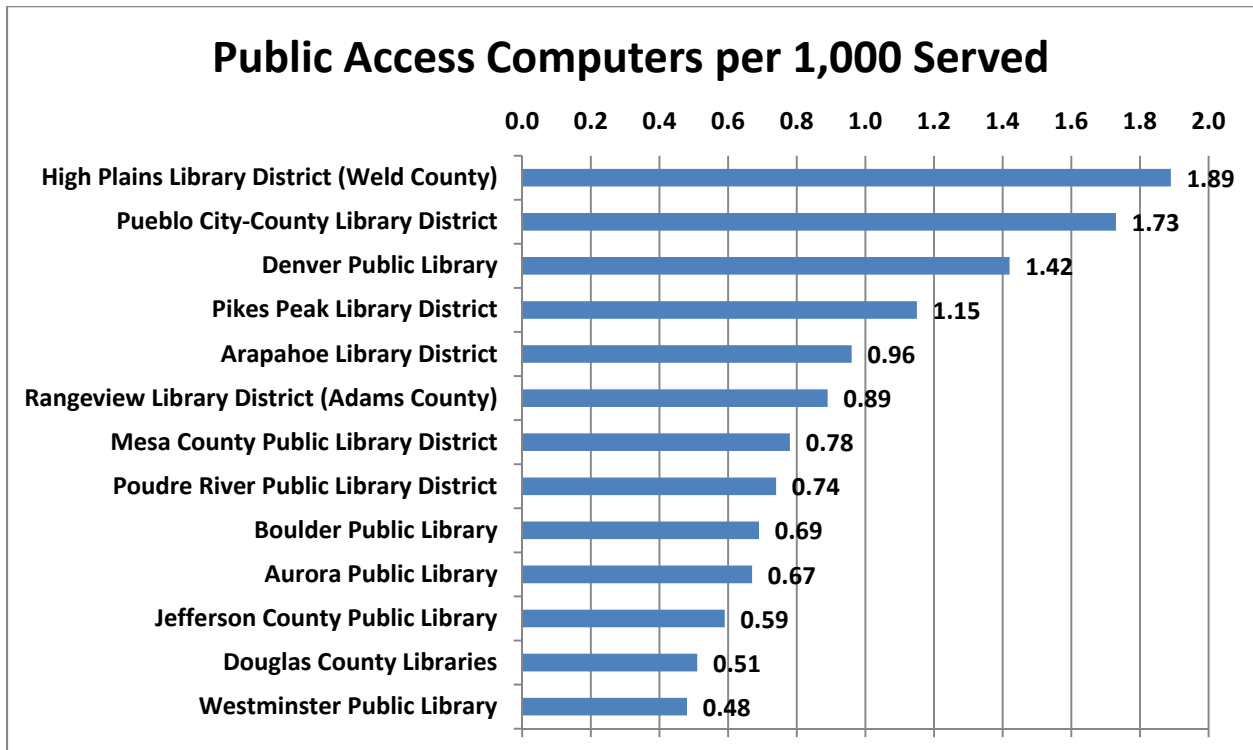
**23. Public Access Internet Computers** - This chart shows the number of computers offered to the public that has internet access.



**24. PACs with Access to Databases** – This chart shows the number of public access computers which has access to electronic databases.

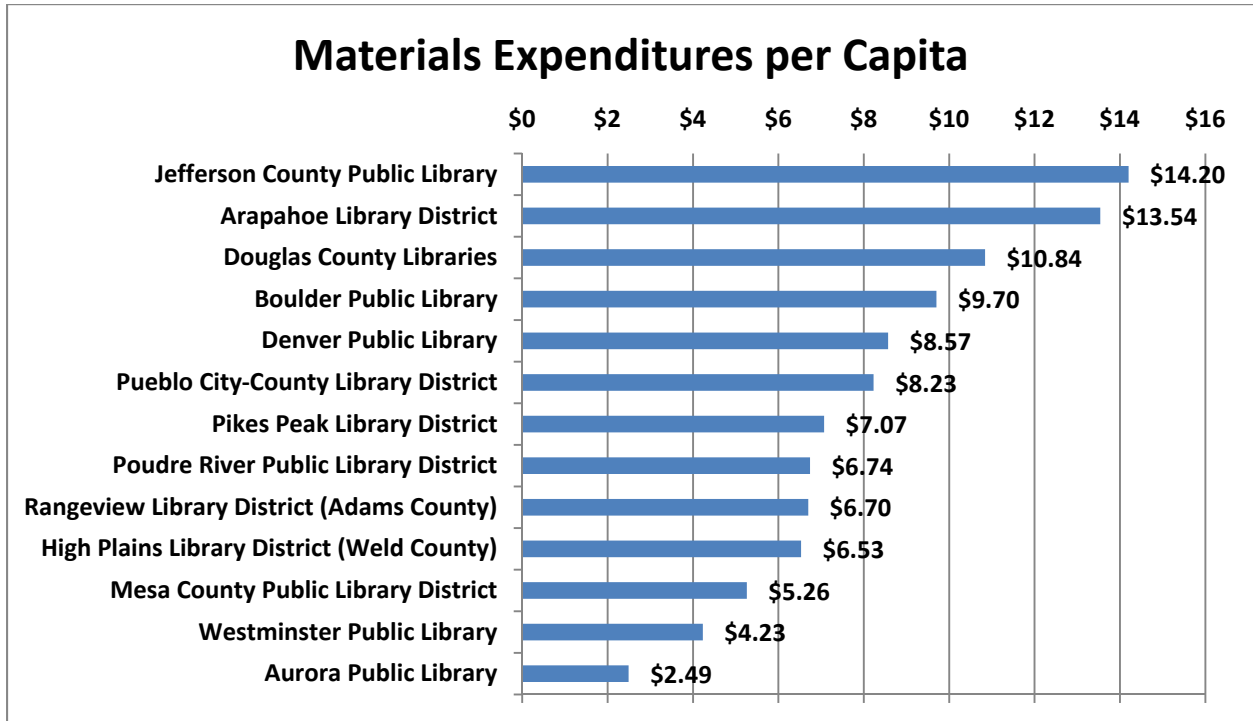


**25. Public Access Computers Per 1,000 Served** – This chart shows total number of public access computers with Internet available divided by the legal service area in thousands. The District ranks fourth out of 13 libraries for 2018, unchanged from 2017.

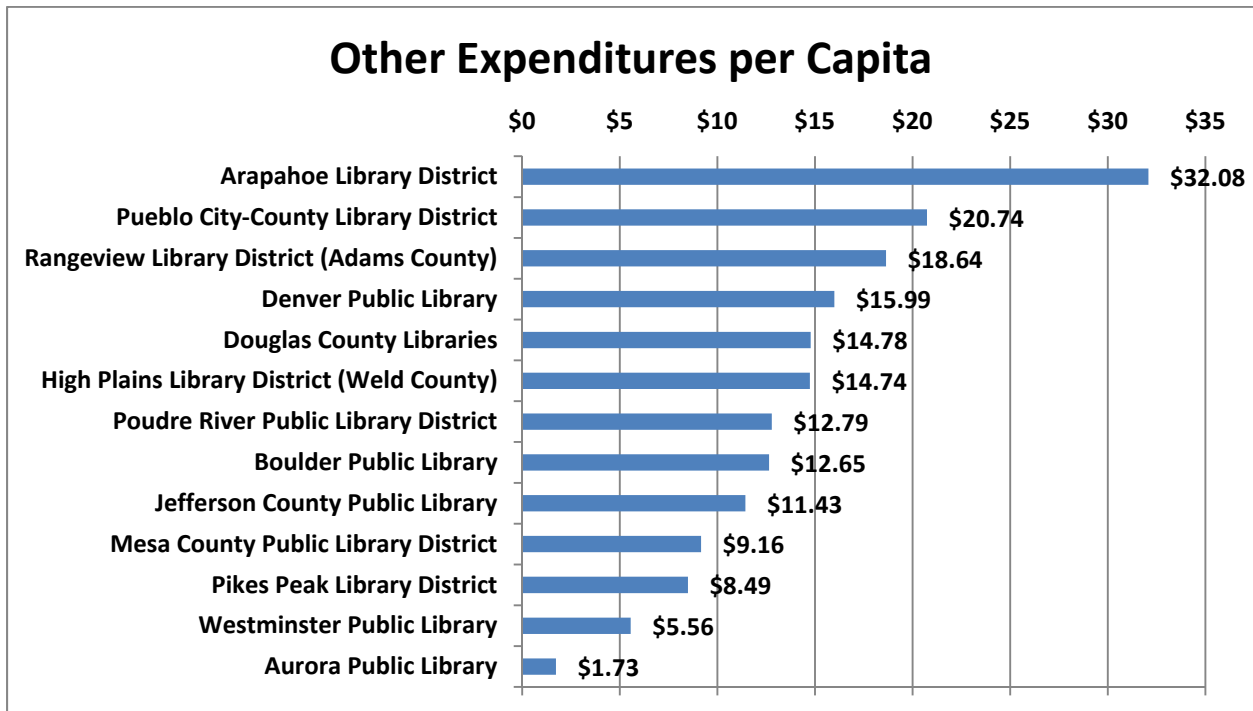




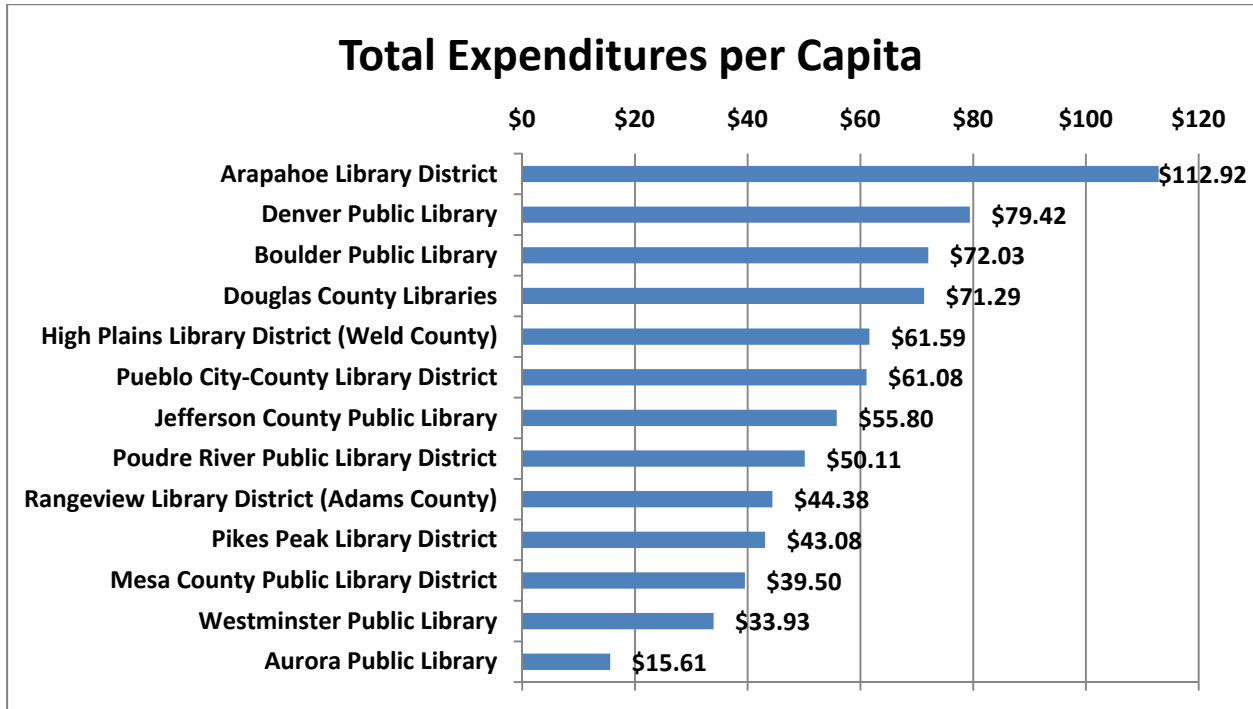
**26. Materials Expenditures Per Capita** – This chart shows the total materials expenditures divided by total LSA population. In 2018, the District ranked seventh, unchanged from 2017.



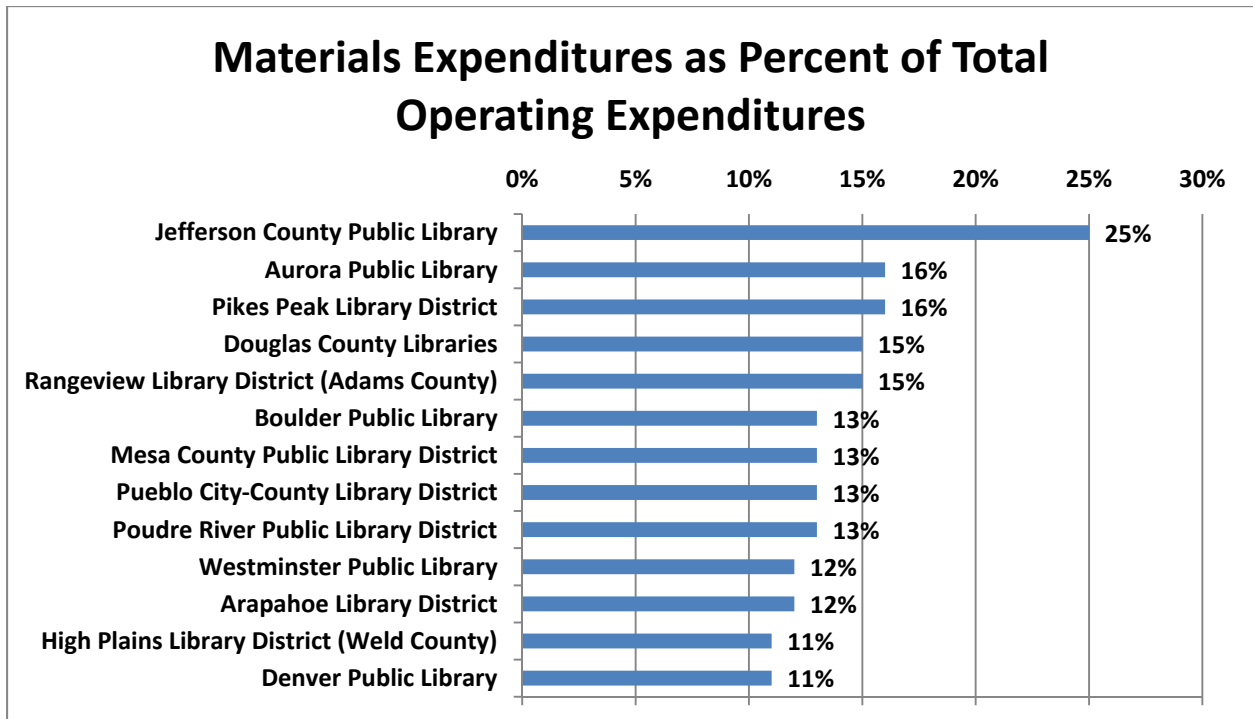
**27. Other Expenditures Per Capita** – This chart shows all other materials expenditures not reported as print, audio, video, or electronic, such as microforms, kits, and LeapFrog. The District ranked eleventh out of the 13 libraries, down from ninth for 2017.



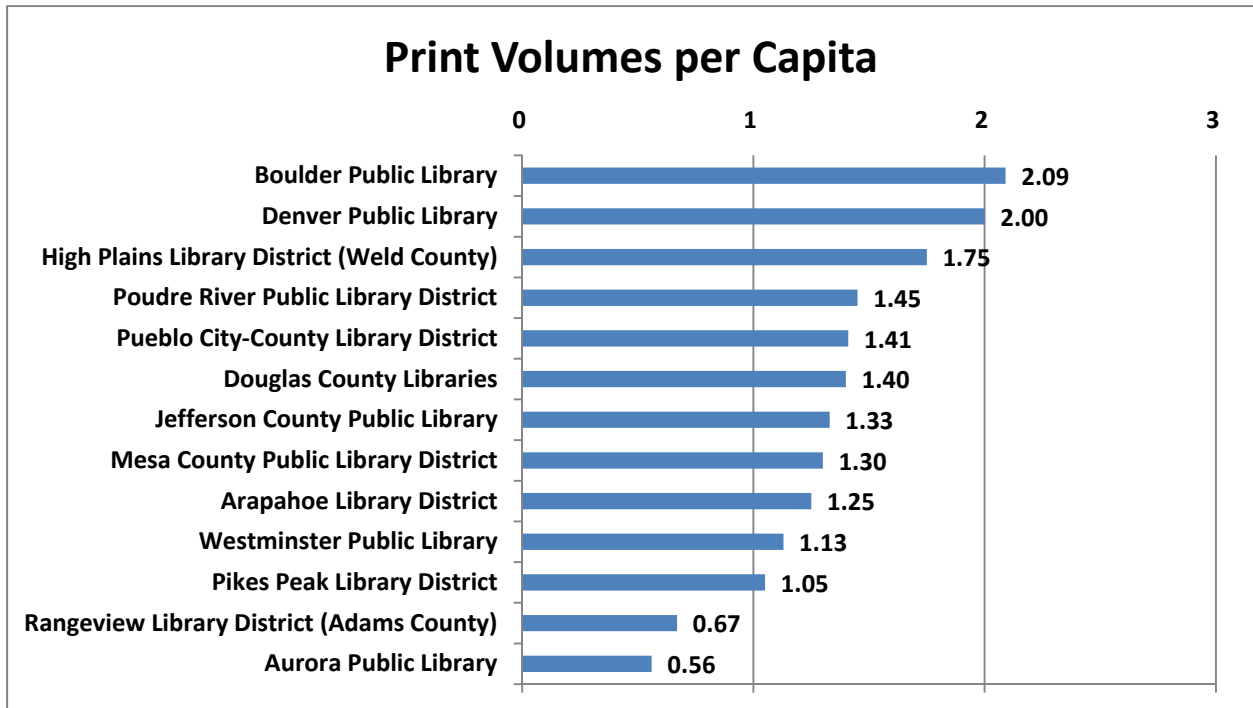
**28. Total Expenditures Per Capita** – This chart shows the total operating expenditures divided by LSA population. The District ranked tenth out of the 13 libraries for 2018, down from ninth for 2017.



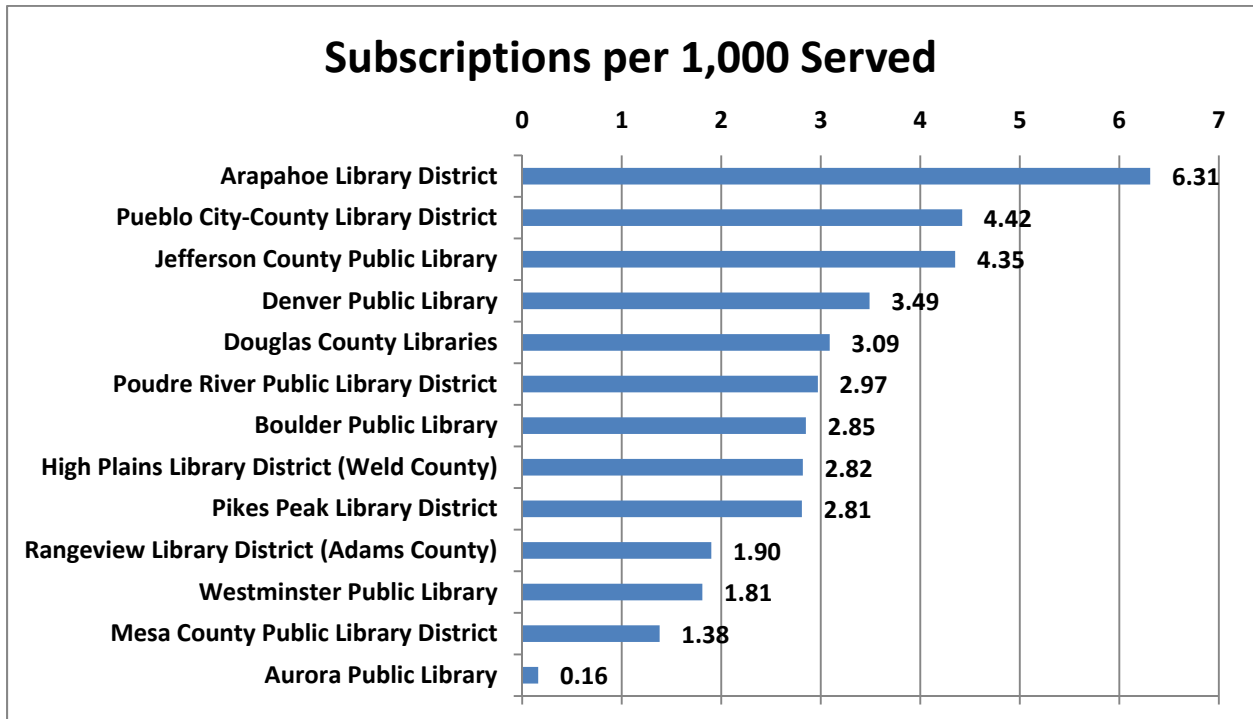
**29. Materials Expenditures as Percent of Total Operating Expenditures** – This chart shows the cost of all library materials divided by the amount spent for all operating expenses including materials costs. In 2018, the District ranked third out of the 13 libraries, unchanged from 2017.



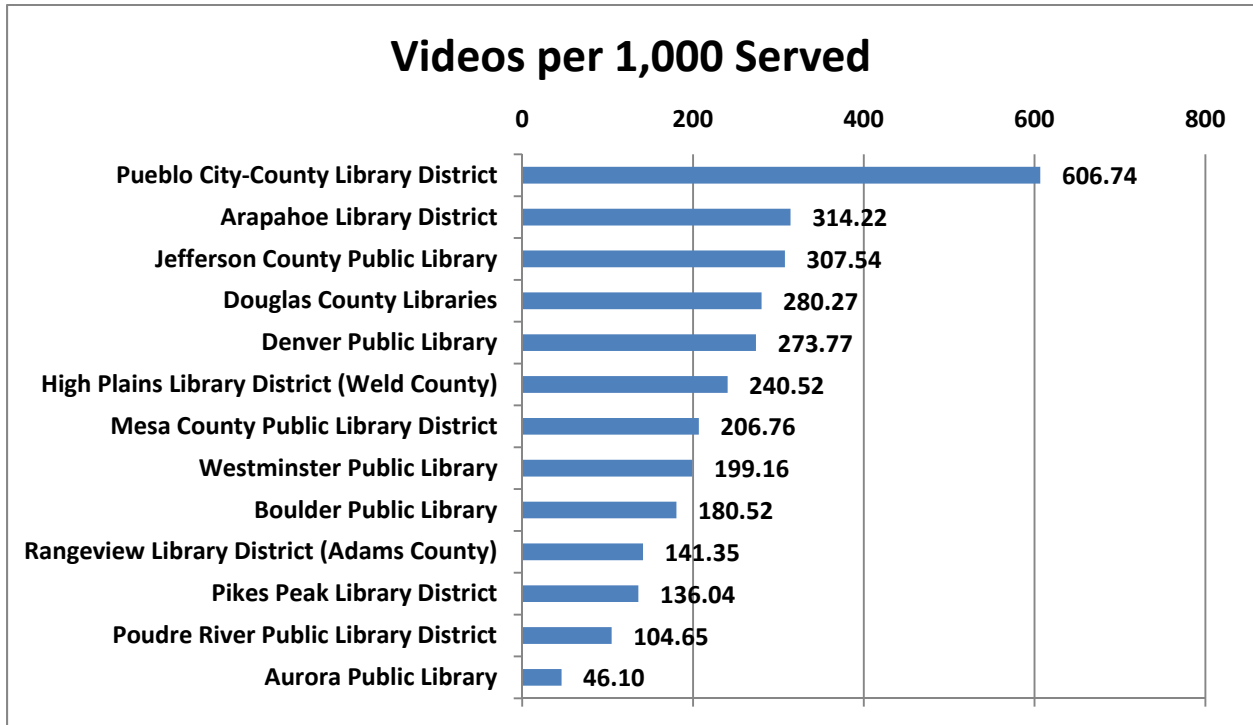
**30. Print Volumes Per Capita** - This chart shows the number of print volumes the library holds, divided by the library's LSA population. The District ranked eleventh out of the 13 libraries for 2018, unchanged from 2017.



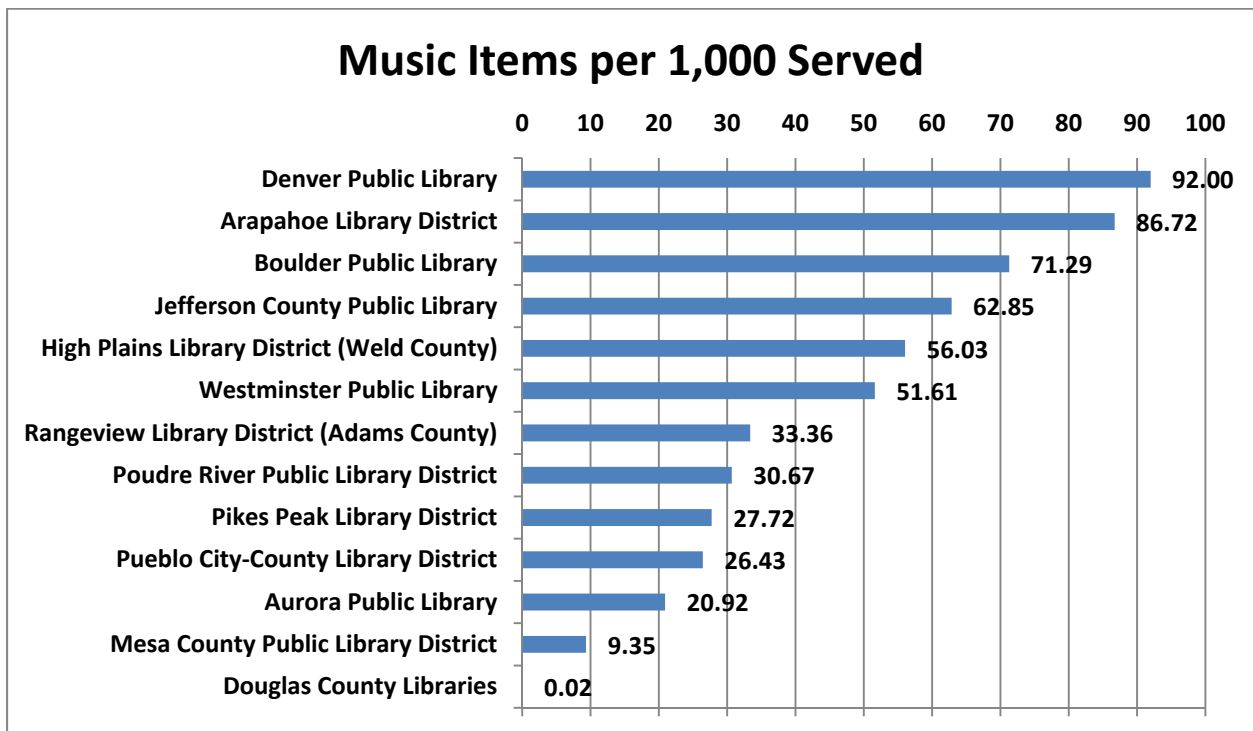
**31. Subscriptions Per 1,000 Served** – This chart shows the number of serial subscriptions divided by the LSA in thousands. The District ranked ninth out of the 13 libraries, down from seventh in 2017.



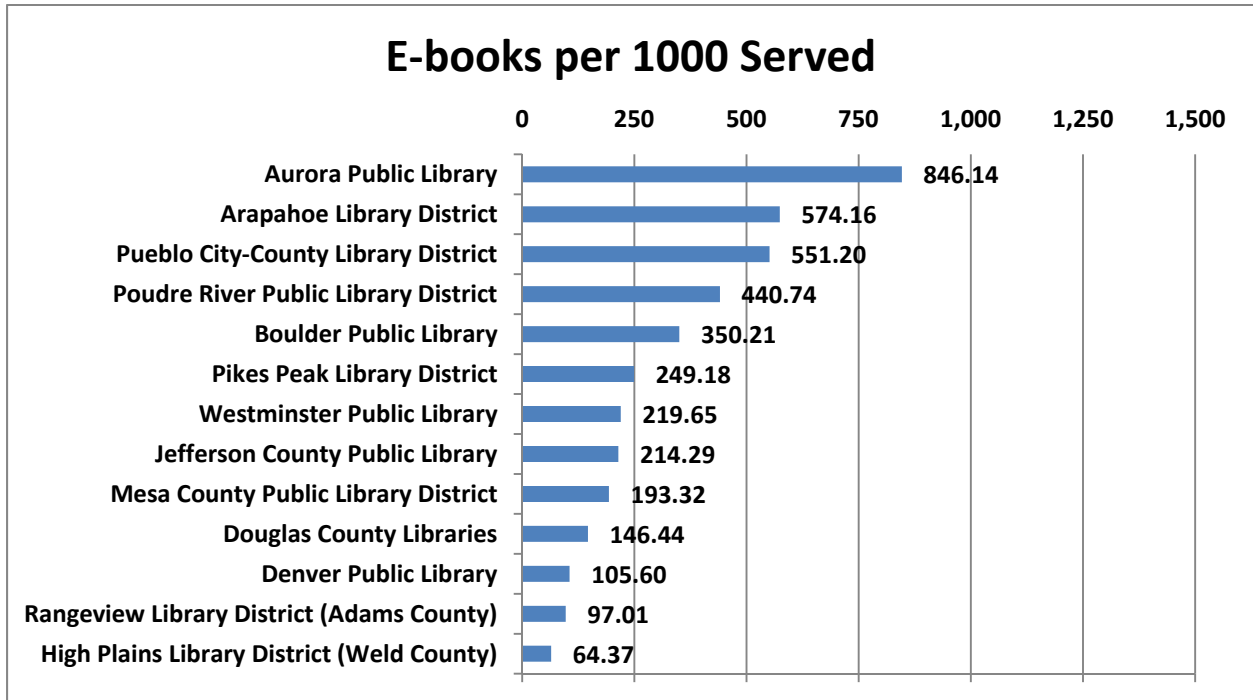
**32. Videos Per 1,000 Served** – This chart shows the number of videos in the collection per 1,000 population in the LSA. In 2018, the District ranked eleventh in this category, down from ninth in 2017.



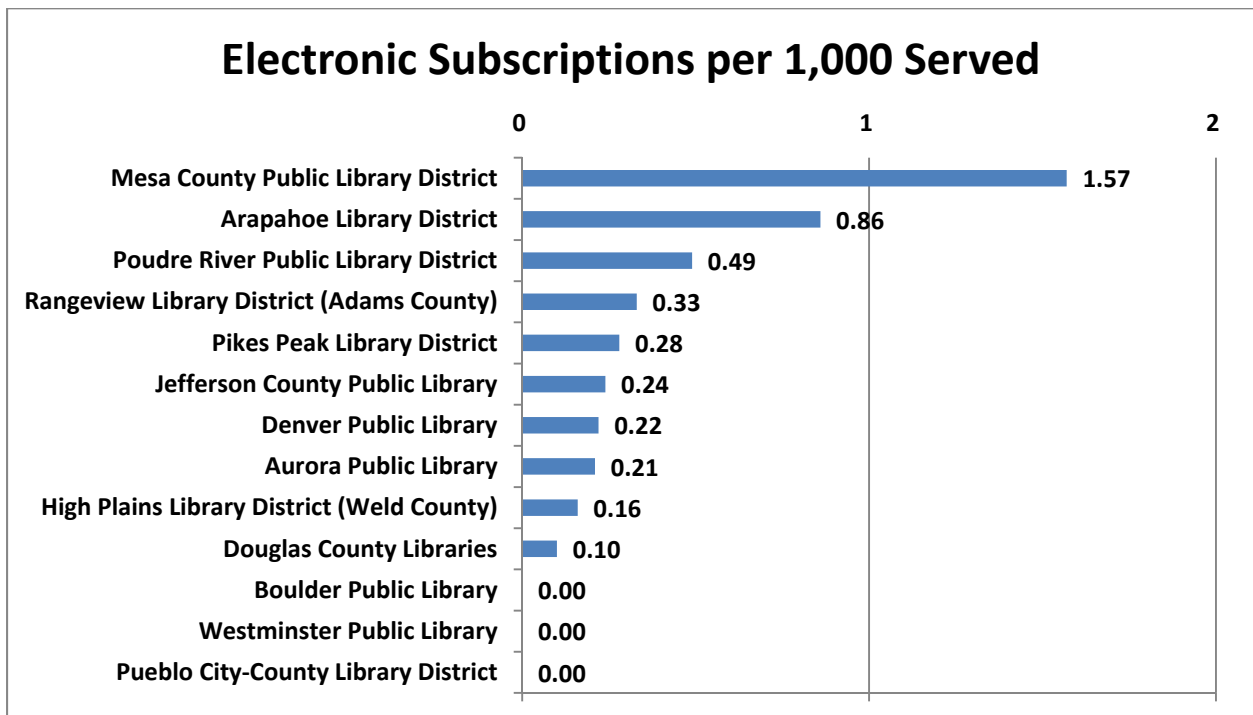
**33. Music Items Per 1,000 Served** – This chart shows the number of music materials in the collection per 1,000 population within their LSA. The District ranked ninth out of 13 libraries, up from eleventh in 2017.



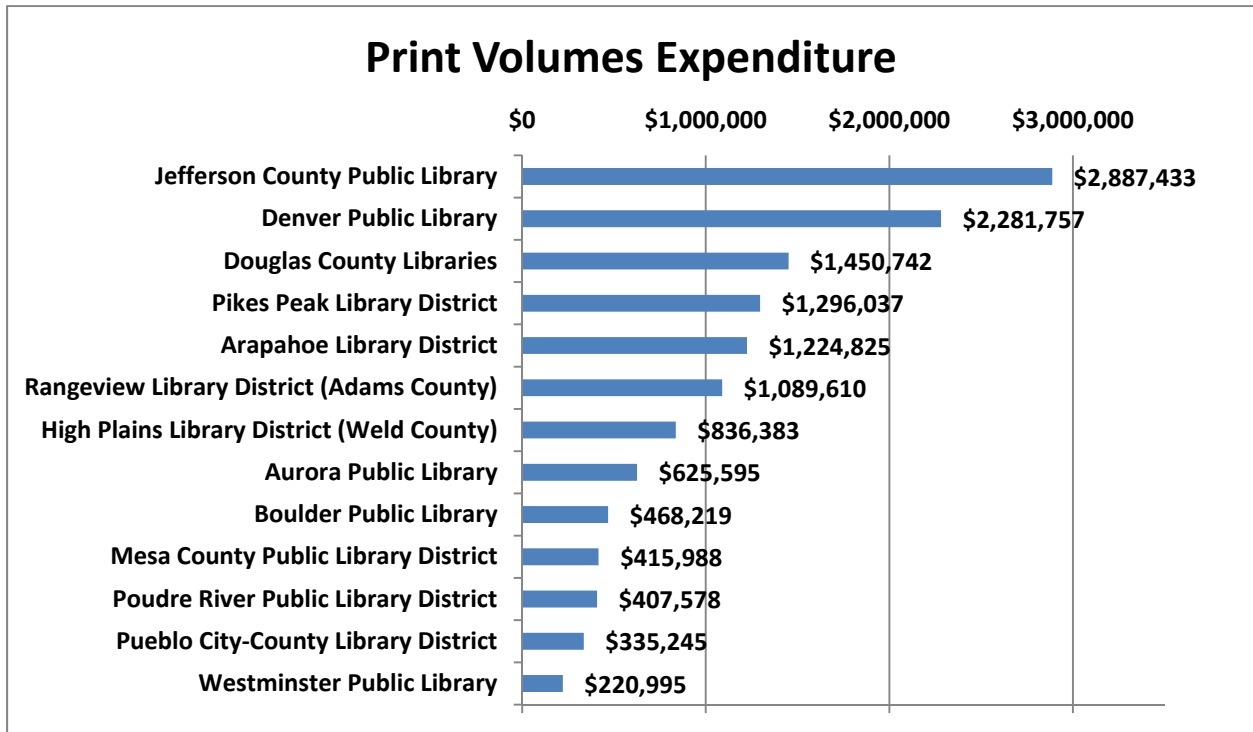
**34. E-Books Per 1,000 Served** – This chart shows the total number of E-books divided by the LSA population (divided by 1,000). The District ranked sixth in this category for 2018, unchanged from 2017.



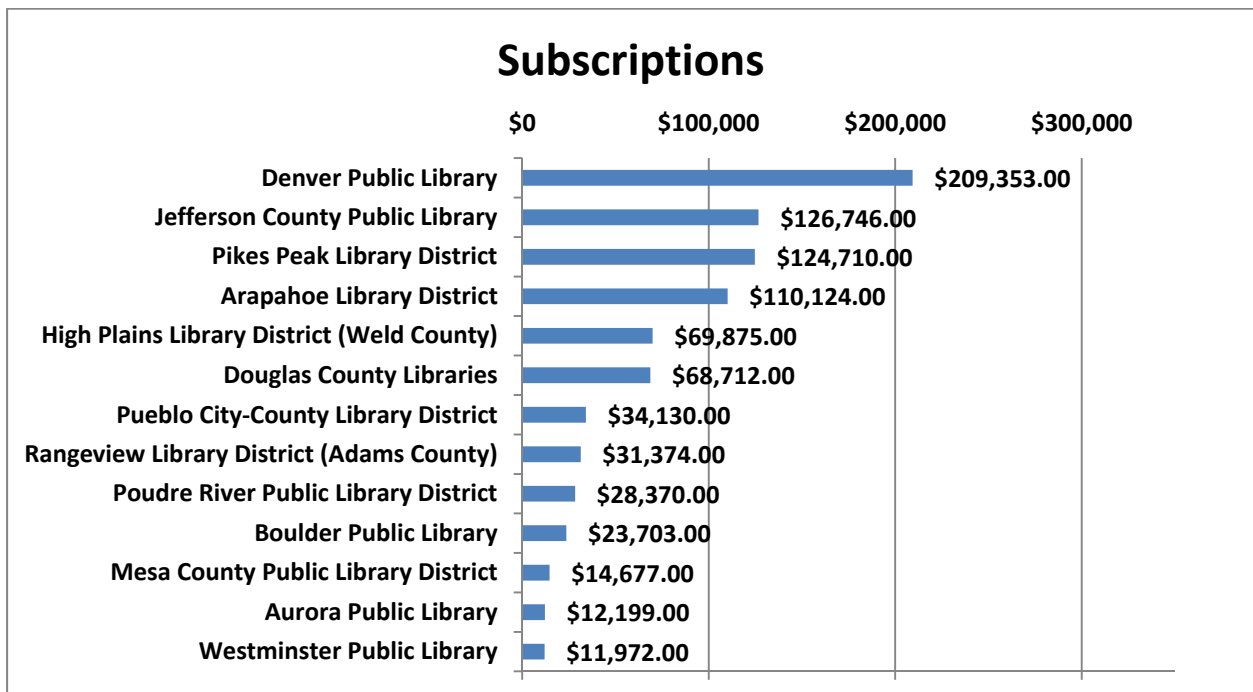
**35. Electronic Subscriptions Per 1,000 Served** – This chart shows the total number of electronic subscriptions per 1,000 LSA population served. The District is currently ranked fifth out of the 13 libraries. During 2017, the District ranked sixth in this category.



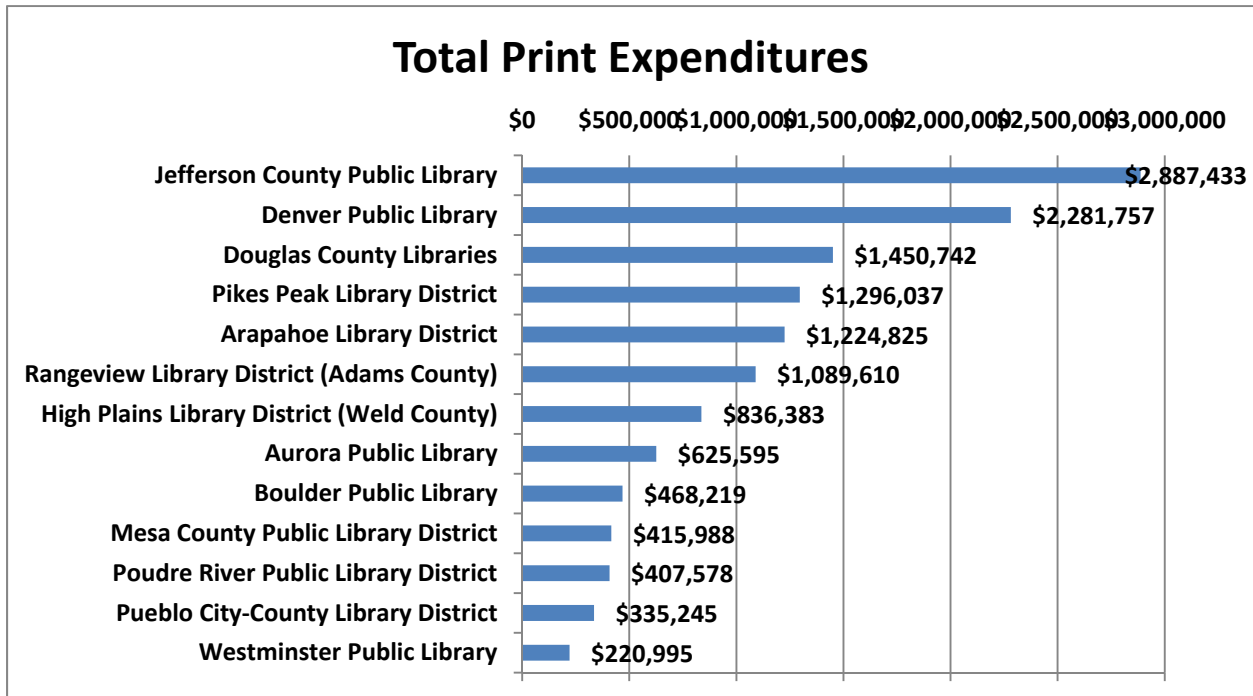
**36. Print Volumes Expenditure** – This chart shows total expenditures on non-periodical printed publications bound in hard or soft covers or in loose-leaf format, including publications issued in successive parts. The District ranked fourth out of the 13 libraries, unchanged from 2017.



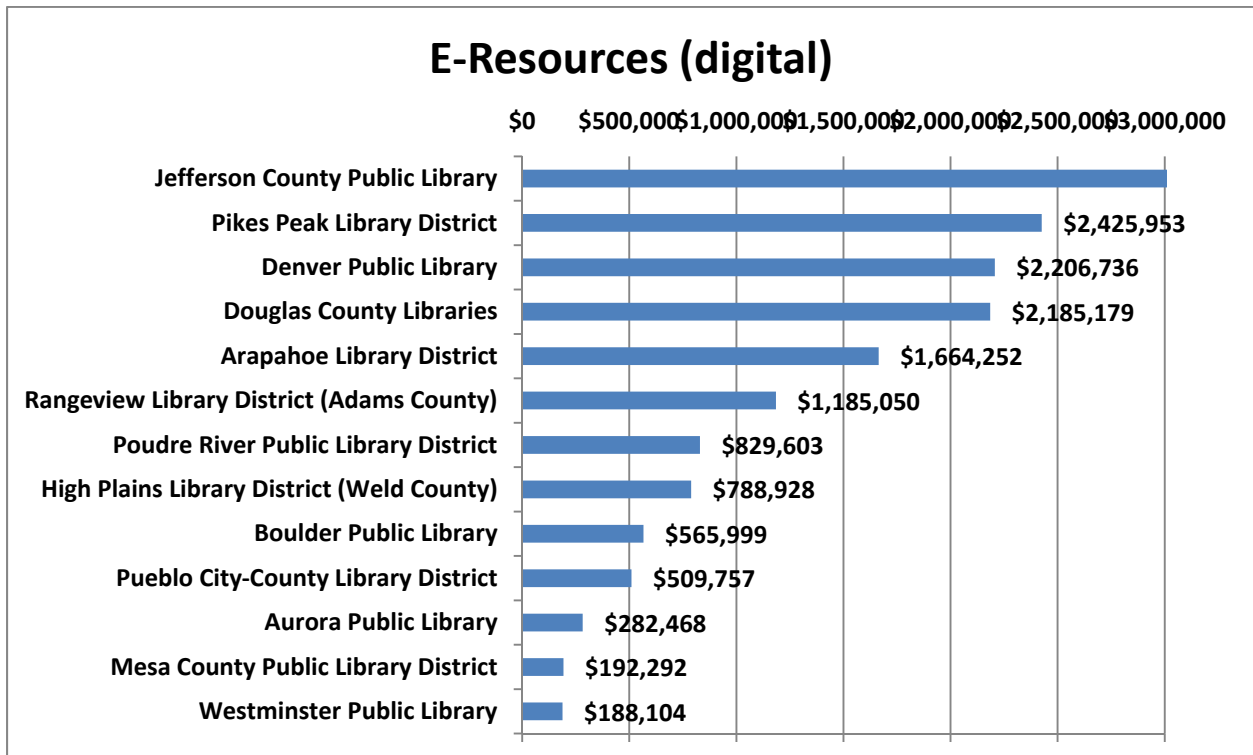
**37. Subscriptions Expenditures** – This chart shows total expenditures on serial subscriptions including periodicals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series. The District ranked third out of the 13 libraries, unchanged from 2017.



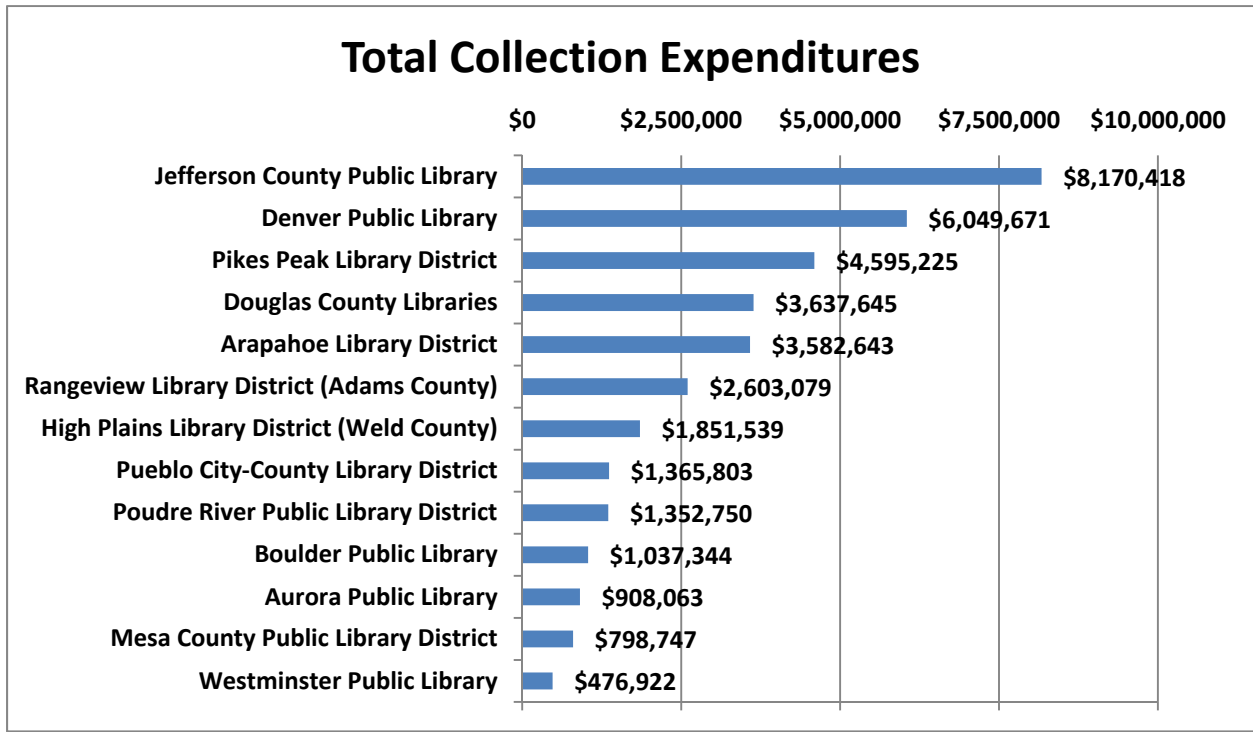
**38. Total Print Expenditures** - This chart shows the total amount spent on books, bound volumes, and paper subscriptions or serials. The District ranked fourth out of the 13 libraries in this category, unchanged from 2017.



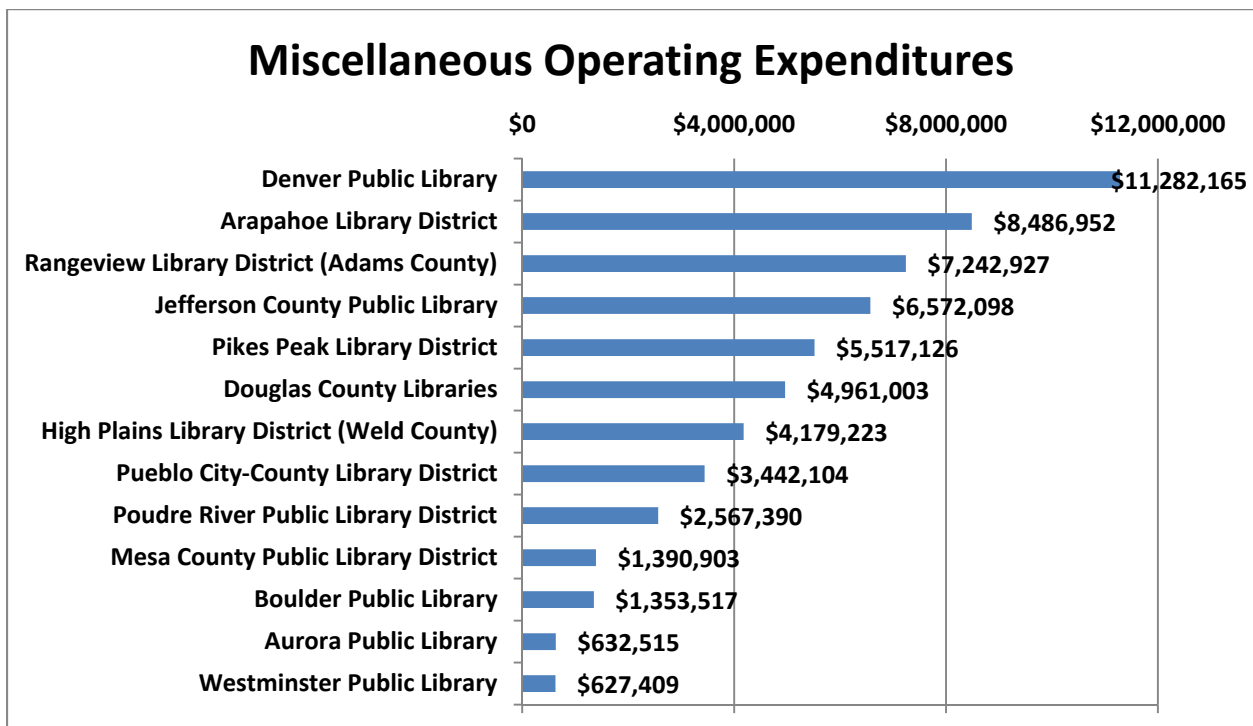
**39. Total E-Resources (Digital) Expenditure** – This chart shows the total amount spent on digital resources (E-Resources). The District ranked second for 2018, unchanged from 2017.



**40. Total Collection Expenditures** - This chart shows the total amount spent on library materials. In 2018, the District ranked third, primarily due to the size of its LSA population. This rank is unchanged from 2017.

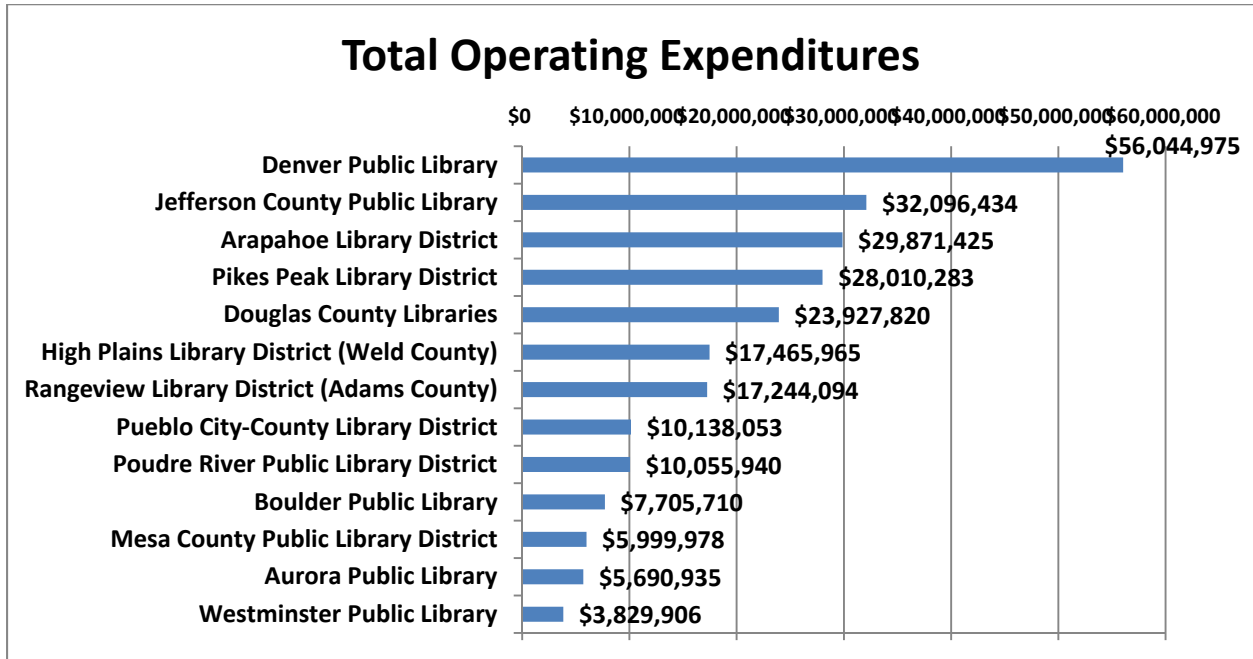


**41. Miscellaneous Operating Expenditures** – This chart shows the total amount of expenditures during 2018 for all categories other than personnel, library materials and capital.

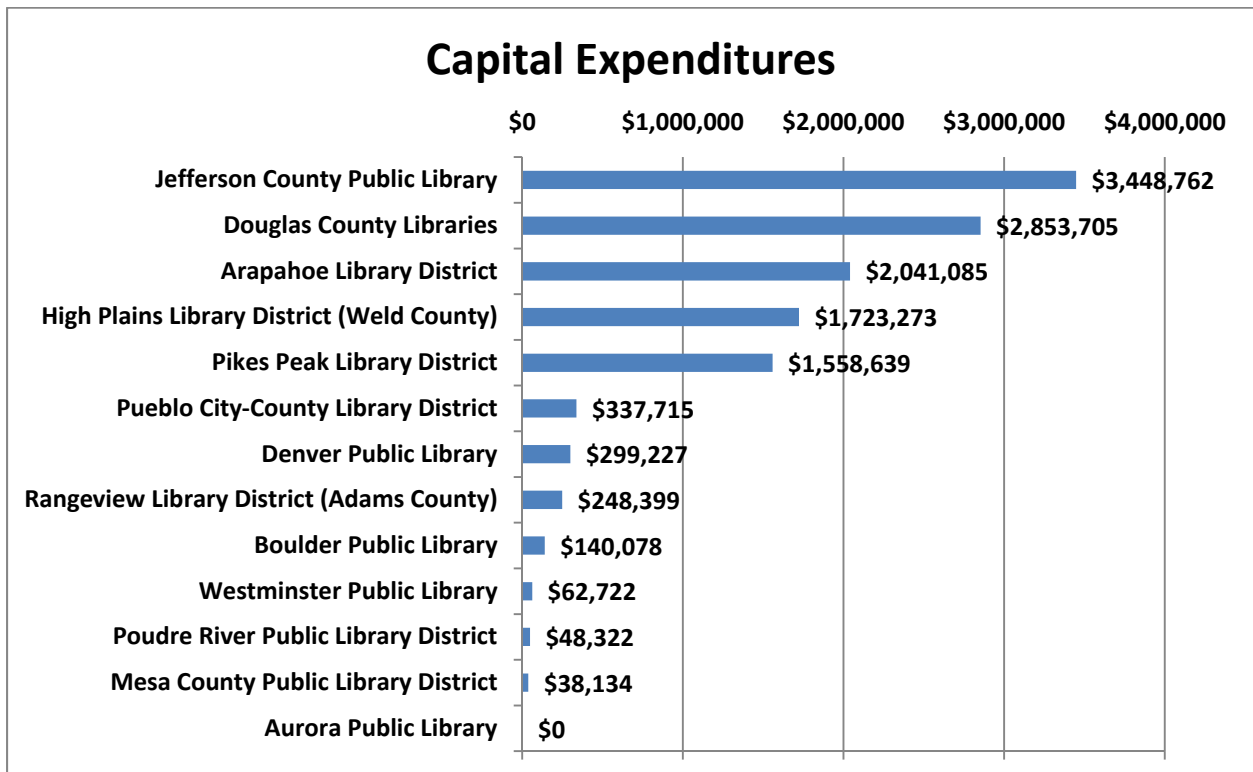




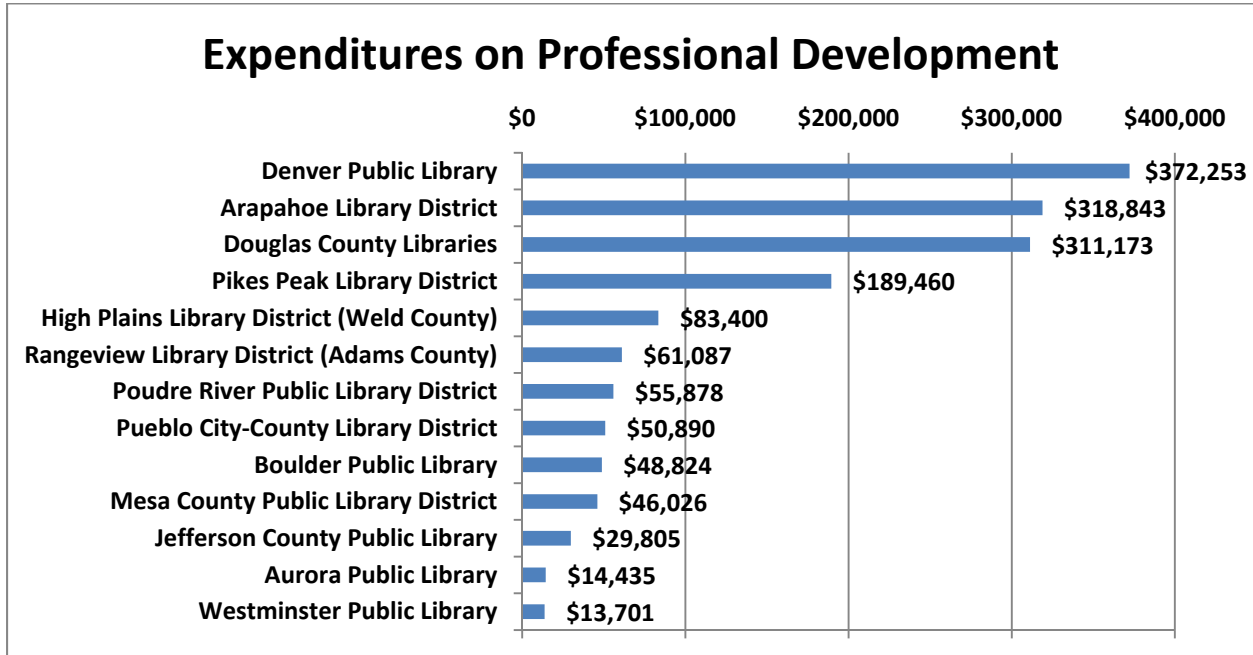
42. **Total Operating Expenditures** – This chart shows the total amount spent on operations. In 2018, the District ranked fourth, primarily due to the size of its LSA population, down from third in 2017.



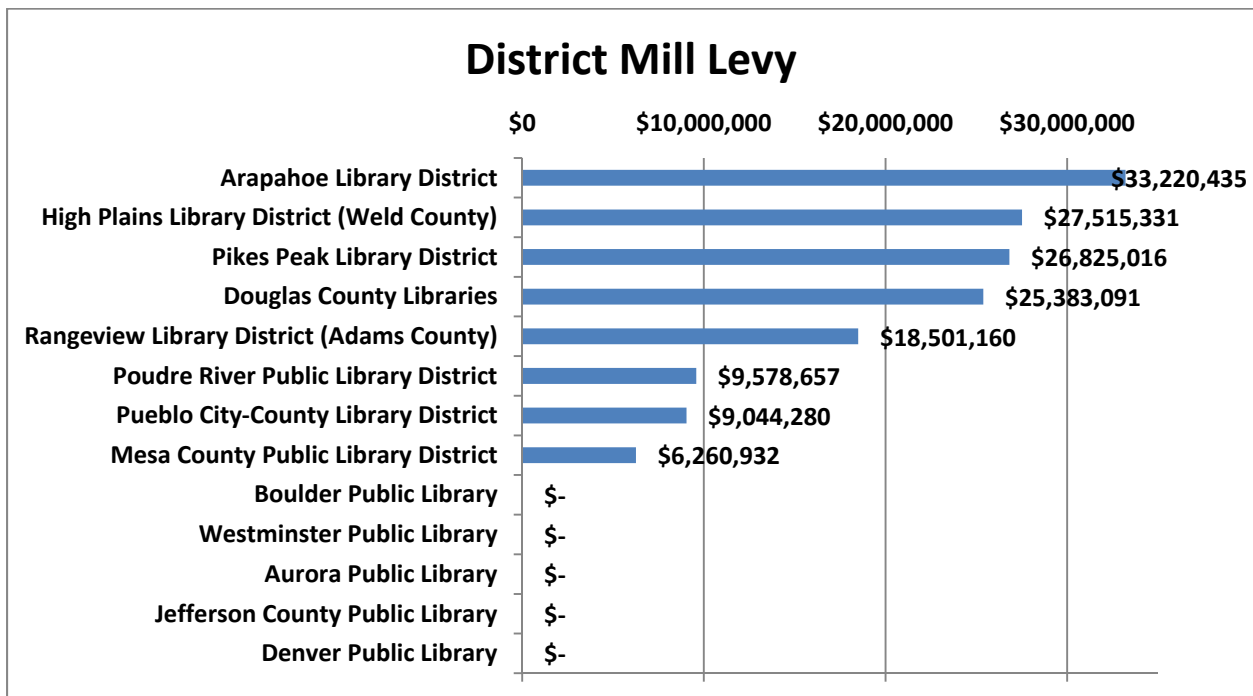
43. **Capital Expenditures** – This chart shows total expenses paid for new buildings or furnishings, renovations, automation systems, vehicles, and other major one-time projects. Includes all federal, state, local and other revenue used for major capital expenditures. In 2018, the District ranked fifth, down from fourth in 2017.



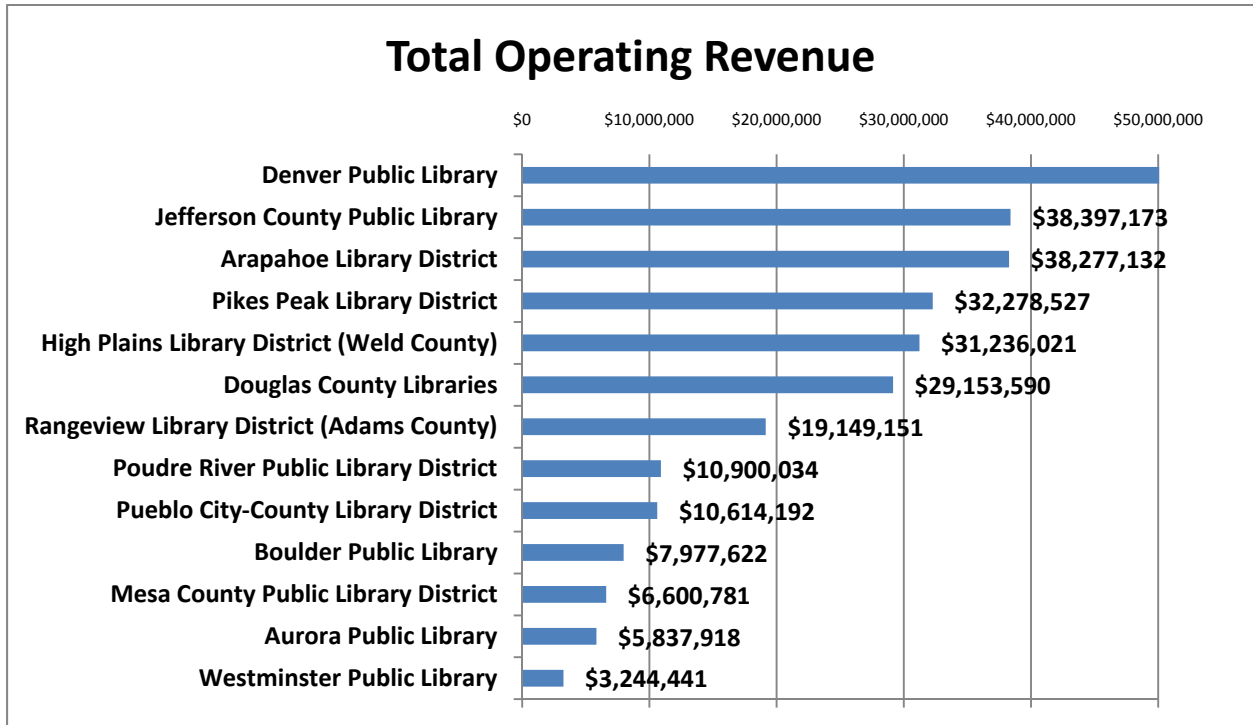
**44. Expenditures on Professional Development** – This chart shows total expenditures for development and education of staff. The total includes fees, materials, travel costs, conference registrations, workshops, reimbursements, software, videos, and cost of in-house development office. This does not include costs associated with regular staff or human resources meetings. For 2018, the District ranked fourth out of 13 libraries in this category, unchanged from 2017.



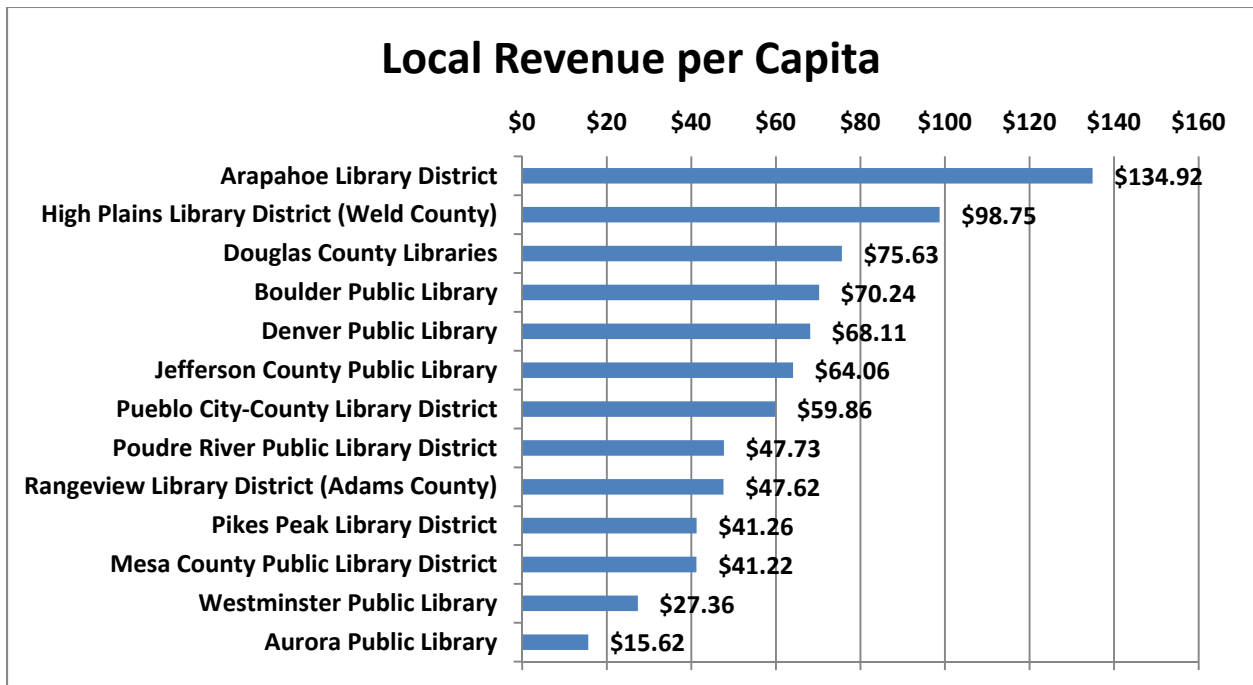
**45. District Mill Levy** – This chart shows the total amount of property tax revenue received by the District from its mill levy.



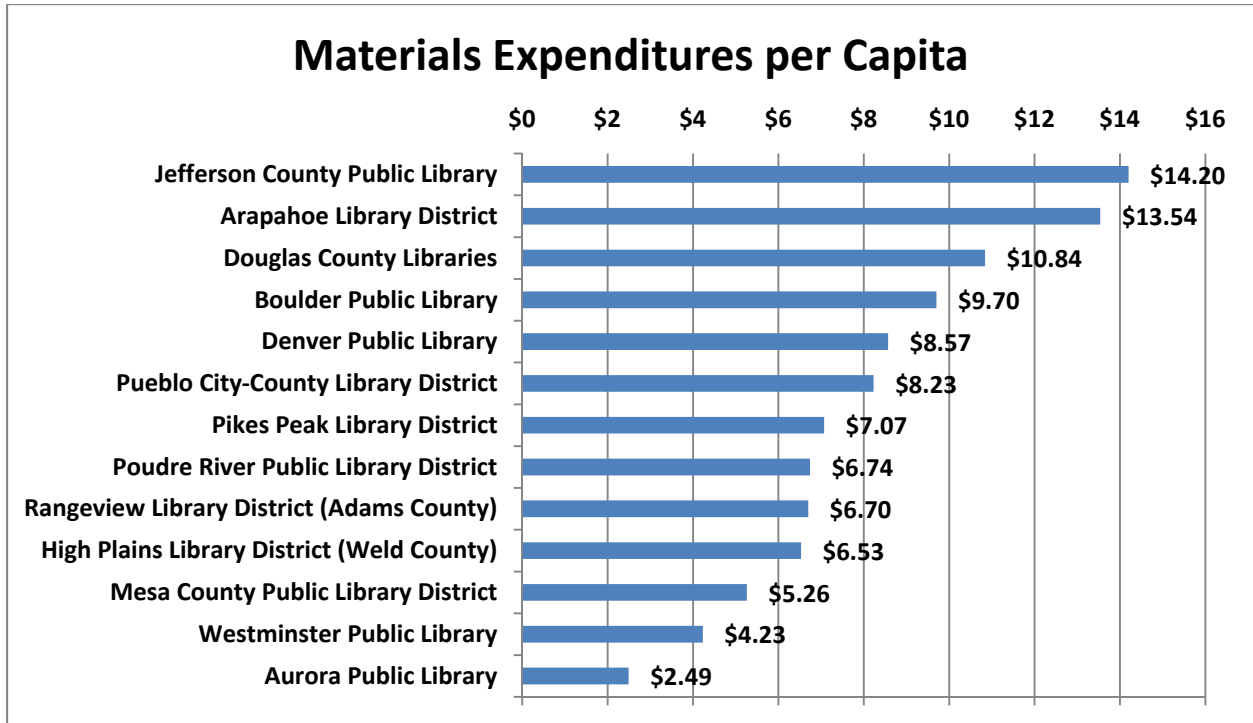
**46. Total Operating Revenue** – This chart shows total operating revenue for each library. In 2018, the District ranked fourth, primarily due to the size of its LSA population. In 2017, the District also ranked fourth.



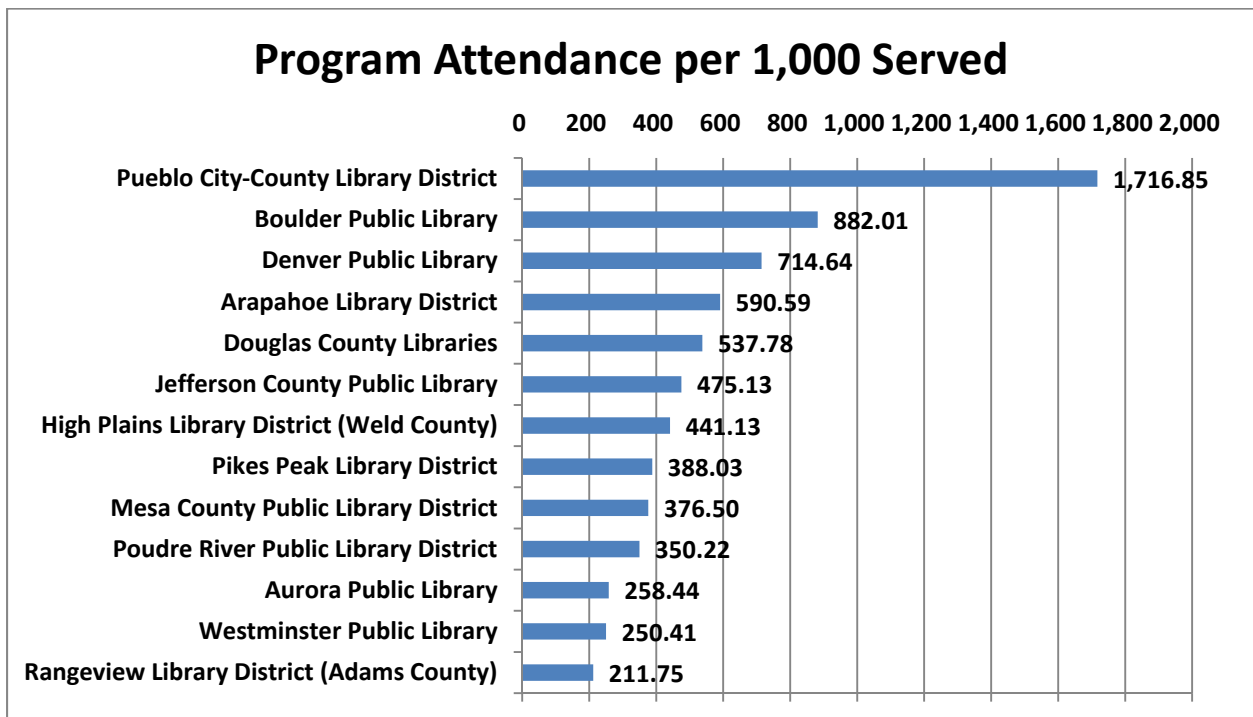
**47. Local Revenue Per Capita** – This chart shows the total dollars of local revenue (primarily property taxes) divided by the total LSA population. The District ranked tenth out of the 13 libraries, up from eleventh in 2017.



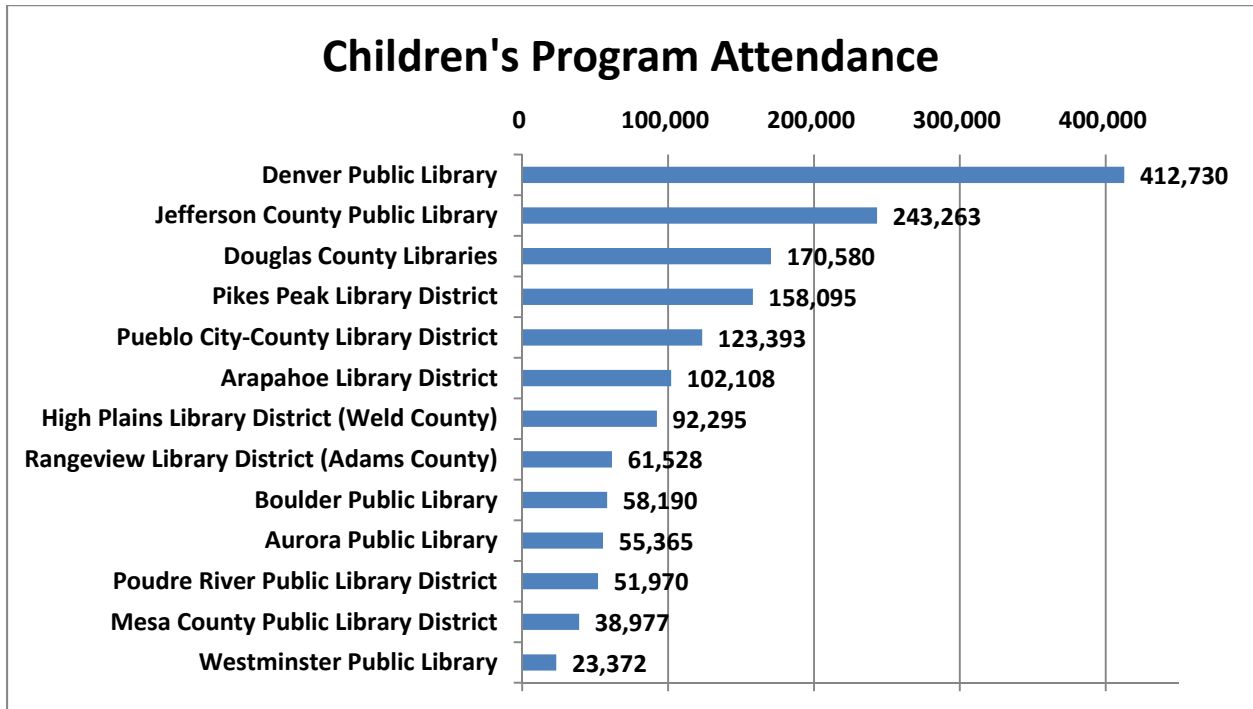
**48. Materials Expenditures Per Capita** – This chart shows the total materials expenditures divided by total LSA population. In 2018, the District ranked seventh, unchanged from 2017.



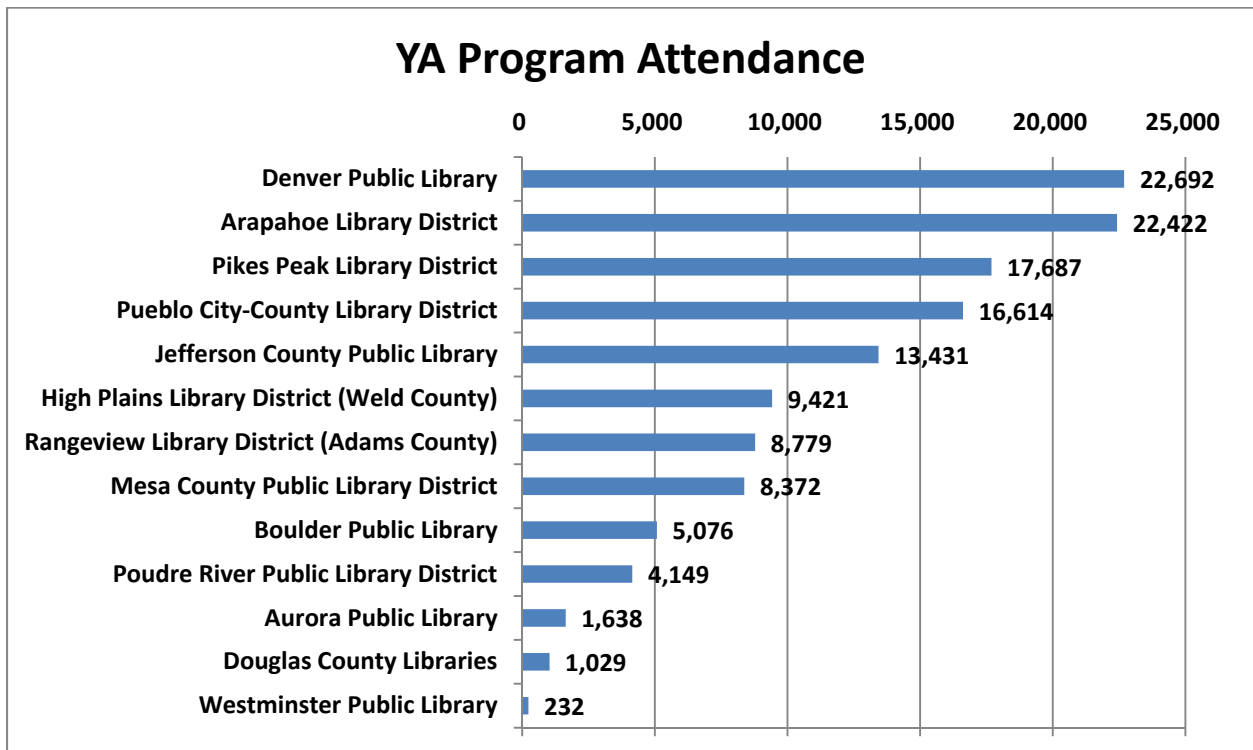
**49. Program Attendance Per 1,000 Served** – This chart shows total attendance for all programs. In 2018, the District ranked eighth, down from sixth in 2017.



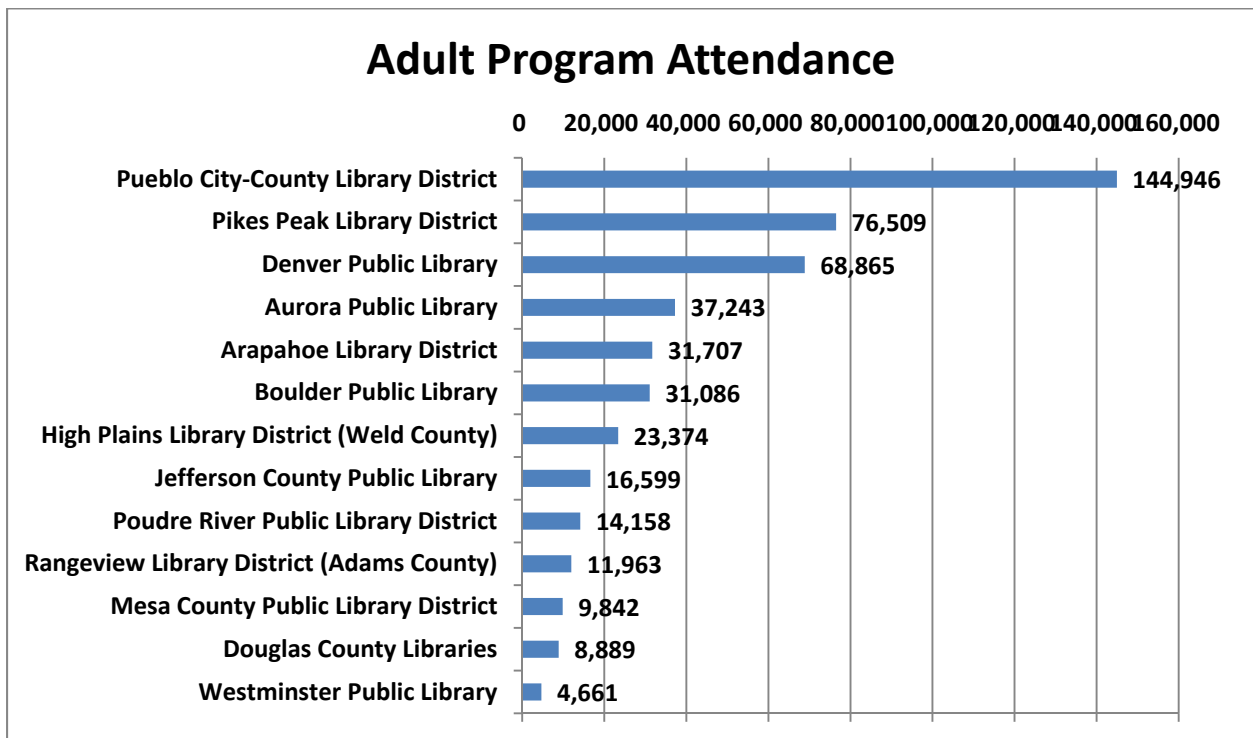
**50. Children’s Program Attendance** – This chart shows the total number of attendance at Children’s programs.



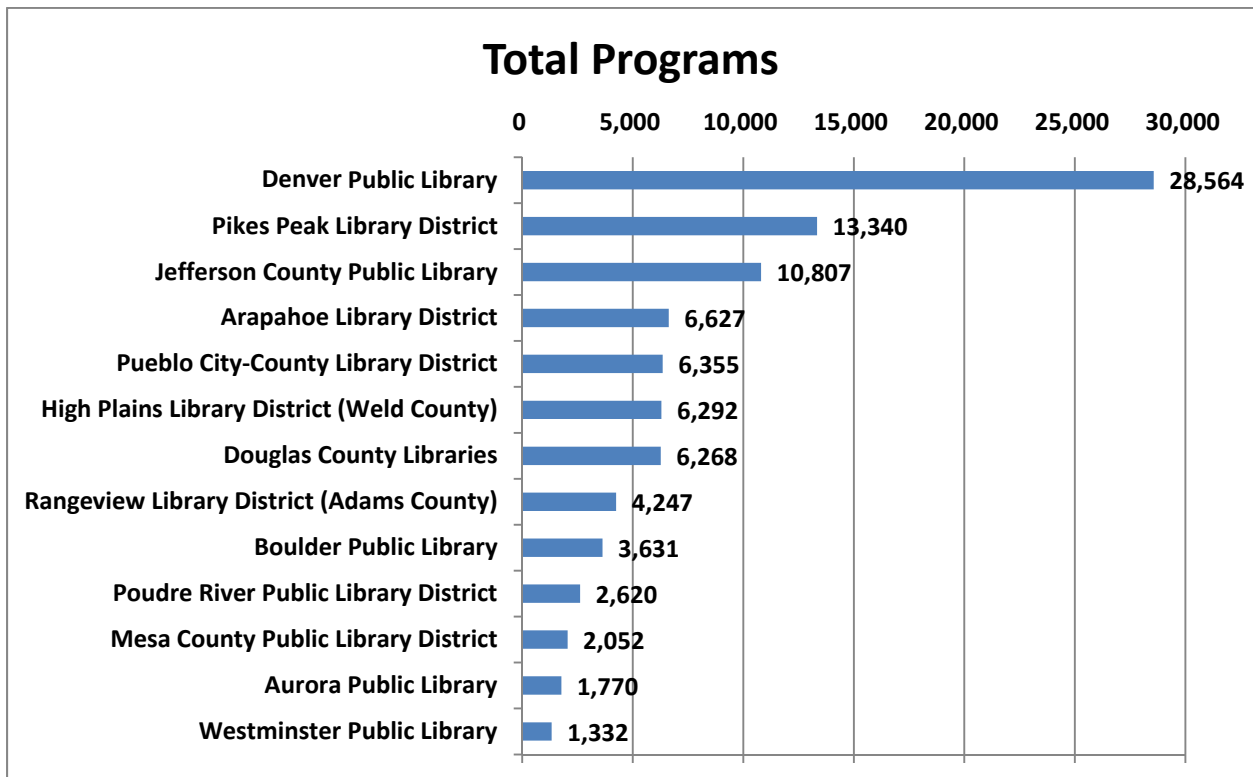
**51. Young Adult Program Attendance** – This chart shows the total number of attendance at Young Adult (primarily teens) programs.



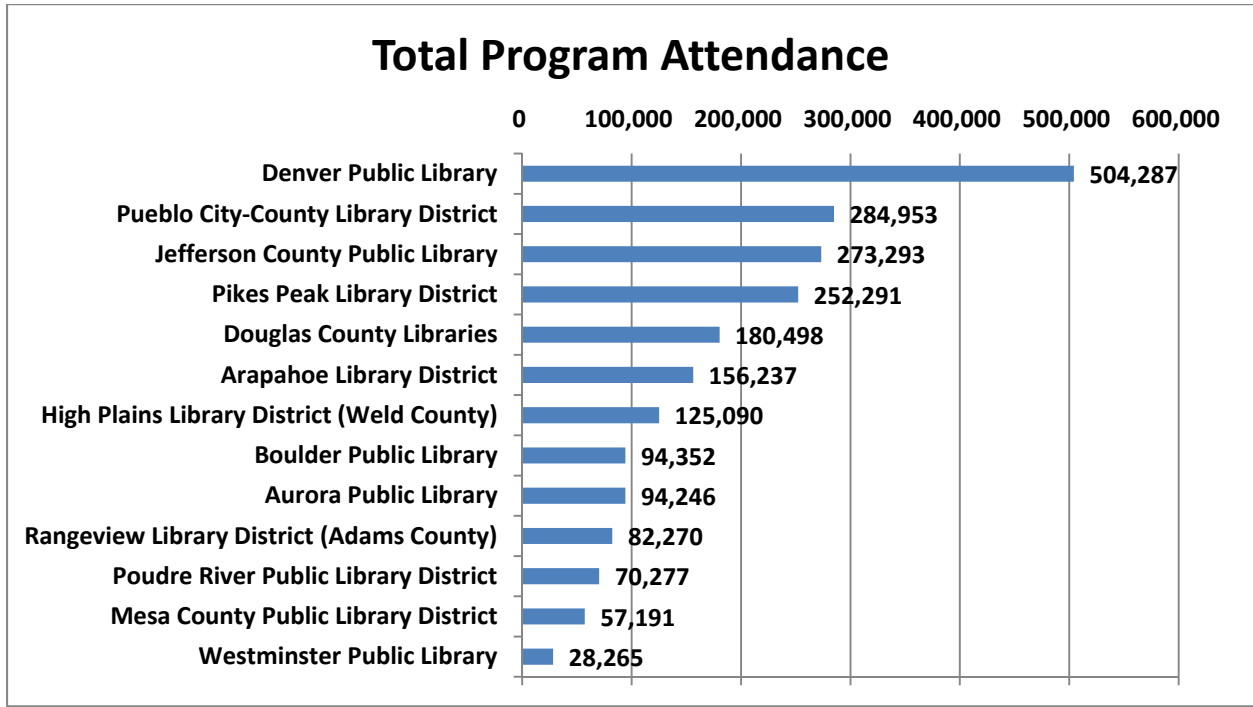
**52. Adult Program Attendance** – This chart shows the total number of attendance at Adult programs.



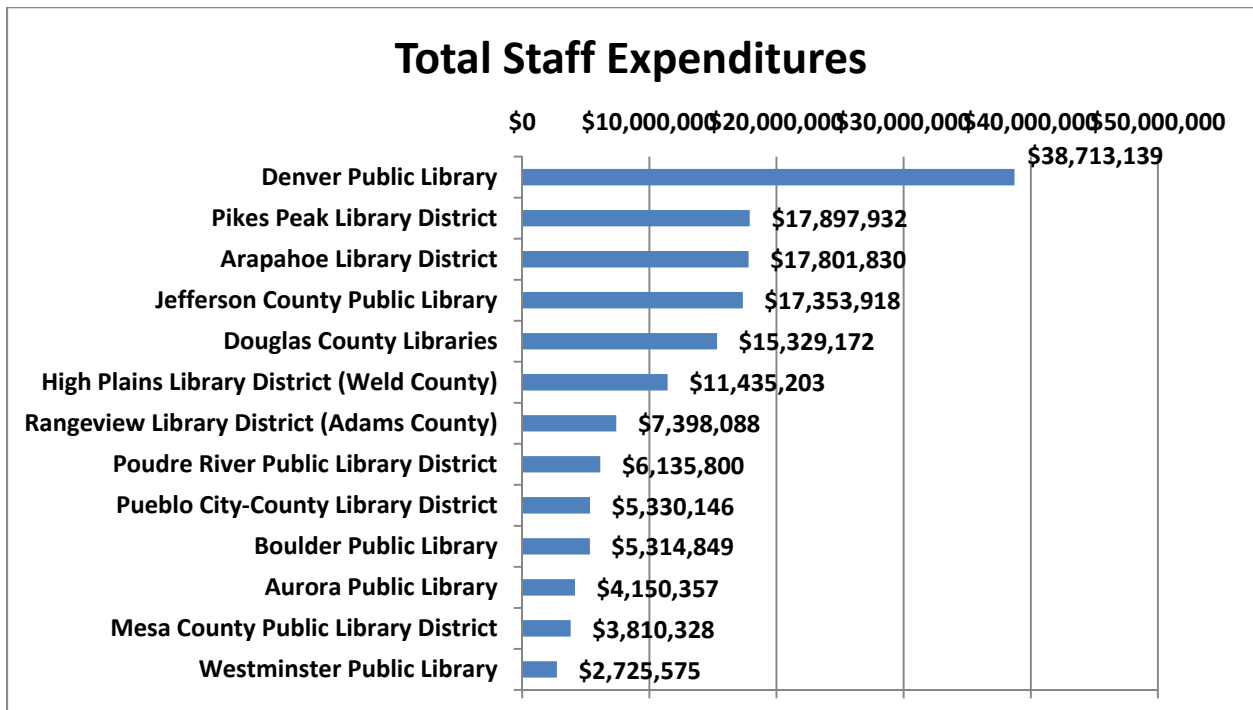
**53. Total Programs** – This chart shows total number of programs. The District ranks second out of 13 libraries in 2018, unchanged from 2017.



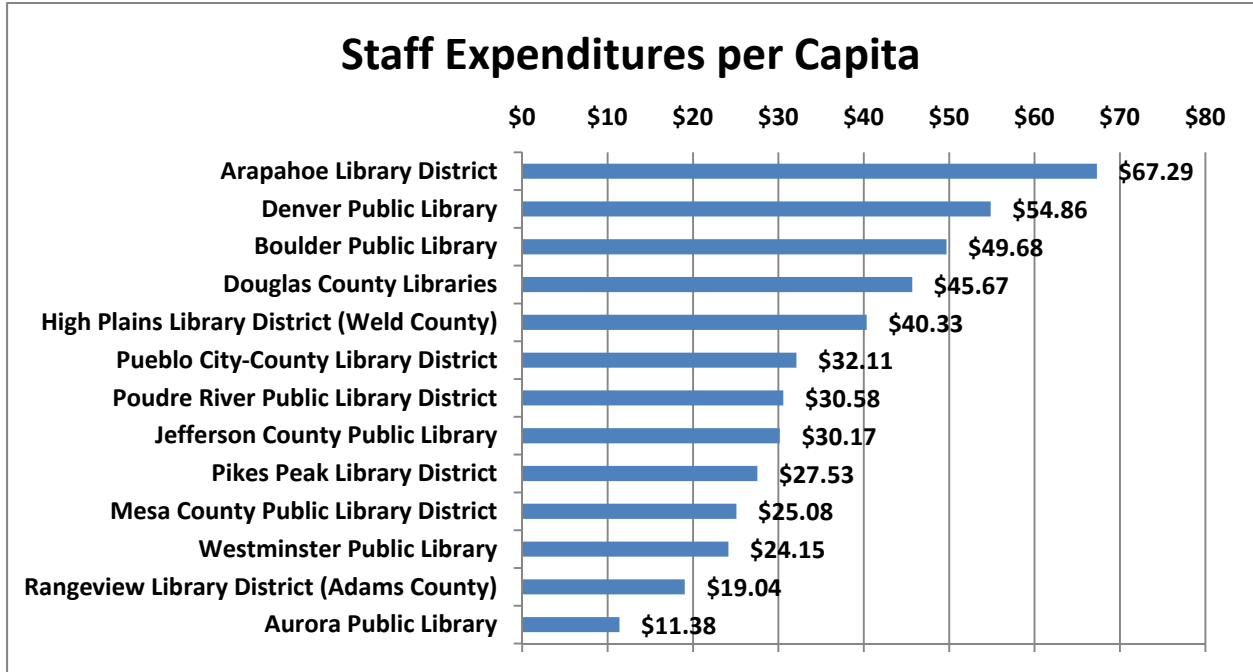
**54. Total Program Attendance** – This chart shows total count of the audience at all library programs. The District ranked fourth in 2018, down from second in 2017.



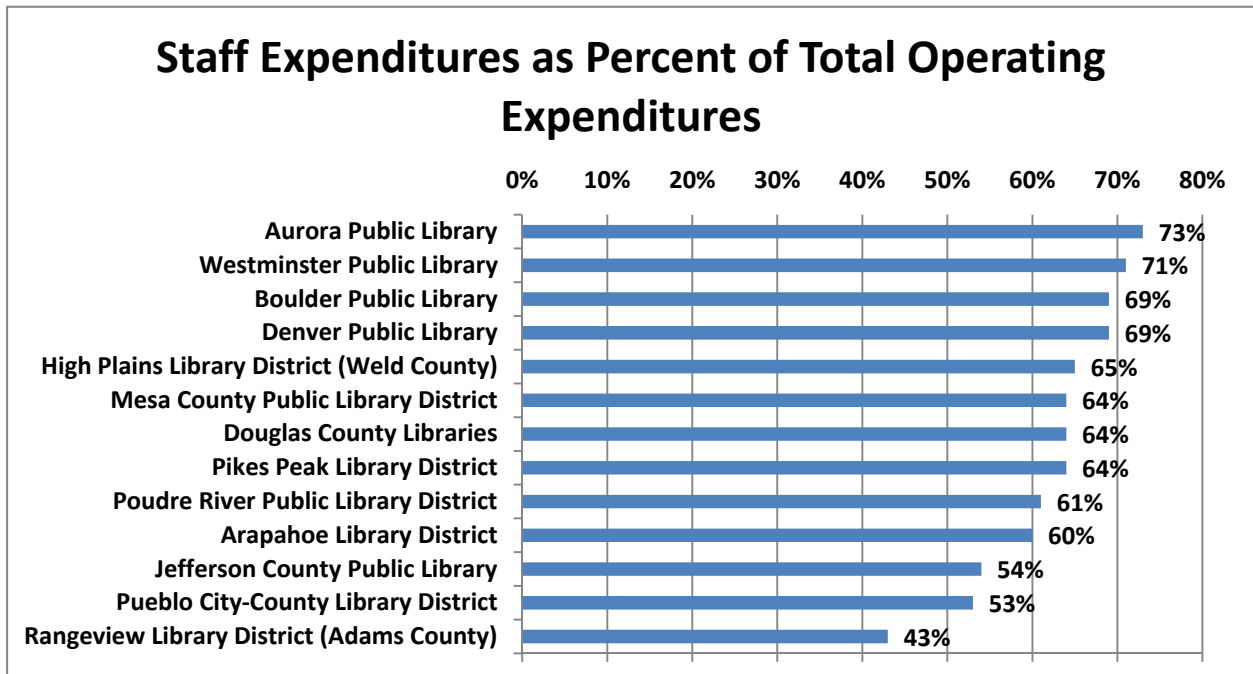
**55. Total Staff Expenditures** – This chart shows total wages and benefits paid to library staff. In 2018, the District ranked second, primarily due to the size of its LSA population. For 2017, the District ranked second.



**56. 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 2017.

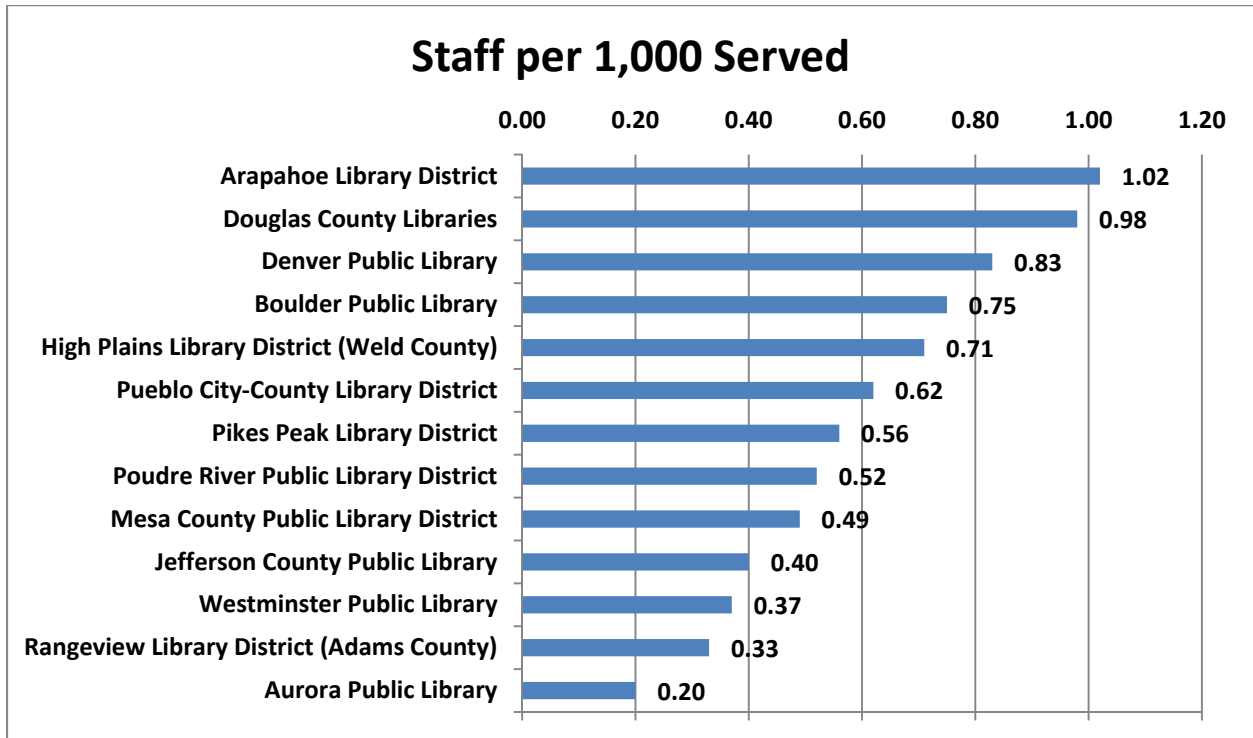


**57. Staff Expenditures as Percent of Total Operating Expenditures** - This chart shows the sum of all staff expenditures for salaries, wages, and benefits divided by the sum of all operating expenditures for staff, materials, and other purposes. The District ranked eighth in 2018, up from ninth in 2017.

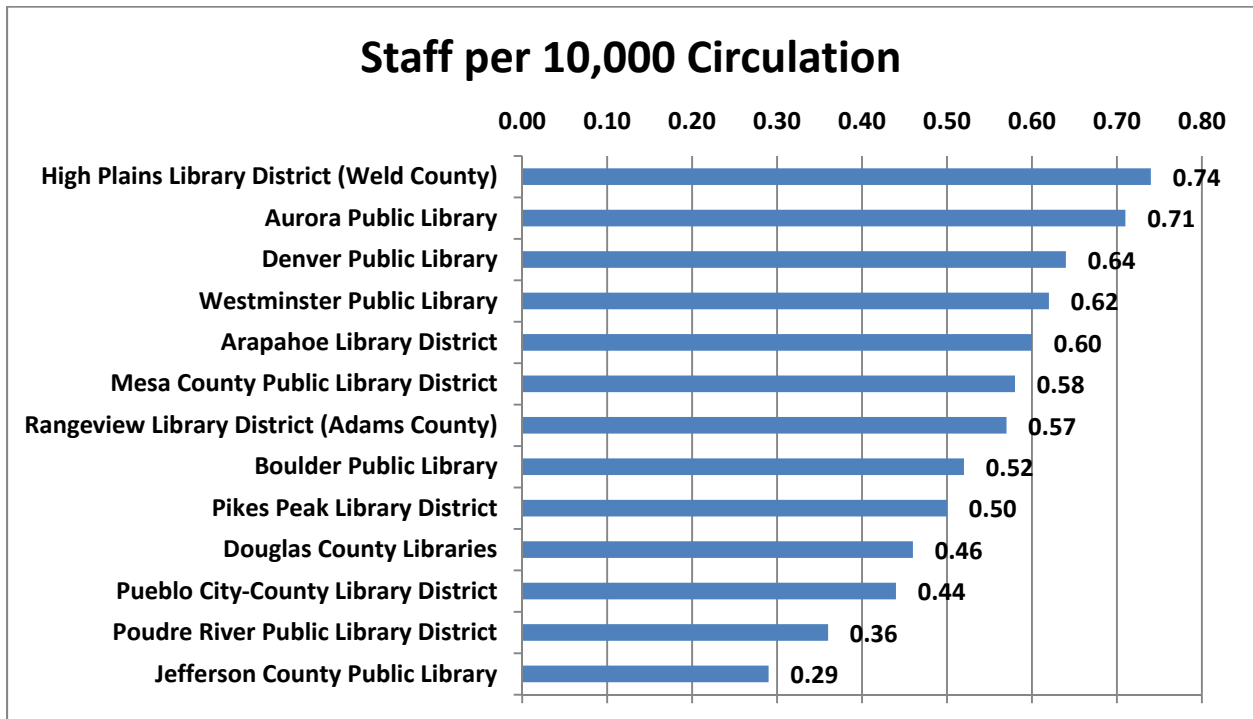




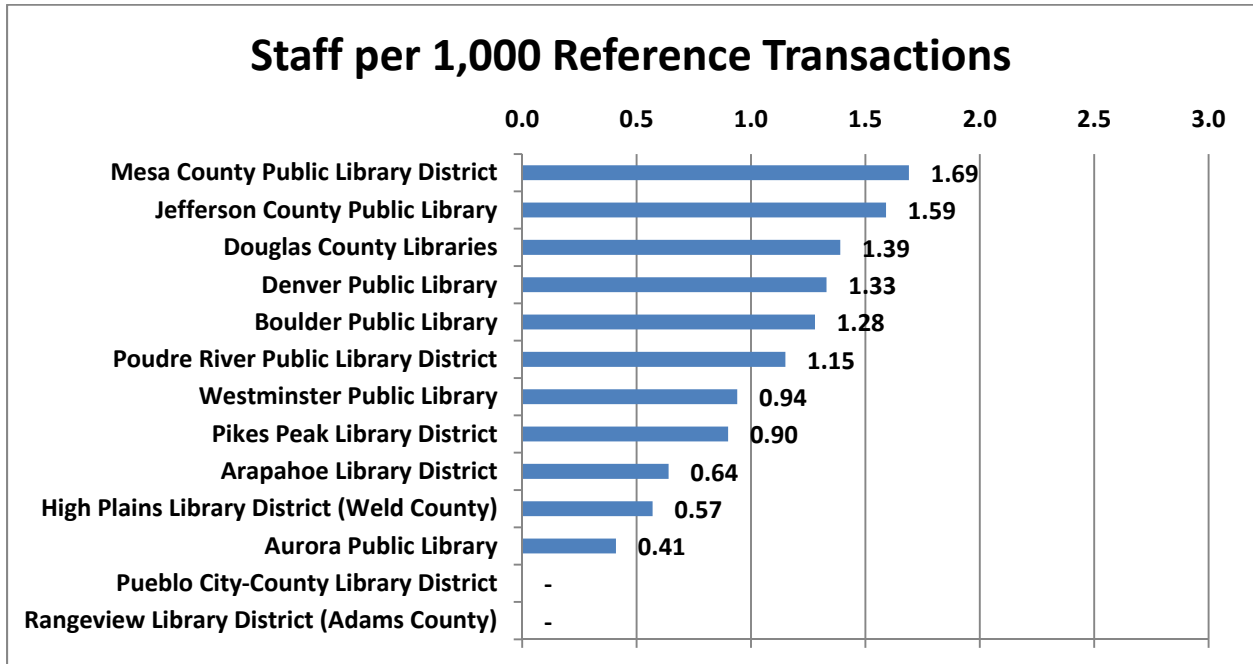
**58. Staff Per 1,000 Served** – This chart shows total staff divided by the total LSA population (divided by 1,000). The District ranked seventh, unchanged from 2017.



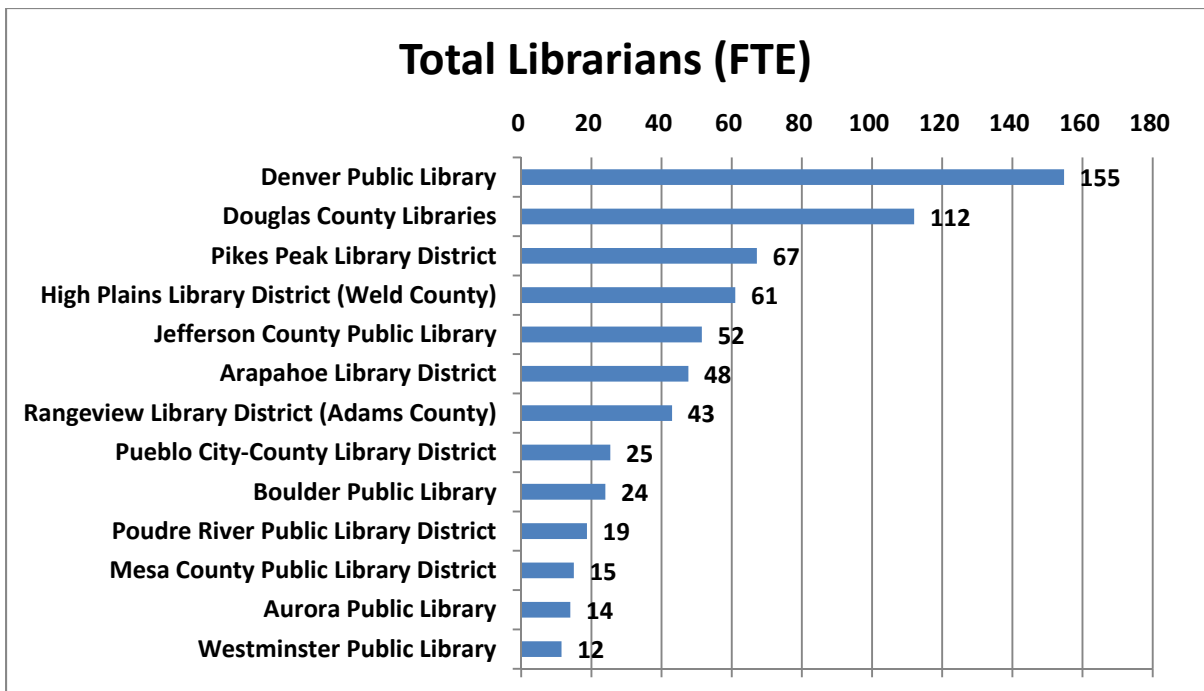
**59. Staff Per 10,000 Circulation** – This chart shows total staff per 10,000 LSA population. In 2018, the District ranked ninth out of the 13 libraries in this category, unchanged from 2017.



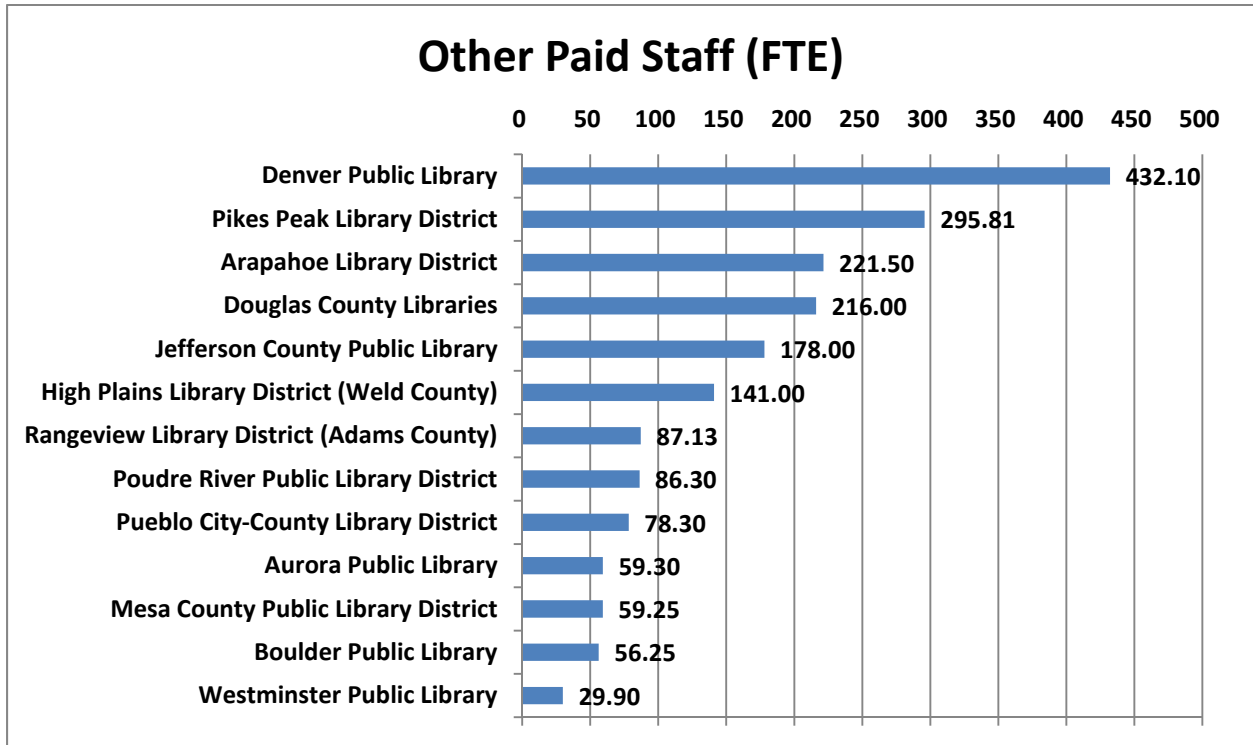
**60. Staff Per 1,000 Reference Transactions** – This chart shows total staff full-time equivalents divided by total reference transactions (divided by 1,000). For 2017, the District ranked eighth, up from tenth in 2017.



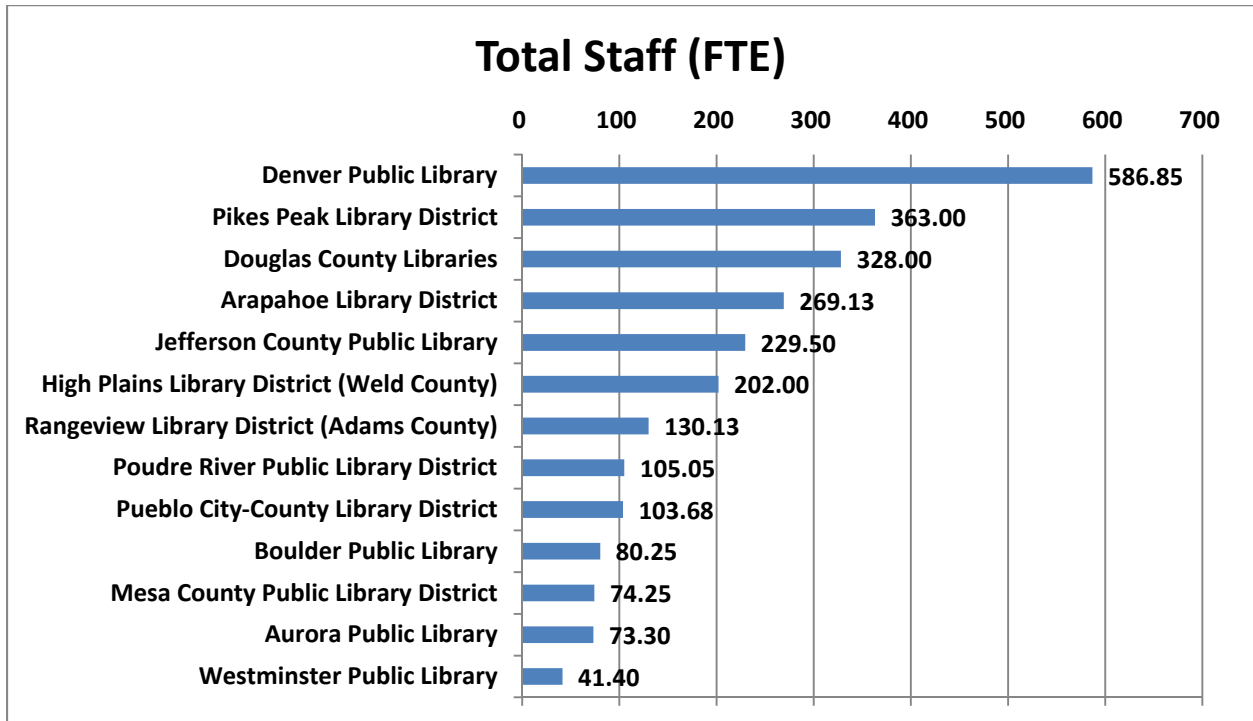
**61. Total Librarians (FTE)** – This chart shows the total number of full-time equivalents of librarians. For 2018, the District ranked third, again primarily due to the size of its LSA population.



**62. 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 2018, the District ranked second, unchanged from 2017.



**63. 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 2017.



## **TREND INFORMATION**

Included in the 2020 Budget are various charts and graphs that depict financial information in a visual format.

## **BUDGETARY BASIS OF ACCOUNTING**

The 2020 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 2020 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 2020 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 2020, to help defray the costs of government for the Pikes Peak Library District, Colorado Springs, Colorado, for the 2020 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 10, 2019, and;

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes is \$35,205,475, and;

**WHEREAS**, the 2019 net valuation for assessment (payable in 2020) for the Pikes Peak Library District, as certified by the County Assessor, is \$8,138,673,220.

**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 2020 budget year, there is hereby levied a tax of 3.733 mills (comprised of a general operating mill levy of 3.690 mills and a mill levy for refunds and abatements of 0.043 mills), upon each dollar of the total valuation for assessment of all taxable property within the District for the 2019 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 10th day of December 2019.

\_\_\_\_\_  
Wayne A. Vanderschuere, 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 2020, and ending on the last day of December 2020.

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

**WHEREAS**, the Chief Librarian/Chief Executive Officer has submitted a proposed budget to this governing body on October 15, 2019 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 10, 2019, 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 Chief Librarian/Chief Executive Officer and made a part of the public records of the Pikes Peak Library District.

**ADOPTED**, this 10th day of December 2019.

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Wayne A, Vanderschuere, 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 2020 budget year.

**WHEREAS**, the Board of Trustees has adopted the annual budget in accordance with the Local Government Budget Law, on December 10, 2019, 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	\$34,935,174
Transfers to other funds	<u>1,790,355</u>
<b>Total General Fund</b>	<b><u>\$36,725,529</u></b>

**East Library Renovation Project Fund**

Capital Outlay	<u>\$120,750</u>
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**Penrose Library Renovation Project Fund**

Capital Outlay	<u>\$268,000</u>
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**North Facility (Library 21c) Project Fund**

Capital Outlay	<u>\$217,020</u>
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**Capital Reserve Fund**

Capital Outlay	<u>\$2,018,795</u>
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\$39,350,094

**ADOPTED**, this 10th day of December 2019.

\_\_\_\_\_  
Wayne A Vanderschuere, 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: \$ 8,244,059,300  
(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: \$ 8,138,673,220  
(NET assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

**Submitted:** 12/15/2019 for budget/fiscal year 2020  
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY	REVENUE
1. General Operating Expenses	3.690 mills	\$ 30,030,601
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction	< - > mills	\$ < - >
<b>SUBTOTAL FOR GENERAL OPERATING:</b>	<b>3.690 mills</b>	<b>\$ 30,030,601</b>
3. General Obligation Bonds and Interest	- mills	\$ -
4. Contractual Obligations	- mills	\$ -
5. Capital Expenditures	- mills	\$ -
6. Refunds/Abatements	0.043 mills	\$ 349,963
7. Other (specify): _____	- mills	\$ -
	_____ mills	\$ _____
<b>TOTAL: [ Sum of General Operating Subtotal and Lines 3 to 7 ]</b>	<b>3.733 mills</b>	<b>\$ 30,380,564</b>

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



**Pikes Peak Library District  
Budget Timetable  
Fiscal Year 2020**

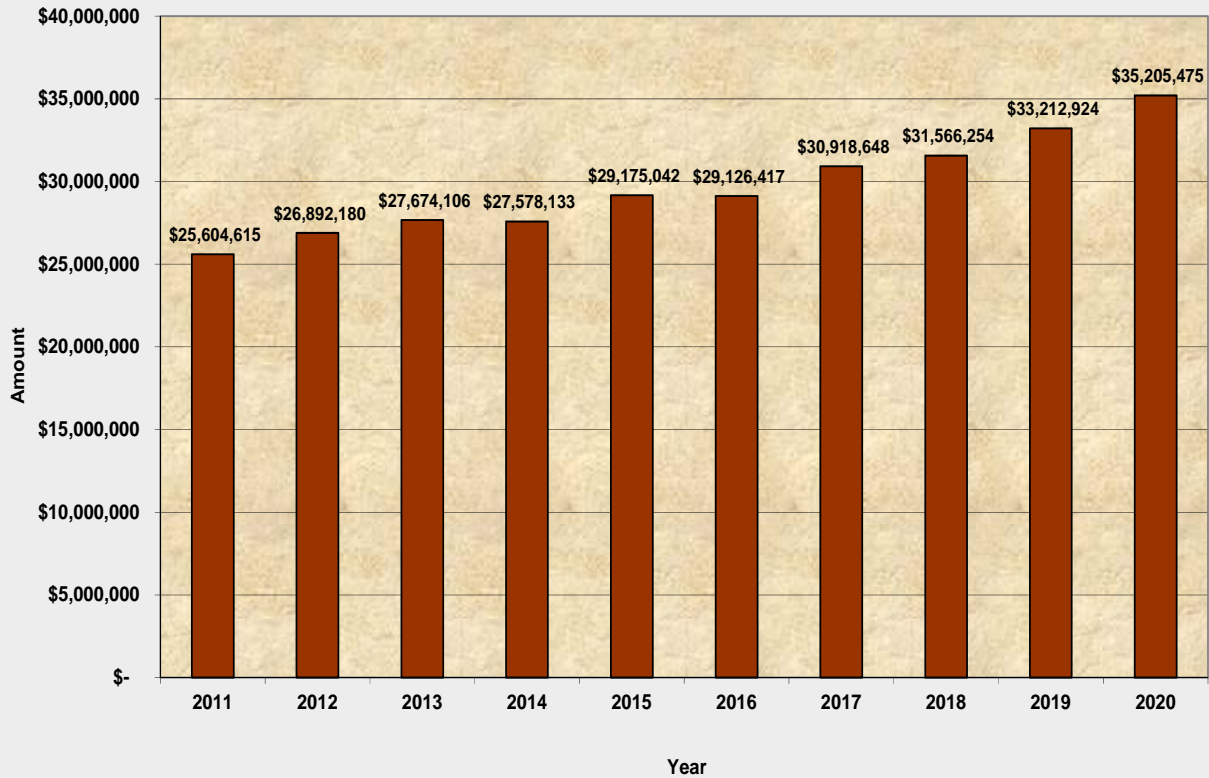
	<u>Target Date</u>	<u>CRS Reference</u>
1. Preliminary discussion with Internal Affairs Committee	July 2019	
2. Preliminary discussion with Leadership Team	July 2019	
3. Budget forms and guidelines are provided to all departments/offices	July 15, 2019	
4. Budget questionnaires are due to Finance	July 19, 2019	
5. Budget input training	July/Aug 2019	
6. The Chief Librarian/CEO and the Chief Financial Officer meet with each Officer/Manager to discuss budget objectives	Aug 2019	
7. New accounts/changes to existing accounts due to Finance	July 31, 2019	
8. Preliminary assessed valuation due from County	Aug 25, 2019	CRS 39-5-121
9. Preliminary CPI – 1 <sup>st</sup> half 2019 due from State	Aug 25, 2019	
10. All budget requests due to Finance	Aug 30, 2019	
11. Budget draft is prepared by Chief Financial Officer.	Sept 16, 2019	
12. Leadership team to discuss budget draft	Sept/Oct 2019	
13. Internal budget meetings held to discuss budget issues.	Sept/Oct 2019	
14. Budget draft presented to Board of Trustees.	Oct. 15, 2019	CRS 29-1-105
15. Notice of Budget and Public Hearing published in The Gazette	Oct 15, 2019	CRS 29-1-106(1)
16. Public copy available on the District’s website	Oct 15, 2019	
17. Final Assessed Valuation due from County	Nov 25, 2019	CRS 39-1-111
18. Public hearing is held.	Dec 10, 2019	
19. Budget, appropriation and mill levies is approved by the Board of Trustees.	Dec 10, 2019	
20. The 2020 mill levy is certified by the Board of Trustees.	Dec. 15, 2019	CRS 39-5-128(1)
21. The 2020 accounting records incorporate the 2020 budget.	Dec. 31, 2019	
22. 2020 Budget due at Division Local Governments	Jan 31, 2020	CRS 29-1-113(1)

**GENERAL FUND**

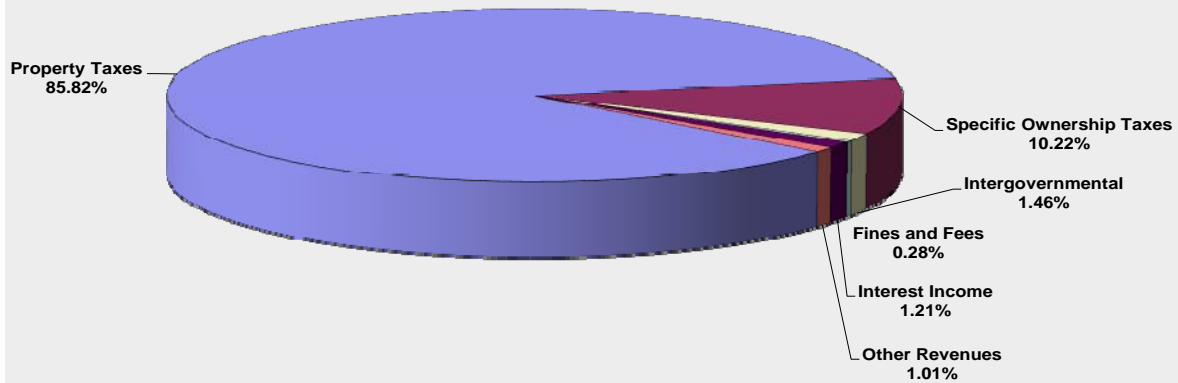
<b>Pikes Peak Library District</b>				
<b>General Fund - Revenue/Expenditure Summary</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Revenues</b>				
Revenues	\$ 31,566,254	\$ 33,405,893	\$ 33,212,924	\$ 35,205,475
<b>Expenditures</b>				
Expenditures	31,273,150	35,505,009	34,677,954	36,725,529
Budget amendment	-	420,482	-	-
<b>Total Expenditures</b>	<b>31,273,150</b>	<b>35,925,491</b>	<b>34,677,954</b>	<b>36,725,529</b>
<b>Net Excess Revenues Over Expenditures</b>	<b>293,104</b>	<b>(2,519,598)</b>	<b>(1,465,030)</b>	<b>(1,520,055)</b>
<b>Fund Balance - Beginning of Year</b>	<b>10,432,837</b>	<b>10,725,941</b>	<b>10,725,941</b>	<b>9,260,911</b>
<b>Fund Balance - End of Year</b>	<b>\$ 10,725,941</b>	<b>\$ 8,206,343</b>	<b>\$ 9,260,911</b>	<b>\$ 7,740,856</b>

<b>Pikes Peak Library District</b>			
<b>General Fund - Fund Balance Summary</b>			
<b>Three-Year Period Ended December 31, 2020</b>			
	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget/Projection</b>	<b>Budget</b>
<b>Nonspendable</b>			
Prepaid expenditures	\$ 311,114	\$ -	\$ -
<b>Restricted For:</b>			
Emergency (TABOR)	931,085	985,816	1,056,164
Gifts and grants	197,307	179,764	153,164
<b>Assigned To:</b>			
Purchases of books and materials	188,274	-	-
McKinley Trust	39,275	39,275	39,275
Purchased contracts	157,962	-	-
<b>Unassigned</b>	<b>8,900,924</b>	<b>8,056,056</b>	<b>6,492,253</b>
<b>Total Fund Balance</b>	<b>\$ 10,725,941</b>	<b>\$ 9,260,911</b>	<b>\$ 7,740,856</b>

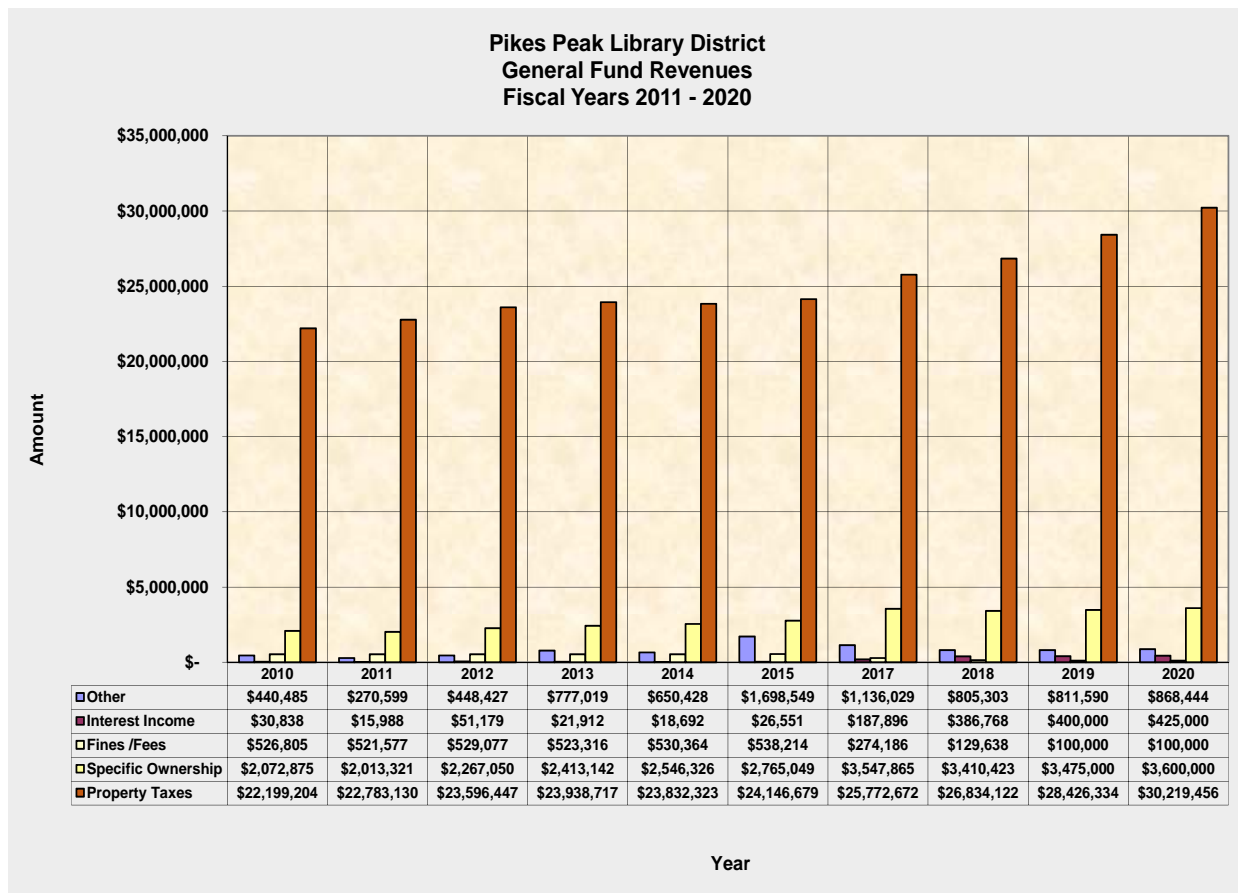
### Pikes Peak Library District General Fund Revenues Fiscal Years 2011 - 2020



### Pikes Peak Library District General Fund Revenues Fiscal Year 2020



<b>Pikes Peak Library District</b>				
<b>General Fund - Revenue Summary</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
Taxes	\$ 30,244,545	\$ 31,856,834	\$ 31,901,334	\$ 33,819,456
Intergovernmental	384,404	451,974	450,000	514,419
Fines and Fees	129,638	100,000	100,000	100,000
Interest income	386,768	380,000	400,000	425,000
Other Revenues	420,899	617,085	361,590	346,600
<b>Total Revenues</b>	<b>\$ 31,566,254</b>	<b>\$ 33,405,893</b>	<b>\$ 33,212,924</b>	<b>\$ 35,205,475</b>

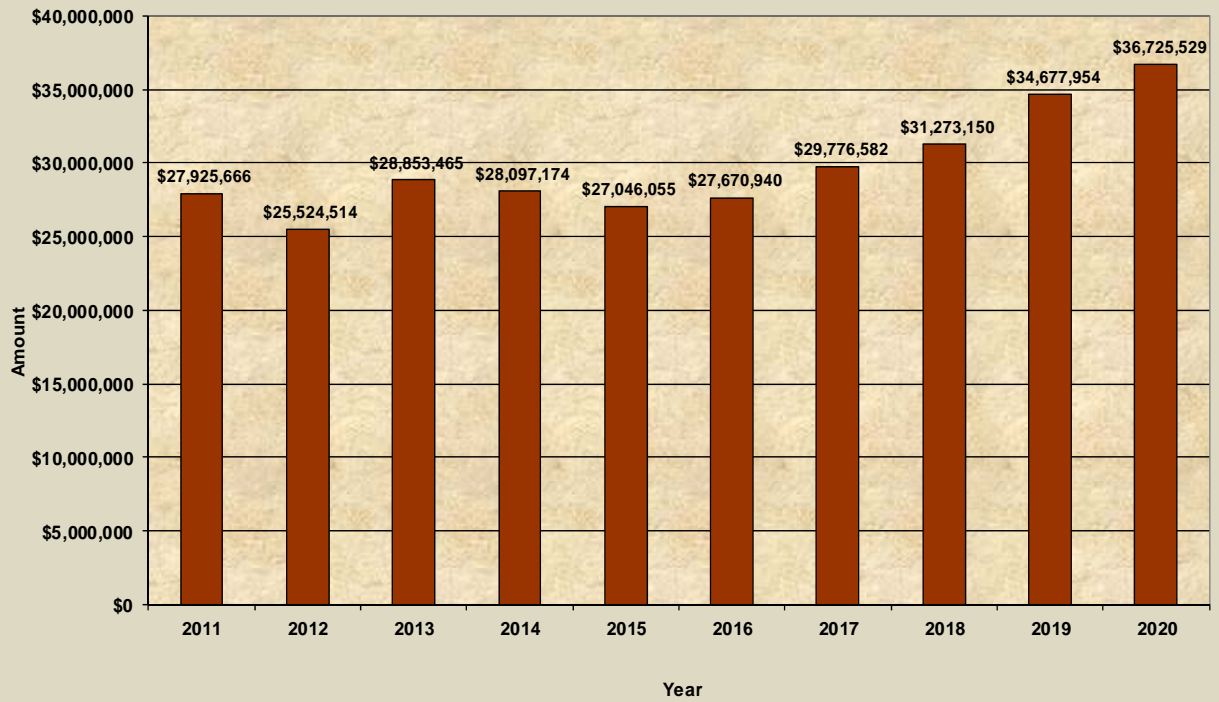


<b>Pikes Peak Library District</b>				
<b>General Fund - Revenues (detail)</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>Taxes</b>				
Current property taxes	\$ 26,689,960	\$ 28,454,290	\$ 28,454,290	\$ 30,380,564
Less: uncollectible taxes	(269,841)	(105,000)	(105,000)	(112,108)
Net Current Property Taxes	26,420,119	28,349,290	28,349,290	30,268,456
Abatements and credits	(145,629)	(140,000)	(120,000)	(120,000)
Omitted property tax revenue	5,451	6,000	6,000	7,000
Delinquent taxes	17,132	17,000	17,000	18,000
Interest on delinquent taxes	35,319	36,000	36,000	36,000
Specific ownership taxes	3,410,423	3,450,000	3,475,000	3,600,000
Payment in lieu of taxes	9,105	10,500	10,000	10,000
Property tax revenue offset - temporary credit	492,625	128,044	128,044	-
<b>Total Taxes</b>	<b>30,244,545</b>	<b>31,856,834</b>	<b>31,901,334</b>	<b>33,819,456</b>
<b>Intergovernmental</b>				
Federal funds - E-Rate	175,292	200,000	200,000	250,000
State funds - library materials	144,112	145,000	143,026	157,445
Federal funds - other categories	65,000	106,974	106,974	106,974
<b>Total Intergovernmental</b>	<b>384,404</b>	<b>451,974</b>	<b>450,000</b>	<b>514,419</b>
<b>Fines and Fees</b>	<b>129,638</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Interest Income</b>	<b>386,768</b>	<b>380,000</b>	<b>400,000</b>	<b>425,000</b>
<b>Other Revenues</b>				
Copier charges	104,614	96,000	96,000	96,000
Sale of assets	4,831	5,000	5,000	5,000
Parking lot collections	27,439	33,000	22,000	22,000
Donations/grants	270,283	478,585	234,090	219,100
Other	13,732	4,500	4,500	4,500
<b>Total Other Revenues</b>	<b>420,899</b>	<b>617,085</b>	<b>361,590</b>	<b>346,600</b>
<b>Total Revenues</b>	<b>\$ 31,566,254</b>	<b>\$ 33,405,893</b>	<b>\$ 33,212,924</b>	<b>\$ 35,205,475</b>

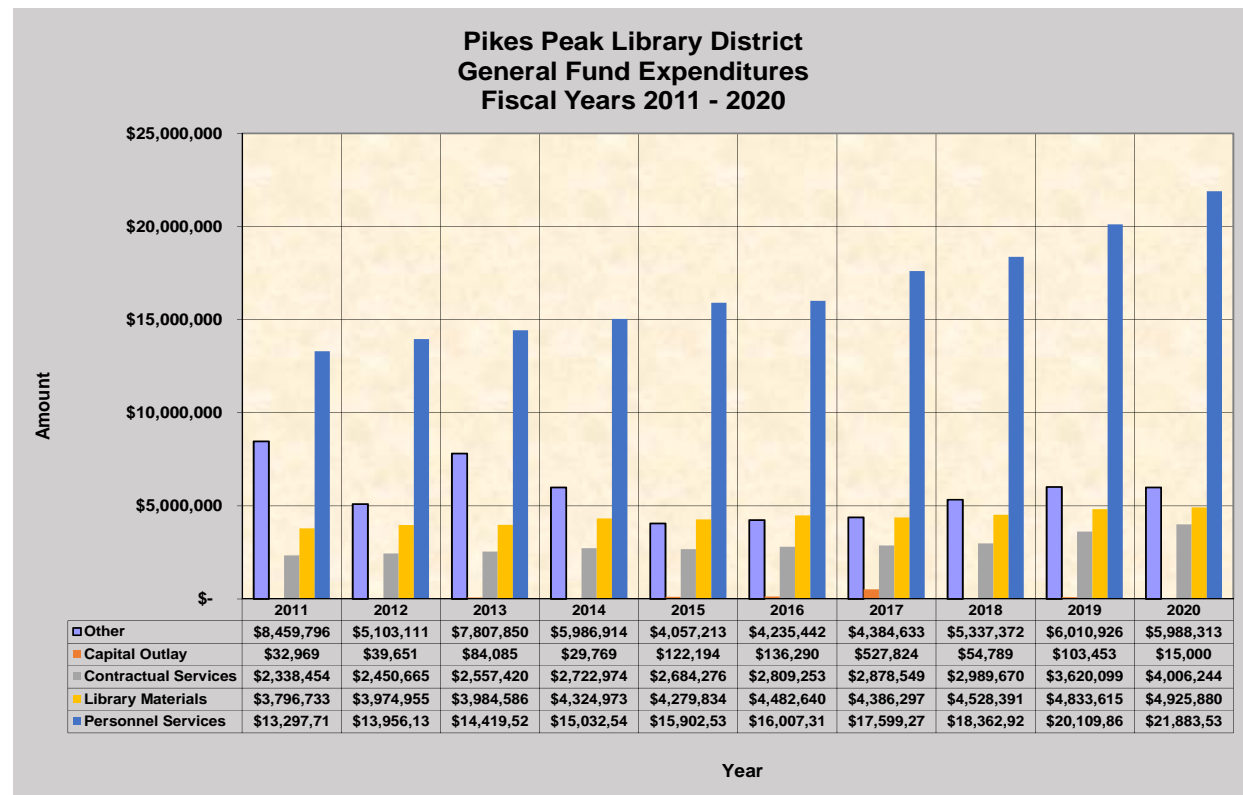
<b>Pikes Peak Library District</b>			
<b>Mill Levy Calculation</b>			
<b>Three-Year Period Ended December 31, 2020</b>			
	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Assessed Valuation</b>			
Gross	\$ 7,080,595,440	\$ 7,198,824,710	\$ 8,244,059,300
Net	7,001,563,360	7,113,572,510	8,138,673,220
<b>Difference - TIF Districts</b>	<b>\$ 79,032,080</b>	<b>\$ 85,252,200</b>	<b>\$ 105,386,080</b>
<b>Mill Levy - Pikes Peak Library District Budget</b>			
<b>Operating</b>	3.860	4.000	3.690
Property Tax Revenue - Operating	27,026,035	28,454,290	30,030,601
<b>Abatements - Credits</b>	0.023	0.018	0.043
Property Tax Revenue - Abatements and Credits	161,036	128,044	349,963
<b>Temporary Tax Credit</b>	(0.071)	(0.018)	-
Property Tax Revenue	(497,111.00)	(128,044.31)	-
<b>Total Mill Levy</b>	<b>3.812</b>	<b>4.000</b>	<b>3.733</b>
<b>Total Property Tax Revenue - Net AV</b>	<b>26,689,960</b>	<b>28,454,290</b>	<b>30,380,564</b>
<b>Property tax Revenue</b>			
Pikes Peak Library District - Net AV	\$ 26,689,960	\$ 28,454,290	\$ 30,380,564
TIF Districts	306,882	342,543	393,392
<b>Total Property Tax Revenue - Gross AV</b>	<b>\$ 26,996,841</b>	<b>\$ 28,796,833</b>	<b>\$ 30,773,956</b>



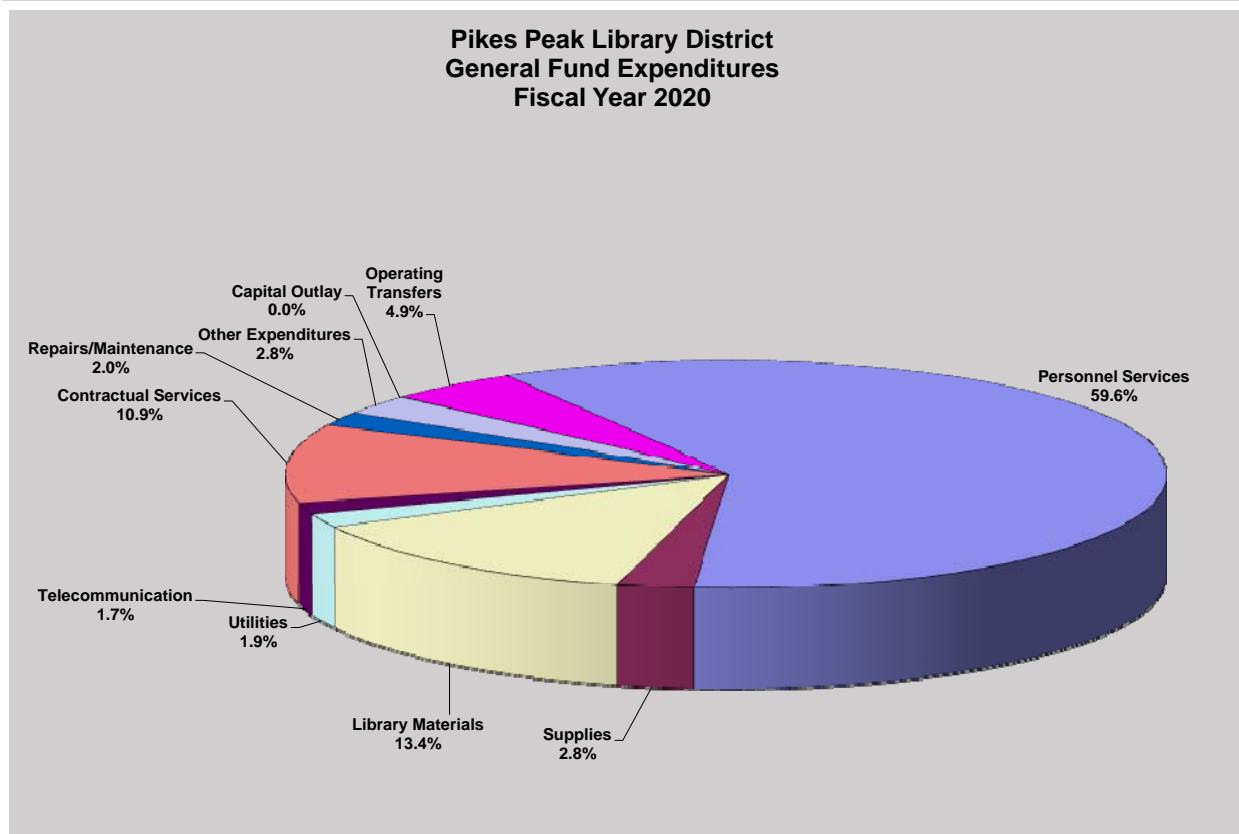
### Pikes Peak Library District General Fund Expenditures Fiscal Years 2011 - 2020



Pikes Peak Library District				
General Fund - Expenditures by Major Account Classification				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Personnel Services	\$ 18,362,928	\$ 20,810,455	\$ 20,109,861	\$ 21,883,537
Supplies	664,381	995,471	952,064	1,026,497
Library Materials	4,528,391	4,833,615	4,833,615	4,925,880
Utilities	618,262	757,083	648,742	713,044
Telecommunication Costs	479,359	466,903	504,903	609,500
Contractual Services	2,989,670	3,693,774	3,582,099	4,006,244
Repairs and Maintenance	554,614	688,171	653,974	726,000
Other Services/Expenditures	573,860	1,133,155	845,832	1,029,472
Capital Outlay	54,789	103,453	103,453	15,000
Operating Transfers To Other Funds	2,441,064	2,443,411	2,443,411	1,790,355
Special Item	5,832	-	-	-
<b>Total Expenditures</b>	<b>\$ 31,273,150</b>	<b>\$ 35,925,491</b>	<b>\$ 34,677,954</b>	<b>\$ 36,725,529</b>



Pikes Peak Library District				
General Fund - Expenditures by Major Account Classification - Percentage To Total Budget				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
Personnel Services	58.7%	57.9%	58.0%	59.6%
Supplies	2.1%	2.8%	2.7%	2.8%
Library Materials	14.5%	13.5%	13.9%	13.4%
Utilities	2.0%	2.1%	1.9%	1.9%
Telecommunication Costs	1.5%	1.3%	1.5%	1.7%
Contractual Services	9.6%	10.3%	10.3%	10.9%
Repairs and maintenance	1.8%	1.9%	1.9%	2.0%
Other Services/Expenditures	1.8%	3.2%	2.4%	2.8%
Capital Outlay	0.2%	0.3%	0.3%	0.0%
Operating Transfers To Other Funds	7.8%	6.8%	7.0%	4.9%
Special Item	0.0%	0.0%	0.0%	0.0%
<b>Total Expenditures</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

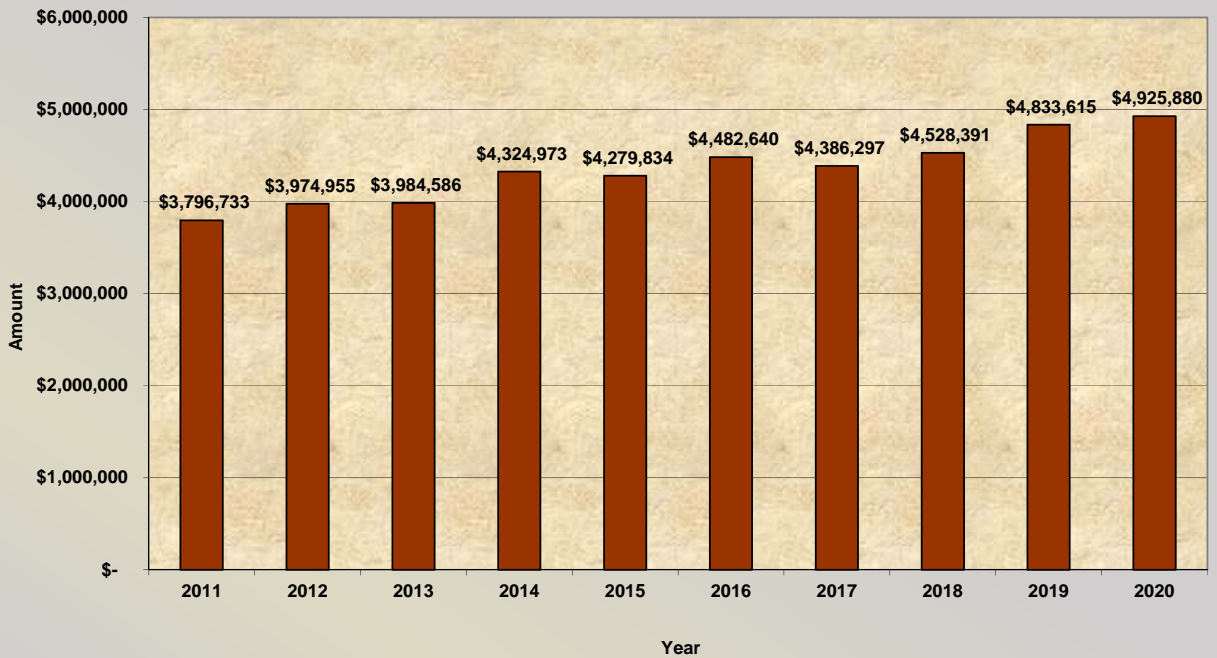


<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Personnel Services</b>				
Salaries and wages	\$ 14,079,324	\$ 16,032,940	\$ 15,422,353	\$ 16,748,153
Substitute pay	455,484	411,875	401,875	310,500
FICA	1,063,924	1,286,294	1,162,361	1,276,572
Retirement contribution	837,233	1,025,096	948,658	1,019,812
Health benefits	1,770,282	1,875,000	2,010,764	2,330,000
Unemployment taxes	55,636	47,250	47,250	50,000
Workers compensation	52,718	85,000	70,000	73,500
Tuition reimbursement	43,692	40,000	40,000	40,000
Work study	4,635	7,000	6,600	35,000
<b>Total Personnel Services</b>	<b>18,362,928</b>	<b>20,810,455</b>	<b>20,109,861</b>	<b>21,883,537</b>
<b>Supplies</b>				
Microform	117	2,450	2,450	2,450
Software purchases	207,431	339,025	319,025	373,000
Computer supplies	43,509	50,000	45,000	66,323
Processing supplies	74,525	100,480	95,480	100,000
General supplies	338,799	503,516	490,109	484,724
<b>Total Supplies</b>	<b>664,381</b>	<b>995,471</b>	<b>952,064</b>	<b>1,026,497</b>

### Pikes Peak Library District Budget - Personnel Services Fiscal Years 2011 - 2020



### Pikes Peak Library District Budget - Library Materials Fiscal Years 2011 - 2020



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>Library Materials</b>				
Print/eMaterials/audio visual materials	3,903,050	4,060,688	4,060,688	4,268,045
Microforms	-	5,000	5,000	5,000
Periodicals	100,570	198,403	198,403	110,000
Serials	19,789	33,297	33,297	25,000
Electronic databases/online services	504,982	536,227	536,227	517,835
<b>Total Library Materials</b>	<b>4,528,391</b>	<b>4,833,615</b>	<b>4,833,615</b>	<b>4,925,880</b>
<b>Utilities</b>				
Gas	63,312	109,168	73,297	91,288
Electric	444,485	526,656	470,608	493,855
Water and sewer	106,544	113,415	96,993	120,057
Storm water fees	3,921	7,844	7,844	7,844
<b>Total Utilities</b>	<b>618,262</b>	<b>757,083</b>	<b>648,742</b>	<b>713,044</b>
<b>Telecommunication Costs</b>				
Telecommunication costs	479,359	466,903	504,903	609,500
<b>Total Telecommunication Costs</b>	<b>479,359</b>	<b>466,903</b>	<b>504,903</b>	<b>609,500</b>

Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>Contractual Services</b>				
Audit fees	40,935	45,000	45,585	46,000
Legal fees	64,047	65,000	95,000	75,000
Microfilming services	7,690	25,101	25,101	19,600
Consultant fees	122,574	358,525	274,500	475,000
Contract cataloging	32,425	50,600	50,600	45,000
Movie licenses	-	10,000	10,000	24,210
Trash removal	21,085	24,229	21,988	24,881
Copier charges	57,043	56,000	56,000	61,000
Delivery services	183,812	222,231	222,231	226,231
Janitorial services	393,219	447,000	439,101	471,500
Computer agreements	396,835	467,500	461,479	547,769
Collection agency charges	39,138	30,000	30,000	30,000
External printing	86,580	125,000	110,000	105,000
Programming costs	212,762	360,117	345,612	409,825
Insurance	161,438	184,500	163,248	175,000
Facilities rental/CAM	697,835	722,525	720,606	742,228
Parking	44,028	43,646	53,498	54,000
Treasurer's fees	397,170	420,000	420,000	445,000
Storage space	16,200	16,800	17,550	8,400
Employee Assistance Program	14,854	20,000	20,000	20,600
<b>Total Contractual Services</b>	<b>2,989,670</b>	<b>3,693,774</b>	<b>3,582,099</b>	<b>4,006,244</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Account</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>Repairs and Maintenance</b>				
Telephone/telecommunication maintenance	9,000	43,972	45,372	-
Building repair	86,317	142,750	116,475	148,000
Furniture repair	27,739	34,310	29,354	32,000
Equipment repair	24,394	27,394	24,713	57,250
Equipment maintenance	98,811	99,196	98,316	126,000
Grounds maintenance	71,749	75,500	75,500	84,000
HVAC maintenance	119,205	141,549	132,794	144,500
Vehicle operating costs	64,946	61,000	68,950	70,000
Burglar and fire alarm system maintenance	52,453	62,500	62,500	64,250
<b>Total Repairs and Maintenance</b>	<b>554,614</b>	<b>688,171</b>	<b>653,974</b>	<b>726,000</b>
<b>Other Services/Expenditures</b>				
Mileage reimbursement expenses	52,424	73,800	70,507	83,700
Advertising	69,410	101,000	101,000	126,750
Employee recruitment	30,301	50,500	36,500	56,500
Testing	-	500	500	500
Dues	38,875	63,153	47,653	63,339
Merchandising/book displays	227	1,000	1,000	6,000
Employee recognition	9,487	20,525	18,525	20,525
Board of Trustees	3,849	7,000	5,500	7,000
Marketing promotions	8,085	6,915	6,915	-
Training	179,413	294,996	269,246	344,333
Signage	4,209	20,200	25,000	27,000



Pikes Peak Library District				
General Fund - Expenditures by Account				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>Other Services/Expenditures continued</b>				
Volunteer & Library card program	5,098	5,900	5,900	5,800
Safety	11,534	18,500	17,000	11,000
Summer Adventure prizes	28,937	32,186	32,186	30,000
Summer Adventure party	2,671	3,000	3,000	4,500
Postage	60,808	62,500	62,000	62,500
Bindery	4,851	10,000	10,000	6,500
Other	63,681	361,480	133,400	173,525
<b>Total Other Services/Expenditures</b>	<b>573,860</b>	<b>1,133,155</b>	<b>845,832</b>	<b>1,029,472</b>
<b>Capital Outlay</b>				
Other capital projects	54,789	103,453	103,453	15,000
<b>Total Capital Outlay</b>	<b>54,789</b>	<b>103,453</b>	<b>103,453</b>	<b>15,000</b>
<b>Operating Transfers To Other Funds</b>				
East Library Project Fund	-	139,627	139,627	8,545
Penrose Library Project Fund	1,335,841	96,700	96,700	-
Library 21c Project Fund	-	1,156,100	1,156,100	-
Capital Reserve	1,105,223	1,050,984	1,050,984	1,781,810
<b>Total Operating Transfers To Other Funds</b>	<b>2,441,064</b>	<b>2,443,411</b>	<b>2,443,411</b>	<b>1,790,355</b>
<b>Special Item</b>				
TABOR refund	5,832	-	-	-
<b>Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses</b>	<b>\$ 31,273,150</b>	<b>\$ 35,925,491</b>	<b>\$ 34,677,954</b>	<b>\$ 36,725,529</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Chief Librarian and CEO Office</b>				
Salaries and wages	\$ 224,640	\$ 231,379	\$ 231,379	\$ 231,379
FICA charges	14,922	17,701	17,701	17,701
Retirement contributions	17,971	18,510	18,510	18,510
Supplies	353	1,000	500	500
Mileage reimbursement expenses	1,021	2,000	1,500	1,500
Dues/Membership/Bus Functions	250	1,000	1,000	1,000
Board of Trustees expenses	3,849	4,000	3,500	4,000
Board Retreat	-	3,000	2,000	3,000
Training/Director's discretion	6,195	28,000	25,000	28,000
Leadership Pikes Peak	-	3,500	-	-
Other expenses	1,254	1,000	800	800
<b>Total Chief Librarian and CEO Office</b>	<b>\$ 270,455</b>	<b>\$ 311,090</b>	<b>\$ 301,890</b>	<b>\$ 306,390</b>
<b>Authorized Positions</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>Total Full Time Equivalent (FTEs)</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)	2	2	2	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
<b>Total Authorized Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<b>MLS FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
	2018	2019	2019	2020
Account	Actual	Budget	Projection	Budget
<b>LIBRARY SERVICES</b>				
<b>Administration</b>				
Salaries and wages	\$ 180,706	\$ 97,906	\$ 95,348	\$ 97,906
FICA charges	13,108	7,490	6,514	7,490
Retirement contributions	14,196	7,832	7,410	7,833
Supplies	404	1,000	1,000	1,000
Training	94,339	-	-	1,800
Dues	-	-	-	570
Mileage reimbursement expenses	13,052	1,000	1,000	1,000
<b>Total Administration</b>	<b>\$ 315,805</b>	<b>\$ 115,228</b>	<b>\$ 111,272</b>	<b>\$ 117,599</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		2.00	1.00	1.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		2	1	1
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>2</b>	<b>1</b>	<b>1</b>
<b>MLS FTEs</b>		<b>2.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Customer Service Team</b>				
General supplies	\$ 621	\$ 500	\$ 500	500
<b>Total Customer Service Team</b>	<b>\$ 621</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Adult Services</b>				
Salaries and wages	\$ -	\$ 583,544	\$ 589,381	\$ 627,598
FICA charges	-	44,641	43,124	48,011
Retirement contributions	-	46,684	46,879	50,208
Supplies	-	1,500	1,500	1,500
Assistive Technology	2,502	7,300	7,300	5,000
Databases/online services	(15,007)	365,000	365,000	368,000
Programming				
Mountain of Authors	150	4,500	4,500	4,000
Library Explorers	5,453	6,700	6,700	6,500
Sign Language	53	2,300	2,300	3,000
Adult Reading	5,187	20,540	20,540	13,000
Senior Services	5,994	6,000	6,000	5,500
Other	4,335	38,986	38,986	43,000
Movie licenses	-	10,000	10,000	10,210
Dues	-	-	-	3,046
Training	-	12,900	12,900	14,680
Mileage reimbursement expenses	-	3,000	5,200	3,500
<b>Total Adult Services</b>	<b>\$ 8,667</b>	<b>\$ 1,153,595</b>	<b>\$ 1,160,310</b>	<b>\$ 1,206,753</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		-	11.00	11.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	11	11
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	11	11
<b>MLS FTEs</b>		-	9.00	9.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Adult Services - Penrose Library</b>				
Salaries and wages	\$ 872,660	\$ -	\$ -	\$ -
Substitute pay	36,394	-	-	-
FICA charges	66,266	-	-	-
Retirement contributions	59,562	-	-	-
Supplies	7,726	-	-	-
Toner	8,421	-	-	-
Databases/online services	376,253	-	-	-
Programming	5,168	-	-	-
Mileage reimbursement expenses	6,754	-	-	-
<b>Total Adult Services - Penrose Library</b>	<b>\$ 1,439,204</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		21.22	-	-
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		17	-	-
Half-time (20 - 39 hours per week)		8	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		25	-	-
<b>MLS FTEs</b>		8.50	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Adult Services - East Library</b>				
Salaries and wages	\$ 709,256	\$ -	\$ -	\$ -
Substitute pay	46,459	-	-	-
Work study costs	1,676	-	-	-
FICA charges	56,181	-	-	-
Retirement contributions	48,803	-	-	-
Supplies	16,870	-	-	-
Programming costs	4,681	-	-	-
Programming costs - Library Explorers	600	-	-	-
Programming costs - Mountain of Authors	4,190	-	-	-
Merchandising	96	-	-	-
Mileage reimbursement expenses	4,172	-	-	-
<b>Total Adult Services - East Library</b>	<b>\$ 892,984</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		16.32	-	-
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		13	-	-
Half-time (20 - 39 hours per week)		6	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		19	-	-
<b>MLS FTEs</b>		8.00	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Adult Services - Library 21c</b>				
Salaries and wages	\$ 283,672	\$ -	\$ -	\$ -
Substitute pay	23,854	-	-	-
FICA charges	22,009	-	-	-
Retirement contributions	16,679	-	-	-
Supplies	7,805	-	-	-
Programming costs - teen	2,915	-	-	-
Programming costs - adult	6,027	-	-	-
Mileage reimbursement expenses	612	-	-	-
Merchandising	131	-	-	-
<b>Total Adult Services - Library 21c</b>	<b>\$ 363,704</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		8.25	-	-
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		6	-	-
Half-time (20 - 39 hours per week)		4	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		10	-	-
<b>MLS FTEs</b>		3.00	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Total Adult Services</b>				
<b>Adult Services</b>	\$ 8,667	\$ 1,153,595	\$ 1,160,310	\$ 1,206,753
<b>Customer Service Team</b>	621	500	500	500
<b>Penrose Library</b>	1,439,204	-	-	-
<b>East Library</b>	892,984	-	-	-
<b>Library 21c</b>	363,704	-	-	-
<b>Total</b>	<b>\$ 2,705,180</b>	<b>\$ 1,154,095</b>	<b>\$ 1,160,810</b>	<b>\$ 1,207,253</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		45.79	11.00	11.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		36	11	11
Half-time (20 - 39 hours per week)		18	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>54</b>	<b>11</b>	<b>11</b>
<b>MLS FTEs</b>		<b>19.50</b>	<b>9.00</b>	<b>9.00</b>



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
	2018	2019	2019	2020
Account	Actual	Budget	Projection	Budget
<b>LIBRARY SERVICES</b>				
<b>Children's Services</b>				
Salaries and wages	\$ -	\$ 493,126	\$ 470,440	\$ 493,126
Temporary employee	-	3,000	3,000	2,500
FICA charges	-	37,724	33,881	37,724
Retirement contributions	-	39,450	37,527	39,450
Supplies	4,766	5,000	5,000	5,000
IT supplies	-	-	-	290
Family Place supplies	2,165	-	-	-
Educational Resource Center	-	5,000	5,000	5,000
Programming costs	34,325	63,200	63,200	35,600
Spring break programming costs	6,570	5,050	5,050	6,650
Family Fun programming costs	9,178	6,650	6,650	-
Programming-Home School Engagement	-	1,000	1,000	2,500
Presenters	-	-	-	8,000
Stem programming	-	-	-	4,000
Make programming	-	-	-	4,000
Tween programming	-	-	-	4,000
Movie licensing	-	-	-	14,000
Early literacy programming	-	-	-	8,000
School Engagement	-	1,000	1,000	1,000
Dues	-	-	-	1,869
Training	-	11,380	11,380	11,380
Mileage reimbursement expenses	-	4,000	4,000	4,000
Summer Adventure party	2,671	3,000	3,000	4,500
Summer Adventure programming	23,391	26,680	26,680	25,000
Summer Adventure printing and other	2,345	5,506	5,506	1,000
<b>Total Children's Services</b>	<b>\$ 85,411</b>	<b>\$ 710,766</b>	<b>\$ 682,314</b>	<b>\$ 718,589</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		-	9.00	9.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	9	9
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	9	9
<b>MLS FTEs</b>		-	6.00	6.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>LIBRARY SERVICES</b>				
<b>Children's - Penrose Library</b>				
Salaries and wages	\$ 371,029	\$ -	\$ -	\$ -
Substitute pay	7,083	-	-	-
Temporary labor	2,265	-	-	-
Work study costs	239	-	-	-
FICA charges	27,710	-	-	-
Retirement contributions	26,128	-	-	-
Supplies	2,922	-	-	-
Programming costs	532	-	-	-
Mileage reimbursement expenses	2,781	-	-	-
<b>Total Children's - Penrose Library</b>	<b>\$ 440,689</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		6.12	-	-
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		5	-	-
Half-time (20 - 39 hours per week)		2	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>7</b>	<b>-</b>	<b>-</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Children's - East Library</b>				
Salaries and wages	\$ 379,267	\$ -	\$ -	\$ -
Substitute pay	10,608	-	-	-
Temporary labor	3,234	-	-	-
FICA charges	28,860	-	-	-
Retirement contributions	22,193	-	-	-
Supplies	3,041	-	-	-
Education Resource Center	4,580	-	-	-
Programming costs	1,702	-	-	-
Mileage reimbursement expenses	1,170	-	-	-
<b>Total Children's - East Library</b>	<b>\$ 454,655</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		<b>8.27</b>	<b>-</b>	<b>-</b>
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		6	-	-
Half-time (20 - 39 hours per week)		4	-	-
Part-time (1-19 hours per week)		1	-	-
<b>Total Authorized Positions</b>		<b>11</b>	<b>-</b>	<b>-</b>
<b>MLS FTEs</b>		<b>4.00</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Children Services - Library 21c</b>				
Salaries and wages	\$ 308,021	\$ -	\$ -	\$ -
Temporary labor	2,790	-	-	-
Substitute pay	18,346	-	-	-
Work study costs	975	-	-	-
FICA charges	23,234	-	-	-
Retirement contributions	22,164	-	-	-
Supplies	5,238	-	-	-
Family Place supplies	1,201	-	-	-
Programming costs	1,743	-	-	-
Mileage reimbursement expenses	1,393	-	-	-
<b>Total Children's - Library 21c</b>	<b>\$ 385,105</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		<b>7.88</b>	<b>-</b>	<b>-</b>
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		7	-	-
Half-time (20 - 39 hours per week)		1	-	-
Part-time (1-19 hours per week)		1	-	-
<b>Total Authorized Positions</b>		<b>9</b>	<b>-</b>	<b>-</b>
<b>MLS FTEs</b>		<b>3.00</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Total Children's Services</b>				
<b>Children's Services</b>	\$ 85,411	\$ 710,766	\$ 682,314	\$ 718,589
<b>Penrose Library</b>	440,689	-	-	-
<b>East Library</b>	454,655	-	-	-
<b>Library 21c</b>	385,105	-	-	-
<b>Total</b>	<b>\$ 1,365,860</b>	<b>\$ 710,766</b>	<b>\$ 682,314</b>	<b>\$ 718,589</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		22.27	9.00	9.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		18	9	9
Half-time (20 - 39 hours per week)		7	-	-
Part-time (1-19 hours per week)		2	-	-
<b>Total Authorized Positions</b>		<b>27</b>	<b>9</b>	<b>9</b>
<b>MLS FTEs</b>		<b>7.00</b>	<b>6.00</b>	<b>6.00</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Regional History and Genealogy</b>				
Salaries and wages	\$ 458,775	\$ 558,512	\$ 477,837	\$ 552,063
Substitute pay	3,337	4,185	4,185	3,000
FICA charges	34,261	42,817	35,672	42,233
Retirement contributions	24,816	32,029	25,318	31,262
Supplies	2,849	3,000	3,000	3,000
Microform supplies	117	950	950	950
Archive supplies	988	4,438	4,438	3,896
Photo archive supplies	7,141	6,556	6,556	6,471
Consultant fees	6,480	2,000	2,000	2,000
Microfilming services	7,690	25,101	25,101	19,600
Bindery	-	5,000	5,000	5,000
Book mending	-	-	-	1,500
Dues	-	-	-	1,074
Training	-	13,270	13,270	13,270
Mileage reimbursement expenses	565	750	750	750
Symposium	-	-	-	5,000
Programming costs	781	2,240	2,240	7,290
<b>Total Regional History and Genealogy</b>	<b>\$ 547,800</b>	<b>\$ 700,848</b>	<b>\$ 606,317</b>	<b>\$ 698,359</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		9.50	11.00	11.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		6	7	7
Half-time (20 - 39 hours per week)		7	8	8
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		13	15	15
<b>MLS FTEs</b>		5.00	5.00	5.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Creative Services</b>				
Salaries and wages	\$ 411,726	\$ 267,176	\$ 256,016	\$ 267,176
Substitute pay	9,938	-	-	-
FICA charges	31,182	20,439	19,222	20,439
Retirement contributions	25,964	21,374	20,480	21,374
Supplies	4,338	1,000	1,000	2,810
IT supplies	-	-	-	1,470
Toner	15,309	-	-	-
Supplies - Makerspace - East Library	2,421	-	-	-
Database	-	-	-	10,000
Repairs - Makerspace	-	-	-	12,000
Repairs - Studio	-	-	-	12,000
Repairs - Kitchen	-	-	-	5,000
Repair equipment - East Library	3,182	-	-	-
Programming costs - East Library	2,260	-	-	-
Makerspace consumables	4,225	-	-	-
Maker artists	7,756	9,500	9,500	6,600
Equipment repair	2,048	-	-	-
Programming	7,208	42,648	42,648	55,500
Dues	-	-	-	1,120
Training	-	7,180	6,380	8,960
Mileage reimbursement expenses	921	2,700	1,850	2,700
<b>Total Creative Services</b>	<b>\$ 528,478</b>	<b>\$ 372,017</b>	<b>\$ 357,096</b>	<b>\$ 427,149</b>
<b>Authorized Positions</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>Total Full Time Equivalent (FTEs)</b>	<b>9.50</b>	<b>5.00</b>	<b>5.00</b>	
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)	7	5	5	
Half-time (20 - 39 hours per week)	5	-	-	
Part-time (1-19 hours per week)	-	-	-	
<b>Total Authorized Positions</b>	<b>12</b>	<b>5</b>	<b>5</b>	
<b>MLS FTEs</b>	<b>5.00</b>	<b>3.00</b>	<b>3.00</b>	

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Young Adult Services</b>				
Salaries and wages	\$ -	\$ 317,845	\$ 318,104	\$ 317,845
Work study costs	-	3,000	2,600	8,000
FICA charges	-	24,315	23,534	24,315
Retirement contributions	-	25,428	25,427	25,428
Supplies	-	5,200	5,200	5,100
IT supplies	-	-	-	1,270
Programming	34,089	52,038	44,053	31,000
Presenters	-	-	-	8,000
Programming - Summer	-	-	-	17,050
Programming - snacks	-	-	-	5,500
Programming - Yule Ball	-	-	-	3,000
Programming - fashion	-	-	-	750
Dues	-	-	-	2,239
Training	-	15,884	14,884	17,664
Mileage reimbursement expenses	-	7,000	6,000	8,700
<b>Total Young Adult Services</b>	<b>\$ 34,089</b>	<b>\$ 450,710</b>	<b>\$ 439,802</b>	<b>\$ 475,861</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		-	6.00	6.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	6	6
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	6	6
<b>MLS FTEs</b>		-	4.00	4.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>LIBRARY SERVICES</b>				
<b>Adult Education</b>				
Salaries and wages	\$ 218,571	\$ 338,655	\$ 308,163	\$ 334,682
Salaries and wages paid by grant	-	-	-	(85,904)
Substitute pay	2,368	2,500	2,500	2,500
FICA charges	16,022	25,907	22,687	25,603
Retirement contributions	17,939	23,702	23,558	23,384
Supplies	1,882	3,300	3,300	3,300
Databases	-	30,000	30,000	30,000
Training	-	13,270	13,270	13,270
Mileage reimbursement expenses	952	2,000	2,000	2,000
Software	1,675	2,000	2,000	2,000
Advertising costs	-	-	-	750
Translation	-	500	500	500
Volunteer program	1,518	2,200	2,200	2,200
<b>Total Adult Education</b>	<b>\$ 260,927</b>	<b>\$ 444,034</b>	<b>\$ 410,178</b>	<b>\$ 354,285</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		6.50	7.00	7.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		4	6	6
Half-time (20 - 39 hours per week)		3	2	2
Part-time (1-19 hours per week)		2	-	-
<b>Total Authorized Positions</b>		9	8	8
<b>MLS FTEs</b>		1.00	1.00	1.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Collection Management</b>				
Salaries and wages	\$ 930,131	\$ 1,119,617	\$ 1,092,587	\$ 1,170,733
Temporary labor	10,406	7,000	7,000	-
Substitute pay	2,736	3,875	3,875	8,500
FICA charges	69,571	85,650	80,918	89,561
Retirement contributions	66,795	80,690	79,156	86,007
Supplies	3,452	4,500	4,500	3,000
Processing supplies	74,525	100,480	95,480	95,000
Cataloging services	32,425	50,600	50,600	45,000
Library material purchases	3,767,868	3,938,360	3,938,360	4,109,750
Microforms	-	5,000	5,000	5,000
Periodicals	100,570	198,403	198,403	110,000
Serials	19,789	33,297	33,297	25,000
Databases/online services	82,291	96,365	96,365	58,365
Title Source software/Web Dewey BCR	1,995	2,500	2,500	2,500
ILS maintenance	-	-	-	232,014
ILS other expenditures	-	-	-	41,251
Dues	-	-	-	1,000
Training	-	15,750	15,750	15,750
Bindery	4,851	5,000	5,000	-
ILS test server	-	12,080	12,080	-
Mileage reimbursement expenses	685	3,000	3,000	3,000
<b>Total Collection Management</b>	<b>\$ 5,168,090</b>	<b>\$ 5,762,167</b>	<b>\$ 5,723,871</b>	<b>\$ 6,101,431</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		23.52	23.52	23.52
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		21	21	21
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		25	25	25
<b>MLS FTEs</b>		8.00	8.00	8.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
<b>Interlibrary Loan</b>				
Work study costs	\$ 1,745	\$ 4,000	\$ 4,000	\$ 6,000
Supplies	5,087	5,529	5,529	5,225
Processing supplies	-	-	-	5,000
OCLC online charges	42,603	44,000	44,000	45,025
State-wide courier contract	9,032	10,000	10,000	14,000
ILL borrowing expenses	4,209	6,000	6,000	6,000
<b>Total Interlibrary Loan</b>	<b>\$ 62,676</b>	<b>\$ 69,529</b>	<b>\$ 69,529</b>	<b>\$ 81,250</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		-	-	-
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	-	-
<b>MLS FTEs</b>		-	-	-

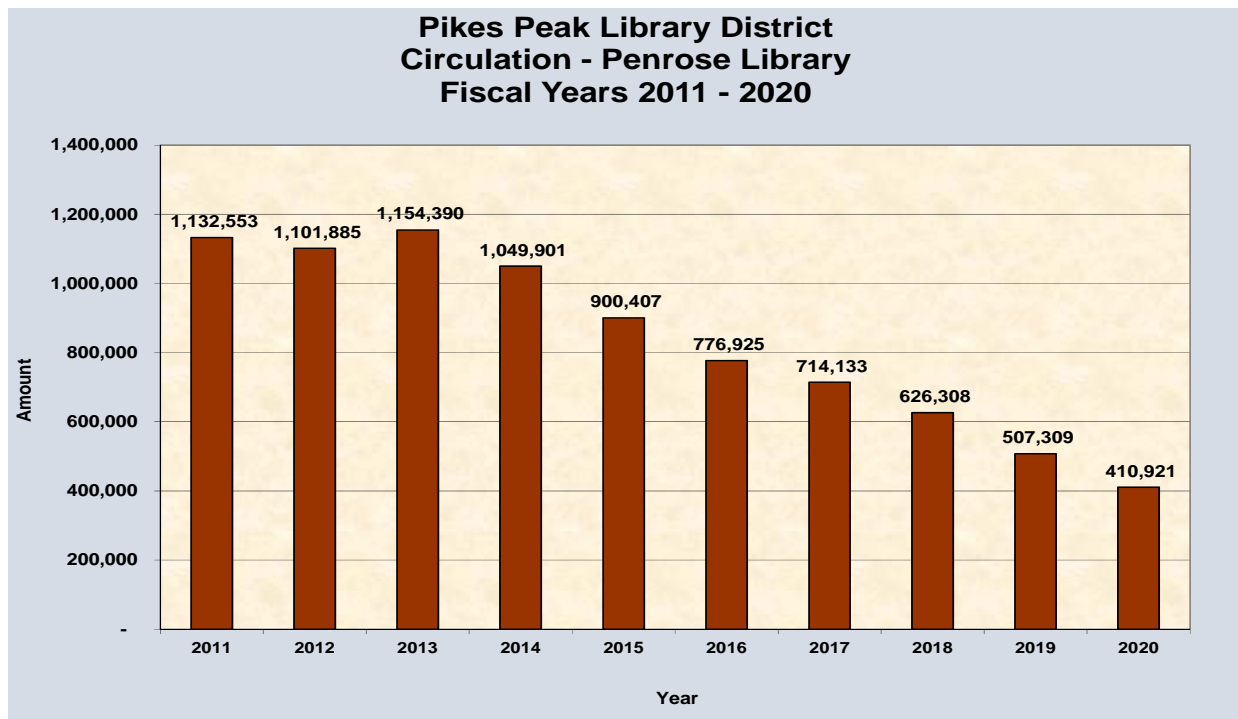
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>LIBRARY SERVICES</b>				
Administration	\$ 315,805	\$ 115,228	\$ 111,272	\$ 117,599
Adult Services	2,705,180	1,154,095	1,160,810	1,207,253
Children's Services	1,365,860	710,766	682,314	718,589
Regional History and Genealogy	547,800	700,848	606,317	698,359
Creative Services	528,478	372,017	357,096	427,149
Young Adult Services	34,089	450,710	439,802	475,861
Adult Education	260,927	444,034	410,178	354,285
Collection Management	5,168,090	5,762,167	5,723,871	6,101,431
Interlibrary Loan	62,676	69,529	69,529	81,250
<b>Total Library Services</b>	<b>\$ 10,988,905</b>	<b>\$ 9,779,394</b>	<b>\$ 9,561,189</b>	<b>\$ 10,181,776</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		119.08	73.52	73.52
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		94	66	66
Half-time (20 - 39 hours per week)		44	14	14
Part-time (1-19 hours per week)		4	-	-
<b>Total Authorized Positions</b>		142	80	80
<b>MLS FTEs</b>		47.50	37.00	37.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Administration</b>				
Salaries and wages	\$ -	\$ 97,906	\$ 37,880	\$ -
FICA charges	-	7,490	2,844	-
Retirement contributions	-	7,832	2,944	-
Mileage reimbursement expenses	-	1,000	257	-
<b>Total Administration</b>	<b>\$ -</b>	<b>\$ 114,228</b>	<b>\$ 43,925</b>	<b>\$ -</b>
<b>Authorized Positions</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>Total Full Time Equivalent (FTEs)</b>	-	1.00	-	
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)	-	1	-	
Half-time (20 - 39 hours per week)	-	-	-	
Part-time (1-19 hours per week)	-	-	-	
<b>Total Authorized Positions</b>	-	1	-	
<b>MLS FTEs</b>	-	1.00	-	

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>WEST REGION</b>				
<b>Administration</b>				
Salaries and wages	\$ 114,343	\$ 203,299	\$ 195,541	\$ 145,059
Substitute pay	-	24,500	24,500	25,000
FICA charges	8,525	15,552	14,681	11,097
Retirement contributions	9,147	16,264	15,617	11,605
Supplies	127	-	-	1,000
IT supplies	-	-	-	8,000
Programming	-	725	725	-
Dues	-	-	-	3,744
Training	-	15,583	15,583	19,143
Mileage reimbursement expenses	-	7,000	7,000	7,600
<b>Total Administration</b>	<b>\$ 132,142</b>	<b>\$ 282,923</b>	<b>\$ 273,647</b>	<b>\$ 232,248</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		<b>5.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		5	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>5</b>	<b>3</b>	<b>3</b>
<b>MLS FTEs</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>WEST REGION</b>				
<b>Knights of Columbus Hall</b>				
Salaries and wages	\$ -	\$ 53,560	\$ 53,560	\$ 53,560
FICA charges	-	4,097	4,097	4,097
Retirement contributions	-	4,285	4,285	4,285
Supplies	-	-	-	1,500
Programming	-	-	-	1,000
<b>Total Administration</b>	<b>\$ -</b>	<b>\$ 61,942</b>	<b>\$ 61,942</b>	<b>\$ 64,442</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		-	1.00	1.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	1	1
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	1	1
<b>MLS FTEs</b>		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Penrose Library</b>				
Salaries and wages	\$ -	\$ 753,889	\$ 631,502	\$ 735,434
Substitute pay	-	41,092	41,092	20,000
FICA charges	-	58,968	47,508	56,261
Retirement contributions	-	47,971	37,329	43,604
Supplies	-	25,300	25,300	15,000
Programming	-	3,500	3,500	3,500
<b>Total Penrose Library</b>	<b>\$ -</b>	<b>\$ 930,720</b>	<b>\$ 786,231</b>	<b>\$ 873,799</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		-	16.64	16.64
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	12	12
Half-time (20 - 39 hours per week)		-	9	9
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	21	21
<b>MLS FTEs</b>		-	4.00	4.00

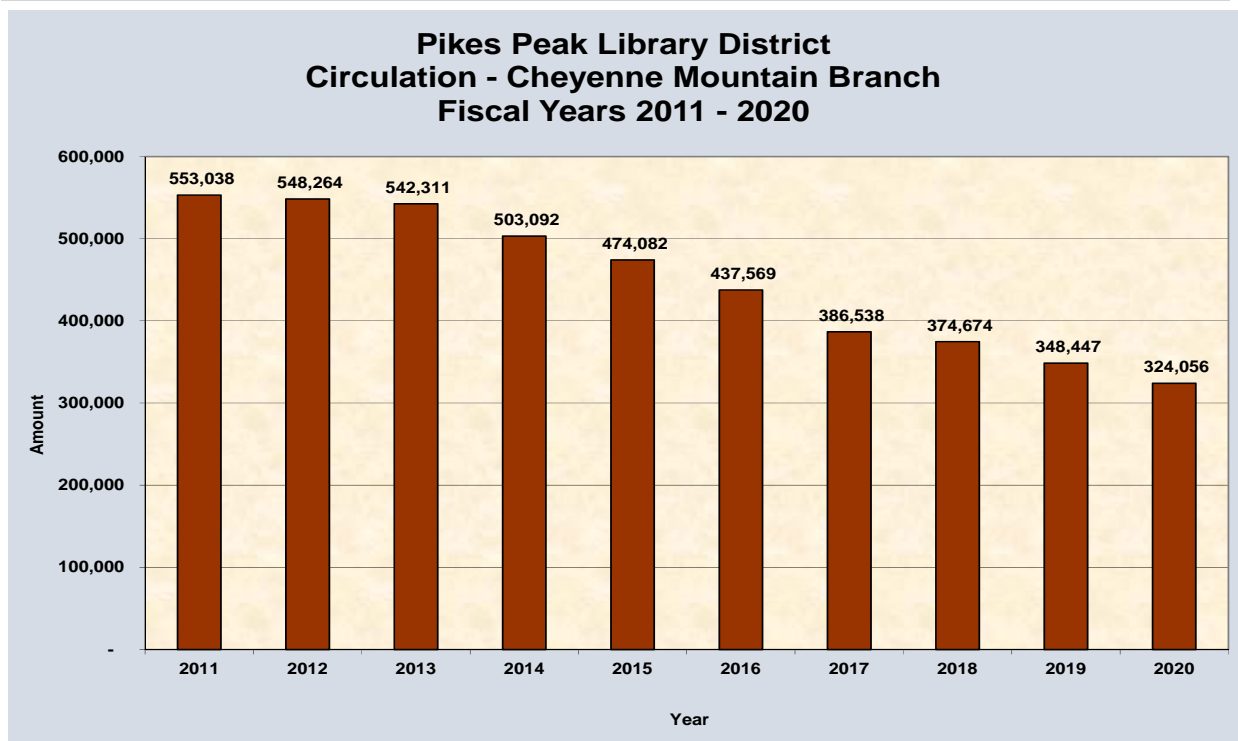




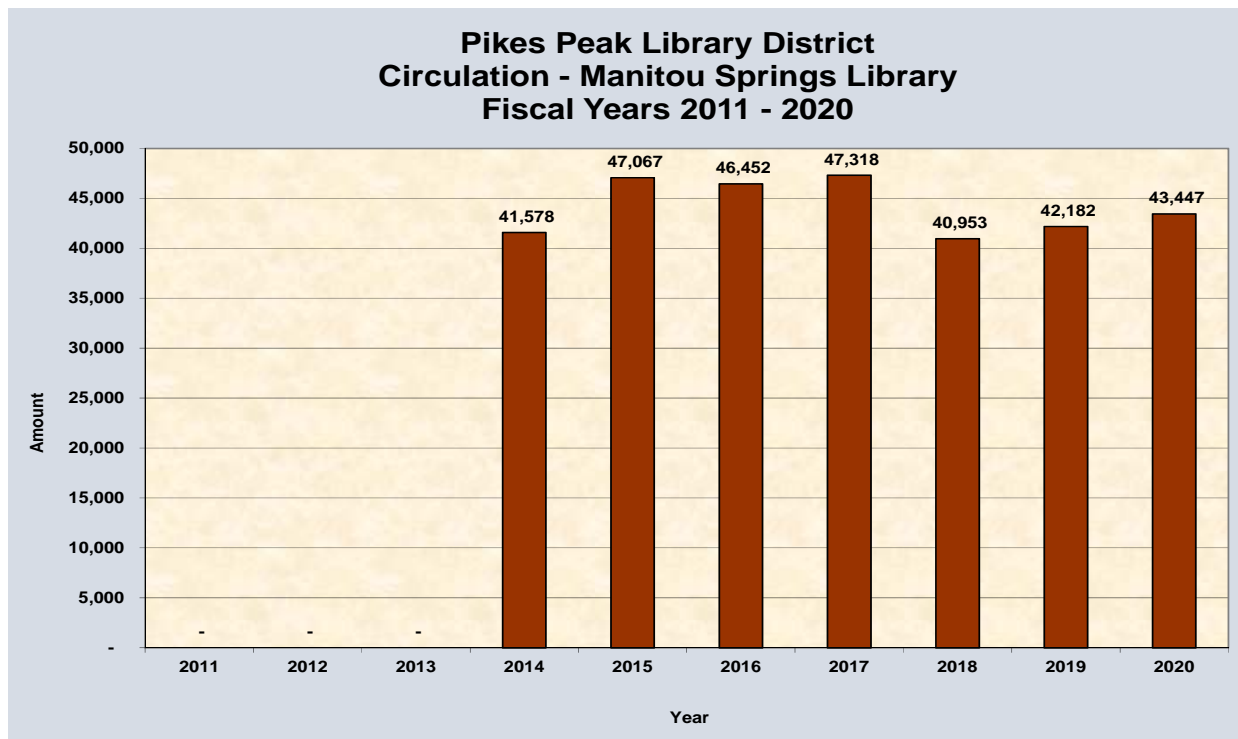
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Circulation - Penrose Library</b>				
Salaries and wages	\$ 327,939	\$ 345,259	\$ 320,396	\$ 349,877
Substitute pay	22,380	10,880	10,880	10,000
FICA charges	25,921	26,633	24,651	26,766
Retirement contributions	16,246	17,209	14,813	17,337
Supplies	8,355	-	-	-
<b>Total Circulation - Penrose Library</b>	<b>\$ 400,841</b>	<b>\$ 399,981</b>	<b>\$ 370,740</b>	<b>\$ 403,980</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		11.84	12.02	12.02
<b>Authorized Positioned Category</b>				
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
<b>Total Authorized Positions</b>		<b>18</b>	<b>18</b>	<b>18</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Shelving - Penrose Library</b>				
Salaries and wages	\$ 136,970	\$ 137,204	\$ 129,876	\$ 118,290
Substitute pay	8,779	1,405	1,405	1,500
FICA charges	11,064	10,496	9,991	9,049
<b>Total Shelving - Penrose Library</b>	<b>\$ 156,813</b>	<b>\$ 149,105</b>	<b>\$ 141,272</b>	<b>\$ 128,839</b>
<b>Authorized Positions</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>Total Full Time Equivalents (FTEs)</b>	6.12	4.88	4.88	
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)	-	-	-	
Half-time (20 - 39 hours per week)	9	8	8	
Part-time (1-19 hours per week)	3	2	2	
<b>Total Authorized Positions</b>	<b>12</b>	<b>10</b>	<b>10</b>	
<b>MLS FTEs</b>	<b>-</b>	<b>-</b>	<b>-</b>	

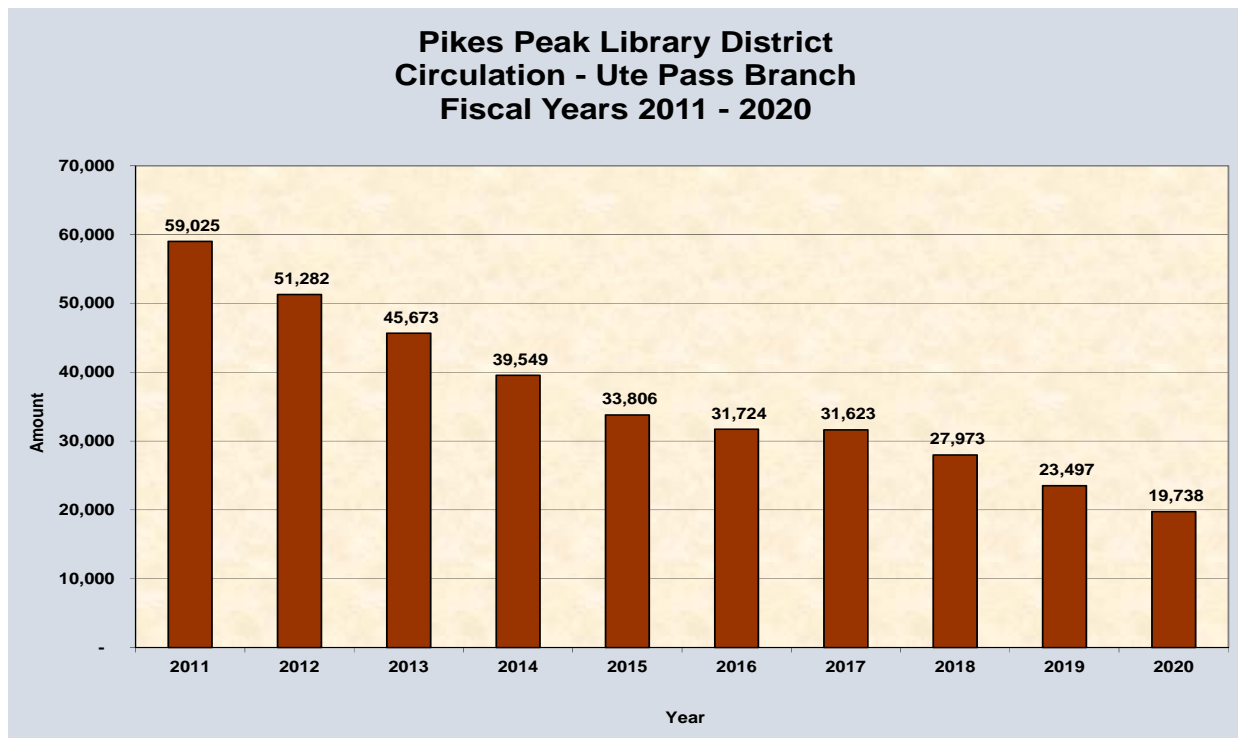
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Cheyenne Mountain Library</b>				
Salaries and wages	\$ 365,939	\$ 375,794	\$ 382,022	\$ 385,773
Substitute pay	26,942	15,640	15,640	7,000
FICA charges	28,788	29,409	29,728	29,512
Retirement contributions	15,344	18,071	18,071	18,071
Supplies	6,414	6,500	6,500	5,500
Programming	-	2,000	2,000	1,000
<b>Total Cheyenne Mountain Library</b>	<b>\$ 443,427</b>	<b>\$ 447,414</b>	<b>\$ 453,961</b>	<b>\$ 446,856</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		10.55	10.48	10.48
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		4	5	5
Half-time (20 - 39 hours per week)		9	9	9
Part-time (1-19 hours per week)		4	1	1
<b>Total Authorized Positions</b>		17	15	15
<b>MLS FTEs</b>		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Manitou Springs Library</b>				
Salaries and wages	\$ 190,096	\$ 203,703	\$ 202,589	\$ 204,863
Substitute pay	8,698	3,500	3,500	3,500
FICA charges	15,027	15,583	15,572	15,672
Retirement contributions	8,668	9,140	8,948	9,140
Supplies	3,830	5,250	5,250	5,500
Programming costs				
Adult	2,126	333	333	400
Children's	1,100	860	860	400
Teen	2,200	333	333	860
<b>Total Manitou Springs Library</b>	<b>\$ 231,745</b>	<b>\$ 238,702</b>	<b>\$ 237,385</b>	<b>\$ 240,335</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		4.25	4.35	4.35
<b>Authorized Positioned Category</b>				
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)		-	-	-
<b>Total Authorized Positions</b>		6	6	6
<b>MLS FTEs</b>		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Ute Pass Library</b>				
Salaries and wages	\$ 42,346	\$ 45,153	\$ 33,327	\$ 45,153
Substitute pay	4,837	1,000	1,000	1,500
FICA charges	3,499	3,454	2,713	3,454
Supplies	602	2,250	2,250	2,250
Programming costs	1,770	750	750	750
<b>Total Ute Pass Library</b>	<b>\$ 53,054</b>	<b>\$ 52,607</b>	<b>\$ 40,040</b>	<b>\$ 53,107</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		1.28	1.35	1.35
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Mobile Library Services</b>				
Salaries and wages	\$ 292,677	\$ 344,942	\$ 289,228	\$ 378,780
Substitute pay	38,916	40,500	40,500	7,000
FICA charges	24,591	28,989	24,069	28,977
Retirement contributions	13,382	16,755	13,466	16,755
Supplies	2,022	1,850	1,850	1,850
Programming costs	1,533	1,000	1,000	1,100
Training	-	5,000	5,000	5,000
Other expenditures	997	10,450	10,450	1,200
<b>Total Mobile Library Services</b>	<b>\$ 374,118</b>	<b>\$ 449,486</b>	<b>\$ 385,563</b>	<b>\$ 440,662</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		9.15	9.65	9.65
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		5	5	5
Half-time (20 - 39 hours per week)		8	9	9
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>13</b>	<b>14</b>	<b>14</b>
<b>MLS FTEs</b>		-	-	-

**Pikes Peak Library District  
Circulation - Mobile Library Services  
Fiscal Years 2011 - 2020**

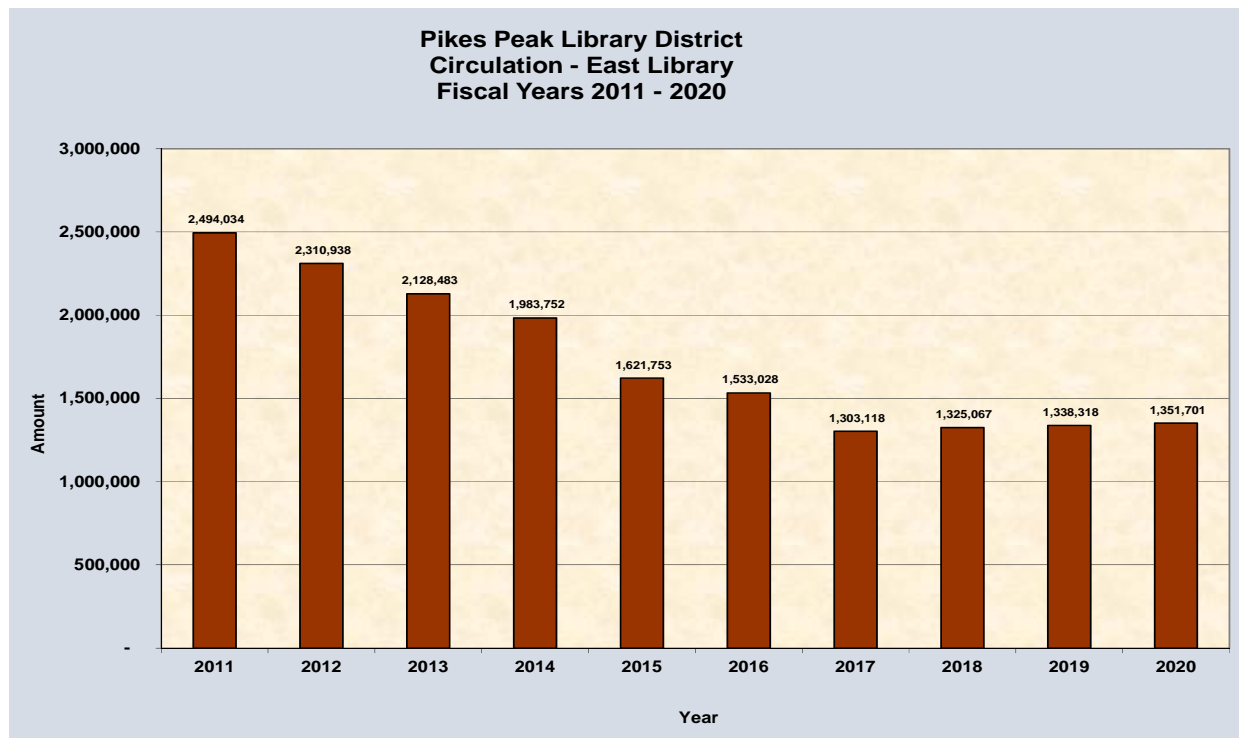


<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>West Region</b>				
<b>Administration</b>	\$ 132,142	\$ 282,923	\$ 273,647	\$ 232,248
<b>Knights of Columbus Hall</b>	-	61,942	61,942	64,442
<b>Penrose Library</b>	-	930,720	786,231	873,799
<b>Circulation - Penrose Library</b>	400,841	399,981	370,740	403,980
<b>Shelving - Penrose Library</b>	156,813	149,105	141,272	128,839
<b>Cheyenne Mountain Library</b>	443,427	447,414	453,961	446,856
<b>Old Colorado City Library</b>	373,361	393,623	379,098	396,375
<b>Manitou Springs Library</b>	231,745	238,702	237,385	240,335
<b>Ute Pass Library</b>	53,054	52,607	40,040	53,107
<b>Mobile Library Services</b>	374,118	449,486	385,563	440,662
<b>Total West Region</b>	<b>\$ 2,165,501</b>	<b>\$ 3,406,503</b>	<b>\$ 3,129,879</b>	<b>\$ 3,280,643</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		57.09	72.27	72.27
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		27	41	41
Half-time (20 - 39 hours per week)		49	55	55
Part-time (1-19 hours per week)		10	5	5
<b>Total Authorized Positions</b>		86	101	101
<b>MLS FTEs</b>		4.00	8.00	8.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
	2018	2019	2019	2020
Account	Actual	Budget	Projection	Budget
<b>BRANCH SERVICES</b>				
<b>Southeast Region</b>				
Administration				
Salaries and wages	\$ 95,309	\$ 194,834	\$ 173,124	\$ 194,834
Substitute pay	-	25,000	25,000	25,000
Work-study	-	-	-	21,000
FICA charges	7,237	14,905	12,376	14,905
Retirement contributions	7,618	15,587	13,687	15,586
IT supplies	-	-	-	7,300
Programming	-	-	-	1,500
Dues	-	-	-	5,000
Training	-	15,583	15,583	15,583
Mileage reimbursement expenses	-	7,000	7,000	12,000
<b>Total Administration</b>	<b>\$ 110,164</b>	<b>\$ 272,909</b>	<b>\$ 246,770</b>	<b>\$ 312,708</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		3.00	4.00	4.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		3	4	4
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		3	4	4
<b>MLS FTEs</b>		1.00	1.00	1.00



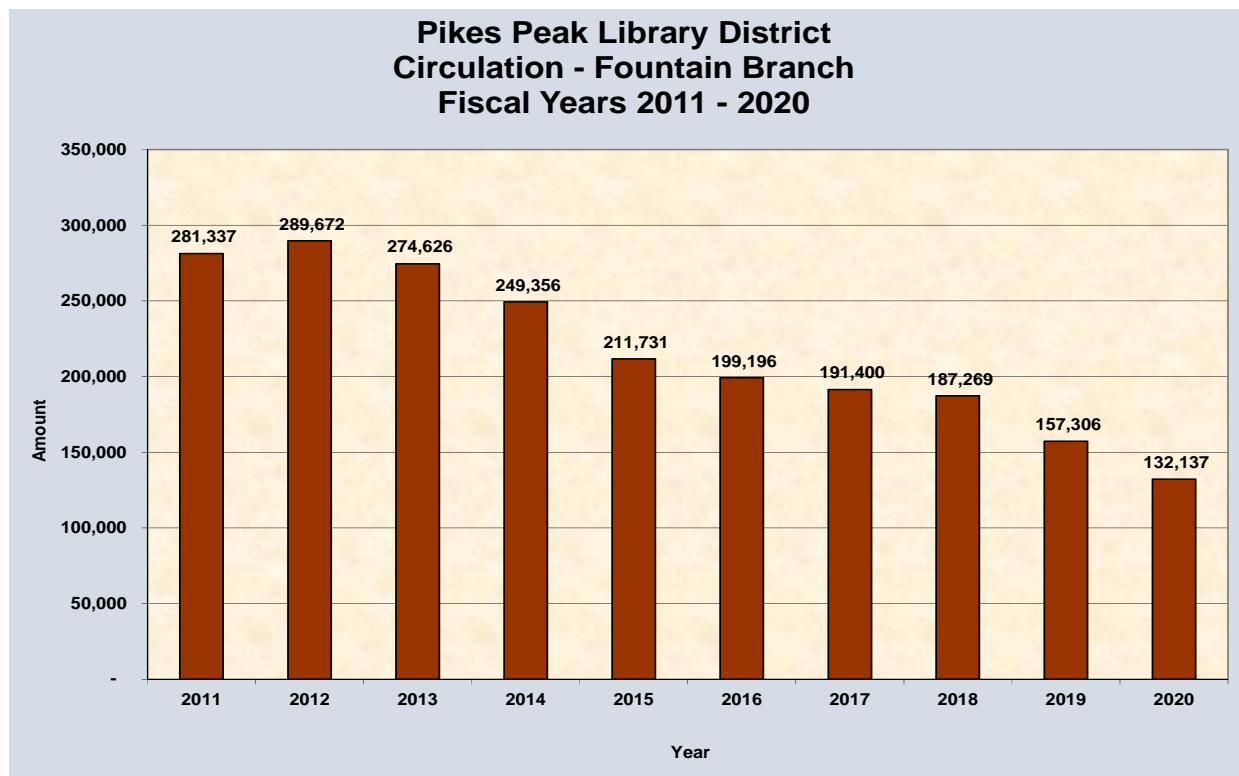
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>BRANCH SERVICES</b>				
<b>East Library</b>				
Salaries and wages	\$ -	\$ 728,879	\$ 633,489	\$ 754,473
Temporary employees	-	3,500	3,500	-
Substitute pay	-	24,160	24,160	33,300
FICA charges	-	55,759	51,518	57,717
Retirement contributions	-	45,026	39,906	45,174
Supplies	-	32,240	32,240	32,000
Makerspace consumables	-	6,306	6,306	6,000
Microform supplies	-	1,500	1,500	1,500
Programming	-	-	-	3,000
Adult Services	-	500	500	-
Young Services	-	1,000	1,000	-
Children's Services	-	1,000	1,000	-
Creative Services	-	1,000	1,000	-
Makerspace repairs	-	4,551	4,551	-
<b>Total East Library</b>	<b>\$ -</b>	<b>\$ 905,421</b>	<b>\$ 800,670</b>	<b>\$ 933,164</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		-	16.63	16.63
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	12	12
Half-time (20 - 39 hours per week)		-	8	8
Part-time (1-19 hours per week)		-	1	1
<b>Total Authorized Positions</b>		-	21	21
<b>MLS FTEs</b>		-	5.00	5.00



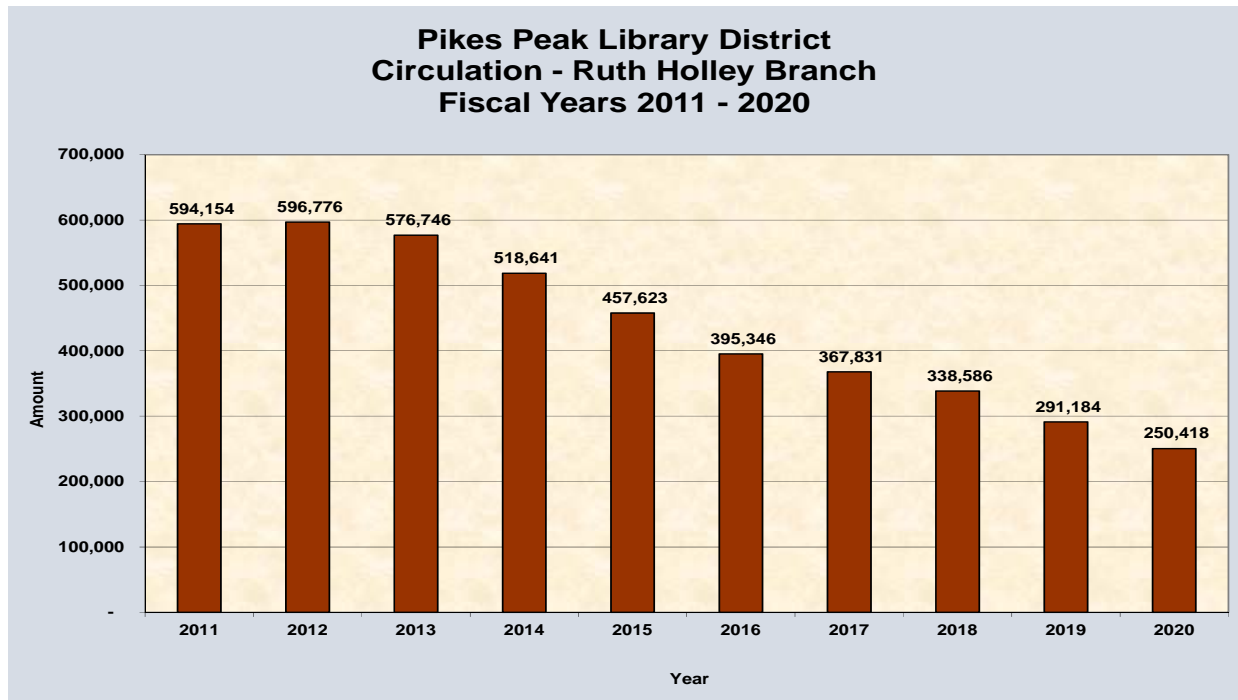
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Circulation - East Library</b>				
Salaries and wages	\$ 597,755	\$ 512,162	\$ 504,675	\$ 504,675
Substitute pay	17,252	6,044	6,044	-
FICA charges	45,858	39,180	38,608	38,608
Retirement contributions	22,028	20,331	20,331	20,331
Supplies	18,527	37,890	37,890	37,889
Mileage reimbursement expenses	522	-	-	-
<b>Total Circulation - East Library</b>	<b>\$ 701,942</b>	<b>\$ 615,607</b>	<b>\$ 607,548</b>	<b>\$ 601,503</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		18.84	16.85	16.85
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		9	8	8
Half-time (20 - 39 hours per week)		12	14	14
Part-time (1-19 hours per week)		7	2	2
<b>Total Authorized Positions</b>		<b>28</b>	<b>24</b>	<b>24</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Shelving - East Library</b>				
Salaries and wages	\$ 294,946	\$ 304,563	\$ 304,917	\$ 304,563
Substitute pay	6,567	3,000	3,000	-
FICA charges	22,846	23,299	23,299	23,299
Retirement contributions	3,623	3,731	3,731	3,731
General supplies	3,484	-	-	600
<b>Total Shelving - East Library</b>	<b>\$ 331,466</b>	<b>\$ 334,593</b>	<b>\$ 334,947</b>	<b>\$ 332,193</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		12.07	11.59	11.59
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		1	1	1
Half-time (20 - 39 hours per week)		21	20	20
Part-time (1-19 hours per week)		1	1	1
<b>Total Authorized Positions</b>		<b>23</b>	<b>22</b>	<b>22</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Fountain Library</b>				
Salaries and wages	\$ 241,360	\$ 292,427	\$ 283,805	\$ 292,427
Substitute pay	15,018	4,000	4,000	6,000
FICA charges	18,588	22,371	21,172	22,371
Retirement contributions	8,507	11,646	11,646	11,647
Supplies	4,999	-	-	5,300
Supplies - Family Place	1,700	2,000	2,000	2,000
Programming costs	3,124	1,000	1,000	7,000
<b>Total Fountain Library</b>	<b>\$ 293,296</b>	<b>\$ 333,444</b>	<b>\$ 323,623</b>	<b>\$ 346,745</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		6.63	7.63	7.63
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		2	3	3
Half-time (20 - 39 hours per week)		6	6	6
Part-time (1-19 hours per week)		3	3	3
<b>Total Authorized Positions</b>		11	12	12
<b>MLS FTEs</b>		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Ruth Holley Library</b>				
Salaries and wages	\$ 318,639	\$ 383,424	\$ 358,793	\$ 392,318
Substitute pay	15,416	7,600	7,600	7,600
FICA charges	24,436	29,332	27,168	30,012
Retirement contributions	15,064	17,680	16,768	17,442
Supplies	7,479	10,000	10,000	10,000
Programming costs	2,338	1,000	1,000	700
Other costs	35	-	-	-
<b>Total Ruth Holley Library</b>	<b>\$ 383,407</b>	<b>\$ 449,036</b>	<b>\$ 421,329</b>	<b>\$ 458,072</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		10.50	11.13	11.13
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		6	5	5
Half-time (20 - 39 hours per week)		7	11	11
Part-time (1-19 hours per week)		2	-	-
<b>Total Authorized Positions</b>		15	16	16
<b>MLS FTEs</b>		1.00	1.00	1.00



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>BRANCH SERVICES</b>				
<b>Sand Creek Library</b>				
Salaries and wages	\$ 531,722	\$ 566,556	\$ 542,462	\$ 552,869
Substitute pay	21,983	12,000	12,000	12,000
FICA charges	40,989	43,342	41,512	42,294
Retirement contributions	31,469	33,147	31,635	30,955
General supplies	2,086	-	-	-
Makerspace consumables	-	6,000	6,000	6,000
Recording studio consumables	-	500	500	250
Supplies	10,978	17,000	17,000	17,000
Supplies - Family Place	2,012	2,000	2,000	2,000
Programming costs	5,468	2,000	2,000	1,600
Makerspace & Studio repairs	-	5,600	5,600	-
<b>Total Sand Creek Library</b>	<b>\$ 646,707</b>	<b>\$ 688,145</b>	<b>\$ 660,709</b>	<b>\$ 664,968</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		16.20	14.55	14.55
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		12	9	9
Half-time (20 - 39 hours per week)		6	9	9
Part-time (1-19 hours per week)		3	2	2
<b>Total Authorized Positions</b>		21	20	20
<b>MLS FTEs</b>		2.00	2.00	2.00

**Pikes Peak Library District  
Circulation - Sand Creek Branch  
Fiscal Years 2011 - 2020**

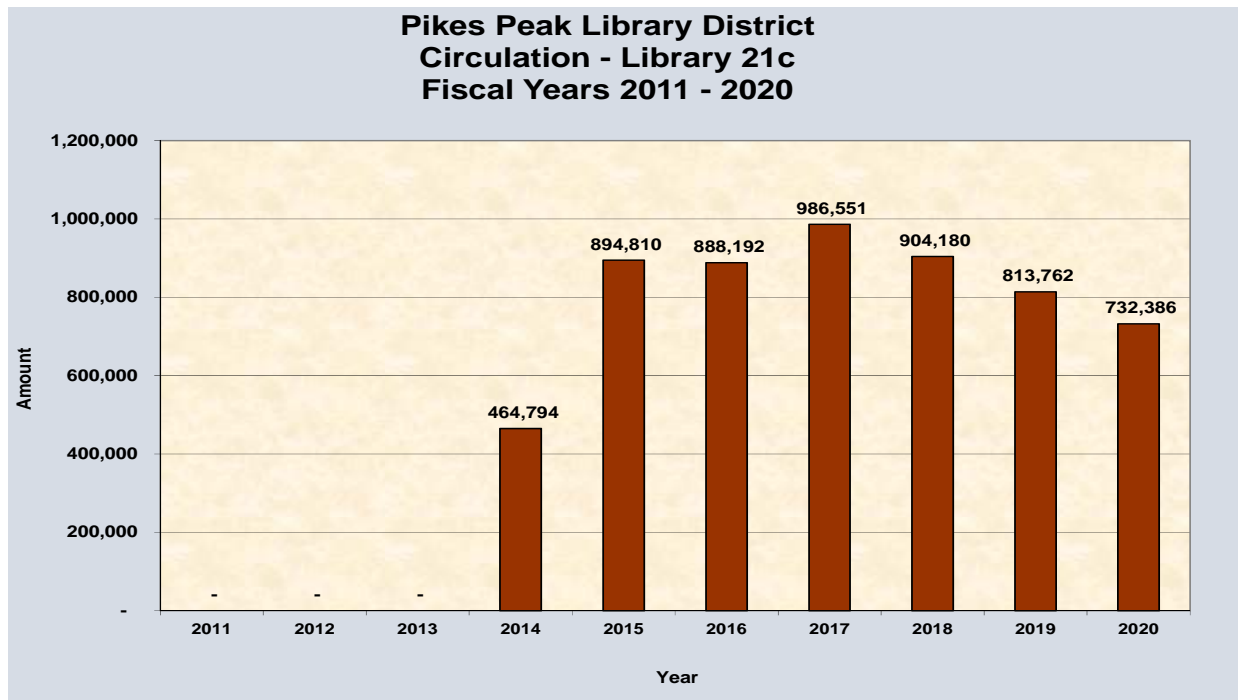


<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>BRANCH SERVICES</b>				
<b>Southeast Region</b>				
Administration	\$ 110,164	\$ 272,909	\$ 246,770	\$ 312,708
East Library	-	905,421	800,670	933,164
Circulation - East Library	701,942	615,607	607,548	601,503
Shelving - East Library	331,466	334,593	334,947	332,193
Fountain Library	293,296	333,444	323,623	346,745
Ruth Holley Library	383,407	449,036	421,329	458,072
Sand Creek Library	646,707	688,145	660,709	664,968
<b>Total Southeast Region</b>	<b>\$ 2,466,982</b>	<b>\$ 3,599,155</b>	<b>\$ 3,395,596</b>	<b>\$ 3,649,353</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		67.24	82.38	82.38
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		33	42	42
Half-time (20 - 39 hours per week)		52	68	68
Part-time (1-19 hours per week)		16	9	9
<b>Total Authorized Positions</b>		101	119	119
<b>MLS FTEs</b>		5.00	10.00	10.00

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>North Region</b>				
<b>Administration</b>				
Salaries and wages	\$ 94,348	\$ 155,688	\$ 138,404	\$ 143,936
Substitute pay	-	22,452	22,452	25,000
FICA charges	6,745	11,910	9,904	11,011
Retirement contributions	7,545	12,455	11,013	11,515
Supplies	206	300	300	9,000
IT supplies	-	-	-	3,993
Dues	-	-	-	3,500
Training	-	15,583	15,583	15,583
Mileage reimbursement expenses	-	7,000	7,000	10,000
<b>Total Administration</b>	<b>\$ 108,844</b>	<b>\$ 225,388</b>	<b>\$ 204,656</b>	<b>\$ 233,538</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		3.00	3.00	3.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTEs</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



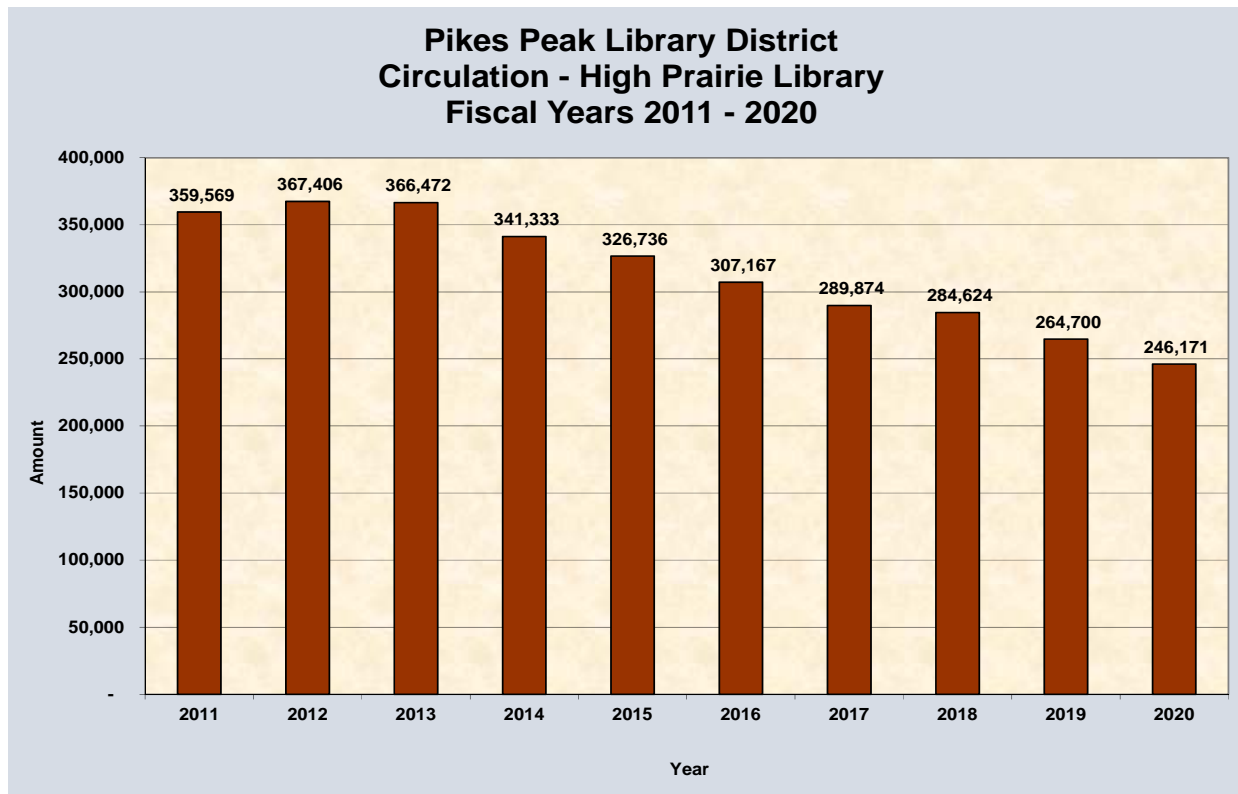
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Library 21c</b>				
Salaries and wages	\$ -	\$ 786,291	\$ 690,656	\$ 837,143
Temporary labor	-	3,500	3,500	3,875
Substitute pay	-	43,631	43,631	30,000
FICA charges	-	61,194	54,148	64,041
Retirement contributions	-	45,497	39,018	48,566
Supplies	-	46,836	46,836	40,000
Repair equipment	-	18,000	18,000	-
Programming	-	10,278	10,278	7,750
Merchandising	-	1,000	1,000	-
<b>Total Library 21c</b>	<b>\$ -</b>	<b>\$ 1,016,227</b>	<b>\$ 907,067</b>	<b>\$ 1,031,375</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		-	18.69	18.69
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	13	13
Half-time (20 - 39 hours per week)		-	10	10
Part-time (1-19 hours per week)		-	1	1
<b>Total Authorized Positions</b>		-	24	24
<b>MLS FTEs</b>		-	6.00	6.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Circulation - Library 21c</b>				
Salaries and wages	\$ 230,119	\$ 268,939	\$ 263,308	\$ 196,113
Substitute pay	18,644	14,000	14,000	14,000
FICA charges	17,293	20,747	20,379	15,003
Retirement contributions	8,496	11,495	10,861	5,488
Supplies	9,113	57,018	52,018	45,000
Courier services costs	174,780	212,231	212,231	212,231
Mileage reimbursement expenses	-	700	700	700
<b>Total Circulation - Library 21c</b>	<b>\$ 458,445</b>	<b>\$ 585,130</b>	<b>\$ 573,497</b>	<b>\$ 488,535</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		6.50	6.50	6.50
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		2	2	2
Half-time (20 - 39 hours per week)		8	8	8
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		10	10	10
<b>MLS FTEs</b>		-	-	-

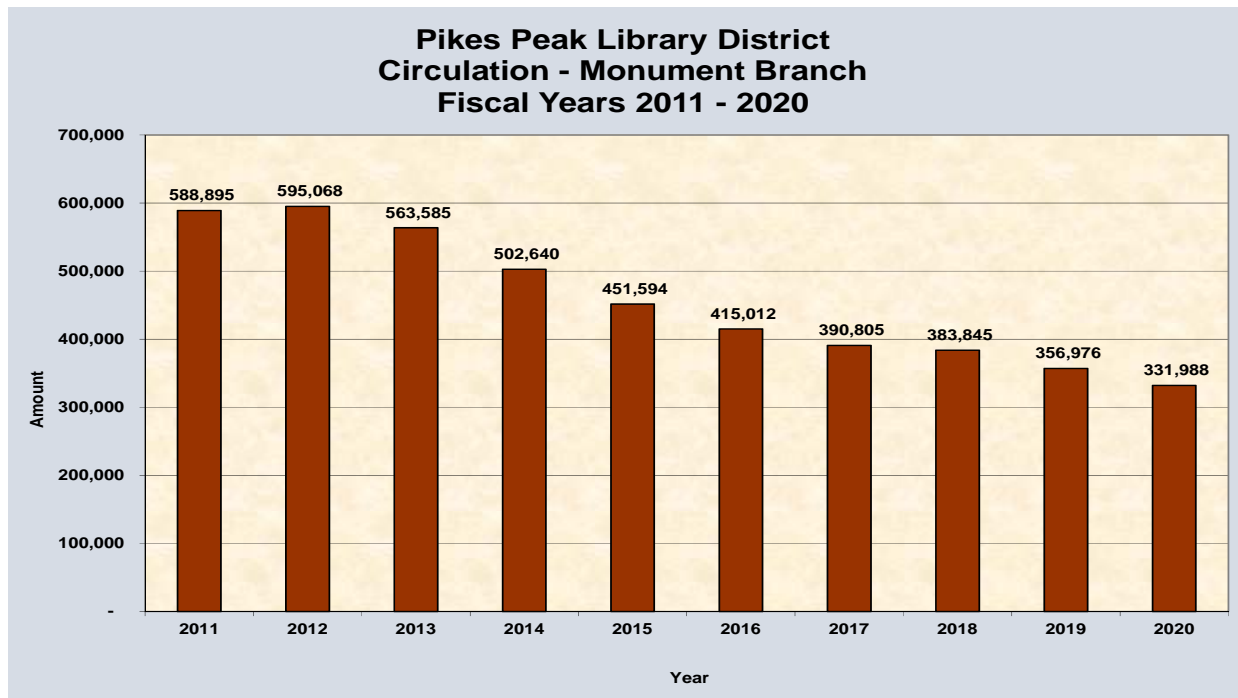
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Shelving - Library 21c</b>				
Salaries and wages	\$ 106,832	\$ 118,602	\$ 93,705	\$ 124,041
Substitute pay	21,208	12,848	12,848	2,600
FICA charges	9,730	9,489	9,162	9,489
<b>Total Shelving - Library 21c</b>	<b>\$ 137,770</b>	<b>\$ 140,939</b>	<b>\$ 115,715</b>	<b>\$ 136,130</b>
<b>Authorized Positions</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>Total Full Time Equivalent (FTEs)</b>	5.25	5.25	5.25	
<b>Authorized Positioned Category</b>				
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	
<b>Total Authorized Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	
<b>MLS FTEs</b>	-	-	-	

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>High Prairie Library</b>				
Salaries and wages	\$ 234,104	\$ 335,925	\$ 264,911	\$ 336,086
Substitute pay	12,467	6,000	6,000	6,000
FICA charges	18,302	25,698	18,787	25,711
Retirement contributions	12,947	14,976	14,976	14,976
Supplies	3,465	3,600	3,600	3,000
Programming costs	1,652	1,000	1,000	1,000
<b>Total High Prairie Library</b>	<b>\$ 282,937</b>	<b>\$ 387,199</b>	<b>\$ 309,274</b>	<b>\$ 386,773</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		8.25	8.75	8.75
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		8	9	9
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>12</b>	<b>13</b>	<b>13</b>
<b>MLS FTEs</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

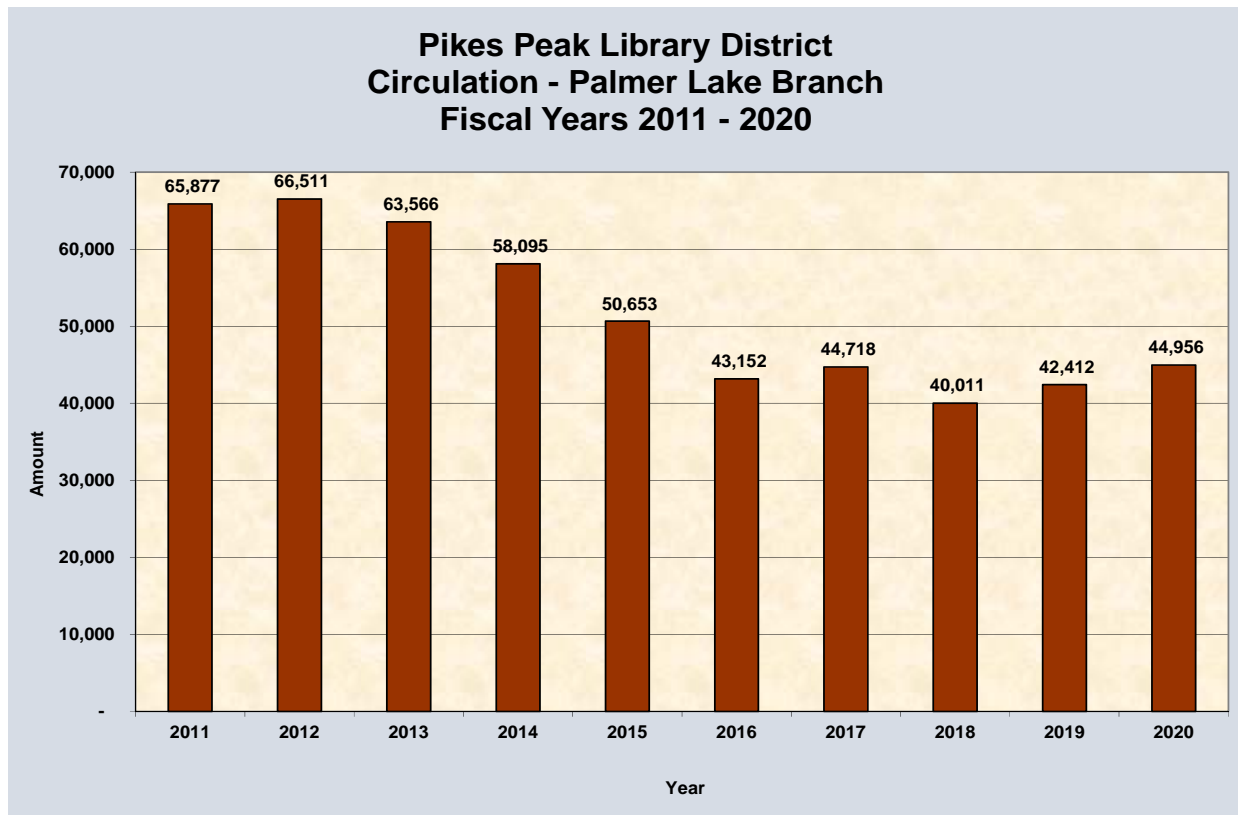


Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Calhan Library</b>				
Salaries and wages	\$ -	\$ 22,951	\$ 22,951	\$ 61,635
Substitute pay	-	1,000	1,000	2,000
FICA charges	-	1,756	1,756	4,715
Supplies	-	750	750	500
Programming	-	750	750	750
<b>Total Calhan Library</b>	<b>\$ -</b>	<b>\$ 27,207</b>	<b>\$ 27,207</b>	<b>\$ 69,600</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		-	1.70	1.70
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		-	3	3
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		-	3	3
<b>MLS FTEs</b>		-	-	-

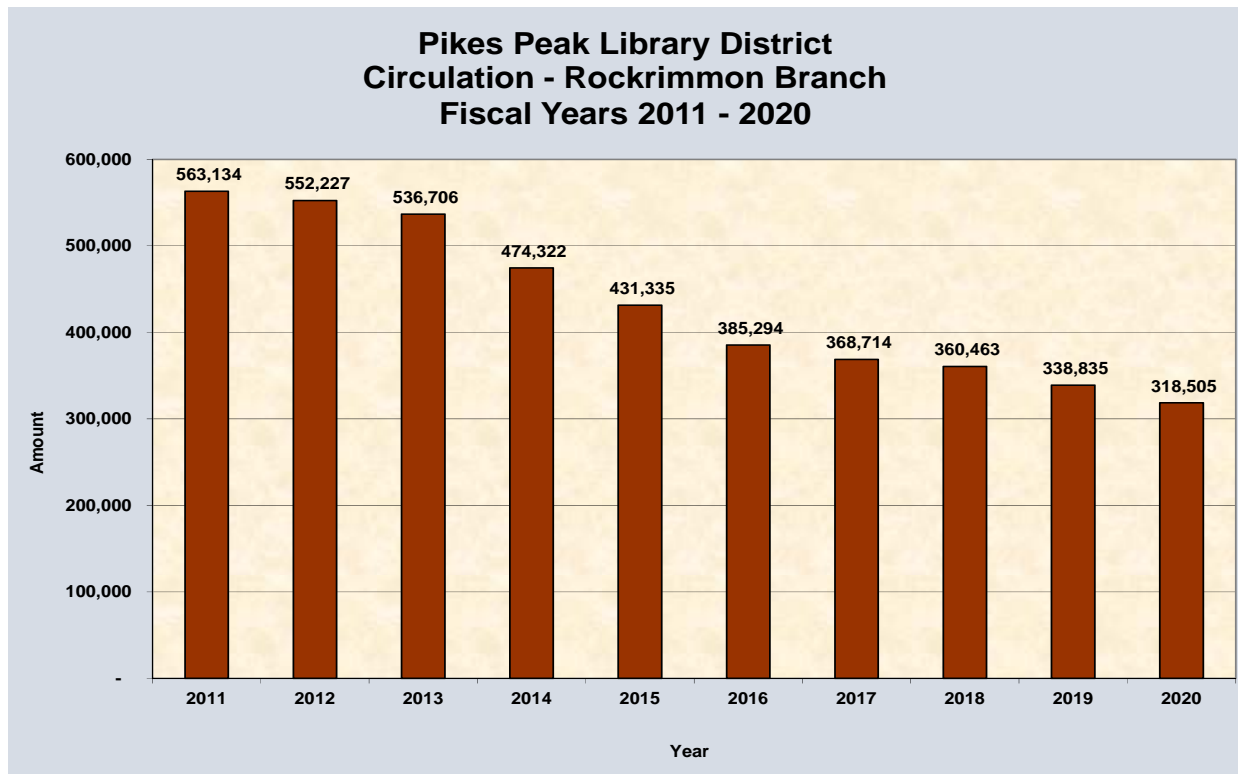
Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Monument Library</b>				
Salaries and wages	\$ 361,982	\$ 386,196	\$ 371,654	\$ 386,009
Substitute pay	19,971	9,957	9,957	8,000
FICA charges	28,088	29,694	28,195	29,530
Retirement contributions	14,446	15,432	14,457	15,229
Supplies	5,847	6,700	6,700	5,000
Other costs	470	-	-	-
Programming costs	1,221	1,807	1,807	1,000
<b>Total Monument Library</b>	<b>\$ 432,025</b>	<b>\$ 449,786</b>	<b>\$ 432,770</b>	<b>\$ 444,768</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		10.49	10.48	10.48
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		4	4	4
Half-time (20 - 39 hours per week)		7	11	11
Part-time (1-19 hours per week)		6	-	-
<b>Total Authorized Positions</b>		17	15	15
<b>MLS FTEs</b>		1.00	1.00	1.00



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Palmer Lake Library</b>				
Salaries and wages	\$ 68,157	\$ 69,700	\$ 67,026	\$ 71,684
Substitute pay	4,730	4,900	4,900	2,000
FICA charges	5,571	5,516	5,320	5,484
Supplies	745	650	650	500
<b>Total Palmer Lake Library</b>	<b>\$ 79,203</b>	<b>\$ 80,766</b>	<b>\$ 77,896</b>	<b>\$ 79,668</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		2.03	2.03	2.03
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		-	-	-
Half-time (20 - 39 hours per week)		3	3	3
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTEs</b>		-	-	-



Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>BRANCH SERVICES</b>				
<b>Rockrimmon Library</b>				
Salaries and wages	\$ 360,156	\$ 368,531	\$ 359,788	\$ 367,171
Substitute pay	12,943	7,000	7,000	7,000
FICA charges	27,324	28,193	26,795	28,089
Retirement contributions	15,264	15,695	15,695	15,695
Supplies	4,722	6,000	6,000	5,000
Programming costs	1,498	1,000	1,000	1,000
<b>Total Rockrimmon Library</b>	<b>\$ 421,907</b>	<b>\$ 426,419</b>	<b>\$ 416,278</b>	<b>\$ 423,955</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		10.08	9.83	9.83
<b>Authorized Positioned Category</b>				
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	1	1
<b>Total Authorized Positions</b>		<b>18</b>	<b>14</b>	<b>14</b>
<b>MLS FTEs</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>





<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>North Region</b>				
<b>Administration</b>	\$ 108,844	\$ 225,388	\$ 204,656	\$ 233,538
<b>Library 21c</b>	-	1,016,227	907,067	1,031,375
<b>Circulation - Library 21c</b>	458,445	585,130	573,497	488,535
<b>Shelving - Library 21c</b>	137,770	140,939	115,715	136,130
<b>High Prairie Library</b>	282,937	387,199	309,274	386,773
<b>Calhan Library</b>	-	27,207	27,207	69,600
<b>Monument Library</b>	432,025	449,786	432,770	444,768
<b>Palmer Lake Library</b>	79,203	80,766	77,896	79,668
<b>Rockrimmon Library</b>	421,907	426,419	416,278	423,955
<b>Total North Region</b>	<b>\$ 1,921,131</b>	<b>\$ 3,339,061</b>	<b>\$ 3,064,360</b>	<b>\$ 3,294,342</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		45.60	66.23	66.23
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		17	30	30
Half-time (20 - 39 hours per week)		44	62	62
Part-time (1-19 hours per week)		13	4	4
<b>Total Authorized Positions</b>		<b>74</b>	<b>96</b>	<b>96</b>
<b>MLS FTEs</b>		<b>4.00</b>	<b>10.00</b>	<b>10.00</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>BRANCH SERVICES</b>				
<b>Administration</b>	\$ -	\$ 114,228	\$ 43,925	\$ -
<b>West Region</b>	2,165,501	3,406,503	3,129,879	3,280,643
<b>Southeast Region</b>	2,466,982	3,599,155	3,395,596	3,649,353
<b>North Region</b>	1,921,131	3,339,061	3,064,360	3,294,342
<b>Total Branch Facilities</b>	<b>\$ 6,553,614</b>	<b>\$ 10,458,947</b>	<b>\$ 9,633,760</b>	<b>\$ 10,224,338</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		169.93	221.88	220.88
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		77	114	113
Half-time (20 - 39 hours per week)		145	185	185
Part-time (1-19 hours per week)		39	18	18
<b>Total Authorized Positions</b>		261	317	316
<b>MLS FTEs</b>		13.00	29.00	28.00

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>SECURITY</b>				
<b>Security</b>				
Salaries and wages	\$ 479,158	\$ 517,181	\$ 512,391	\$ 578,125
Substitute pay	305	11,250	11,250	-
FICA charges	35,156	39,564	36,814	44,227
Retirement contributions	32,859	36,783	36,047	41,658
Supplies	13,164	13,640	13,640	14,900
Dues	-	-	-	3,585
Mileage reimbursement expenses	5,515	5,000	5,000	4,000
<b>Total Security</b>	<b>\$ 566,157</b>	<b>\$ 623,418</b>	<b>\$ 615,142</b>	<b>\$ 686,495</b>
<b>Authorized Positions</b>				
	<b>2018</b>	<b>2019</b>	<b>2020</b>	
<b>Total Full Time Equivalentes (FTEs)</b>	15.00	16.00	16.00	
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)	13	14	14	14
Half-time (20 - 39 hours per week)	4	4	4	4
Part-time (1-19 hours per week)	-	-	-	-
<b>Total Authorized Positions</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>MLS FTEs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Social Work</b>				
Supplies	\$ -	\$ -	\$ -	\$ 3,500
Mileage	-	-	-	1,000
Dues	-	-	-	1,670
Training	-	-	-	5,000
<b>Total Social Work</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,170</b>
<b>Safety</b>				
Supplies	\$ -	\$ -	\$ -	\$ 9,450
First Aid Kits	-	-	-	15,033
Maintenance - AED equipment	-	-	-	1,400
Dues	-	-	-	300
Training	-	-	-	5,000
Emergency Preparedness training	-	-	-	9,000
<b>Total Safety</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,183</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>SECURITY</b>				
<b>Security</b>	\$ 566,157	\$ 623,418	\$ 615,142	\$ 686,495
<b>Social Work</b>	-	-	-	11,170
<b>Safety</b>	-	-	-	40,183
<b>Total Branch Facilities</b>	<b>\$ 566,157</b>	<b>\$ 623,418</b>	<b>\$ 615,142</b>	<b>\$ 737,848</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		15.00	16.00	16.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		13	14	14
Half-time (20 - 39 hours per week)		4	4	4
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		17	18	18
<b>MLS FTEs</b>		-	-	-

Pikes Peak Library District  
 General Fund - Expenditures by Department  
 Three-Year Period Ended December 31, 2020

Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>HUMAN RESOURCES OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 243,107	\$ 379,226	\$ 322,831	\$ 373,214
Bilingual staff stipends	-	5,700	5,700	-
FICA charges	18,561	29,011	24,252	28,551
Retirement contributions	14,715	25,293	22,144	24,812
Supplies	3,000	5,323	5,323	4,550
Consultant fees	-	10,000	10,000	10,000
Compensation study	-	25,000	25,000	25,000
Outside services - Flexible Spending Program	8,793	9,500	9,500	9,500
Mileage reimbursement expenses	425	1,750	1,750	1,750
Employee recruitment expenses				
Testing	-	500	500	500
Background checks	16,481	25,000	15,000	30,000
Pre-employment assessment costs	3,225	7,500	7,500	11,000
Advertising costs	150	2,000	2,000	2,500
Recruitment travel costs	6,457	8,500	6,500	8,000
Relocation expenses	2,796	7,000	5,000	4,000
Job fairs	1,192	500	500	1,000
District-wide training programs/initiatives				
All Staff Day	4,845	7,500	7,500	7,500
Leadership	199	5,000	5,000	10,000
Master Drive	2,190	-	-	-
Diversity	-	-	-	19,150
Other programs to be determined	916	20,000	20,000	20,000
Training	6,746	10,000	10,000	10,000
Employee recognition				
District-wide programs	1,241	7,525	5,525	7,525
Tuition reimbursement costs	43,692	40,000	40,000	40,000
Wellness and safety	11,534	18,500	17,000	11,000
Volunteer program costs	3,580	3,700	3,700	3,600
Employee assistance program	14,854	20,000	20,000	20,600
<b>Total Human Resources Office</b>	<b>\$ 408,699</b>	<b>\$ 674,028</b>	<b>\$ 592,225</b>	<b>\$ 683,752</b>

Authorized Positions	2018	2019	2020
<b>Total Full Time Equivalents (FTEs)</b>	5.15	6.25	6.25
<b>Authorized Positioned Category</b>			
Full-time (40 hours per week)	4	5	5
Half-time (20 - 39 hours per week)	1	2	2
Part-time (1-19 hours per week)	1	-	-
<b>Total Authorized Positions</b>	<b>6</b>	<b>7</b>	<b>7</b>
<b>MLS FTEs</b>	-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>HUMAN RESOURCES OFFICE</b>				
<b>Organizational Excellence Team</b>				
Employee Recognition	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
<b>Total OET Team</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>HUMAN RESOURCES OFFICE</b>				
<b>Administration</b>	\$ 408,699	\$ 674,028	\$ 592,225	\$ 683,752
<b>Teams</b>				
Organizational Excellence Team	-	3,000	3,000	3,000
<b>Total Teams</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Human Resources Office</b>	<b>\$ 408,699</b>	<b>\$ 677,028</b>	<b>\$ 595,225</b>	<b>\$ 686,752</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - District-wide</b>				
Supplies	\$ 467	\$ 300	\$ 197	300
Facilities supplies	1,683	3,200	2,500	3,200
Vehicle operating costs	64,946	61,000	68,950	70,000
Consultant fees	8,528	15,000	15,000	17,500
Janitorial services	275,173	330,000	322,101	335,500
Carpet cleaning	118,046	117,000	117,000	136,000
Equipment maintenance	13,464	15,380	14,500	18,000
Furniture repair	7,256	6,000	6,000	5,000
Building repairs - branches	15,484	35,250	29,193	36,250
Moving and storage costs	16,200	16,800	17,550	8,400
HVAC maintenance	103,504	103,049	103,049	106,000
Elevator maintenance	39,254	40,500	40,500	43,000
Burglar and fire alarm maintenance	52,453	62,500	62,500	64,250
Grounds maintenance	71,749	75,500	75,500	84,000
Mileage reimbursement expenses	1,974	3,000	3,000	3,000
Training	-	1,000	1,000	1,000
Equipment rental	639	3,620	3,620	1,000
<b>Total Facilities - District-wide</b>	<b>\$ 790,820</b>	<b>\$ 889,099</b>	<b>\$ 882,160</b>	<b>\$ 932,400</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Penrose Library</b>				
Salaries and wages	\$ 310,271	\$ 211,682	\$ 207,787	\$ 211,682
FICA charges	22,568	16,194	15,149	16,194
Retirement contributions	24,193	16,935	16,225	16,935
Supplies	7,530	8,200	8,220	9,500
Facilities supplies	19,488	25,395	24,070	25,000
Building repairs	28,269	38,000	32,343	42,750
Furniture repairs	10,598	13,810	13,810	12,500
Equipment repairs	835	1,000	428	1,000
<b>Total Facilities - Penrose Library</b>	<b>\$ 423,752</b>	<b>\$ 331,216</b>	<b>\$ 318,032</b>	<b>\$ 335,561</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		5.00	5.00	5.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		5	5	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		5	5	5
<b>MLS FTEs</b>		-	-	-



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - East Library</b>				
Salaries and wages	\$ 127,736	\$ 128,170	\$ 130,874	\$ 129,210
FICA charges	9,383	9,805	9,631	9,885
Retirement contributions	9,891	10,254	10,121	10,337
Supplies	6,155	8,500	8,043	8,500
Facilities supplies	13,437	16,000	13,841	16,500
Building repairs	25,652	31,000	26,929	32,000
Furniture repairs	8,235	12,500	8,828	12,500
Equipment repairs	496	850	469	850
<b>Total Facilities - East Library</b>	<b>\$ 200,985</b>	<b>\$ 217,079</b>	<b>\$ 208,736</b>	<b>\$ 219,782</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		3.00	3.00	3.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		3	3	3
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTEs</b>		-	-	-

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Library 21c</b>				
Salaries and wages	\$ 136,571	\$ 245,232	\$ 245,232	\$ 246,543
FICA charges	9,695	18,760	18,760	18,861
Retirement contributions	10,652	19,619	19,619	19,723
Supplies	4,201	5,000	5,000	5,500
Facilities supplies	11,713	13,000	10,917	13,000
Equipment repair	1,794	3,500	2,002	2,500
Furniture repair	1,650	2,000	716	2,000
Building repairs	16,912	38,500	28,010	37,000
HVAC maintenance	15,701	38,500	29,745	38,500
<b>Total Facilities - Library 21c</b>	<b>\$ 208,889</b>	<b>\$ 384,111</b>	<b>\$ 360,001</b>	<b>\$ 383,627</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		3.00	5.00	5.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		3	5	5
Half-time (20 - 39 hours per week)		-	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>5</b>	<b>5</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - Penrose Library</b>				
Gas	\$ 16,169	\$ 29,706	\$ 20,067	\$ 23,000
Electric	118,818	133,677	120,124	125,000
Water and sewer	30,275	29,483	28,130	33,280
Trash removal	3,365	4,000	4,667	5,000
Parking	44,028	43,646	53,498	54,000
Storm water fee	513	1,026	1,026	1,026
<b>Total Facilities - Utilities/Rent - Penrose Library</b>	<b>\$ 213,168</b>	<b>\$ 241,538</b>	<b>\$ 227,512</b>	<b>\$ 241,306</b>
<b>Facilities - Utilities/Rent - East Library</b>				
Gas	\$ 10,328	\$ 21,218	\$ 11,245	\$ 14,000
Electric	116,719	145,429	130,169	130,000
Water and sewer	28,359	32,054	22,323	32,000
Trash removal	4,171	5,000	4,086	5,000
Storm water fee	1,690	3,380	3,380	3,380
<b>Total Facilities - Utilities/Rent - East Library</b>	<b>\$ 161,267</b>	<b>\$ 207,081</b>	<b>\$ 171,203</b>	<b>\$ 184,380</b>
<b>Facilities - Utilities/Rent - Cheyenne Mountain Library</b>				
Gas	\$ 2,288	\$ 3,395	\$ 2,441	\$ 3,000
Electric	12,107	15,326	11,546	13,300
Trash removal	1,227	1,469	1,445	1,400
Facility rental costs	118,748	131,393	121,378	124,728
Common area maintenance costs	25,304	20,872	30,026	28,000
<b>Total Facilities - Utilities/Rent - Cheyenne Mtn. Library</b>	<b>\$ 159,674</b>	<b>\$ 172,455</b>	<b>\$ 166,836</b>	<b>\$ 170,428</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - High Prairie Library</b>				
Electric	\$ 9,142	\$ 11,458	\$ 10,246	\$ 10,800
Water and sewer	6,898	8,900	5,109	9,160
Trash removal	973	1,115	1,091	1,115
<b>Total Facilities - Utilities/Rent - High Prairie Library</b>	<b>\$ 17,013</b>	<b>\$ 21,473</b>	<b>\$ 16,446</b>	<b>\$ 21,075</b>
<b>Facilities - Utilities/Rent - Fountain Library</b>				
Gas	1,635	\$ 2,334	\$ 1,995	\$ 2,334
Electric	10,631	14,429	10,184	11,000
Water and sewer	2,527	2,893	2,360	3,008
Trash removal	1,358	1,400	1,325	1,400
<b>Total Facilities - Utilities/Rent - Fountain Library</b>	<b>\$ 16,151</b>	<b>\$ 21,056</b>	<b>\$ 15,864</b>	<b>\$ 17,742</b>
<b>Facilities - Utilities/Rent - Library 21c</b>				
Gas	\$ 21,076	\$ 29,493	\$ 24,197	\$ 29,493
Electric	120,799	132,000	127,499	135,000
Water and sewer	31,718	30,925	31,150	33,280
Trash removal	5,087	5,418	4,460	5,050
Storm water fee	1,598	3,197	3,197	3,197
<b>Total Facilities - Utilities/Rent - Library 21c</b>	<b>\$ 180,278</b>	<b>\$ 201,033</b>	<b>\$ 190,503</b>	<b>\$ 206,020</b>
<b>Facilities - Utilities/Rent - Ruth Holley Library</b>				
Gas	\$ 1,897	\$ 3,193	\$ 2,677	\$ 3,193
Electric	9,877	11,936	11,337	11,936
Trash removal	1,212	1,300	1,225	1,300
Rental	120,236	123,822	127,284	136,097
Common area maintenance costs	32,602	36,020	39,249	36,020
<b>Total Facilities - Utilities/Rent - Ruth Holley Library</b>	<b>\$ 165,824</b>	<b>\$ 176,271</b>	<b>\$ 181,772</b>	<b>\$ 188,546</b>
<b>Facilities - Utilities/Rent - Manitou Springs Library</b>				
Gas	\$ 485	\$ 1,380	\$ 629	\$ 950
Electric	2,244	3,353	2,200	2,400
Water and Sewer	1,128	1,669	970	1,756
Rent	9,264	9,264	9,264	9,264
<b>Total Facilities - Utilities/Rent - Manitou Springs Library</b>	<b>\$ 13,121</b>	<b>\$ 15,666</b>	<b>\$ 13,063</b>	<b>\$ 14,370</b>
<b>Facilities - Utilities/Rent - Monument Library</b>				
Gas	\$ 3,003	\$ 2,653	\$ 1,657	\$ 2,000
Electric	13,933	14,535	13,821	14,000
Trash Removal	878	972	923	972
Facility rental costs	115,081	120,260	120,260	125,672
Common area maintenance costs	27,063	27,000	27,520	27,810
<b>Total Facilities - Utilities/Rent - Monument Library</b>	<b>\$ 159,958</b>	<b>\$ 165,420</b>	<b>\$ 164,181</b>	<b>\$ 170,454</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - Old Colorado City Library</b>				
Gas	\$ 1,337	\$ 2,547	\$ 1,429	\$ 1,700
Electric	4,445	9,523	6,466	7,000
Trash removal	1,571	2,147	1,546	2,236
Water and sewer	772	843	780	843
Storm water fee	52	104	104	104
<b>Total Facilities - Utilities/Rent - Old Colorado City Library</b>	<b>\$ 8,177</b>	<b>\$ 15,164</b>	<b>\$ 10,325</b>	<b>\$ 11,883</b>
<b>Facilities - Utilities/Rent - Palmer Lake Library</b>				
Gas	\$ 630	\$ 1,591	\$ 849	\$ 950
Electric	950	1,777	924	1,100
Water and sewer	897	1,291	671	900
<b>Total Facilities - Utilities/Rent - Palmer Lake Library</b>	<b>\$ 2,477</b>	<b>\$ 4,659</b>	<b>\$ 2,444</b>	<b>\$ 2,950</b>
<b>Facilities - Utilities/Rent - Rockrimmon Library</b>				
Gas	\$ 1,586	\$ 3,090	\$ 1,911	\$ 2,100
Electric	9,148	10,394	9,021	9,500
Trash removal	922	908	883	908
Facility rental costs	170,499	174,834	174,834	179,168
Common area maintenance costs	39,612	48,796	42,774	45,000
<b>Total Facilities - Utilities/Rent - Rockrimmon Library</b>	<b>\$ 221,767</b>	<b>\$ 238,022</b>	<b>\$ 229,423</b>	<b>\$ 236,676</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>FACILITIES OFFICE</b>				
<b>Facilities - Utilities/Rent - Sand Creek Library</b>				
Gas	\$ 1,543	\$ 3,400	\$ 2,112	\$ 3,400
Electric	13,443	16,126	13,513	16,126
Water and sewer	2,597	2,559	2,915	2,660
Trash Removal	321	500	337	500
Common area maintenance costs	17,726	23,364	21,117	23,364
Storm water fee	68	137	137	137
<b>Total Facilities - Utilities/Rent - Sand Creek Library</b>	<b>\$ 35,698</b>	<b>\$ 46,086</b>	<b>\$ 40,131</b>	<b>\$ 46,187</b>
<b>Facilities - Utilities/Rent - Ute Pass Library</b>				
Gas	\$ 1,335	\$ 2,668	\$ 1,114	\$ 2,668
Electric	2,229	3,193	2,292	3,193
Water and sewer	1,373	1,798	1,614	1,870
Facility rental costs	6,700	6,900	6,900	7,105
<b>Total Facilities - Utilities/Rent - Ute Pass Library</b>	<b>\$ 11,637</b>	<b>\$ 14,559</b>	<b>\$ 11,920</b>	<b>\$ 14,836</b>
<b>Facilities - Utilities/Rent - Calhan Library</b>				
Facility rental costs	\$ 15,000	\$ -	\$ -	\$ -
Gas	-	2,500	974	2,500
Electric	-	3,500	1,266	3,500
Water and sewer	-	1,000	971	1,300
<b>Total Facilities - Utilities/Rent - Calhan Library</b>	<b>\$ 15,000</b>	<b>\$ 7,000</b>	<b>\$ 3,211</b>	<b>\$ 7,300</b>
<b>Green Team</b>				
General supplies	\$ 86	\$ 750	\$ 750	\$ 750
Programming	-	100	100	100
Training	122	150	150	150
<b>Total Green Team</b>	<b>\$ 208</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Account</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Projection</b>	<b>2020 Budget</b>
<b>COMMUNICATIONS OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 525,254	\$ 717,922	\$ 668,132	\$ 714,698
FICA charges	38,945	54,921	49,127	54,674
Retirement contributions	35,794	53,737	48,909	53,479
Substitute pay	5,350	9,000	9,000	5,000
Meeting room supplies	104	1,000	500	1,000
Supplies	3,146	4,100	3,500	3,100
Video production	12,873	12,000	12,000	12,000
Library channel	5,831	8,294	8,294	5,000
Consultant fees	18	50,000	53,000	60,000
PMC repair/replacement	12,480	7,893	7,893	7,500
Newsletters - postage and mail preparation costs	1,309	2,500	2,000	2,500
Dues	149	-	-	15,122
Mileage reimbursement expenses	1,871	5,000	4,500	5,000
External printing services	85,490	125,000	110,000	105,000
Merchandising	-	-	-	6,000
Networking costs	2,553	5,000	4,500	5,000
Marketing promotions	68,403	100,000	100,000	125,000
Community outreach	20,215	14,000	12,000	8,000
Training	3,509	11,000	10,000	11,000
Survey subscription	72	-	-	-
Signage costs	4,209	20,200	25,000	27,000
<b>Total Communications Office</b>	<b>\$ 827,575</b>	<b>\$ 1,201,567</b>	<b>\$ 1,128,355</b>	<b>\$ 1,226,073</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		12.25	14.25	14.25
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		10	13	13
Half-time (20 - 39 hours per week)		4	2	2
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		14	15	15
<b>MLS FTEs</b>		-	-	-



<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>INFORMATION TECHNOLOGY OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 834,387	\$ 1,000,432	\$ 880,561	\$ 1,022,480
FICA charges	61,759	76,533	64,818	78,220
Retirement contributions	61,989	75,512	65,724	77,276
Software	205,756	337,025	317,025	371,000
Computer supplies	43,509	50,000	45,000	44,000
Supplies	3,735	4,500	4,500	9,500
Telecommunication Costs				
Data and network charges	279,802	230,000	268,000	350,000
Data hardware and software maintenance costs	90,551	70,000	70,000	70,000
Voice	46,964	54,000	54,000	60,000
Voice hardware and software maintenance costs	4,016	29,903	29,903	50,000
Cellular	57,848	78,000	78,000	79,500
Cabling	178	5,000	5,000	-
Consultant fees	98,755	197,025	110,000	151,000
Library unique IT systems				
Integrated library services	182,965	191,000	191,000	-
Self-check and automated material handling	91,181	147,000	147,000	151,000
Prospector - software costs	1,362	-	-	-
Server maintenance/offsite storage	46,093	43,316	43,316	65,000
Telecommunication equipment maintenance	9,000	43,972	45,372	-
Security system maintenance	3,559	4,000	3,770	15,000
Training	25,422	31,000	19,000	31,000
Mileage reimbursement expenses	5,597	6,000	6,000	6,000
<b>Total Information Technology Office</b>	<b>\$ 2,154,428</b>	<b>\$ 2,674,218</b>	<b>\$ 2,447,989</b>	<b>\$ 2,630,976</b>
<b>Authorized Positions</b>				
		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalents (FTEs)</b>		13.10	16.10	16.10
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		12	15	15
Half-time (20 - 39 hours per week)		2	2	2
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		14	17	17
<b>MLS FTEs</b>		-	-	-

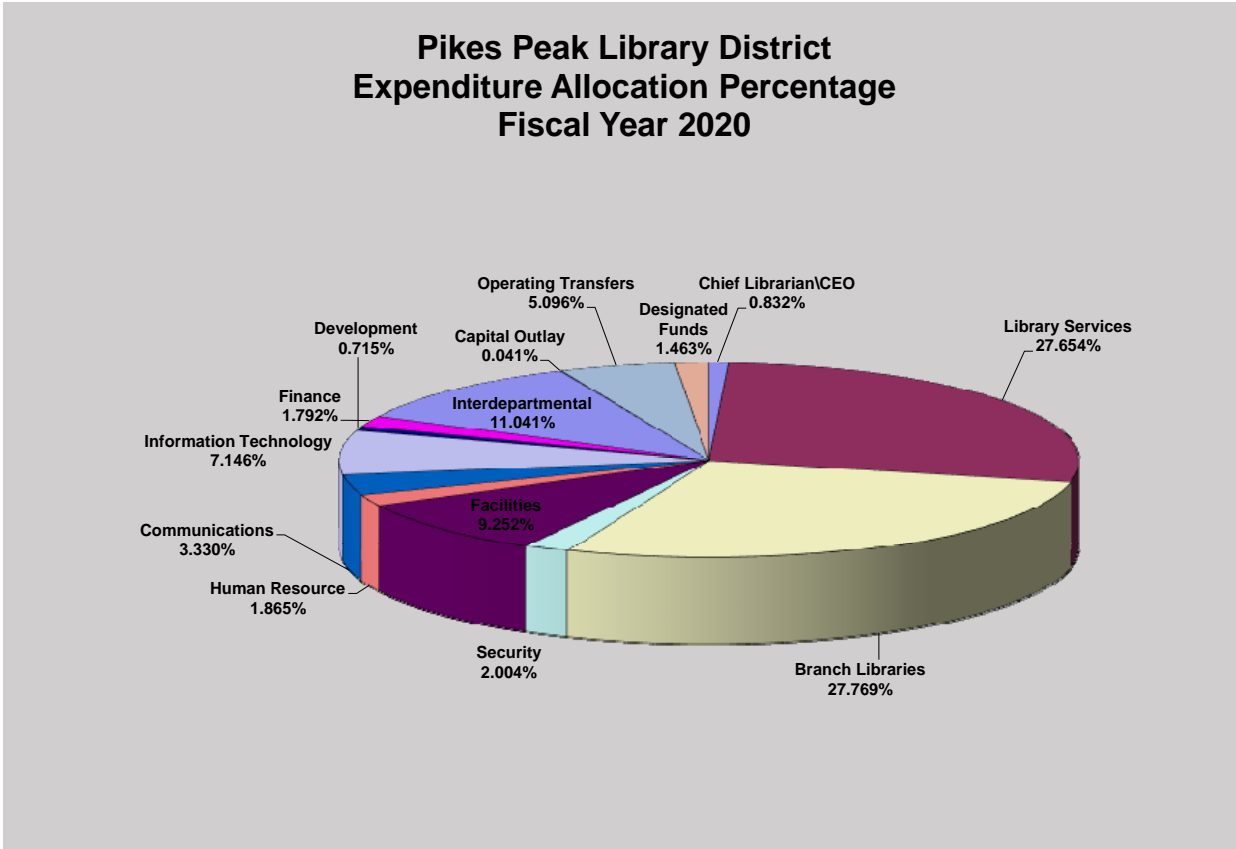
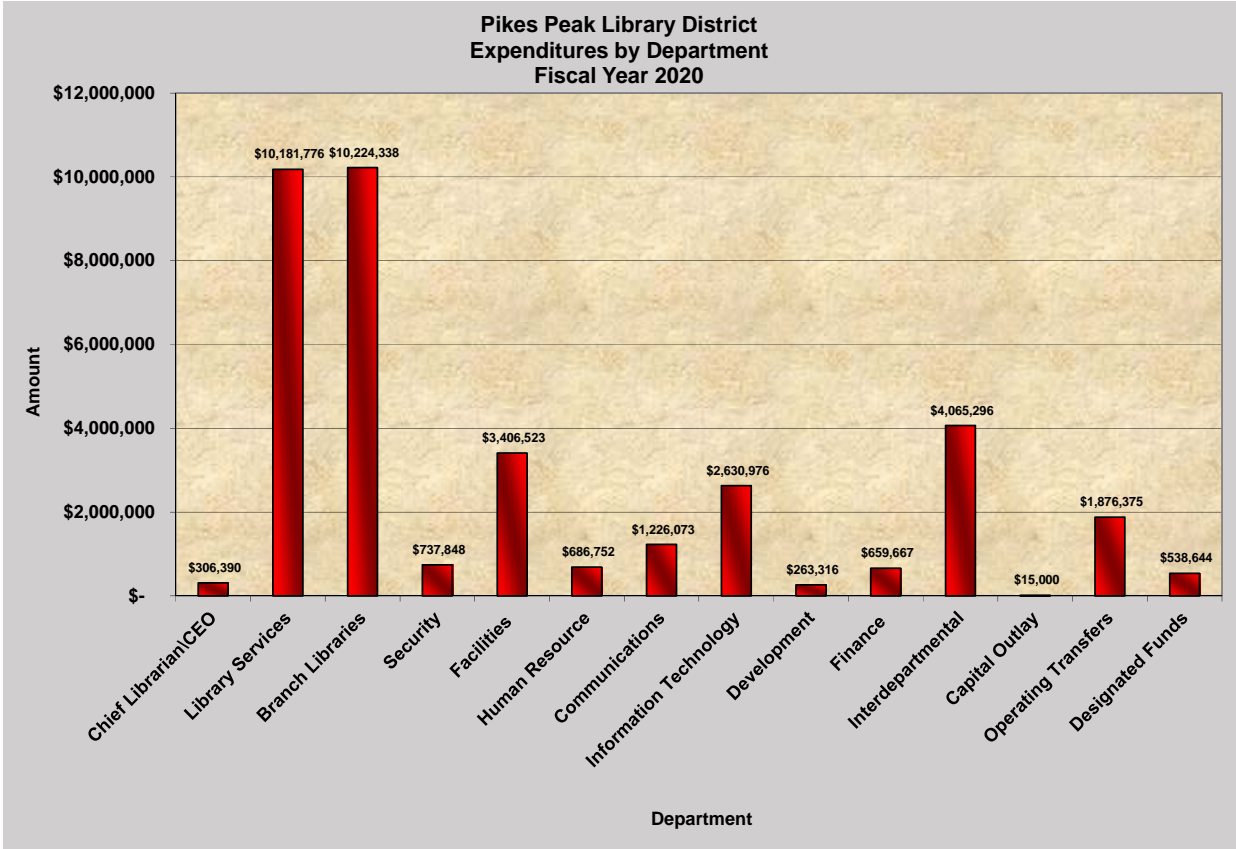
<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>DEVELOPMENT OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 112,976	\$ 145,662	\$ 135,000	\$ 190,070
FICA charges	7,966	11,143	10,327	14,540
Retirement contributions	6,756	10,380	10,380	15,206
Development support	5,183	10,500	10,500	20,000
Mileage reimbursement expenses	222	2,400	500	3,000
Other expenses	6,369	1,900	1,000	2,400
Computer support agreement	13,750	19,000	14,000	13,000
Bank fees	454	1,600	600	1,600
Training	875	3,000	1,550	3,000
Supplies	279	500	500	500
<b>Total Development Office</b>	<b>\$ 154,830</b>	<b>\$ 206,085</b>	<b>\$ 184,357</b>	<b>\$ 263,316</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		2.50	3.00	3.00
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		2	3	3
Half-time (20 - 39 hours per week)		1	-	-
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>MLS FTEs</b>		-	-	-

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
Account	2018 Actual	2019 Budget	2019 Projection	2020 Budget
<b>FINANCE OFFICE</b>				
<b>Administration</b>				
Salaries and wages	\$ 362,887	\$ 461,428	\$ 428,504	\$ 448,469
FICA charges	25,743	35,299	30,347	34,308
Retirement contributions	26,047	34,947	30,788	33,911
Supplies	5,547	8,432	8,432	8,500
Audit fees	40,935	45,000	45,585	46,000
Legal notices - advertising	707	1,000	1,000	1,000
Fiscal System annual maintenance costs	62,979	64,000	62,979	62,979
Dues	-	-	-	5,500
Mileage reimbursement expenses	1,952	2,500	2,500	2,500
Vault clean-up charges	911	2,100	1,500	1,500
Training	13,818	15,000	12,000	15,000
<b>Total Finance Office</b>	<b>\$ 541,526</b>	<b>\$ 669,706</b>	<b>\$ 623,635</b>	<b>\$ 659,667</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		<b>7.75</b>	<b>7.75</b>	<b>7.75</b>
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		7	7	7
Half-time (20 - 39 hours per week)		1	1	1
Part-time (1-19 hours per week)		-	-	-
<b>Total Authorized Positions</b>		<b>8</b>	<b>8</b>	<b>8</b>
<b>MLS FTEs</b>		<b>-</b>	<b>-</b>	<b>-</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>INTERDEPARTMENTAL</b>				
Vacation/sick leave payout provision	\$ 137,380	\$ 220,000	\$ 220,000	\$ 250,000
Payroll accrual provision	44,816	65,000	65,000	70,000
Contribution - retirement plan	25,000	25,000	25,000	25,000
Personnel items	-	-	-	713,651
Minimum wage adjustment	-	-	-	31,602
Savings from vacant positions	-	(552,987)	-	(700,000)
New positions/temporary positions	-	-	-	102,043
Substitute pay reserve	3,399	30,000	20,000	30,000
Other payroll taxes	10,509	35,000	25,000	25,000
Dues	33,420	55,000	40,000	5,000
Legal fees	64,047	65,000	95,000	75,000
Health insurance	1,664,100	1,750,000	1,886,503	2,200,000
Vision insurance	49,318	62,000	62,130	65,000
Unemployment insurance	55,636	47,250	47,250	50,000
Workers compensation costs	52,718	85,000	70,000	73,500
Life and disability insurance	56,864	63,000	62,131	65,000
Collection agency charges	39,138	30,000	30,000	30,000
Facilities plan	-	50,000	50,000	160,000
Strategic plan	-	-	-	40,000
Supplies	1,318	2,500	2,500	3,000
Postage	59,499	60,000	60,000	60,000
Copier charges	57,043	56,000	56,000	61,000
Patron reimbursement	174	500	500	500
Insurance	161,438	184,500	163,248	175,000
Bank charges	6,756	10,000	10,000	10,000
Treasurer's fees	397,170	420,000	420,000	445,000
<b>Total Interdepartmental</b>	<b>\$ 2,919,743</b>	<b>\$ 2,762,763</b>	<b>\$ 3,410,262</b>	<b>\$ 4,065,296</b>
<b>OPERATING TRANSFERS TO OTHER FUNDS</b>				
East Library Project Fund	\$ -	\$ 139,627	\$ 139,627	\$ 8,545
Penrose Library Project Fund	1,335,841	96,700	96,700	-
Library 21c Facility Project Fund	-	1,156,100	1,156,100	-
Capital Reserve Fund	1,105,223	1,050,984	1,050,984	1,781,810
<b>Total Operating Transfers To Other Funds</b>	<b>\$ 2,441,064</b>	<b>\$ 2,443,411</b>	<b>\$ 2,443,411</b>	<b>\$ 1,790,355</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Expenditures by Department</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b>Account</b>	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>DESIGNATED FUNDS</b>				
Wages/temporary labor	\$ 72,623	\$ 77,170	\$ 77,170	\$ 79,800
FICA charges	5,553	4,854	4,854	6,104
Supplies	10,156	12,919	12,919	-
Library materials - books	135,182	122,328	122,328	158,295
Library materials - electronic databases/online services	61,445	44,862	44,862	51,470
Printing	1,090	-	-	-
Programming	37,140	59,529	53,009	82,775
Advertising	300	-	-	-
Summer Adventure Prizes	3,201	-	-	4,000
Mileage reimbursement expenses	268	-	-	-
Dues	2,503	2,153	2,153	3,000
Employee recognition	8,246	10,000	10,000	10,000
Training	20,237	18,463	18,463	17,450
Community outreach	8,085	6,915	6,915	-
Other grant designated expenses	12,716	297,310	73,930	118,325
Other expenditures	924	-	-	-
Capital outlay	54,789	91,373	91,373	15,000
<b>Total Designated Funds</b>	<b>\$ 434,458</b>	<b>\$ 747,876</b>	<b>\$ 517,976</b>	<b>\$ 546,219</b>
<b>SPECIAL ITEM</b>				
TABOR refund	\$ 5,832	\$ -	\$ -	\$ -
<b>Total Expenditures, Operating Transfers To Other Funds and Other Financing Uses</b>	<b>\$ 31,273,150</b>	<b>\$ 35,925,491</b>	<b>\$ 34,677,954</b>	<b>\$ 36,725,529</b>

Pikes Peak Library District				
General Fund - Expenditures by Department				
Three-Year Period Ended December 31, 2020				
	2018	2019	2019	2020
Account	Actual	Budget	Projection	Budget
<b>Summary</b>				
Chief Librarian and CEO Office	\$ 270,455	\$ 311,090	\$ 301,890	\$ 306,390
Library Services	10,988,905	9,779,394	9,561,189	10,181,776
Branch Services	6,553,614	10,458,947	9,633,760	10,224,338
Security	566,157	623,418	615,142	737,848
Human Resources Office	408,699	677,028	595,225	686,752
Facilities Office	3,005,864	3,369,988	3,214,763	3,406,523
Communications Office	827,575	1,201,567	1,128,355	1,226,073
Information Technology Office	2,154,428	2,674,218	2,447,989	2,630,976
Development Office	154,830	206,085	184,357	263,316
Finance Office	541,526	669,706	623,635	659,667
Interdepartmental	2,919,743	2,762,763	3,410,262	4,065,296
Capital Outlay	54,789	91,373	91,373	15,000
Operating Transfers To Other Funds	2,441,064	2,443,411	2,443,411	1,790,355
Designated Funds	379,669	656,503	426,603	531,219
Special Item	5,832	-	-	-
<b>Total General Fund Expenditures</b>	<b>\$ 31,273,150</b>	<b>\$ 35,925,491</b>	<b>\$ 34,677,954</b>	<b>\$ 36,725,529</b>
<b>Authorized Positions</b>		<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Total Full Time Equivalent (FTEs)</b>		357.76	373.75	372.75
<b>Authorized Positioned Category</b>				
Full-time (40 hours per week)		232	252	251
Half-time (20 - 39 hours per week)		202	210	210
Part-time (1-19 hours per week)		44	18	18
<b>Total Authorized Positions</b>		478	480	479
<b>MLS FTEs</b>		61.50	67.00	66.00



<b>Pikes Peak Library District</b>					
<b>New Positions</b>		<b>2020</b>			
<b>Three-Year Period Ended December 31, 2020</b>					
		<b>Proposed</b>	<b>Hours</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Position Name</b>	<b>Location</b>	<b>Grade</b>	<b>Week</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
Facilities Project Manager	Facilities	23	40	\$ 28.96	\$ 82,059
IT Technical Support Analyst	Information Technology	17	20	17.85	19,984
					<b>\$ 102,043</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Annual Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Annual Fund.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 224,949	\$ -	\$ 50,000
<b>Fiscal Year Expenditures</b>				
Other				
Projects yet to be defined	-	203,380	-	50,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	21,569	-	-
<b>Fund Balance - Beginning of Year</b>	7,829	7,829	7,829	7,829
<b>Fund Balance - End of Year</b>	\$ 7,829	\$ 29,398	\$ 7,829	\$ 7,829

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Facilities Support Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Facilities Support Fund.				
<b>Excess (Deficit) Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance - Beginning of Year</b>	1,050	1,050	1,050	1,050
<b>Fund Balance - End of Year</b>	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Penrose Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Penrose Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 16,000	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Other	1,820	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	14,180	-	-	-
<b>Fund Balance - Beginning of Year</b>	(14,180)	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Cheyenne Mountain Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 7,085	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Other	7,085	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	1,171	1,171	1,171	1,171
<b>Fund Balance - End of Year</b>	\$ 1,171	\$ 1,171	\$ 1,171	\$ 1,171

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Fountain Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 5,000	\$ 43,126	\$ 43,126	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Access control upgrades	4,000	-	-	-
Patio furniture	-	1,200	1,200	-
Furniture replacement adult area	-	3,500	3,500	-
Carpet replacement	-	35,000	30,445	-
Meeting room tables	-	3,426	3,426	-
<b>Total Fiscal Year Expenditures</b>	<b>4,000</b>	<b>43,126</b>	<b>38,571</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>1,000</b>	<b>-</b>	<b>4,555</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(330)</b>	<b>670</b>	<b>670</b>	<b>5,225</b>
<b>Fund Balance - End of Year</b>	<b>\$ 670</b>	<b>\$ 670</b>	<b>\$ 5,225</b>	<b>\$ 5,225</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>High Prairie Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Furniture	\$ 541	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	(541)	-	-	-
<b>Fund Balance - Beginning of Year</b>	6,418	5,877	5,877	5,877
<b>Fund Balance - End of Year</b>	\$ 5,877	\$ 5,877	\$ 5,877	\$ 5,877

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Manitou Springs Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Manitou Springs Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Program expenditures	\$ 2,200	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	(2,200)	-	-	-
<b>Fund Balance - Beginning of Year</b>	2,200	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Monument Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Monument Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 500	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Teen area furniture	\$ 3,216	\$ -	\$ -	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>3,216</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(2,716)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>3,235</b>	<b>519</b>	<b>519</b>	<b>519</b>
<b>Fund Balance - End of Year</b>	<b>\$ 519</b>	<b>\$ 519</b>	<b>\$ 519</b>	<b>\$ 519</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Old Colorado City Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Old Colorado City Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Roof inspection and repairs	\$ 3,150	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	(3,150)	-	-	-
<b>Fund Balance - Beginning of Year</b>	14,594	11,444	11,444	11,444
<b>Fund Balance - End of Year</b>	\$ 11,444	\$ 11,444	\$ 11,444	\$ 11,444

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Palmer Lake Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Palmer Lake Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 4,500	\$ 4,500	\$ -
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Carpet replacement	-	4,500	4,500	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	961	961	961	961
<b>Fund Balance - End of Year</b>	\$ 961	\$ 961	\$ 961	\$ 961

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Ruth Holley Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Ruth Holley Library's services, programs and assets.				
<b>Excess (Deficit) Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance - Beginning of Year</b>	291	291	291	291
<b>Fund Balance - End of Year</b>	\$ 291	\$ 291	\$ 291	\$ 291

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Sand Creek Library Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 13,000	\$ -	\$ -	\$ -
Other Resources - PPLD Fund Balance	18,900	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>31,900</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Makerspace costs	31,000	-	-	-
Other costs	900	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>31,900</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Mobile Library Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Mobile Library's services, programs and assets.				
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	179	179	179	179
<b>Fund Balance - End of Year</b>	<b>\$ 179</b>	<b>\$ 179</b>	<b>\$ 179</b>	<b>\$ 179</b>

<b>Pikes Peak Library District</b>					
<b>General Fund - Designated Fund (included in General Fund)</b>					
<b>1905 Carnegie Facility Designated Fund</b>					
<b>Three-Year Period Ended December 31, 2020</b>					
<b>Purpose of Fund</b>					
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>	
To accumulate funds for the support of the District's Carnegie Facility services, programs and assets.					
<b>Fiscal Year Estimated Revenues</b>					
Donations					
	Pikes Peak Library District Foundation	\$ 10,000	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>					
Capital outlay					
	HVAC control upgrade	10,427	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>					
		(427)	-	-	-
<b>Fund Balance - Beginning of Year</b>					
		600	173	173	173
<b>Fund Balance - End of Year</b>					
		\$ 173	\$ 173	\$ 173	\$ 173

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>1905 Carnegie Garden Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Carnegie Garden.				
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	2,462	2,462	2,462	2,462
<b>Fund Balance - End of Year</b>	<b>\$ 2,462</b>	<b>\$ 2,462</b>	<b>\$ 2,462</b>	<b>\$ 2,462</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>East Library Support Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's East Library Facility services, programs and assets.				
<b>Fiscal Year Estimated Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 1,500	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	1,500	-	-	-
<b>Fund Balance - Beginning of Year</b>	-	1,500	1,500	1,500
<b>Fund Balance - End of Year</b>	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Mini-Maker Faire Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Mini-maker Faire program.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 10,609	\$ 3,550	\$ 3,550	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	3,550	3,550	-
Other	385	-	-	-
<b>Total Fiscal Year Expenditures</b>	<b>385</b>	<b>3,550</b>	<b>3,550</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>10,224</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>146</b>	<b>10,370</b>	<b>10,370</b>	<b>10,370</b>
<b>Fund Balance - End of Year</b>	<b>\$ 10,370</b>	<b>\$ 10,370</b>	<b>\$ 10,370</b>	<b>\$ 10,370</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Children's Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
To accumulate funds for the support of the District's Children's Services, including programs and assets.	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 20,000	\$ -	\$ -
Sales	100	-		
<b>Total Fiscal Year Estimated Revenues</b>	<b>100</b>	<b>20,000</b>	<b>-</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Library materials	1,636	-	-	-
Other	5,854	22,253	2,253	-
<b>Total Fiscal Year Expenditures</b>	<b>7,490</b>	<b>22,253</b>	<b>2,253</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(7,390)</b>	<b>(2,253)</b>	<b>(2,253)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>10,050</b>	<b>2,660</b>	<b>2,660</b>	<b>407</b>
<b>Fund Balance - End of Year</b>	<b>\$ 2,660</b>	<b>\$ 407</b>	<b>\$ 407</b>	<b>\$ 407</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Kirkpatrick Fund - Author Series</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Kirkpatrick Fund services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 7,240	\$ 10,000	\$ 3,480	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	171	10,000	3,480	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	7,069	-	-	-
<b>Fund Balance - Beginning of Year</b>	(7,069)	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Services Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Services department.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 16,524	\$ 3,500	\$ 3,500	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	3,700	3,700	-
Other costs	983	1,050	1,050	-
<b>Total Fiscal Year Expenditures</b>	<b>983</b>	<b>4,750</b>	<b>4,750</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>15,541</b>	<b>(1,250)</b>	<b>(1,250)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>3,023</b>	<b>18,564</b>	<b>18,564</b>	<b>17,314</b>
<b>Fund Balance - End of Year</b>	<b>\$ 18,564</b>	<b>\$ 17,314</b>	<b>\$ 17,314</b>	<b>\$ 17,314</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Reading Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Reading Program.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 717	\$ 2,500	\$ 2,500	\$ -
Other Resources - PPLD Fund Balance	-	1,979	1,979	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>717</b>	<b>4,479</b>	<b>4,479</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	521	4,479	4,479	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>196</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(196)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Senior Services Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Senior Services program.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 1,345	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	1,345	-	-	-
<b>Fund Balance - Beginning of Year</b>	850	2,195	2,195	2,195
<b>Fund Balance - End of Year</b>	\$ 2,195	\$ 2,195	\$ 2,195	\$ 2,195

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Teen Services Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Young Adult Services' programs and assets and the East Library Teen Center.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 14,879	\$ 9,900	\$ 9,900	\$ -
Other Revenue	470	-	910	-
PPLD contribution	-	-	-	8,314
<b>Total Fiscal Year Estimated Revenues</b>	<b>15,349</b>	<b>9,900</b>	<b>10,810</b>	<b>8,314</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	7,563	3,200	3,200	8,200
Capital outlay	189	-	-	-
Other	3,201	8,800	8,800	4,000
<b>Total Fiscal Year Expenditures</b>	<b>10,953</b>	<b>12,000</b>	<b>12,000</b>	<b>12,200</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>4,396</b>	<b>(2,100)</b>	<b>(1,190)</b>	<b>(3,886)</b>
<b>Fund Balance - Beginning of Year</b>	<b>680</b>	<b>5,076</b>	<b>5,076</b>	<b>3,886</b>
<b>Fund Balance - End of Year</b>	<b>\$ 5,076</b>	<b>\$ 2,976</b>	<b>\$ 3,886</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Summer Adventure Program Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Summer Adventure Program's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 12,611	\$ -	\$ -	\$ -
PPLD contribution	-	-	-	1,286
<b>Total Fiscal Year Estimated Revenues</b>	<b>12,611</b>	<b>-</b>	<b>-</b>	<b>1,286</b>
<b>Fiscal Year Expenditures</b>				
Other				
Summer Reading Program prizes	-	-	-	20,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>12,611</b>	<b>-</b>	<b>-</b>	<b>(18,714)</b>
<b>Fund Balance - Beginning of Year</b>	<b>6,103</b>	<b>18,714</b>	<b>18,714</b>	<b>18,714</b>
<b>Fund Balance - End of Year</b>	<b>\$ 18,714</b>	<b>\$ 18,714</b>	<b>\$ 18,714</b>	<b>\$ -</b>



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Regional History and Genealogy Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Regional History and Genealogy Departments services, and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 7,100	\$ 5,500	\$ 5,500	\$ 8,450
Other Revenue	5,038	-	4,000	-
Other Resources - PPLD Fund Balance	-	-	-	16,500
<b>Total Fiscal Year Estimated Revenues</b>	<b>12,138</b>	<b>5,500</b>	<b>9,500</b>	<b>24,950</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	4,149	5,500	5,500	5,500
Capital outlay				
Servers	-	-	-	15,000
Other	1,234	-	-	8,450
<b>Total Fiscal Year Expenditures</b>	<b>5,383</b>	<b>5,500</b>	<b>5,500</b>	<b>28,950</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>6,755</b>	<b>-</b>	<b>4,000</b>	<b>(4,000)</b>
<b>Fund Balance - Beginning of Year</b>	<b>(6,755)</b>	<b>-</b>	<b>-</b>	<b>4,000</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Collection Management Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Collection Management's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 12,752	\$ -	\$ -	\$ -
State funding	144,112	145,000	143,026	157,445
	156,864	145,000	143,026	157,445
Other Resources - PPLD Fund Balance	-	-	956	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>156,864</b>	<b>145,000</b>	<b>143,982</b>	<b>157,445</b>
<b>Fiscal Year Expenditures</b>				
Library materials	156,025	146,270	146,270	157,445
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>839</b>	<b>(1,270)</b>	<b>(2,288)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,449</b>	<b>2,288</b>	<b>2,288</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 2,288</b>	<b>\$ 1,018</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Education Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Education department's AEFFLA grant.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 65,000	\$ 106,974	\$ 106,974	\$ 106,974
Expenditures covered by General Fund	24,645	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>89,645</b>	<b>106,974</b>	<b>106,974</b>	<b>106,974</b>
<b>Fiscal Year Expenditures</b>				
Personnel	72,595	77,024	77,024	85,904
Library materials	10,950	19,231	19,231	21,070
Other	6,100	10,719	10,719	-
<b>Total Fiscal Year Expenditures</b>	<b>89,645</b>	<b>106,974</b>	<b>106,974</b>	<b>106,974</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Career Online High School Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Career Online High School programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 35,750	\$ 40,985	\$ 40,985	\$ 68,000
<b>Fiscal Year Expenditures</b>				
Library materials	26,986	30,000	30,000	30,000
Other	750	-	-	-
Scholarships	-	-	-	30,000
Vouchers	-	8,625	8,625	6,000
Supplies	-	800	800	-
Refreshments	-	1,000	1,000	2,000
Calculators	-	560	560	-
<b>Total Fiscal Year Expenditures</b>	<b>27,736</b>	<b>40,985</b>	<b>40,985</b>	<b>68,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>8,014</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(8,014)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Adult Education Support Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Adult Education Support programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 9,221	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Other	2,737	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	6,484	-	-	-
<b>Fund Balance - Beginning of Year</b>	10,044	16,528	16,528	16,528
<b>Fund Balance - End of Year</b>	\$ 16,528	\$ 16,528	\$ 16,528	\$ 16,528

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Video Center Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Video Production Center's services, programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 5,692	\$ 15,000	\$ 15,000	\$ -
Other	17,500	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>23,192</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Capital outlay	445	15,000	15,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>22,747</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>10,767</b>	<b>33,514</b>	<b>33,514</b>	<b>33,514</b>
<b>Fund Balance - End of Year</b>	<b>\$ 33,514</b>	<b>\$ 33,514</b>	<b>\$ 33,514</b>	<b>\$ 33,514</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Makerspace Programs Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Makerspace programs				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 5,000	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Programming	5,000	-	-	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	5,000	-	-	-
<b>Fund Balance - Beginning of Year</b>	2,500	7,500	7,500	7,500
<b>Fund Balance - End of Year</b>	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Communications Office Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Communications Office.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 18,871	\$ -	\$ -	\$ -
<b>Fiscal Year Expenditures</b>				
Other	8,085	6,915	6,915	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	10,786	(6,915)	(6,915)	-
<b>Fund Balance - Beginning of Year</b>	1,550	12,336	12,336	5,421
<b>Fund Balance - End of Year</b>	\$ 12,336	\$ 5,421	\$ 5,421	\$ 5,421



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Inclusive Internship Initiative Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the Inclusive Internship Initiative Program				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 5,000	\$ 5,000	\$ -
Contributions by PPLD	5,581	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>5,581</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>Fiscal Year Expenditures</b>				
Personnel costs	5,581	5,000	5,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>El Pomar Nonprofit Resources Center Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the El Pomar Nonprofit Resource Center.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 7,000	\$ 7,000	\$ 7,000
Contributions by PPLD	5,043	193	193	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>5,043</b>	<b>7,193</b>	<b>7,193</b>	<b>7,000</b>
<b>Fiscal Year Expenditures</b>				
Library materials	1,029	2,940	2,940	1,250
Other	4,701	4,253	4,253	5,750
<b>Total Fiscal Year Expenditures</b>	<b>5,730</b>	<b>7,193</b>	<b>7,193</b>	<b>7,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(687)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>687</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>All Pikes Peak Reads Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the District's All Pikes Peak Reads services, programs and activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 5,000	\$ 5,000	\$ 36,000
Other	18,000	18,000	18,000	18,000
<b>Total Fiscal Year Estimated Revenues</b>	<b>18,000</b>	<b>23,000</b>	<b>23,000</b>	<b>54,000</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	6,588	15,000	15,000	46,000
Other	530	8,000	8,000	8,000
<b>Total Fiscal Year Expenditures</b>	<b>7,118</b>	<b>23,000</b>	<b>23,000</b>	<b>54,000</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>10,882</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>(10,882)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Pikes Peak Poet Laureate Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To account for all financial activity related to the Pikes Peak Poet Laureate's programs and activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ -	\$ 2,000	\$ 2,000	\$ -
<b>Fiscal Year Expenditures</b>				
Program expenditures	-	2,000	2,000	-
<b>Excess (Deficit) Revenues Over Expenditures</b>	-	-	-	-
<b>Fund Balance - Beginning of Year</b>	1,060	1,060	1,060	1,060
<b>Fund Balance - End of Year</b>	\$ 1,060	\$ 1,060	\$ 1,060	\$ 1,060

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Shivers Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Shivers Fund's programs and activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 10,000	\$ 35,000	\$ 35,000	\$ 15,000
Expenditures covered by General Fund	5,581	-	-	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>15,581</b>	<b>35,000</b>	<b>35,000</b>	<b>15,000</b>
<b>Fiscal Year Expenditures</b>				
Program expenditures	15,581	35,000	35,000	15,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Staff Development Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Staff Development programs.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 5,297	\$ 15,000	\$ 15,000	\$ 16,000
Expenditures covered by General Fund	12,973	12,927	12,927	-
<b>Total Fiscal Year Estimated Revenues</b>	<b>18,270</b>	<b>27,927</b>	<b>27,927</b>	<b>16,000</b>
<b>Fiscal Year Expenditures</b>				
Other				
Training - IFLA Conference	18,270	27,927	27,927	16,000
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Ciavonne Trust Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Children's Services, including programs and assets.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 500	\$ 650	\$ 650	\$ 650
<b>Fiscal Year Expenditures</b>				
Program expenditures	369	650	650	650
<b>Excess (Deficit) Revenues Over Expenditures</b>	131	-	-	-
<b>Fund Balance - Beginning of Year</b>	(131)	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Donor Relations Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's donor relations activities.				
<b>Excess (Deficit) Revenues Over Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance - Beginning of Year</b>	6,052	6,052	6,052	6,052
<b>Fund Balance - End of Year</b>	\$ 6,052	\$ 6,052	\$ 6,052	\$ 6,052



<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Authors Programs Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Authors programs.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 5,406	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	5,406	-	-	-
<b>Fund Balance - Beginning of Year</b>	8,716	14,122	14,122	14,122
<b>Fund Balance - End of Year</b>	\$ 14,122	\$ 14,122	\$ 14,122	\$ 14,122

<b>Pikes Peak Library District</b>				
<b>General Fund - Designated Fund (included in General Fund)</b>				
<b>Library 21c Designated Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Library 21c program activities.				
<b>Fiscal Year Revenues</b>				
Donations				
Pikes Peak Library District Foundation	\$ 1,410	\$ -	\$ -	\$ -
<b>Excess (Deficit) Revenues Over Expenditures</b>	1,410	-	-	-
<b>Fund Balance - Beginning of Year</b>	(1,410)	-	-	-
<b>Fund Balance - End of Year</b>	\$ -	\$ -	\$ -	\$ -

**CAPITAL PROJECTS FUND  
EAST LIBRARY RENOVATION PROJECT FUND**

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - East Library Project Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>				
<b>Funding - Pikes Peak Library District Foundation</b>				
Fundraising	\$ 32,501	\$ 5,000	\$ 5,000	-
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	-	139,627	139,627	\$ 8,545
<b>Total Sources of Funds</b>	<b>32,501</b>	<b>144,627</b>	<b>144,627</b>	<b>8,545</b>
<b>Uses of Funds</b>				
<b>Building Items</b>				
Building maintenance/minor renovation projects				
Replace canvas roll-up awning materials	6,000	-	-	-
Replace public water fountains with ADA water bottle fill types	4,706	-	-	-
Replace staff lounge blinds	5,358	-	-	-
Replace story time room divider	18,000	-	-	-
Additional study room chairs	-	3,500	-	-
Reface cabinets in story time office	15,000	5,500	-	-
Contingency	-	18,212	-	-
Enclose chiller pit	-	15,398	15,398	-
Chiller roof structure over chiller pit	-	19,000	8,040	-
Replace emergency lighting generator	-	83,065	80,465	-
Roofing consultant to evaluate existing roof	-	30,000	-	30,000
New window screen/shades for Children's	-	1,627	-	-
External filtration system for laser cutter	-	10,000	1,907	-
Reading Bay area furniture	-	20,000	-	20,000
Patio furniture fundraised	-	-	-	-
Adult Education 4-person shared workstation	-	4,000	2,765	-
Roof inspection and repairs	650	-	-	-
Children's - cabinets	-	5,478	-	-
Tractor replacement	9,999	-	-	-
Purchase laminator	1,795	-	-	-
Renovate Security office	-	-	-	5,750
Reading bay furniture	-	-	-	30,000
Replace aging fire panel	-	-	-	32,000
Convert sound booth in community room to storage	-	-	-	3,000
IT equipment	-	2,071	2,071	-
Update security equipment	-	5,000	-	-
<b>Total Uses of Funds</b>	<b>61,508</b>	<b>222,851</b>	<b>110,646</b>	<b>120,750</b>
<b>Excess Revenues Over Expenditures</b>	<b>(29,007)</b>	<b>(78,224)</b>	<b>33,981</b>	<b>(112,205)</b>
<b>Fund Balance - Beginning of Year</b>	<b>107,231</b>	<b>78,224</b>	<b>78,224</b>	<b>112,205</b>
<b>Fund Balance - End of Year</b>	<b>\$ 78,224</b>	<b>\$ -</b>	<b>\$ 112,205</b>	<b>\$ -</b>

**CAPITAL PROJECTS FUND  
PENROSE LIBRARY RENOVATION PROJECT FUND**

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Penrose Library Project Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>				
<b>Fundraising</b>				
Pikes Peak Library District Foundation	\$ 426,291	\$ -	\$ -	-
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	1,335,841	96,700	96,700	\$ -
<b>Total Sources of Funds</b>	<b>1,762,132</b>	<b>96,700</b>	<b>96,700</b>	<b>-</b>
<b>Uses of Funds</b>				
Penrose entry way	2,130	-	-	-
Roof inspection and repairs	650	-	-	-
Cobble conversion	7,676	-	-	-
Roof preventative maintenance repairs	-	5,130	5,130	-
Replace existing parking lot meters	-	50,000	-	50,000
Roofing consultant to evaluate existing roof	-	30,000	-	30,000
Asphalt crack fill	-	15,500	15,764	-
Replace rooftop unit	-	23,500	20,544	-
Replace existing fire panel	-	18,500	16,921	-
Charging station outlets	-	2,000	-	-
Larger trash receptacles	-	3,600	-	-
Work/Circulation room in basement (2 adj height desks)	-	3,600	852	-
Upgrade two interior elevators	50,923	-	-	-
Chiller pumps replacement	-	55,000	-	55,000
27" laminator	1,795	-	-	-
Renovation costs	779,928	850,363	568,006	-
Carnegie = Add wall to separate public arewa from staff area	-	-	-	5,000
KCH - movable walls/partitions for displays	-	-	-	3,000
KCH - chairs for mezzanine	-	-	-	2,550
KCH - work tables (4) for mezzanine	-	-	-	6,200
KCH - interior paint	-	-	-	15,000
KCH - exterior trim paint	-	-	-	8,500
KCH - replace awnings at front entrance	-	-	-	1,500
Add (9) meeting room tables	-	-	-	3,500
Convert Pine/Aspen room lighting to dimmable	-	-	-	13,000
Install carpet in valut for meeting room	-	-	-	2,000
Replace all wooden chairs in public area	-	-	-	13,000
Replace catalog computers to pillars	-	-	-	1,500
Replace current computer tables in lab (8)	-	-	-	10,000
Purchase stages for two Columbine rooms	-	-	-	12,000
Purchase mural on garage wall	-	-	-	5,250
Expand lighting controls in lower level to same as main level	-	-	-	15,000
Add storefront wall to create office in Adult Education	-	-	-	15,000
Power for moving catalog computers	-	-	-	1,000
Contingency	-	42,876	42,876	-
<b>Total Uses of Funds</b>	<b>843,102</b>	<b>1,100,069</b>	<b>670,093</b>	<b>268,000</b>
<b>Excess Revenues Over Expenditures</b>	<b>919,030</b>	<b>(1,003,369)</b>	<b>(573,393)</b>	<b>(268,000)</b>
<b>Fund Balance - Beginning of Year</b>	<b>84,339</b>	<b>1,003,369</b>	<b>1,003,369</b>	<b>429,976</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,003,369</b>	<b>\$ -</b>	<b>\$ 429,976</b>	<b>\$ 161,976</b>

**CAPITAL PROJECTS FUND  
LIBRARY 21c FACILITY PROJECT FUND**

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Library 21c Project Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>				
<b>Funding - Fundraising</b>				
Donations - Pikes Peak Library District Foundation	\$ 167,128	\$ -	\$ -	\$ -
<b>Funding - Pikes Peak Library District</b>				
Operating transfer - General Fund	-	1,156,100	1,156,100	-
<b>Total Sources of Funds</b>	<b>167,128</b>	<b>1,156,100</b>	<b>1,156,100</b>	<b>-</b>
<b>Uses of Funds</b>				
<b>Building Items</b>				
Concrete walkway between east and south parking lots	18,949	-	-	-
Roof replacement (fully adhered, unballasted roofing system)	19,800	1,075,200	732,558	-
Roof inspection/repairs	650	2,350	-	-
Replace skylight system	-	108,000	104,560	-
Conference room window treatments	4,848	-	-	-
Improvements Teen Gaming room	8,725	9,409	-	-
Concrete walkway between east and south parking lots	-	19,500	-	-
Contingency	-	48,431	48,431	-
New Teen service desk	-	1,200	-	-
Courtyard improvements	-	20,000	19,916	-
Ent and Make II window treatment	-	4,152	-	-
Install additional can lights	-	1,200	1,200	-
New display case with lighting	3,461	-	-	-
Re-bulb Children's area	-	1,200	-	-
Children's shelf movers	-	2,500	2,500	-
Studio column, make space for ISO booth	-	1,000	-	-
Office chair replacement (children's) and meeting rooms	-	7,200	7,200	-
Collection Management tables, height adjustable	-	1,200	1,200	-
Audio booth	-	2,000	2,000	-
Increase stage size	10,092	4,908	4,908	-
Studio noise mitigation	3,021	21,979	21,979	-
Venue LED lighting	6,428	3,572	3,572	-
Venue improvements and equipment	-	33,676	-	-
Production music	1,600	-	-	-
Public equipment EOL replacement	3,846	-	-	-
New public equipment inventory	3,631	-	-	-
AV equipment maintenance	7,313	4,686	4,686	-
Culinary lab equipment	-	-	-	86,020
Record management system	-	30,000	-	30,000
Add gas supply to kitchen for culinary lab	-	-	-	25,000
Replace business center/learning lab chairs	-	-	-	17,000
Install new service point on first floor	-	-	-	20,000
Add charging tables/towers	-	-	-	6,000
Install one-way window	-	-	-	5,500
Replace Children's service desk	-	-	-	6,000
Revamp Creative Services area	-	-	-	3,000
Three sit/stand converters	-	-	-	1,000
Replace training room tables and chairs	-	-	-	9,500
Acoustic improvements to editing offices	-	-	-	8,000
Signage	-	5,000	5,000	-
<b>Total Uses of Funds</b>	<b>92,364</b>	<b>1,408,363</b>	<b>959,710</b>	<b>217,020</b>
<b>Excess Revenues Over Expenditures</b>	<b>74,764</b>	<b>(252,263)</b>	<b>196,390</b>	<b>(217,020)</b>
<b>Fund Balance - Beginning of Year</b>	<b>177,499</b>	<b>252,263</b>	<b>252,263</b>	<b>448,653</b>
<b>Fund Balance - End of Year</b>	<b>\$ 252,263</b>	<b>\$ -</b>	<b>\$ 448,653</b>	<b>\$ 231,633</b>



**CAPITAL PROJECTS FUND  
CAPITAL RESERVE FUND**

<b>Pikes Peak Library District</b>					
<b>Capital Projects Fund - Capital Reserve Fund</b>					
<b>Three-Year Period Ended December 31, 2020</b>					
		<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Sources of Funds</b>					
<b>Funding - Pikes Peak Library District</b>					
Operating transfer - General Fund		\$ 1,105,223	\$ 1,050,984	\$ 1,050,984	\$ 1,781,810
<b>Funding - Fundraising</b>					
Donations - Pikes Peak Library District Foundation		85,351	123,000	123,000	-
<b>Total Sources of Funds</b>		<b>1,190,574</b>	<b>1,173,984</b>	<b>1,173,984</b>	<b>1,781,810</b>
<b>Uses of Funds</b>					
<b>MOBILE LIBRARY SERVICES</b>					
Front desk replacement		-	-	-	2,000
Awning ewplacement		-	-	-	4,000
(2) half wraps		-	-	-	13,000
Replace generator for bookmobile 705		-	12,500	12,500	-
<b>CHEYENNE MOUNTAIN LIBRARY</b>					
Replace existing circulation desk		-	-	-	15,000
Replace entry tile with walk-off carpet tile		-	-	-	5,000
Work room cabinets and storage		-	2,000	2,000	-
<b>FOUNTAIN LIBRARY</b>					
Teen furniture to support gaming area		-	-	-	5,000
Window tint in Children's area		-	3,000	-	-
Meeting Room AV Closet		-	3,000	3,000	-
Chair replacement in meeting room		-	-	-	6,500

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>RUTH HOLLEY LIBRARY</b>				
Other furniture or equipment replacement				
Learning lab furniture	-	-	-	10,000
Replace meeting room carpet and staff area	-	13,000	17,401	-
Meeting room furniture	-	15,000	15,176	-
Study room furniture	-	3,000	2,927	-
Repaint interior	-	10,000	7,008	-
Update service points	-	5,000	5,000	-
Add electricity to Friends storage closet	-	2,000	2,000	-
<b>MONUMENT LIBRARY</b>				
Replace (4) adult area chairs	-	-	-	2,400
Community Room back area blind replacement	-	-	-	4,700
Community Room tables and chairs replacement	-	-	-	8,000
Replace teen area PC table and chair	-	-	-	2,000
Access control upgrades	7,928	-	-	-
Replace bulbs	-	1,200	1,200	-
<b>OLD COLORADO CITY LIBRARY</b>				
Canopy over bookdrop	-	-	-	5,000
Replace carpet to rubber in meeting room	-	-	-	3,500
Replace meeting room chairs and tables	-	-	-	5,650
Charging tables (4) and computer tables (6)	-	-	-	12,000
New wood floor on main level - fundraised	-	75,000	75,000	-
<b>ROCKRIMMON LIBRARY</b>				
Replace meeting room carpet	-	-	-	6,000
Meeting room tables	-	-	-	3,000
Furniture for Children's redesign	-	2,500	2,500	-
<b>SAND CREEK LIBRARY</b>				
Other furniture or equipment replacement				
Children's and Teen area furniture	-	7,000	-	-

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>CALHAN BRANCH</b>				
Calhan renovation ptoject	32,314	515,642	515,642	-
<b>OTHER ITEMS</b>				
Concrete replacement - districtwide allowance	-	23,560	23,560	-
Staff lounges improvements	84	29,916	29,916	-
Tree trimming - district-wide	-	-	-	15,000
Adult Education workspace improvements	28,907	-	-	-
Asphalt repairs and maintenance - districtwide allowance	20,901	15,072	15,072	32,000
Water management system	6,627	10,000	5,000	-
Upgrade fire system dialers	-	15,000	-	-
Capital contingency	31,291	50,000	50,000	-
Other vehicle replacement	41,329	8,625	-	-
Furniture replacement contingency	10,744	-	-	25,000
Ellicott facility allowance	-	200,000	-	-
Roof inspections, preventative maaintenance repairs	-	10,000	10,000	15,000
Contingency	-	178,763	178,763	50,000
Asphalt Maintenance - Old Colorado City, High Prairie, Fountain	-	7,500	7,628	-
<b>Total - Facilities</b>	<b>180,125</b>	<b>1,218,278</b>	<b>981,293</b>	<b>249,750</b>

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>INFORMATION TECHNOLOGY</b>				
<b>Servers</b>				
East Library data updates	-	2,000	2,000	-
<b>Computers</b>				
Technology refresh (staff)	121,515	19,000	19,000	-
Collection Management scanners	-	2,080	2,080	-
PCs - video editing	-	11,114	11,114	-
Technology refresh (patrons)	-	131,000	131,000	-
<b>Barcode scanners, RFID equipment</b>	-	15,102	15,102	-
<b>Telecommunications equipment</b>				
Telecommunications switches and UPS	-	100,000	100,000	246,000
<b>Self check stations</b>				
District wide/AMH bin project	5,877	-	-	-
Penrose Library - additional data ports	-	2,500	2,500	-
<b>Laptops</b>				
Young Adult Services	-	6,000	6,000	-
Children's Services iPads	-	6,000	6,000	-
<b>Equipment Initiatives</b>				
RFID Wends	-	15,000	15,000	-
AMH bins	-	20,000	20,000	-
Archival management system	-	13,400	13,400	-
Datacenter redesign	-	75,000	75,000	-
Surveillance system redesign	-	125,000	125,000	-
Telephone wireless or USB headsets	-	30,000	30,000	-
IT security and operations center	-	10,000	10,000	-
Copiers and printers replacement project	100,282	301,000	301,000	-
Telephone system upgrade/replacement project	184,934	-	-	-
District-wide audio-visual equipment standardization	-	75,000	75,000	-
Children's equipment	93,357	-	-	-
Regional History and Genealogy equipment	-	29,000	29,000	-
East Library tween computers	-	4,000	4,000	-
<b>Contingency</b>	42,746	53,835	53,835	-
<b>Servers</b>				
Telecommunications switches and UPS	-	94,834	94,834	-
<b>Firewall Replacement</b>	-	45,000	45,000	-
<b>Switches/UPS rotation</b>	-	40,000	40,000	-

<b>Pikes Peak Library District</b>					
<b>Capital Projects Fund - Capital Reserve Fund</b>					
<b>Three-Year Period Ended December 31, 2020</b>					
		<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
		<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>Computers</b>					
	Technology Refresh (staff)	-	68,795	68,795	371,525
	Technology Refresh (patrons)	-	39,484	39,484	-
	<b>Security system equipment</b>	-	-	-	845,000
	<b>Library system peripheral</b>	-	-	-	265,000
	<b>Datacenter redesign</b>	-	111,399	111,399	-
	<b>District-wide audio-visual equipment standardization</b>	-	50,000	50,000	-
	<b>Total Information Technology</b>	<b>548,711</b>	<b>1,495,543</b>	<b>1,495,543</b>	<b>1,727,525</b>
<b>COMMUNICATIONS</b>					
<b>Signage</b>					
	Monument Library	-	-	-	3,000
	Palmer Lake Library	-	-	-	2,000
	Rockrimmon Library	-	-	-	2,500
	Ute Pass Library	-	-	-	2,000
	<b>Total Communications</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,500</b>

<b>Pikes Peak Library District</b>				
<b>Capital Projects Fund - Capital Reserve Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
<b>VIDEO STUDIO</b>				
<b>Peripheral equipment</b>				
Video projector replacements and additions	-	5,000	5,000	-
<b>Renovation costs</b>				
Isolation booth - Library 21c Studio	-	20,000	20,000	-
<b>Equipment Initiatives</b>				
Replacement wireless mic kit	-	1,300	1,300	-
Replacement audio recorder	-	300	300	-
Photo roller system	-	1,000	1,000	-
New checkout equipment L21c	-	3,900	3,900	-
Replacement cameras - Studio 21c (5)	-	37,500	37,500	1,620
Replacement chargeable batteries	-	1,620	1,620	-
Replacement DSLR cameras for checkout	-	5,700	5,700	-
Replace audio recorder kit	-	1,200	1,200	-
Replacement teleprompter	-	1,550	1,550	-
Replace video camera kit for checkout	-	3,000	3,000	-
Replace GoPro kits	-	1,500	1,500	-
Replace tripod system	-	320	320	-
<b>Total Video Studio</b>	<b>-</b>	<b>83,890</b>	<b>83,890</b>	<b>1,620</b>
<b>CREATIVE SERVICES</b>				
<b>Equipment</b>				
Replacement Circuit machines	-	1,200	1,200	-
Sand Creek Library - vinyl record cutter	-	9,000	9,000	-
Sand Creek Library - larger kiln	-	3,000	3,000	-
East Library - Larger laser cutter	-	18,000	18,000	-
New maker kits	-	1,000	1,000	2,500
Replacement Lu;zbot Mini 3D printer	-	-	-	10,200
Replacement TAZ 6 3D printers	-	-	-	17,000
Replacement Silhouettes Sand Creek and L21c libraries	-	-	-	700
Equipment replacement fund	7,782	3,500	3,500	-
Contingency	-	48,886	48,886	-
<b>Total Creative Services</b>	<b>7,782</b>	<b>84,586</b>	<b>84,586</b>	<b>30,400</b>
<b>Total Uses of Funds</b>	<b>736,618</b>	<b>2,882,297</b>	<b>2,645,312</b>	<b>2,018,795</b>
<b>Excess Revenues Over Expenditures</b>	<b>453,956</b>	<b>(1,708,313)</b>	<b>(1,471,328)</b>	<b>(236,985)</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,254,357</b>	<b>1,708,313</b>	<b>1,708,313</b>	<b>236,985</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,708,313</b>	<b>\$ -</b>	<b>\$ 236,985</b>	<b>\$ -</b>

## **SPECIAL REVENUE FUNDS**



<b>Pikes Peak Library District</b>				
<b>General Fund - Special Revenue Fund</b>				
<b>Annual Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the acquisition of specific assets or the purchase of specific services not specifically identified through another established fund.				
<b>Fiscal Year Estimated Revenues</b>				
<b>Fiscal Year Expenditures</b>				
Other expenditures	\$ -	\$ 212	\$ 212	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>212</b>	<b>212</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(212)</b>	<b>(212)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>212</b>	<b>212</b>	<b>212</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 212</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Cheyenne Mountain Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Cheyenne Mountain Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital Outlay	\$ -	\$ 812	\$ 812	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>812</b>	<b>812</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(812)</b>	<b>(812)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>812</b>	<b>812</b>	<b>812</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 812</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Fountain Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Fountain Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay				
Upgrade lock system to card reader system	\$ 7,165	\$ -	\$ -	\$ -
Paint refresh	-	8,500	8,500	-
Other	-	3,060	3,060	
<b>Total Fiscal Year Expenditures</b>	<b>7,165</b>	<b>11,560</b>	<b>11,560</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(7,165)</b>	<b>(11,560)</b>	<b>(11,560)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>18,725</b>	<b>11,560</b>	<b>11,560</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 11,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>High Prairie Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's High Prairie Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ 60,659	\$ 113,916	\$ 113,916	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>60,659</b>	<b>113,916</b>	<b>113,916</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(60,659)</b>	<b>(113,916)</b>	<b>(113,916)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>174,575</b>	<b>113,916</b>	<b>113,916</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 113,916</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

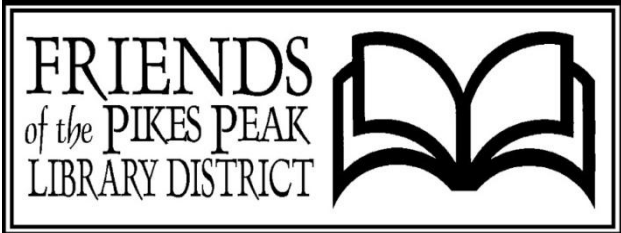
<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Sand Creek Library Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Sand Creek Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ 3,000	\$ 27,772	\$ 27,772	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>3,000</b>	<b>27,772</b>	<b>27,772</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>(3,000)</b>	<b>(27,772)</b>	<b>(27,772)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>30,772</b>	<b>27,772</b>	<b>27,772</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 27,772</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>1905 Carnegie Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's 1905 Carnegie Library's services, programs and assets.				
<b>Fiscal Year Expenditures</b>				
Capital outlay	\$ -	\$ 4,374	\$ 4,374	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>4,374</b>	<b>4,374</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(4,374)</b>	<b>(4,374)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>4,374</b>	<b>4,374</b>	<b>4,374</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 4,374</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>1905 Carnegie Garden Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's 1905 Carnegie Garden area.				
<b>Fiscal Year Expenditures</b>				
Other expenditures	\$ -	\$ 998	998	-
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>998</b>	<b>998</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(998)</b>	<b>(998)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>998</b>	<b>998</b>	<b>998</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 998</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Pikes Peak Library District</b>				
<b>Special Revenue Fund</b>				
<b>Regional History and Genealogy Support Fund</b>				
<b>Three-Year Period Ended December 31, 2020</b>				
<b>Purpose of Fund</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projection</b>	<b>Budget</b>
To accumulate funds for the support of the District's Regional History and Genealogy department.				
<b>Fiscal Year Expenditures</b>				
Other expenditures	\$ -	\$ 1,113	\$ 1,113	\$ -
<b>Total Fiscal Year Expenditures</b>	<b>-</b>	<b>1,113</b>	<b>1,113</b>	<b>-</b>
<b>Excess (Deficit) Revenues Over Expenditures</b>	<b>-</b>	<b>(1,113)</b>	<b>(1,113)</b>	<b>-</b>
<b>Fund Balance - Beginning of Year</b>	<b>1,113</b>	<b>1,113</b>	<b>1,113</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,113</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





**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*

**E-Commerce Sales:**

Amazon Sales	October 2019		
\$1,979		76 units	\$26.05 avg. sale
E-bay Sales:	October 2019		
\$582		14 transactions	\$42 avg sale

**Latina Voices**—Very Successful about 75 in attendance.

**Fall Book Sale:** Very successful, profit made was \$10,800.

**Meet & Greet Retirement for Marcia:** Nice gathering for Marcia's Meet & Greet Retirement & Marcia was very happy.

**Volunteer Coordinator Position:** 117 applied for the position with only 13 qualifying for review by the committee with four candidates interviewed. Currently in the process of making an offer to one of the candidates interviewed.



**REPORT**  
**November 12, 2019**

Secured \$5,000 gift to support Children's Area at Cheyenne Library

Held *Ulam* film screening fundraiser for more than 135 people to raise funds in support of the Dennis Apuan Asian Pacific American Collection Endowment

Presented Not Your Father's Library to the downtown Pikes Peak Club

Coordinated John Spears and Delaina Massie presenting Not Your Father's Library and hearing assistive technology at PPLD overview to Woodmen Valley Sertoma Club

Interviewed Corporate and Foundation Relations Manager candidates

Preparing materials for year-end direct mail campaign to be mailed in November

Met with Michelle Talarico to discuss PPLD becoming a part of The Picnic Basket's social impact strategy

Attended 2019 Give! campaign kick-off event with 101 other Pikes Peak region non-profit organizations

Coordinated and kicked off Bux for Books Campaign with Farmers State Bank's three locations to raise funds in support of Calhan Library grand opening

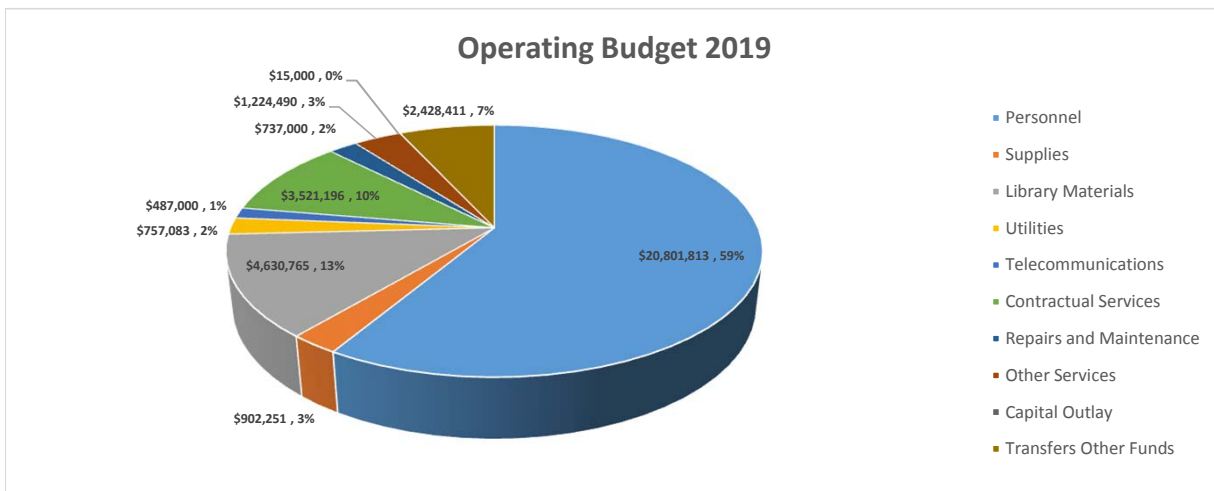
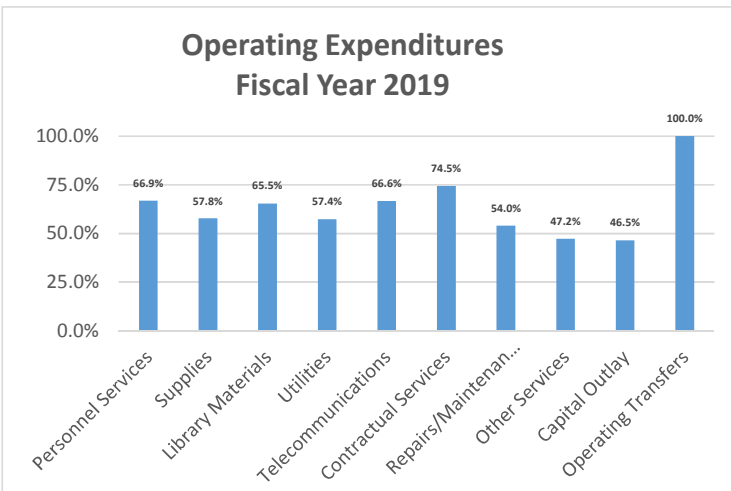
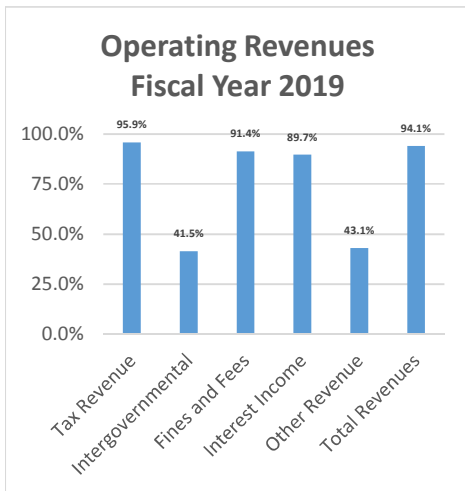
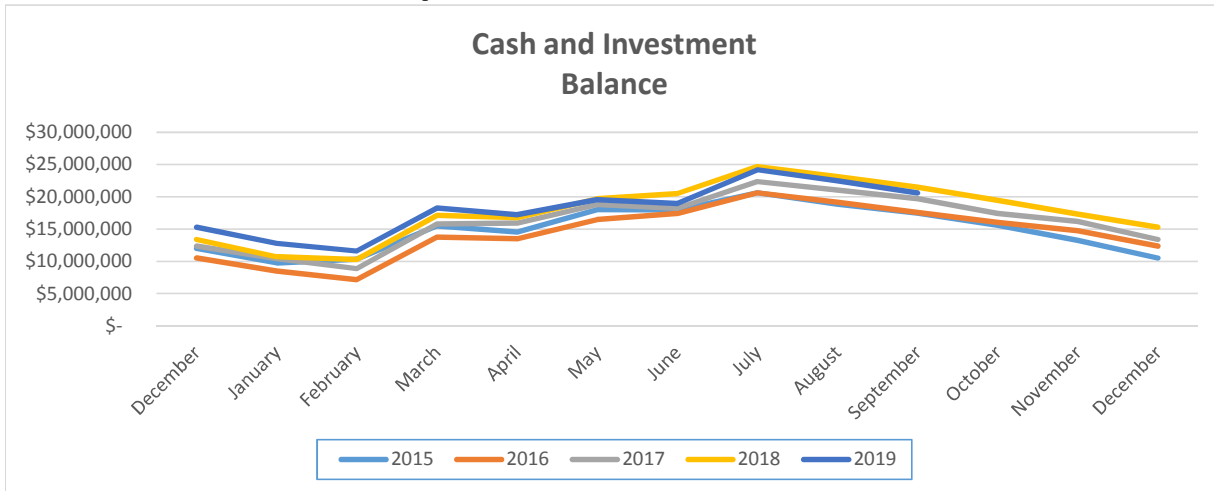
Met with PPLD Foundation board prospects to vet candidates to fill board vacancy

Conducted year end PPLD Foundation board meeting

Began onboarding process for Jenna Metz, new Individual Giving and Campaign Coordinator

# Pikes Peak Library District Financial Dashboard

## September 2019



# **Pikes Peak Library District**

## **September 2019 Financial Report**

Presented to Board of Trustees November 12, 2019

**Pikes Peak Library District  
 General Fund Summary  
 For the Nine-Month Period Ended September 30, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Revenues</b>					
Property taxes	\$ 28,020,376	\$ 26,636,737	\$ 1,383,639	5.2%	
Specific ownership taxes	2,517,307	2,438,136	79,171	3.2%	
Fines/fees	91,400	99,661	(8,261)	-8.3%	
Investment earnings	340,900	276,738	64,162	23.2%	1
Other	454,956	561,001	(106,045)	-18.9%	2
<b>Total Revenues</b>	<b>\$ 31,424,939</b>	<b>\$ 30,012,273</b>	<b>\$ 1,412,666</b>	<b>4.7%</b>	

- 1 Interest rates continue to rise, and that is reflective in the difference from year to year.
- 2 The total amount received from donations vary from year to year.

Pikes Peak Library District  
Statement of Revenues  
General Fund  
For the Nine-Month Period Ended September 30, 2019

Percent of Year 75.0%

Account Description	2019 Budget	YTD Actual	Variance	% Collected
<b>Tax Revenue</b>				
Property taxes				
Current	\$ 28,477,334	\$ 28,026,828	\$ 450,506	98.4%
Abatements/refunds	(140,000)	(61,403)	(78,597)	43.9%
Omitted properties	6,000	3,502	2,498	58.4%
Delinquent	17,000	18,036	(1,036)	106.1%
Penalties/interest	36,000	24,223	11,777	67.3%
Specific ownership taxes	3,450,000	2,517,307	932,693	73.0%
Local government in lieu of prop. taxes	10,500	9,190	1,310	87.5%
<b>Total Tax Revenue</b>	<b>31,856,834</b>	<b>30,537,683</b>	<b>1,319,151</b>	<b>95.9%</b>
<b>Intergovernmental</b>				
Federal - eRate Funding	200,000	-	200,000	0.0%
State Grant - library materials	145,000	143,024	1,976	98.6%
<b>Total Intergovernmental</b>	<b>345,000</b>	<b>143,024</b>	<b>201,976</b>	<b>41.5%</b>
<b>Fines and Fees</b>	<b>100,000</b>	<b>91,400</b>	<b>8,600</b>	<b>91.4%</b>
<b>Interest Income</b>	<b>380,000</b>	<b>340,900</b>	<b>39,100</b>	<b>89.7%</b>
<b>Other Revenue</b>				
Donations/grants/gifts				
PPLD Foundation	567,559	193,209	374,350	34.0%
Other	18,000	7,832	10,168	43.5%
Copier charges/PMS charges	96,000	80,018	15,982	83.4%
Parking lot collections	33,000	16,329	16,671	49.5%
Merchandise sales	-	3,776	(3,776)	100.0%
Miscellaneous	4,500	6,358	(1,858)	141.3%
Asset sales proceeds	5,000	4,410	590	88.2%
<b>Total Other Revenue</b>	<b>724,059</b>	<b>311,932</b>	<b>412,127</b>	<b>43.1%</b>
<b>Total General Fund Revenues</b>	<b>\$ 33,405,893</b>	<b>\$ 31,424,939</b>	<b>\$ 1,980,954</b>	<b>94.1%</b>

**Pikes Peak Library District  
General Fund Summary  
For the Nine-Month Period Ended September 30, 2019**

General Fund	Year-To-Date				Notes
	2019	2018	Change	% Chg.	
<b>Expenditures</b>					
Personnel	\$ 13,924,857	\$ 12,850,864	\$ 1,073,993	8.4%	
Supplies	568,933	450,612	118,321	26.3%	1
Library materials	3,164,052	3,060,481	103,571	3.4%	
Utilities	434,939	419,629	15,310	3.6%	
Telecommunication costs	337,842	366,095	(28,253)	-7.7%	
Contractual services	2,695,217	2,437,491	257,726	10.6%	2
Repairs and maintenance	409,075	396,435	12,640	3.2%	
Other services	524,635	389,175	135,460	34.8%	3
Capital outlay	48,105	51,400	(3,295)	-6.4%	
Operating transfers - other funds	2,443,411	2,178,459	264,952	12.2%	4
<b>Total Expenditures</b>	<b>\$ 24,551,065</b>	<b>\$ 22,600,641</b>	<b>\$ 1,950,424</b>	<b>8.6%</b>	

- 1 Total spent to date for software purchases and licenses during 2019 exceeds the total spent over the same period of time for 2018 by about \$120,000.
- 2 Activity in 2019 is greater than 2018 by more than \$25,000 in the following accounts: janitorial services, consulting, legal, printing, programming and maintenance - computer equipment. In most cases, there has been more activity in these accounts versus the activity during the same period in 2018. In addition, prices are simply higher in 2019 versus 2018.
- 3 Training costs for 2019 exceeds 2018 by about \$60,000. Costs for community outreach for 2019 exceeds 2018 costs by about \$34,000. Activity in the designated funds for 2019 was about \$33,000 higher than 2018.
- 4 Operating transfers to other funds have been made in accordance with the approved budgets for both 2019 and 2018.

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Nine-Month Period Ended September 30, 2019

Percent of Year 75.0%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
<b>Personnel Services</b>				
Regular employees	16,005,249 \$	10,578,214 \$	5,427,034	66.1%
Temporary employees	22,000	14,797	7,203	67.3%
Substitute employees	420,208	245,733	174,475	58.5%
Work-Study And internship	7,000	1,995	5,005	28.5%
Social security contributions	1,285,002	794,886	490,116	61.9%
Retirement contributions	1,023,744	636,791	386,954	62.2%
Health Plan contributions	1,750,000	1,468,024	281,976	83.9%
Unemployment insurance	47,250	23,612	23,638	50.0%
Workers compensation	85,000	42,445	42,555	49.9%
Vision Plan insurance	62,000	42,236	19,764	68.1%
Life A&D insurance	63,000	45,009	17,991	71.4%
Tuition assistance	40,000	31,116	8,884	77.8%
<b>Total Personnel Services</b>	<b>20,810,452</b>	<b>13,924,857</b>	<b>6,885,595</b>	<b>66.9%</b>
<b>Supplies</b>				
General	362,700	157,686	205,013	43.5%
Microform	950	-	950	0.0%
Software purchases/licenses	339,025	290,974	48,050	85.8%
Computer supplies	50,000	40,326	9,674	80.7%
Processing	100,480	11,329	89,150	11.3%
Office	78,554	50,328	28,226	64.1%
Other	53,341	18,290	35,051	34.3%
<b>Total Supplies</b>	<b>985,048</b>	<b>568,933</b>	<b>416,115</b>	<b>57.8%</b>
<b>Library Materials</b>				
Audio-visual materials	801,158	410,010	391,148	51.2%
Books	1,472,558	842,753	629,804	57.2%
e-materials	1,522,959	1,165,654	357,305	76.5%
Library materials - other	263,744	150,225	113,519	57.0%
Microforms	5,000	-	5,000	0.0%
Periodicals	198,653	101,303	97,350	51.0%
Serials	33,297	13,491	19,806	40.5%
Databases - online services	535,797	478,051	57,747	89.2%
Memorials	20	2,564	(2,544)	0.0%
<b>Total Library Materials</b>	<b>4,833,186</b>	<b>3,164,052</b>	<b>1,669,135</b>	<b>65.5%</b>
<b>Utilities</b>				
Gas	109,168	47,423	61,745	43.4%
Electric	526,656	309,346	217,310	58.7%
Water/sewer	114,719	72,939	41,779	63.6%



Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Nine-Month Period Ended September 30, 2019

Percent of Year 75.0%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Storm water fees	7,844	5,230	2,615	66.7%
<b>Total Utilities</b>	<b>758,387</b>	<b>434,939</b>	<b>323,448</b>	<b>57.4%</b>

**Telecommunications**

Data	300,000	242,351	57,650	80.8%
Voice	123,903	49,900	74,003	40.3%
Cellular	78,000	44,383	33,617	56.9%
Expansion	5,000	1,209	3,791	24.2%
<b>Total Telecommunications</b>	<b>506,903</b>	<b>337,842</b>	<b>169,061</b>	<b>66.6%</b>

**Contractual Services**

Janitorial services	330,000	238,796	91,204	72.4%
Carpet cleaning services	117,000	91,927	25,073	78.6%
Library facility rental	566,473	454,444	112,028	80.2%
Common area maintenance	156,052	131,328	24,724	84.2%
Storage rental	16,800	13,500	3,300	80.4%
Audit	45,000	45,585	(585)	101.3%
Legal	65,000	74,487	(9,487)	114.6%
Consultant	266,500	108,020	158,480	40.5%
Cataloging	50,600	22,465	28,135	44.4%
Trash removal	22,925	15,835	7,090	69.1%
Copier services	56,000	33,542	22,458	59.9%
Courier services	222,231	111,408	110,823	50.1%
Liability/property insurance	184,500	153,249	31,251	83.1%
Collection agency fees	30,000	19,216	10,784	64.1%
Printing	125,000	74,795	50,205	59.8%
Programming	386,464	210,280	176,185	54.4%
Treasurer fees	420,000	419,168	832	99.8%
Microfilming services	25,101	2,474	22,627	9.9%
Computer support agreements	301,500	278,199	23,301	92.3%
Computer equipment maintenance	147,000	146,955	45	100.0%
Software licenses	19,000	4,726	14,274	24.9%
Employee Assistance Program	20,000	6,320	13,680	31.6%
Parking	43,646	38,498	5,148	88.2%
<b>Total Contractual Services</b>	<b>3,616,792</b>	<b>2,695,217</b>	<b>921,576</b>	<b>74.5%</b>

**Repairs and Maintenance**

Grounds maintenance	75,500	51,525	23,975	68.2%
Vehicle operating costs	70,250	52,207	18,043	74.3%
Equipment maintenance	373,244	212,227	161,017	56.9%
Equipment repairs	61,394	5,014	56,380	8.2%
Furniture repairs	34,310	17,167	17,143	50.0%

Pikes Peak Library District  
Statement of Expenditures  
General Fund  
For the Nine-Month Period Ended September 30, 2019

Percent of Year 75.0%

Account Description	2019 Budget	YTD Actual	Available Budget	% Used
Building repairs	142,750	70,935	71,815	49.7%
<b>Total Repairs and Maintenance</b>	<b>757,449</b>	<b>409,075</b>	<b>348,374</b>	<b>54.0%</b>
<b>Other Services</b>				
Translation services	500	412	88	82.4%
Advertising	1,000	422	578	42.2%
Bank And trustee Fees	11,600	8,012	3,588	69.1%
School engagement	1,000	374	626	37.4%
Mileage/Travel reimbursement	73,800	49,442	24,359	67.0%
Employee recruitment	50,500	13,113	37,387	26.0%
Employee testing	500	-	500	0.0%
Dues and memberships	63,153	33,392	29,762	52.9%
Merchandising	7,000	3,064	3,936	43.8%
Employee recognition	20,525	6,392	14,133	31.1%
Board of Trustees	7,000	1,754	5,246	25.1%
Community outreach	116,915	77,918	38,996	66.6%
Training	317,604	197,429	120,175	62.2%
Signage	20,200	9,206	10,994	45.6%
Bindery	10,000	3,134	6,866	31.3%
Summer Reading Club	29,686	16,759	12,927	56.5%
Patron reimbursement	500	-	500	0.0%
Postage	62,500	47,887	14,613	76.6%
Volunteer program	5,900	1,823	4,077	30.9%
Safety and wellness	18,500	3,229	15,271	17.5%
Other grant/donation expenditures	337,270	39,205	298,065	11.6%
Administrative support	10,500	-	10,500	0.0%
Equipment rental	3,620	3,093	527	85.4%
Other	-59,362	8,575	(67,937)	-14.4%
<b>Total Other Services</b>	<b>1,110,411</b>	<b>524,635</b>	<b>585,776</b>	<b>47.2%</b>
<b>Capital Outlay</b>				
Other	103,453	48,105	55,349	46.5%
<b>Total Capital Outlay</b>	<b>103,453</b>	<b>48,105</b>	<b>55,349</b>	<b>46.5%</b>
<b>Operating Transfers to Other Funds</b>				
Fund transfers out	2,443,411	2,443,411	-	100.0%
<b>Total Expenditures</b>	<b>\$ 35,925,494</b>	<b>\$ 24,551,065</b>	<b>\$ 11,374,429</b>	<b>68.3%</b>

**Pikes Peak Library District  
Special Revenue Funds  
For the Nine-Month Period Ended September 30, 2019**

<b>Fund Balance - January 1, 2019</b>	\$ 160,757
<b>Expenditures</b>	9,323
<b>Fund Balance - September 30, 2019</b>	<u>\$ 151,434</u>

**Fund Balance - By Fund - September 30, 2019**

Annual Fund	\$ 212
Cheyenne Mountain Library Fund	812
Fountain Branch Library Fund	3,768
High Prairie Library Fund	112,385
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>\$ 151,434</u>

Pikes Peak Library District  
 East Library Capital Projects Fund  
 For the Nine-Month Period Ended September 30, 2019

Account Description	Approved Budget	Mid-Year Adjustment	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Fund Transfers In	139,627	-	139,627	139,627	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>144,627</b>	<b>-</b>	<b>144,627</b>	<b>139,627</b>	<b>-</b>	<b>5,000</b>
<b>Expenditures</b>						
Chiller Roof Structure Over Pit	19,000	-	19,000	3,160	15,840	-
Roofing Evaluation & Design	30,000	-	30,000	-	-	30,000
Window Screen/Shades-Children	1,627	(1,627)	-	-	-	-
External Filtration System	10,000	(8,093)	1,907	-	1,907	-
Replace Emergency Generator	60,000	23,065	83,065	1,950	650	80,465
Enclose Chiller Pit	-	15,398	15,398	-	7,597	7,801
Reading Bay Area Furniture	15,000	5,000	20,000	-	-	20,000
Patio Furniture (Fundraising)	5,000	(5,000)	-	-	-	-
Shared Workstation - 4-Person	4,000	(1,235)	2,765	2,765	-	-
Additional Study Room Chairs	-	3,500	3,500	3,547	-	(47)
Reface Cabinets In Story Office	-	5,500	5,500	-	-	5,500
Contingency	-	39,645	39,645	-	-	39,645
IT Equipment	-	2,071	2,071	-	-	2,071
<b>Total Expenditures</b>	<b>\$ 144,627</b>	<b>\$ 78,224</b>	<b>\$ 222,851</b>	<b>11,422</b>	<b>\$ 25,994</b>	<b>\$ 185,435</b>
<b>Excess Revenues over Expenditures</b>				<b>128,205</b>		
<b>Fund Balance - January 1, 2019</b>				<b>78,224</b>		
<b>Fund Balance - September 30, 2019</b>				<b>\$ 206,429</b>		

Pikes Peak Library District  
 Penrose Library Capital Projects Fund  
 For the Nine-Month Period Ended September 30, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 96,700	\$ -	\$ 96,700	\$ 96,700	\$ -	\$ -
<b>Expenditures</b>						
Asphalt Crack Fill	15,500	-	15,500	15,764	-	(264)
Roofing Evaluation	30,000	-	30,000	-	-	30,000
Roof Inspection And Repairs	-	5,130	5,130	-	-	5,130
Replace Existing Parking Meter	-	50,000	50,000	-	-	50,000
Penrose Campus Project	-	850,363	850,363	554,716	8,652	286,995
Replace Lobby Rooftop Unit	23,500	-	23,500	20,544	-	2,956
Replace Existing Fire Panel	18,500	-	18,500	16,921	-	1,579
Charging Station Outlets	2,000	-	2,000	-	-	2,000
Larger Trash Receptacles	3,600	-	3,600	852	-	2,748
Adjustable Height Desks	3,600	-	3,600	-	-	3,600
Chiller Replacement	-	55,000	55,000	-	-	55,000
Penrose Renovation Contingency	-	42,875	42,875	1,363	1,150	40,362
<b>Total Expenditures</b>	<b>\$ 96,700</b>	<b>\$ 1,003,368</b>	<b>\$ 1,100,068</b>	<b>\$ 610,160</b>	<b>\$ 9,802</b>	<b>\$ 480,106</b>
<b>Excess Revenues over Expenditures</b>				(513,460)		
<b>Fund Balance - January 1, 2019</b>				1,003,368		
<b>Fund Balance - September 30, 2019</b>				<u>\$ 489,908</u>		

Pikes Peak Library District  
Library 21c Capital Projects Fund  
For the Nine-Month Period Ended September 30, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Fund Transfers In	\$ 1,156,100	\$ -	\$ 1,156,100	\$ 1,156,100	\$ -	\$ -
<b>Expenditures</b>						
Venue Improv & Equip	-	33,676	33,676	-	-	33,676
Concrete Walkway Ea To South	-	19,500	19,500	-	-	19,500
Courtyard Improvements	-	20,000	20,000	19,916	-	84
Roof Replacement	1,035,000	(52,637)	982,363	663,879	192,056	126,428
Replace Skylight/Repairs	108,000	-	108,000	104,560	-	3,440
Re-Bulb Children's Area	1,200	-	1,200	-	-	1,200
Children's Shelf Movers	2,500	-	2,500	-	-	2,500
Studio Column, Make Space	1,000	-	1,000	-	-	1,000
Roof Repairs	-	2,350	2,350	-	-	2,350
Signage	-	5,000	5,000	-	-	5,000
Improv Teen Gaming Room	-	9,409	9,409	-	-	9,409
Ent & Make li Window Treatment	-	4,152	4,152	-	-	4,152
Roof Replacement	-	40,200	40,200	13,938	-	26,262
Office Chairs-Meeting Room	7,200	-	7,200	-	7,200	-
Tables-Adjustable Height, Cm	1,200	-	1,200	-	-	1,200
Audio Booth	-	2,000	2,000	-	-	2,000
New Teen Service Desk	-	1,200	1,200	-	-	1,200
Contingency	-	101,068	101,068	1,989	50,598	48,481
Install Additional Can Lights	-	1,200	1,200	-	-	1,200
Munis Record Management System	-	30,000	30,000	-	-	30,000
Av Equipment Maintenance	-	4,686	4,686	2,037	1,500	1,149
Studio Noise Mitigation	-	21,979	21,979	1,417	-	20,562
Increase Stage Size	-	4,908	4,908	1,788	-	3,120
Venue Led Lighting	-	3,572	3,572	3,095	-	477
<b>Total Expenditures</b>	<b>\$ 1,156,100</b>	<b>\$ 252,264</b>	<b>\$ 1,408,364</b>	<b>812,619</b>	<b>\$ 251,354</b>	<b>\$ 344,391</b>
<b>Excess Revenues over Expenditures</b>				<b>343,481</b>		
<b>Fund Balance - January 1, 2019</b>				<b>252,263</b>		
<b>Fund Balance - September 30, 2019</b>				<b>\$ 595,744</b>		

Pikes Peak Library District  
 Capital Reserve Fund  
 For the Nine-Month Period Ended September 30, 2019

Account Description	Approved Budget	Carryover	Revised Budget	2019 Activity	Encumbrances	Available Budget
<b>Revenues and Other Sources of Funds</b>						
Donations-PPLD Foundation	\$ 123,000	\$ -	\$ 123,000	\$ -	\$ -	\$ (123,000)
Fund Transfers In	1,050,984	-	1,050,984	1,050,984	-	-
<b>Total Revenues and Other Sources of Funds</b>	<b>1,173,984</b>	<b>-</b>	<b>1,173,984</b>	<b>1,050,984</b>	<b>-</b>	<b>(123,000)</b>

**Expenditures**

**2019 Budget**

**Facilities**

Dw- Asphalt Maintenance	7,500	-	7,500	7,628	-	(128)
CAL - Landscape allowance	-	40,000	40,000	-	-	40,000
Fo-Window Tint - Children's	3,000	-	3,000	-	-	3,000
Ho-Replace Meeting Room Carpet	13,000	-	13,000	1,001	-	11,999
Ho-Repaint Interior	10,000	-	10,000	7,008	-	2,992
Update Service Points	5,000	-	5,000	2,840	1,333	827
Ho-Add Electricity In Storage	2,000	-	2,000	-	-	2,000
Mo-Replace Bulbs	1,200	-	1,200	864	-	336
Ol-Replace Floor Main Level	75,000	-	75,000	-	-	75,000
Ellicott Facility Allowance	200,000	-	200,000	-	-	200,000
Roof Inspection	10,000	-	10,000	-	-	10,000
Calhan Project	-	341,134	341,134	93,565	209,369	38,200
Dw- Concrete Replacement	-	23,560	23,560	-	2,390	21,170
Dw - Asphalt Repairs	-	15,072	15,072	716	-	14,356
Staff Lounges Improvements	-	29,916	29,916	2,883	-	27,033
Water Management System	-	10,000	10,000	685	9,315	-
CAL - Intrusion Alarm	-	3,500	3,500	-	-	3,500
Upgrade Fire System Dialers	-	15,000	15,000	-	-	15,000
CAL - Furniture	-	39,357	39,357	19,679	19,678	-
Ch-Work Room Cabinets&Storage	2,000	-	2,000	-	-	2,000
Fo-Av Closet - Meeting Room	3,000	-	3,000	-	-	3,000
Ho-Meeting Room Furniture	15,000	-	15,000	14,764	412	(176)
Ho-Study Room Furniture	3,000	-	3,000	2,281	646	73
Ro-Redesign Children's Area	2,500	-	2,500	-	-	2,500
Childrens&Teen Area Furniture	-	7,000	7,000	-	-	7,000
CAL - Shelving	-	15,187	15,187	7,594	7,593	-
Vehicles	-	8,625	8,625	-	-	8,625
Replace Generator For Bo	-	12,500	12,500	-	-	12,500
Contingency	50,000	-	50,000	14,635	17,877	17,488
CAL - Contingency	-	11,578	11,578	-	-	11,578
Contingency	-	154,254	154,254	23,955	8,183	122,116
Contingency - Furniture Replacement	-	24,509	24,509	160	-	24,349
CAL - Signage	-	10,000	10,000	-	-	10,000
<b>Sub-total</b>	<b>402,200</b>	<b>761,192</b>	<b>1,163,392</b>	<b>200,258</b>	<b>276,796</b>	<b>686,338</b>

**Information Technology**

Servers-Ea Data Updates	2,000	-	2,000	-	-	2,000
Data Center Redesign Servers	75,000	-	75,000	-	-	75,000
Technology Refresh (Staff)	19,000	-	19,000	5,161	9,297	4,542
Technology Refresh (Patrons)	131,000	-	131,000	130,845	-	155
Pcs-Video Editing	11,114	-	11,114	-	-	11,114
Replace Computers	-	39,485	39,485	2,167	6,314	31,004
Technology Refresh (Patrons)	-	68,795	68,795	-	1,385	67,410
Isoc Computers	10,000	-	10,000	-	-	10,000
Laptops- Young Adult Services	6,000	-	6,000	5,897	-	103
Laptops-Children's Ipad	6,000	-	6,000	5,980	-	20
Self-Check- Data Ports	2,500	-	2,500	-	-	2,500





**Pikes Peak Library District  
 Receipts and Disbursements by Cash Account  
 For the Month of September 2019**

	<b>ColoTrust Investments</b>	<b>US Bank Checking</b>	<b>Total Cash</b>
<b>Cash and Investments Balance September 1, 2019</b>	\$ 22,488,289	\$ (34,621)	\$ 22,453,668
<b>Receipts September 2019</b>			
Property Taxes	442,059	-	442,059
Daily Cash Receipts	-	20,395	20,395
Credit Card Receipts	-	9,470	9,470
Foundation distribution	-	48,629	48,629
Interest	38,283	-	38,283
<b>Disbursements September 2019</b>			
Payment of Bills week of 09/06/2019	-	(270,645)	(270,645)
Payment of Bills week of 09/13/2019	-	(247,421)	(247,421)
Payment of Bills week of 09/20/2019	-	(169,077)	(169,077)
Payment of Bills week of 09/27/2019	-	(216,357)	(216,357)
Payroll 09/06/2019	-	(655,628)	(655,628)
Payroll 09/20/2019 and end of month	-	(852,548)	(852,548)
<b>Transfer between funds</b>	(2,500,000)	2,500,000	-
<b>Cash and Investments Balance September 30, 2019</b>	<u>\$ 20,468,631</u>	<u>\$ 132,197</u>	<u>\$ 20,600,828</u>

## Public Services Report November 12, 2019

### Community

In September, Senior Library Associate Liz Turner's mission at Monument was to meet with new high school principals and new School District 38 Superintendent to communicate to them our AfterMath program and other tutoring resources in an effort to get the word out better for AfterMath. AfterMath has suffered from decreased numbers in recent years but still attracts 16 - 19 students each week so far this year. We'd like to see those numbers go up. AfterMath Coordinators, Nina and Marie are very pleased with our improvements made to AfterMath. Liz just received notification that three new AfterMath volunteers have passed their background checks so is arranging an orientation for them soon so they can join the team. The visits to high school principals brought forth an invitation to attend parent/teacher conference nights to let parents know at the right moment about all of our tutoring resources like AfterMath, Brainfuse, local pay tutors, etc. So Liz will be representing the library at these outreaches in October. It should be noted that last Monday's program tutored 26 kids, which was more than they had any day last semester.

Allison Presley (High Prairie, Senior Library Associate) brought a LEGO Engineering program to Woodmen Hills Elementary for their Rock Your School day. She had about 120 kids cycle through for an afternoon. They made their names out of LEGO and built towers in the Kindergarten group. The rest of the classes built zip-line cars to test out on string. They had lots of trial runs and used their observational skills and scientific minds to engineer better, faster cars.

David Rasmussen (Old Colorado City, Senior Library Associate) coordinated the annual Ice Cream Social which is held after the Coronado Homecoming parade. Over 200 people stopped by to enjoy some ice cream and learn a little bit about Old Colorado City Library. David said it's really a community event and folks appreciate that we celebrate the high school homecoming this way. They love the free ice cream too!

Betty McDonald (Children's Services, Strategic Services School Engagement Librarian) has developed a new service called Lightning Lessons. The goal of these lessons is to get into classrooms to present fun material and promote PPLD to kids who may not know about PPLD resources. When they were posted on the website, she immediately had nine teachers call to request them! Some examples are: Dry Ice Bubbles, Owl Dissection, and History Colorado Moving Day kits.

Senior Library Associate Jordan Newby and Library Manager Jake Rundle attended the Atlas Prep elementary school groundbreaking ceremony. The charter school will begin construction this fall for a hopeful fall of 2020 open. While there they were able to speak to Atlas teachers and administrators to let them know that the Sand Creek Library was excited about their new project and to let them know if they could help in any way.

### Resources

The First Time Voter Guide is out! Joanna Nelson Rendón worked with the El Paso County Election Office and Communications to develop an accurate and attractive guide for first time voters. We are planning to use this in Young Adult Services, Adult Education, and Adult Services. Be on the lookout for information on the website and social media as well.

In Collection Management, Selectors Tammy Ross, Krista Meier, and Lisa Thomas continued ordering and pulling existing items for the Calhan Library Collection. Almost 25,000 unique patrons used Overdrive and we added 9,878 items and 1,503 magazines to the collection in September.

The inaugural Bumps, Books, 'n Babies Resource Fair took place September 28 at Library 21c. Approximately 45 vendors and community resource professionals participated, and 306 people from across the district attended. In addition to the vendor booths in the Venue, 21c hosted over 12 other mini programs and related activities including Baby Time and baby massage lessons, a baby-wearing dance party, yoga, Q&A panels, baby toy crafts, a family photo shoot in the Studio, and more. The event provided an important opportunity for parents in the community to learn about the wide variety of local available resources. Attendees gathered resources and made connections with each other and community professionals. They learned more about PPLD resources and the best early literacy practices for babies. The event has received very

positive feedback from both exhibitors and attendees, many of whom expressed that they are looking forward to seeing this event return next year.

The Penrose Complex hosted Design Institute for Library Journal at the beginning of the month. Around 90 individuals from around the United States attended a full-day workshop where they learned ways to design and redesign their libraries to serve their communities.

### **Innovation / Creativity**

While creating Banned Book Week buttons, patrons at UT had knowledgeable conversations about what is a banned or challenged book, why such books have been challenged, and why they do not support censorship. This was a very proactive program.

Staff has received positive feedback from patrons regarding the streamlined, attractive, and more accessible [Digital Collections](#) site. The Denver Public Library Western History Collection uses the same platform however without the mobile responsive features.

The Rockrimmon TWEENS are enjoying their programs: a calligraphy class, fall passive programs, a banned book display, and their new quiet reading nook.

### **Service**

For this month's Library Explorers program, the Jig Heads (aka Willson & McKee) brought in a variety of instruments to educate and entertain participants with Celtic music. Everything from a banjo to a hammer dulcimer to a bodhran (Irish drum) were on display. We also had a fun singalong to a sea shanty. Forty-nine people attended the program at East Library.

Adult Services was excited to help Fountain Library celebrate 40 years of Service in early September. Heidi Buljung helped to coordinate an entry in the Fountain Labor Day parade and Amy Rodda (Director of Adult Services) and Melissa Mitchell (Adult Services, Senior Librarian) helped to coordinate the Longest Table. We had a great turnout for this event (over 85 attendees) which included lots of engaging conversation. The Longest Table was the final event of a week-long celebration of Fountain's 40<sup>th</sup> Anniversary. The Mayor, Chief of Police, firemen, and many everyday community members had a fantastic time. We hope to bring this event to other libraries in the future. Fountain Library Manager Alicia Gomori also reached out to the Governor's office to invite Governor Polis and, unfortunately, he could not attend but he was gracious enough to write a proclamation for The Longest Table event.

East Library Young Adult Librarian Shannon McDonald has been working on building a relationship with a local Youth Advocacy Agency nearby. They frequently bring new foster kids to the library, set them up with library cards, and even attend programs. This past month one of the new foster kids came to our weekly Dungeons & Dragons Club and told Shannon that it "was the best night of [her] life." Shannon's hoping to continue developing this relationship so that the East Teen Center continues to be a welcoming place for our local foster kids.

Through a collaboration with local artist Rizzo and Poetry719, Ruth Holley Library was able to organize a Contemporary African-American Display focused on current events and movements affecting our community in Colorado Springs, including Black Lives Matter. Interested in reading inspirational poems and seeing some amazing art – visit Sand Creek Library to view this display in October! A powerful moment at Ruth Holley from this display was hearing a young patron engage with the display by passionately reading one of the poems aloud, then exclaiming "that's right!"

### **Internal – Staff**

From Linda Fuqua-Jones (Palmer Lake, Library Supervisor): "Senior Children's Associate Athena Cazier personifies "confident and motivated." It is a pleasure to work with Athena. She is always prepared and able to adjust to the whims of the audience. Athena handles over-participation (too much talking from one child) gracefully and keeps the storytimes on track."

Amber Cox (Creative Services, Senior Librarian) attended and helped coordinate the Colorado Association of Libraries Conference from September 18 – 21. Amber served as Programs Chair, coordinating Speaker correspondence, staffing check-in all 3 days of the conference, and ensuring specialty setup needs were met. Several PPLD staff attending the conference and some also presented.

Tiffany Paisley (Library Manager) and Katie Smith (Senior Library Associate), both of Cheyenne Mountain Library, attend the Colorado Association of Libraries Conference. "This was my first CAL Conference," said Katie "I enjoyed meeting library staff from across Colorado and meeting staff from other PPLD locations. All the workshops I attended were informative, but the presentations on Finding Your Purpose (presented by the Colorado State Library) and the Dyslexia Simulation Workshop (presented by Andrea Klemme from Excel Academy and members of Boulder Valley Kids Identified with Dyslexia, BVKID) were eye-opening and exceptional." Tiffany co-presented with PPLD library managers Sandy Hancock, Joelle Wren, and Jake Rundle on Adventures in Librarianship, a career path discussion. One of the attendees wrote, "Great interactivity, useful information, and passionate presenters. This was a wonderful breakout session!"

### Accountability

The kits the children's team has been circulating have been a wonderful way to save money while getting efficient use out of the supplies in them. Pictured here are some of the final products from Manitou Springs Library's art lesson on Dale Chihuly. We were able to provide this popular program at Manitou without spending more from our budget.



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Penrose	31,554	27,860	29,669	29,409	29,647	29,602	29,333	26,292	25,784	26,220			285,370
Mobile Libraries	7,615	8,515	8,461	8,291	7,099	8,418	7,311	7,620	7,891	6,989			78,210
Calhan													0
Cheyenne	24,795	22,725	23,122	22,970	24,524	23,580	23,712	22,628	19,820	21,214			229,090
Fountain	10,692	9,334	9,994	8,361	10,246	12,298	12,456	10,393	9,023	9,555			102,352
High Prairie	18,507	16,493	17,506	16,384	16,363	18,101	17,677	16,855	15,264	15,469			168,619
Ruth Holley	20,746	18,659	18,548	18,944	18,253	18,809	20,024	18,467	16,770	16,923			186,143
Manitou Springs	2,972	2,914	3,177	2,991	2,924	2,843	3,252	2,520	2,351	2,612			28,556
Monument	22,829	21,025	23,750	21,161	22,642	25,160	25,059	22,521	21,244	20,328			225,719
Old Colorado City	13,187	11,563	12,519	12,626	12,740	12,023	11,986	11,747	10,365	10,747			119,503
Palmer Lake	2,210	2,184	2,217	2,482	2,578	2,886	3,157	2,485	2,443	2,502			25,144
Rockrimmon	22,716	19,817	21,781	20,629	21,545	23,248	22,900	20,397	18,190	18,884			210,107
Sand Creek	20,906	19,089	19,852	18,239	19,054	20,506	19,119	17,511	16,483	16,154			186,913
Ute Pass	1,708	1,584	2,083	1,527	1,383	1,397	1,472	1,405	1,213	1,260			15,032
Senior Van	1,464	1,670	1,265	1,712	1,525	1,598	1,415	1,561	1,372	1,422			15,004
East	83,737	73,242	83,606	74,752	79,030	92,223	88,352	79,755	75,581	72,111			802,389
Library 21c	56,576	50,524	55,580	49,844	52,530	62,436	62,031	55,048	49,946	49,388			543,903
Total	342,214	307,198	333,130	310,322	322,083	355,128	349,256	317,205	293,740	291,778	0	0	3,222,054

YTD CIRC Comparison	2019	2018	% Change
Penrose	285370	356607	-20.0%
Mobile Libraries	78210	85871	-8.9%
Calhan	0	0	
Cheyenne	229090	249767	-8.3%
Fountain	102352	121875	-16.0%
High Prairie	168619	184487	-8.6%
Ruth Holley	186143	218605	-14.8%
Manitou Springs	28556	27973	2.1%
Monument	225719	245156	-7.9%
Old Colorado City	119503	128586	-7.1%
Palmer Lake	25144	23965	4.9%
Rockrimmon	210107	225686	-6.9%
Sand Creek	186913	223617	-16.4%
Ute Pass	15032	18153	-17.2%
Senior Van	15004	17783	-15.6%
East	802389	815481	-1.6%
Library 21c	543903	603298	-9.8%
Total Physical Materials	3222054	3546910	-9.2%

Current Month CIRCULATION Comparison by Facility	2019	2018	% Change
Penrose	26220	34713	-24.5%
Mobile Libraries	6989	9009	-22.4%
Calhan			
Cheyenne	21214	25142	-15.6%
Fountain	9555	11660	-18.1%
High Prairie	15469	19143	-19.2%
Ruth Holley	16923	21301	-20.6%
Manitou Springs	2612	2712	-3.7%
Monument	20328	23533	-13.6%
Old Colorado City	10747	13020	-17.5%
Palmer Lake	2502	2510	-0.3%
Rockrimmon	18884	21981	-14.1%
Sand Creek	16154	21378	-24.4%
Ute Pass	1260	1778	-29.1%
Senior Van	1422	1807	-21.3%
East	72111	82012	-12.1%
Library 21c	49388	56693	-12.9%
Total Physical Materials	291778	348392	-16.3%

Current Month e-materials & Summary	2019	2018	% Change
Overdrive	166725	148831	12.0%
RB Digital Mags	6855	4039	69.7%
eReaders	4	6	-33.3%
1-Click Audio	436	437	-0.2%
Hot Spots	32	71	-54.9%
Total e-materials	174052	153384	13.5%
ILL	2011	2343	-14.2%
Cameras/Equip	86	63	36.5%
Physical Materials	291778	348392	-16.3%
Total Monthly Circ	467927	504182	-7.2%

The safety of Library patrons and staff is very important to us. The District was closed due to inclement weather on 10/28: early closure on 10/29; late opening on 10/30. Various facilities had other weather-related closures throughout the month depending on weather conditions in that area.

## Circulation without Renewals October 2019

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	43542	51197	-15.0%
Mobile Libraries	3178	3924	-19.0%
Calhan			
Cheyenne	15716	17827	-11.8%
Fountain	8168	9086	-10.1%
High Prairie	8509	10591	-19.7%
Ruth Holley	13962	16552	-15.6%
Manitou	3776	4363	-13.5%
Monument	13903	16868	-17.6%
Old Colorado City	10943	13908	-21.3%
Palmer Lake	1410	1507	-6.4%
Rockrimmon	13993	16175	-13.5%
Sand Creek	20120	24320	-17.3%
Ute Pass	1468	1915	-23.3%
East	45622	50966	-10.5%
21c	42993	49537	-13.2%
KCH	547	0	
TOTAL Visitors	247850	288736	-14.2%
Special Collections	1588	2850	-44.3%

2019 Circulation by Facility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Penrose	47527	46142	52535	50649	51985	49496	50882	46837	44952	47288	0	0	488293
Mobile Libraries Total	11278	13161	13478	13937	12066	13295	12060	12189	12357	11665	0	0	125486
Calhan											0	0	0
Cheyenne	30604	33278	37279	36480	38250	37297	38553	35662	33656	35549	0	0	356608
Fountain	13965	14601	17060	14669	16930	19381	21001	17838	15730	16631	0	0	167806
High Prairie	24346	25660	29705	28079	27831	28954	30225	28070	27101	27481	0	0	277452
Holley	27152	28984	32016	31869	30667	30742	33669	30728	28569	30146	0	0	304542
Manitou	3756	4166	4943	4804	4638	4450	5027	4121	3943	4480	0	0	44328
Monument	30228	32367	39250	34970	36376	39476	41589	37105	35627	35028	0	0	362016
Old Colorado City	16491	17317	19837	20086	20299	18906	19284	18253	17422	17897	0	0	185792
Palmer Lake	2970	3458	3566	3931	4076	4372	5040	4237	4140	4239	0	0	40029
Rockrimmon	30572	30602	34924	34000	34203	36208	36897	33460	30726	31728	0	0	333320
Sand Creek	25926	28975	34099	31904	31664	33984	32402	29466	29376	29302	0	0	307098
Ute Pass	2081	2248	3108	2325	2265	2104	2295	2219	2036	1938	0	0	22619
Senior Van	1567	1970	1750	2287	1930	2080	1882	1963	1805	1824	0	0	19058
Bookmobiles	9711	11191	11728	11650	10136	11215	10178	10226	10552	9841	0	0	106428
East	112093	115913	141935	132781	133296	149381	151444	137820	131926	130427	0	0	1337016
Library 21c	72298	77951	94214	86948	87996	99958	104348	94927	87383	87100	0	0	893123
Dispensers	0	0	0	0	0	0	0	0	0	0	0	0	0
Parenting	180	122	112	120	145	128	122	128	120	99	0	0	1276
<b>Total Physical Materials</b>	<b>451467</b>	<b>474945</b>	<b>558061</b>	<b>527552</b>	<b>532687</b>	<b>568132</b>	<b>584838</b>	<b>533060</b>	<b>505064</b>	<b>510998</b>	<b>0</b>	<b>0</b>	<b>5246804</b>

YTD CIRC Comparison	2019	2018	% Change
Penrose	488293	531722	-8.2%
Mobile Libraries Total	125486	124879	0.5%
Calhan	0	0	
Cheyenne	356608	315758	12.9%
Fountain	167806	160120	4.8%
High Prairie	277452	242295	14.5%
Holley	304542	287718	5.8%
Manitou	44328	34567	28.2%
Monument	362016	327509	10.5%
Old Colorado City	185792	163102	13.9%
Palmer Lake	40029	33738	18.6%
Rockrimmon	333320	305158	9.2%
Sand Creek	307098	281982	8.9%
Ute Pass	22619	23773	-4.9%
Senior Van	19058	18614	2.4%
Bookmobiles	106428	106265	0.2%
East	1337016	1121786	19.2%
Library 21c	893123	774159	15.4%
Dispensers	0	0	
Parenting	1276	1497	-14.8%
<b>Total Physical Materials</b>	<b>5246804</b>	<b>4729763</b>	<b>10.93%</b>

Current Month Comparison CIRCULATION	2019	2018	% Change
Penrose	47288	52218	-9.4%
Mobile Libraries Total	11665	12681	-8.0%
Calhan			
Cheyenne	35549	32044	10.9%
Fountain	16631	15917	4.5%
High Prairie	27481	25558	7.5%
Holley	30146	28335	6.4%
Manitou	4480	3534	26.8%
Monument	35028	32288	8.5%
Old Colorado City	17897	16952	5.6%
Palmer Lake	4239	3431	23.5%
Rockrimmon	31728	29825	6.4%
Sand Creek	29302	27510	6.5%
Ute Pass	1938	2251	-13.9%
Senior Van	1824	1875	-2.7%
Bookmobiles	9841	10806	-8.9%
East	130427	113418	15.0%
Library 21c	87100	75172	15.9%
Dispensers	0	0	
Parenting	99	164	-39.6%
<b>Total Physical Materials</b>	<b>510998</b>	<b>471298</b>	<b>8.42%</b>

**Circulation Report  
By Facility  
October 2019**

Current Month Comparison VISITORS	2019	2018	% Change
Penrose	43542	51197	-15.0%
Mobile Libraries Total	3178	3924	-19.0%
Calhan			
Cheyenne	15716	17827	-11.8%
Fountain	8168	9086	-10.1%
High Prairie	8509	10591	-19.7%
Ruth Holley	13962	16552	-15.6%
Manitou	3776	4363	-13.5%
Monument	13903	16868	-17.6%
Old Colorado City	10943	13908	-21.3%
Palmer Lake	1410	1507	-6.4%
Rockrimmon	13993	16175	-13.5%
Sand Creek	20120	24320	-17.3%
Ute Pass	1468	1915	-23.3%
Knights of Columbus Hall	547	0	
East	45622	50966	-10.5%
Library 21c	42993	49537	-13.2%
<b>TOTAL</b>	<b>247850</b>	<b>288736</b>	<b>-14.2%</b>
Special Collections	1588	2850	-44.3%

2019 Circulation ITEM Summary													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD TOTAL
Print	277784	285529	332088	316010	321416	357225	367785	333759	320137	318852	0	0	3230585
DVD	134871	147462	176680	165284	164741	162650	167963	154746	142946	149706	0	0	1567049
CD Music	12862	15085	16143	15359	14810	13949	14631	13962	13717	13974	0	0	144492
CD Book	14932	15071	18322	16817	17362	18036	18285	17031	15608	15792	0	0	167256
Playaway	6258	6686	8369	7703	7887	9129	9015	7507	7146	6952	0	0	76652
Kit	1582	1571	1723	1986	1993	2252	2309	1976	1784	1805	0	0	18981
Game	3178	3541	4736	4393	4478	4891	4850	4079	3726	3917	0	0	41789
Software	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Physical Items</b>	<b>451467</b>	<b>474945</b>	<b>558061</b>	<b>527552</b>	<b>532687</b>	<b>568132</b>	<b>584838</b>	<b>533060</b>	<b>505064</b>	<b>510998</b>	<b>0</b>	<b>0</b>	<b>5246804</b>
ILL	2037	1983	2307	2123	2201	2007	2336	2081	1877	2011	0	0	20963
CyberShelf-OverDrive	167140	148668	167363	154120	164499	164282	173056	169934	162345	166725	0	0	1638132
RB Digital Magazines	5910	5611	6620	6885	6949	6276	5715	7083	6554	6855	0	0	64458
eReader	4	7	6	3	3	10	13	11	2	4	0	0	63
OneClick Audio	460	387	415	415	458	492	454	442	388	436	0	0	4347
Hot Spots	58	56	56	57	54	53	53	46	38	32	0	0	503
Cameras & Equipment	65	84	64	89	66	84	79	100	99	86	0	0	816
<b>TOTAL STATE Circ</b>	<b>627141</b>	<b>631741</b>	<b>734892</b>	<b>691244</b>	<b>706917</b>	<b>741336</b>	<b>766544</b>	<b>712757</b>	<b>676367</b>	<b>687147</b>	<b>0</b>	<b>0</b>	<b>6976086</b>
Freegal Music	7065	6521	6835	6876	6744	6804	6798	6345	6814	6775	0	0	67577
Freeding	108	109	132	124	117	89	112	117	101	141	0	0	1150
DVD Player	160	137	95	152	151	155	147	109	135	160	0	0	1401
Hoopla	1948	1767	2059	1792	1922	1896	1858	1948	1887	1848	0	0	18925
Comics	341	368	405	323	308	309	394	376	425	358	0	0	3607
Kanopy	838	828	844	1040	1449	1677	1601	1838	1526	1654	0	0	13295
<b>TOTAL e-materials</b>	<b>11408</b>	<b>11113</b>	<b>11112</b>	<b>11112</b>	<b>11112</b>	<b>11112</b>	<b>11112</b>	<b>11112</b>	<b>11112</b>	<b>11113</b>	<b>0</b>	<b>0</b>	<b>113770</b>
CLC	9990	10628	12635	11322	11442	11830	12479	11432	10899	11113	0	0	113770
Laptop Use	1373	1336	1519	1626	1635	1153	1187	1237	1145	1195	0	0	13406
Active Users	255131	254818	254774	253569	253425	254251	254279	279930	279102	280082	0	0	

Monthly Circ by Format			
	2019	2018	Change
Print	318852	295472	8%
DVD	149706	134758	11%
CD Music	13974	12822	9%
CD Book	15792	16812	-6%
Playaway	6952	6666	4%
Kit	1805	1994	-9%
Game	3917	2774	41%
<b>TOTAL Physical Items</b>	<b>510998</b>	<b>471298</b>	<b>8.42%</b>
ILL	2011	2343	-14%
CyberShelf-OverDrive	166725	148831	12%
RB Digital Magazines	6855	4039	70%
eReader	4	6	-33%
OneClick Audio	436	437	0%
Hot Spots	32	71	-55%
Cameras & Equipment	86	63	37%
<b>Total e-materials</b>	<b>174052</b>	<b>153384</b>	<b>13%</b>
Freegal Music	6775	7381	-8%
Freeding	141	73	93%
DVD Player	160	170	-6%
Hoopla	1848	1923	-4%
Comics	358	199	80%
Kanopy	1654	498	232%
CLC	11113	11112	0%
Laptop Use	1195	1841	-35%
Active Users	280082	256767	9%

MTD Total	2019	2018	Change
January	627141	612152	2%
February	631741	560716	13%
March	734892	635120	16%
April	691244	601395	15%
May	706917	607959	16%
June	741336	652514	14%
July	766544	658303	16%
August	712757	632095	13%
September	676367	584033	16%
October	687147	627088	10%
November	58931		-100%
December	55962		-100%

YTD Total	2019	2018	Change
January	627141	612152	2%
February	1258882	1172868	7%
March	1993774	1807988	10%
April	2685018	2409383	11%
May	3391935	3017342	12%
June	4133271	3669856	13%
July	4899815	4328159	13%
August	5612572	4960254	13%
September	6288939	5544287	13%
October	6976086	6171375	13%
November		6770306	-100%
December		7330268	-100%

Circulation Report  
Item Type  
October 2019



## Communications Department: Report for November 2019

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News coverage and media highlights *(compiled by Kayah Swanson, Public Relations Specialist):*

- Total features:
  - 76 during the month, bringing the year-to-date total to 821
- Highlighted coverage for the month (from the [full interactive report](#)):
  - The recent **naturalization ceremony** held at Library 21c was covered by [FOX21 News](#) and **shared 2,854 times on social media**.
  - Forthcoming challenges related to **eBooks and publisher embargos** were covered by the [Colorado Springs Independent](#), [FOX21 News](#), and in the Library Limelight column in the [Woodmen Edition](#), [Cheyenne Edition](#), and [Tri-Lakes Tribune](#). The Library Limelight column also discussed the opening of Calhan Library.
  - The *Colorado Springs Gazette* published a column about **Colum McCann's author visit**, titled "[Let's embrace Pikes Peak Library District and the joys of reading.](#)"
  - The **Manitou Arts, Culture, and Heritage initiative (MACH)** and efforts to fund a renovation of the Manitou Springs Library were covered multiple times in the [Pikes Peak Bulletin](#) (most articles in print only) and in the [Colorado Springs Gazette](#).
  - The **Discover Health Exhibit** at Penrose Library was featured in the [Colorado Springs Gazette](#).
  - **Studio 916** employee Terry Josiah Sharpe and his work for Sand Creek Library was profiled in the [Colorado Springs Business Journal](#).

Digital marketing statistics and highlights *(compiled by marketing, Studio 21c, and IT website staff):*

- PPLD.org website statistics (monthly):
  - **Totals:** 121,537 users, with 101,106 being new; 231,249 sessions; and 424,909 pageviews
  - **Most popular web page**, besides the home page: [ppld.org/jobs](http://ppld.org/jobs)
- District-wide social media statistics:
  - **Facebook:** 7,363 total page likes, with 174 new likes last month; 9.172 for total daily engagements
  - **Twitter:** 5,091 total followers; 1,114 for monthly engagement
  - **Instagram:** 1,332 total followers; 1,600 for monthly engagement
  - **LinkedIn:** 908 total followers; 124 for monthly engagement
- Social media highlights:



- **Facebook:** Livestreaming [Calhan Library's grand opening](#) resulted in more than 700 engagements; the [community needs survey](#) has received more than 260 click-throughs; and the [#eBooksforAll posts](#) have created a lot of engagement and conversation.
- **Instagram:** Our [National Color Day post](#) featured PPLD's brand colors in a beautiful and creative way.
- **LinkedIn:** Our monthly [engagement rate](#) was 5.9% this past month, well above the average of .054%. New York Public Library (4.76%) and Pikes Peak Workforce Center (3.35%) both trail us!
- **Twitter:** A [program focused on the Pikes Peak International Hill Climb](#) won top tweet of the month. It received 1,807 impressions and 1.9% engagement.



### Video production statistics & highlights *(compiled by Studio 21c team)*

- Totals (since June 2019):
  - **Online video views:** 289,488
  - **Content production:** 21 produced by PPLD
  - **PPLD TV:** 21 hours of new programming
- New videos and other updates:
  - **Promotion:** Watch the commercial for [Make it Personal with PPLD](#), our fall/winter marketing campaign as well as a ["Bring Back Movie Night" trailer](#) to let people know about our DVD collection.
  - **Event filming:** Watch the [All Pikes Peak Reads' author visit](#) with Colum McCann as well as [Pikes Peak Women's "Run, Girl, Run" event](#) hosted at Library 21c to support women who may be interested in running for office.

### Community partnerships, events & other happenings *(compiled by Elyse Jones, Community Partnership Coordinator, and other Communications staff)*

- Totals (as of January 2019):
  - **Community partnerships:** 112
  - **Outreach activities:** 103 (excludes school visits)
  - **Known outreach impressions:** 10,860
- The [Make it Personal](#) marketing campaign recently kicked off! Since the holidays can be stressful and expensive, PPLD encourages people to use library resources and services—from makerspaces to books and music—to create meaningful gifts and experiences together.
- [All Pikes Peak Reads](#) continues through Fri., Nov. 15. This year's program explores the themes of crossings, peace, multiculturalism, identity, friendship, generational lines, and memory through selected titles and scheduled events.



- Visit the exhibit for [“We Have a Story: Homeless in Colorado Springs.”](#) a photovoice project for those experiencing homelessness to share photos and stories about their daily lives. In observance of Hunger and Homelessness Awareness Week, PPLD will host a special reception and panel discussion on Sat., Nov. 16, from 3- 5 p.m. at Library 21c. The photo exhibit will remain on display there through Sun, Nov. 24.
- Enjoy [Petite Nutcracker](#), performed by the Colorado Youth Ballet, over Thanksgiving weekend! Presented by the Colorado Ballet Society, the condensed, 20-minute version of the story is geared towards families and children of all ages. The performances, which only cost \$3/person, are scheduled for Fri., Nov. 29, and Sat., Nov. 30, at 10 a.m., 11 a.m. and 1 p.m., in the venue at Library 21c.
- Join us for a [presentation and discussion with Hampton Sides](#), a former All Pikes Peak Reads author! It takes places on Mon. Dec. 2, from 7 – 8 p.m. at Penrose Library. Hampton Sides is best-known for his gripping non-fiction adventure stories set in war or depicting epic expeditions of discovery and exploration. *On Desperate Ground* tells the story of one of the most harrowing clashes in American history, the Battle of Chosin Reservoir, during which Mao’s numerically superior armies surrounded and tried to destroy the First Marine Division in the frozen mountain wilds of North Korea.
- PPLD’s [Mountain of Authors presents Johnny D. Boggs](#), an eight-time Spur Award-winning author and journalist! The special event takes place on Sat., Dec. 7, from 11 a.m. – 1 p.m. at East Library. The author will talk about the western genre, his experiences as an author of westerns, and more. There will be a small inventory of books for sale, and patrons are welcome to bring their own books for signing.
- Save the date! The 4<sup>th</sup> annual [Yule Ball](#), presented by PPLD, takes places on Sat., Dec. 14, from 2-4 p.m. at Coronado High School. It’s expected to draw more than 1,500 Harry Potter fanatics! In partnership with Colorado Springs Vegan Events, PPLD will co-host this year’s [Holiday Vegan Market](#) at Library 21c on Sat., Dec. 14, from 11 a.m. – 3 p.m.

**Meeting and study room statistics** (compiled by Nana Lee, Meeting Room Specialist, and Virginia Franklin, Website Manager and Library Market Administrator):

- Room usage:
  - Patrons reservations: 3,495 during the month, bringing the year-to-date total to 37,285
  - Staff-hosted programs: 1,338 public programs, bringing the year-to-date total to 13,385
- Library Market and other related use (reservations and cancellations):
  - Monthly use of [PPLD.LibraryMarket.com](#): 13,051 users; 27,611 sessions; and 157,409 pageviews
  - Online requests: 4,759, bringing the year-to-date total to 45,704
  - Phone and email inquiries: 563, bringing the year-to-date total 4,552

**Other key updates: Community needs assessment** (compiled by Michelle Ray, Chief Communications Officer):

- We’re now entering the final phase of the project, which covers:
  - **Conducting quantitative analysis:** Data cleaning; weighting data; demographic and geographic breakout comparisons; statistical analysis methods; analyzing open-ended questions/responses

- **Producing final report & presenting results:** Comprehensive overview of key findings and themes, as well as recommendations, to the Board of Trustees, staff, and other internal stakeholders; access to data and other detailed results
- Following the project's conclusion, PPLD will work on:
  - **Presenting results to the public:** Communications will produce a public report and traveling presentation that provides a macro-level look for community stakeholders and potential partners (for release in February 2020)
  - **Using the assessment's findings and recommendations to inform future decisions,** such as for strategic planning.

## Facilities Department Report November 12, 2019

### Projects

Calhan Library building renovation is substantially complete. We will soon begin discussions for improving the landscape around the building. Funds for doing so are a part of the project budget but the design and installation was deferred to 2020 due to approaching winter. I will be meeting with Carla Anderson in the next two weeks to discuss her initial thoughts and fees for her services.

The new High Prairie service desk is complete. The new desk provides a centralized service point and also includes an ADA compliant desk. The design provides staff with sit/stand options and also improves security with pronounced barriers to prevent patrons from entering staff's personal space and work area.

The East Library back-up generator replacement project is still in progress. In addition to questions regarding a remote fueling station, space limitation added additional challenges. The contractor and manufacturer worked together to find solutions to these issues. The unit submittal was received and approved through our electrical engineer on the project and it is now in line for production. At this time, production schedule is listed for January 2020 with installation anticipated in February.

The project for the installation of a roof structure on the old chiller pit at East Library has provided some challenges with permitting. Pikes Peak Regional Department denied the permit based on the fire rating of the roof structure as designed. The existing structure is constructed of cast-in-place concrete walls with concrete and steel girders and metal mesh. We have had a number of conversations with Regional planners who haven't strayed from the initial response. The architect, GC and I discussed our options and we elected to submit for a variance to the requirement. We presented our case to the variance board on Wednesday, November 6. Unfortunately, the variance was denied with the reason given that future use of the space may change from our intention and therefore presents a risk that cannot be overlooked.

At this time, the architect will revise drawings to include the addition of 5/8" sheet rock to the underside of the roof structure. Once revised drawings are complete, the GC will provide a cost for PPLD to consider.

Regarding the Old Colorado City floor replacement, Sandy Hancock, manager of OL is still in the process of finalizing her plans regarding overall facility layout and changes. Upon completion, Facilities along with IT and OL staff will meet to formulate a plan and develop an overall schedule for this work to take place.

An RFQ was released for architectural services for the construction of a new Learning Lab classroom at the Ruth Holley Library. The RFQ is due on November 8, 2019.

Planning has begun again for the replacement of the existing parking meter system at the Penrose Library. This project has been deferred a couple of times due to possible projects, the most recent being the Tesla Commons. More information is to come as we weigh the options that are available to us.

### Facilities Staff

The Facilities Department has completed interviews for the Facilities Specialist position vacated in October at the East Library location. An offer has been presented and accepted and background checks as well as other required steps are being advanced by Human Resources. It is our hope that this new employee will begin prior to the Thanksgiving holiday.

## Monthly Statistics

In the month of October, the Facilities department completed a total of (85) routine visits to district library facilities. Routine visits are done weekly and allow Facilities Specialists and Supervisors to complete any pending work orders, inspect location for safety issues, address minor projects, restock building supplies and meet with managers regarding any concerns or requests.

Also in the month of October, Facilities staff completed a total of (164) demand work orders (work orders submitted by PPLD staff) accounting for (275.34 hrs.) of staff time and (188) preventive maintenance work orders (work orders scheduled for equipment, etc.) to account for (270.48 hrs.) of staff time for a total of (352) work orders. Along with work orders, Facilities on-call personnel responded to (0) after hours calls in October. Emergency calls address issues that cannot wait until the next business day.

Lastly, over the past month, Facilities completed a total of (38) meeting room set ups.

**Human Resources Report  
November 12, 2019**

**Human Resources:**

Major projects included the following:

- Organizational Development
  - Dr. Nita Mosby Tyler facilitated the first Deconstructing Equity training for Southeast Region staff on October 18<sup>th</sup>.
- Benefits update
  - Open Enrollment is coming soon: December 2-December 13
- Wellness program
  - Fall Nutrition Challenge October 1<sup>st</sup> -November 26<sup>th</sup>
- Volunteer program
  - Currently a vacant 30-hour position; interviews are in progress
- Workers Compensation
  - Two injuries were reported in October
- Recruitment
  - HR welcomed our new Recruiter Soumya Gollapalli on October 21<sup>st</sup>!

Recruitment / Selection Activity	October 2019
Jobs Posted	11
Newly Hired Employees	3
Promoted Employees	4
Transferred Employees	1
Separated Employees	4

- Training

Training Title	Date	Time	# of Attendees
Conflict Management	10-11-2019	8:30 – 10:00 a.m.	5
Lunch and Learn: Building Resilience through Empathy	10-22-2019	Noon – 1:00 p.m.	8
Active Shooter	10-2-2019	3:30 – 5:00 p.m.	57
Winter Driving Seminar	10-25-2019	7:45 – 8:45 a.m.	24
The Cost of Caring: Burnout & Resilience	10-18-2019	8:15 – 9:15 a.m.	8
Youth Mental Health First Aid	10-28-2019	8:00 a.m. – 5:00 p.m.	25
Windows 10 – OL	10-9-2019	8:00 – 9:00 a.m.	3
Windows 10 – HI	10-18-2019	9:00 – 10:00 a.m.	15

## Information Technology Department Report November 12, 2019

### Projects

- Broadband Internet Service Increase. East Library increased bandwidth activated on October 25, 2019. Library 21c scheduled for 12 November. Project estimated completion date (ECD) no later than 30 November.
- Core Switch Installation. 30 November is the ECD for this project.
- Transition to Windows 10/Office 2016 began in July with a test at the Sand Creek Library. Windows 7 support ends December 31, 2019. The East Library upgrade started November 7 with ECD November 14. Ruth Holley scheduled for November 15 and Library 21c begins November 19. Project on schedule to end with Library 21c transition on December 17.
- Technology Refresh Patrons. Project in execution phase to replace 143 patron computers throughout the District in conjunction with the Windows 10 upgrade.
- Multifunction Device Request for Proposal (RFP). The project team is working on the printing strategy and finalizing requirements. Anticipate providing Finance with requirements in December.
- Calhan. Network services not available. Issues with vendor provisioning services. ECD: ASAP.

### Monthly Statistics

- Computer Usage Statistics – Decreased 44.30% year to date from 2018 (423,860/761,015)
- Laptop Circulation – Decreased 14.57% year to date from 2018 (13,406/15,693)  
*The IT Department is monitoring the decline in computer usage and laptop circulation. Age of equipment potential barrier contributing to patrons less likely to use older PPLD equipment (over 5+ years in some cases) that is not compatible with current applications. IT Department monitoring usage at libraries with newer computers to determine if patrons are returning to use newer computers.*
- AWE Children's Early Literacy Computer Usage – Decreased 11.44% from 2018 (50,154/56,634)
- Hotspot Circulation – Decrease 31.94% year to date from 2018 (503/739).  
*Lost, stolen, and broken hotspots reduce our inventory and contribute to overall decrease*
- Help Desk Calls – Decrease 50.98% year to date from 2018 (979/1,997).  
*The IT Department is reviewing associated analytics to determine decrease in help desk tickets.*